ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO.	2. DELIVERY ORDER NO.	3. EFFECTIVE DATE	4. PURCH REQUEST NO.	5. PRIORITY
N00178-05-D-4323	EH01	2008 Dec 31	N00024-08-NR-55280	DO-C9

6. ISSUED BY CODE N00024
Naval Sea Systems Command (NAVSEA)
BUILDING 197, ROOM 5w-27301333 ISAAC HULL AVENUE SE
WASHINGTON NAVY YARD DC 20376-2040

7. ADMINISTERED BY CODE S0514A
DCMA SAN DIEGO
7675 DAGGET STREET, SUITE 200
SAN DIEGO DC 92111-2241

8. DELIVERY FOB
- [ ] DESTINATION
- [ ] OTHER
- *(See Schedule if other)*

9. CONTRACTOR CODE 1Y9H1 FACILITY 099669355
Falconwood
2110 Hancock St Ste. 202
San Diego CA 92210-2011

10. DELIVER TO FOB POINT BY *(Date)*
See Schedule

11. X IF BUSINESS IS
- [X] SMALL
- [ ] SMALL DISADVANTAGED
- [X] WOMEN-OWNED

12. DISCOUNT TERMS
Net 30 Days
WIDE AREA WORK FLOW

13. MAIL INVOICES TO THE ADDRESS IN BLOCK
See Section G

14. SHIP TO CODE
See Section D

15. PAYMENT WILL BE MADE BY CODE HQ0339
DFAS Columbus Center, West Entitlement
P.O. Box 182381
Columbus OH 43218-2381

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER

DELIVERY/CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.
PURCHASE		Reference your _____ furnish the following on terms specified herein.
		ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED *(YYYYMMDD)*
Falconwood		Allie Lawaetz President	

[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
	See Schedule				

**If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*

24. UNITED STATES OF AMERICA
BY: /s/Michael J Taylor 12/31/2008
CONTRACTING/ORDERING OFFICER

25. TOTAL [redacted]

26. DIFFERENCES

27a. QUANTITY IN COLUMN 20 HAS BEEN
- [ ] INSPECTED
- [ ] RECEIVED
- [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: _____

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

c. DATE

d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

28. SHIP NO.

29. D.O. VOUCHER NO.

30. INITIALS

- [ ] PARTIAL
- [ ] FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

f. TELEPHONE

g. E-MAIL ADDRESS

31. PAYMENT
- [ ] COMPLETE
- [ ] PARTIAL
- [ ] FULL

34. CHECK NUMBER

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.

a. DATE

b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY *(Print)*	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

GENERAL INFORMATION

Award of Task Order N00178-05-D-4323

Under Section J - Attachments, updated to include the following:

Attachment 1 - DD254 Contract Security Classification Specification
Attachment 2 - Award Financial Accounting Data (FAD) Sheet in the amount of [redacted]

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1002	Base Year - Tasks 7 & 8. Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N)	37440.0	LH	[redacted]	[redacted]	[redacted]
100201	Base Year - Tasks 7 & 8. Information Assurance and Security and RDT&E Purification and Governance. Period of Performance - 29 Dec 2008 - 31 May 2009 (O&MN,N)					

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3002	Base Year - Tasks 7 & 8. (ODCs) Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N)	1.0	Lot	[redacted]
300201	ODCs in support of SLIN 100201 Period of Performance - 29 Dec 2008 - 31 may 2009 (O&MN,N)			

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4002	Option Year - Tasks 7 & 8. Information	37440.0	LH	[redacted]	[redacted]	[redacted]

	Assurance and Security and RDT&E Purification and Governance. (O&MN,N) Option					
4102	Award Term 1 - Tasks 7 & 8. Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N) Option	37440.0	LH	$[redacted]	[redacted]	[redacted]
4202	Award Term 2 - Tasks 7 & 8. Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N) Option	37440.0	LH	[redacted]	[redacted]	[redacted]
4302	Award Term 3 - Tasks 7 & 8. Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N) Option	37440.0	LH	$[redacted]	[redacted]	[redacted]

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6002	Option Year - Tasks 7 & 8. (ODCs) Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N) Option	1.0	Lot	[redacted]
6102	Award Term 1 - Tasks 7 & 8. (ODCs) Information Assurance and Security and	1.0	Lot	[redacted]

	RDT&E Purification and Governance. (O&MN,N) Option		
6202	Award Term 2 - Tasks 7 & 8. (ODCs) Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N) Option	1.0 Lot	[redacted]
6302	Award Term 3 - Tasks 7 & 8. (ODCs) Information Assurance and Security and RDT&E Purification and Governance. (O&MN,N) Option	1.0 Lot	[redacted]

NOTES:

NOTE A: LEVEL OF EFFORT
For Labor Items, Offerors shall propose man-hours for the level of effort required to perform the requirements of the Statement of Work for the period of performance specified in SECTION F. The PAYMENT OF FEE(S) (LEVEL OF EFFORT) clause applies to these Items.

Proposed labor hours will be incorporated in Section B pricing structure as well as the Level of Effort clause found in Section H upon Task Order award. Offerors are advised that the Government estimate for this effort is approximately 189,280 man-hours per year for Tasks 1-6, and 37,440 man-hours per year for tasks 7 and 8. This estimate does not include surge requirements which are estimated at an average of 37,856 man-hours per year. The Government estimate is provided for informational purposes only and is included to serve as a reference for prospective offerors to better understand the overall magnitude of the effort. Therefore, contractors have the latitude to propose both quantity of labor and mix of labor resources in accomplishing the requirements identified within the Statement of Work in a high quality, efficient, and cost effective manner.

NOTE B: OPTION (CLINs 4001, 4002)
Option Item to which the OPTION clause in SECTION I applies and which is to be supplied only if and to the extent said Option is exercised.

NOTE C: AWARD TERM (CLINs 4101, 4102, 4201, 4202, 4301, 4302)
Award Term Item to which the AWARD TERM clause in SECTION H applies and which is to be supplied only if and to the extent said Item is earned, retained and awarded in accordance with the AWARD TERM PLAN provided in SECTION H. Notwithstanding the word "Option" which appears in the Section B CLIN description or elsewhere in this Task Order, for Award Term Items, Award Terms are not "Option" Items.

NOTE D: SURGE (CLINs (1003, 4003, 4103, 4203, 4303)

If the Government determines that an increased level of effort for Engineering, Technical, or Administrtive support is required, the Government reserves the right to exercise a "surge" Option CLIN for additional work in accordance with the Statement of Work. The Contracting Officer will provide written notice to the Contractor at least 60 calendar days prior to exercise of the surge Option Item. In the event the Government does elect to exercise the Surge Option Item, the appropriate ceiling and level of effort (man-hours) may be realigned under the Labor CLIN for each Task identified in the Statement of Work. The Government further stipulates that award of an Award Term does not include award of the Surge Option Item unless the Surge Option is expressly exercised for that Award Term period. The Government estimate is an average of 37,856 man-hours per year for surge Option Items.

NOTE E: ODC (CLINs 3001, 3002, 3002, 6001, 6002, 6003, 6101, 6102, 6103, 6201, 6202, 6203, 6301, 6302, 6303)

The Government estimates ODCs, inclusive of travel costs, for this Task Order to be no more than [redacted] in the base year for Tasks 1 through 6, [redacted] for Tasks 7 and 8 and [redacted] for surge requirements. In Option Year 1 the Government estimates travel costs to be no more than $[redacted] for Tasks 1 through 6, [redacted] for Tasks 7 and 8 and [redacted] for surge requirements. In Award Term 1 the Government estimates travel costs to be no more than [redacted] for Tasks 1 through 6, [redacted] for Tasks 7 and 8 and [redacted] for surge requirements. In Award Term 2 the Government estimates travel costs to be no more than [redacted] for Tasks 1 through 6, [redacted] for Tasks 7 and 8 and $[redacted] for surge requirements. In Award Term 3 the Government estimates travel costs to be no more than $[redacted] for Tasks 1 through 6, $[redacted] for Tasks 7 and 8 and $[redacted] for surge requirements. This travel estimate must be included in Section B of the offer for the base year CLINs 3001, 3002, 3003, option year CLINs 6001, 6002, 6003, award term 1 CLINs 6101, 6102, 6103, award term 2 CLINs 6201, 6202, 6203, and award term 3 CLINs 6301, 6302, 6303. Other ODC amounts proposed by an Offeror shall be included in said CLINs and the narrative rationale provided by the Offeror. These Items are non-fee bearing CLINs and shall be priced as cost only. Nonfee bearing refers to fee, not allowable indirect costs or burdens.

CLAUSES INCORPORATED IN FULL TEXT:

CONTRACT TYPE SUMMARY FOR PAYMENT OFFICE (COST TYPE) (NAVSEA) (FEB 1997)

This entire Task Order is cost type.

EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (DEC 1995)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of[redacted] less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

LIMITATION OF COST OR LIMITATION OF FUNDS LANGUAGE

The clause entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF FUNDS" (FAR 52.232-22), as appropriate, shall apply separately and independently to each separately identified estimated cost.

PAYMENTS OF FEE(S) (LEVEL OF EFFORT) (NAVSEA) (MAY 1993)

(a) For purposes of this contract, "fee" means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, or "fixed fee" in cost-plus-fixed-fee type contracts for level of effort type contracts.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be equal to <TO BE FILLED IN WITH THE OFFEROR'S FIXED FEE PROPOSED PERCENTAGE AT TIME OF AWARD> percent (<TO BE FILLED IN WITH THE OFFEROR'S FIXED FEE PROPOSED PERCENTAGE AT TIME OF AWARD> %) of the allowable cost of each invoice submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable (percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money). Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract.

(c) The fee(s) specified in SECTION B, and payment thereof, is subject to adjustment pursuant to paragraph (g) of the special contract requirement entitled "LEVEL OF EFFORT." If the fee(s) is reduced and the reduced fee(s) is less than the sum of all fee payments made to the Contractor under this contract, the Contractor shall repay the excess amount to the Government. If the final adjusted fee exceeds all fee payments made to the contractor under this contract, the Contractor shall be paid the additional amount, subject to the availability of funds. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract at the time of the discontinuance of work.

(d) Fee(s) withheld pursuant to the terms and conditions of this contract shall not be paid until the contract has been modified to reduce the fee(s) in accordance with the "LEVEL OF EFFORT" special contract requirement, or until the Procuring Contracting Officer has advised the paying office in writing that no fee adjustment is required.

TRAVEL COSTS - ALTERNATE I (NAVSEA) (DEC 2005) ***(APPLICABLE TO ODC CLINS 3001, 3002, 3003, 6001, 6002, 6003, 6101, 6102, 6103, 6201, 6202, 6203, 6301, 6302, 6303)***

(a) Except as otherwise provided herein, the Contractor shall be reimbursed for its reasonable actual travel costs in accordance with FAR 31.205-46. The costs to be reimbursed shall be those costs accepted by the cognizant DCAA.

(b) Reimbursable travel costs include only that travel performed from the Contractor's facility to the worksite, in and around the worksite, and from the worksite to the Contractor's facility.

(c) Relocation costs and travel costs incident to relocation are allowable to the extent provided in FAR 31.205-35; however, Contracting Officer approval shall be required prior to incurring relocation expenses and travel costs incident to relocation.

(d) The Contractor shall not be reimbursed for the following daily local travel costs:
(i) travel at U.S. Military Installations where Government transportation is available,
(ii) travel performed for personal convenience/errands, including commuting to and from work, and
(iii) travel costs incurred in the replacement of personnel when such replacement is accomplished for the Contractor's or employee's convenience.

SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

NAVSEA COMMAND INFORMATION OFFICE PROGRAM SUPPORT

I. Introduction

II. General Conditions & Requirements

III. Transition to IPv6

IV. Travel

V. Citizenship, Security Clearances, background investigation requirements, non-disclosure statements, training, certification requirements and Privacy Act requirements:

VI. Deliverables

VII. Performance Standards

VIII. Place of Performance

IX. Performance Objective

X. Performance Monitoring

XI. Statement of Work

I. Introduction

The following tasks are for an unrestricted award with a mandatory Small Business subcontracting requirment of 25%.

All subcontracting performance reporting will take place in the SeaPort Portal. Every six months the contractor will be provided with a link by which to gain entry to the Portal to provide actual small business subcontract performance information. All reporting shall take place at the task Order level within the Portal. Actual performance that does not show progress toward achieving the goals set forth in the proposal will be considered during award term evaluation. (Applicable to unrestricted Tasks 1 through 6 only)

Provide support to NAVSEA's Command Information Office (CIO) in the following areas:

A. General Taskings (applicable to unrestricted and set-aside tasks)

1. Program Management

2. IT Consulting

B. Specific Taskings

Task 1.0 Compliance and Business Management

1.1 Program Support

1.2 Portfolio Management Process Development and Implementation

1.3 Clinger-Cohen Act Compliance Documentation Preparation, and Review

1.4 Budget Development and Execution Support

Task 2.0 Headquarters NMCI/NGEN/Legacy Operations

2.1 NAVSEA owned Systems Installation and Deployment

2.2 NAVSEA owned Network & Desktop Management Services

2.3 Facilities Management

2.4 Hardware and Software Acquisition Determination, Identification, and Specification Support

2.5 IT Systems Property Management

2.6 Naval Messaging support, licenses, hardware and maintenance

2.7 NMCI/NGEN Transition and Life Cycle Support Services

2.8 Telecommunications, management, hardware, maintenance, licenses and support services

2.9 Travel and Training

2.10 Vehicle Rental and Transport Services

2.11 Video Teleconferencing and Audio Visual Support

2.12 Knowledge Management

2.13 NAVSEA Legacy, Classified and/or Stand Alone IT Systems/Equipment Property Management

Task 3.0 Enterprise Applications

3.1 Applications Management

3.2 Business Process Support

3.3 Data Archiving and Business Warehousing

3.4 Logistics Planning and Documentation

Task 4.0 Enterprise NMCI/NGEN Operations

4.1 Program Support

4.2 Order Review and Approval

4.3 Navy Enterprise NMCI/NGEN Coordination

4.4 Technical Support

Task 5.0 Enterprise Legacy Network Transition

5.1 Enterprise Legacy Network Transition

Task 6.0 Competency Alignment and Lean Six Sigma Support

6.1 Program Support

6.2 Technical Support

The following tasks are fully restricted for a small business set aside award.

Task 7.0 Information Assurance and Security

7.1 Security and Assurance of Information Technology Systems

7.2 Support for Research, Development, Test and Evaluation (RDT&E)

Task 8.0 RDT&E Purification and Governance

II. General Conditions & Requirements

NMCI/NGEN services, and support fees will be administered as follows: The Naval Sea Systems Command will order and pay for NMC/NGEN seats/services for on-site contractors, with those costs being disallowed in the contract. Offsite contractors who require only e-mail access to NAVSEA personnel and data do not need NMCI/NGEN seats/services. Offsite contactors who require access to data on servers residing behind the NMCI/NGEN firewall must have NMCI/NGEN seats, and must negotiate directly with the contractor POC for NMCI/NGEN to procure them. The costs associated with these requirements are billable to the contract. No personal or company-owned computers will be permitted to connect to the NMCI/NGEN or NAVSEA legacy network, nor to use the NMCI/NGEN network to access the contractor’s network.

III. Transition to IPv6 (Internet Protocol version 6)

Draft guidance, instructions and criteria to establish a certification program for the transition to Ipv6. Certify IPv6 compliance for Navy programs, applications, systems, and databases under NAVSEA CIO cognizance including PEO programs to DDCIO(Navy). Obtain SPAWAR CHENG concurrence for technical and NETWARCOM for security compliance. (To be submitted under Task 3.1)

IV. Travel

The contractor is authorized to travel as necessary to fulfill the requirements of the contract in support of the CIO's requirements. All travel and expenses related thereto shall be in accordance with the current version of the Joint Travel Regulations and applicable government per diem rates.

V. Citizenship, Security Clearances, background investigation requirements, non-disclosure statements, training, certification requirements and Privacy Act requirements:

All contractors must be U.S. citizens.

All personnel located at the Washington Navy Yard must posses at least an interim or final Secret security clearance. Additional clearances including those required for special access programs may be required and will be identified on an as required bases. A DD254 "Contract Security Classification Specifications" shall be required for all personnel assigned to the resultant contract.

Requirements for background investigations are established in DoD 5200.2R, "DoD Personnel Security Program". Contractors assigned to privileged user roles with Information Assurance (IA) management access shall be subject to the investigation requirements documented in table E3.T1 of DoDI 8500.2, "Information Assurance (IA) Implementation". Specifically, individuals possessing administrative privileges (e.g. network administrators, system administrators, etc.) are deemed to hold IT-I (ADP Type I) positions and must complete a favorably adjudicated Single Scope Background Investigation (SSBI).

(a) The Contractor shall ensure that personnel performing Information Assurance Technical functions have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01–M, Information Assurance Workforce Improvement Program at the IAT-2 level. The Contractor shall meet the applicable information assurance certification requirements, including—

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01–M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01–M.

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

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

Non-Disclosure Agreements/Statements

Contractors performing work under this effort may be required to sign Non-Disclosure agreements and Conflict of Interest statements.

Privacy Act Requirements

The following Privacy Act FAR Clauses are hereby incorporated by reference:

FAR 52.224-1 Privacy Act Notification (4/84)

FAR 52.224-2 Privacy Act (4/84)

FAR 52.239-1 Privacy or Security Safeguards (8/96)

VI. Deliverables: The government shall retain the right to reuse all data provided under this solicitation. Deliverables are as follows:

A001- Trip Reports. Trip reports shall be provided to the cognizant PM and DCIO for all travel where costs accrued to the contract. Trip reports shall be submitted within 10 calendar days of the completion of travel.

A002- Monthly Status Reports. The contractor shall prepare a monthly status report defining the level of effort and work accomplished during the month and forecasts for the upcoming monthly period. The contractor shall also provide monthly and cumulative task expenditure data to include but not limited to; hours and costs incurred within each approved labor category, and for all Other Direct Costs (ODC's); travel, hardware, software, reproduction, and materials. Contractor shall list hours worked by individual. The number of billable hours possible for each month should be shown in the report. Status and financial reports will be due on the 12th day of the month following the reporting period. If the 12th falls on a weekend or holiday, the submission will be due COB the previous business day.

A003- Monthly Financial Report. The contractor shall provide to the CIO Financial Office a monthly financial report that will identify, by Technical Instruction (TI), the total costs incurred during the month. This report shall be broken out to reflect expenditures by labor and ODCs. The monthly financial report will reflect cumulative spending in the categories identified above, and will project the overall contract spending status through the entire period of performance. Also, information will be provided in a graph/chart format. Financial reports will be due on the 12th day of the month following the reporting period. If the 12th falls on a weekend or holiday, the submission will be due COB the previous business day

A004- NAVSEA CIO Meeting Minutes. The contractor shall provide meeting minutes to the COR/TPOC and the DCIOs for all meetings that occur between and amongst the aforementioned parties. Meeting minutes will be provided NLT 48 hrs after the meeting.

A005- Quality Assurance Plan. The contractor shall submit to the Government a Quality Assurance Plan (QAP) that delineates how they will be ensure quality in their own performance. The QAP shall be in Microsoft Word format, and it shall be submitted electronically to the Government COR. The QAP is due 30 days after contract award.

A006-Management/Technical Documentation. The contractor shall provide plans, schedules, studies, analyses, reports, briefing materials, point papers, budgetary estimates and other documentation as required.

A007 – Documentation for Applications: Source Code, Documentation, Test Scripts and Test Results; and the Security Documentation, including the SSAA and the Security Certification Test Plan(s)

A008 – IT Global Support Management Master Plan. The contractor shall develop a Management Master Plan to address how the NAVSEA Enterprise Applications referenced in Task 3 will be managed.

A009 – Notification of Contractor Change. The task manager shall notify the government Contracting Officer Representative (COR), Technical Point of Contact (TPOC), appropriate ACIO and the TA for the Contractor Verification System (CVS) within 24 hours of any contractor leaving the contract. All contractors are required to turn in their CAC and NAVSEA badge in person to the appropriate authority within 24 hours of their removal from the SEA 00I support contract.

VII. Performance Standards:

The services provided under this SOW/contract are performance based, and the following performance standards will apply:

Standard One. Deliverables required by this contract are submitted on or before the required due date (s). Measurement. Deliverables are received on schedule 95% of the time unless the Government is responsible for the delay or has given permission to delay delivery.

Standard Two. Deliverables required by this task order are submitted in the format and media as outlined in paragraph VI above. Where a deliverable format is not specified in paragraph VI, offerors shall submit using commecial formats, and require no administrative corrections. Deliverables are received in the proper format 95% of the time unless the Government agrees beforehand to a revised format.

Standard Three. Management, technical and administrative support provided by the contractor is responsive. Measurement. Required contract management, technical, and administrative support are provided on time 95% of the time. The contractor cannot be untimely more than 5% of the time.

Standard Four. Monthly status/progress, and financial reports shall be submitted on or before due dates and are free of errors. Measurement. Delivered on schedule 95% of the time unless the Government is responsible for the delay or has given permission for delay delivery. The reports shall be free of errors 95% of the time.

VIII. Place of Performance

The work accomplished under this contract will be accomplished at local facilities owned and operated by the contractor. Local as stated here means within the Contractor's facility that is within a 10-mile radius of the Washington Navy Yard. Some positions will be located on site at government facilities (Washington Navy Yard) on a case-by-case basis.

IX. Performance Objective:

Acceptable Quality Level: Quality - Free of spelling errors; grammatically correct, correct format, and fully coordinated with any stakeholders. All deliverables must be fully compatible with Navy Marine Corps Internet (NMCI)/NGEN format for Microsoft Word, Excel, PowerPoint, Access, Project Manager, and other NMCI/NGEN approved application programs.

X. Performance Monitoring:

The government will review and assess deliverables and products through periodic reports.

XI. Statement of Work

A. General Tasking:

1. Program Management

Provide project management and operations support of information technology programs. Provide sufficient management and technical support staff to develop required control plans, schedules and implement and execute project activities.

Provide the following services and deliverables for Government established objectives:

Task requirements specifications,

Identification and specification development to be utilized for the acquisition of designated materials,

End-user and staff training tools, materials and presentations,

Status and in-process review meetings,

Develop quality management programs, controls and audits

Perform Technical writing in support of the CIO office

Assist in development of budget information, and cost estimate data

Development of formal reports and ad hoc reports

Development of briefing materials, and data calls

Draft and coordinate data calls, and responses to data calls

Development, documentation, tracking, preparation, distribution, maintenance and posting of approved meeting minutes, program schedules, agendas, action items procedures, training guides, and processes.

Assist in drafting strategic, business and execution plans,

Facilitate meetings and off-sites, provide conference room as necessary for meetings, off-sites and training. Facilities should be able to accommodate at least 20 people and be easily accessible from the Washington Navy Yard,

Provide materials and data for internal reviews,

Provide materials and data for contract reviews and evaluations,

Provide high volume document scanning in pdf format,

Maintain and update intranet content including NAVSEA City

Assist in defining requirements, developing acquisition strategies and plans, identifying potential sources, and developing procurement standards, specifications, and procurement documents to be utilized for the procurement of required materials. Also, prepare Business Case Analyses (BCA), Earned Value Management (EVM) and Return on Investment (ROI) studies as required.

Assist in drafting standard operating procedures (sop's) for all required CIO processes.

Identify, distribute, and balance the workload and tasks amongst the contractor employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks.

Provide specific administrative or technical training for a variety of software applications including web based applications, database management systems applications, and other complex software/hardware applications necessary for accomplishment of individual and team tasks.

Develop functional requirements for customer needs.

Lead customers through the system lifecycle. Assist project managers on projects that include software development, hardware specification and evaluation, and systems integration.

Assist in development and administration of budget-like capital planning for, and performance-based measurements of IT investments.

Provide expertise and support in the analysis and reconciliation of data across all DON systems including DITPR, DADMS and NITE-STAR.

Evaluate new or modified DOD/Navy acquisition regulations and support policy guidance for the NAVSEA CIO;

Support 00I personnel who serve as members of OSD and Navy Acquisition Working Groups and Working Integrated Process Action Teams in response to evolving needs and requirements of the acquisition community.

Web services management including applications hosting and code development,

Metrics development, reports and reporting,

Planning, coordinating, and supporting planning meetings, both on-site and off-site for end user support staff,

Update project plans weekly following Project Management Planning guidelines,

Maintain accurate information in the Action Tracking Database and ensure its accuracy,

Ensure that project plans match the Action Tracking Database

Develop, provide, and remain ready to implement a Continuity of Operation Plan (COOP) during a crisis situation. This task may require travel on very short notice. Perform any duties that are associated with implementing the COOP.

Provide Contingency Planning documentation for all functional areas.

Provide configuration management in all key business areas utilizing routine and ad hoc reports and documentation as required.

Provide direct liaison with technical staff, contractors, and the user community to define requirements, determine appropriate alternatives, and present recommendations.

Provide direct liaison with NAVSEA management, technical, and financial personnel on all matters associated with the end user support and network management.

Develop and review life cycle management documentation and processes.

Perform technology assessments to determine feasibility of proposed solutions.

Providing quality assurance for designated CIO initiatives, to include but not limited to plans, training materials, process improvement and conflict resolution processes, obtaining customer feedback, and trend analysis.

Ensure that all hardware, software, and networks are accurately accounted for in the DoN Application

and Database Management System (DADMS) and ISF tools. Perform reconciliation of all records

Ensure that all Information Technology systems are recorded in the DoD IT Portfolio Repository DoN (DITPR DoN), DADMS and NITE-STAR and perform reconciliation of all records.

Provide all aspects of Information Assurance Support to the CIO.

2. Information Technology Consulting

Provide the necessary services to ensure the integration of all and/or future hardware and software. including an engineering assessment of current systems and emerging technologies. Draft growth plans and migration paths for systems evolution and modernization. Provide design evaluations, interface requirements definition, and design and testing support. Prototyping support shall be provided as part of system design and implementation. Assist in the formation of systems architectures, upgrade studies, capacity planning and systems integration. This includes the following services:

Assessment of new technologies including evaluating impacts, organizing and coordinating comments on NGEN Block implementation and other future requirements and mandates,

Preparation of studies and analyses assessing the cost, human resources and business process impact associated with the transition and implementation of NGEN across the NAVSEA Enterprise,

Preparation of studies and analyses for the purchase of hardware, software, and communications systems necessary to implement current or future requirements,

Business Process Re-engineering (BPR) and information engineering efforts to support organizational structures, processes, and information technology resources,

Draft Business Case Analysis and related services

Preparation of Cost Estimates and life cycle analyses for existing and new or redesigned systems

Provide assessments and analyses of the virtual SYSCOM IT workforce including military, civilian and contractor personnel. Baseline existing workforce competencies and skills. Determine gaps between competencies and skills required and existing capability. Develop and draft a strategy and plan to fill gaps thru training and recruiting. Develop and draft standard practices for determining the correct size of the NAVSEA Enterprise and Virtual SYSCOM IT workforce.

B. Specific Tasking

Task 1.0 Compliance and Business Management

1.1 Program Support

Development draft and final Investment Review Board (IRB) presentations and delivery of final product in appropriately labeled binders and electronic media 2 hours before each brief,

Development of IRB presentation strategy documents,

Drafting Management Internal Control Program (MICP) for SEA 00I, assist assessable unit managers in preparing statement of assurance, Assist in the preparation for internal and external audits of the MICP,

Develop business rules for NMCI/NGEN including laptop pools.

1.2 Portfolio Management Process Development and Implementation

Assist in providing a disciplined approach to choosing and prudently managing the best mix of investments to strengthen mission capability. Coordinate a disciplined portfolio management process across the NAVSEA enterprise and Virtual SYSCOM by partnering with DON CIO and other Navy entities as required. Develop management and implementation plans and working group charters to establish a governance structure for portfolio management. Develop an assessment and trade off analysis of Commercial of the Shelf (COTS) software tools designed for portfolio management. Facilitate the adoption and use of portfolio management software that is approved and recommended at the Navy or Virtual SYSCOM level such as Prosight or equivalent by providing user training, data entry, and report generation. Communicate portfolio management developments with Echelon I and II Functional Area Managers (FAMs). Demonstrate execution of portfolio management with respect to FAM rationalization and Component Enterprise Architecture efforts. Provide a framework to assist senior mangers in achieving their goal of providing support to the war fighter. Assist in determining and demonstrating benefits in the following focus areas:

Increased investment visibility

Awareness

Re-capitalization

Improved mission performance

Accountability

Linkage to IT Budget

Interoperability

Strategic goal alignment

Mission impact

Adaptability

Performance Metrics

Perform studies, analyses, coordination, planning and scheduling related to the implementation of Cyber Asset Reduction and Security (CARS) goals and objectives and any follow on initiatives from N6 or NETWARCOM across the NAVSEA Enterprise.

Draft processes and analyses covering a wide range of IT management activities that extends and applies to an entire portfolio of IT projects, programs and systems for NAVSEA.

Draft processes and conduct analyses for prioritizing and selecting IT projects and systems for inclusion in a portfolio, as well as the control and evaluation of portfolio projects and systems.

Provide technical advice, guidance and recommendations on critical IT portfolio issues.

Create and maintain a portfolio of all IT integrated support requirements across the assigned NAVSEA organization.

Review and draft updates to the current NAVSEA IM/IT Authority Instruction with particular emphasis on the roles and missions of the ACIO's.

1.3 Clinger-Cohen Act Compliance Documentation, Preparation, and Review

Draft documentation designed to respond to requirements of the Clinger-Cohen Act. Support the implementation of the defined processes for Clinger-Cohen Act Confirmation and Certification by coordinating with program offices and providing advice and assistance. The contractor shall provide the following:

Provide oversight on Title 10, Title 35 and Title 40 statutory requirements as they relate to the 40 Clinger-Cohen Act (CCA) and the responsibilities of the NAVSEA Chief Information Officer

Evaluate and conduct analysis CIO Self-Assessment for Compliance and Certification with Title 40/CCA, program goals, objectives, events and milestones of C4/IT and NSS acquisition programs;

Manage the certification approval process for NAVSEA business systems development or modernization efforts that exceed $1M over the Future Years Defense Program for each IT investment;

Prepare and maintain a list of programs with upcoming major milestones and production contract awards. Ensure the listed program offices are notified of CCA requirements,

Establish and maintain a repository and work flow system to automate the review and approval of CCA Confirmation and Certification,

Make a determination that acquisitions support core, priority functions of the Department,

Establish outcome-based performance measures linked to strategic goals,

Assist in the redesign of the processes that the system supports to reduce costs, improve effectiveness and maximize the use of COTS technology,

Advise whether private sector or government sources can better support the function,

Conduct Analyses of Alternatives,

Conduct economic analysis that includes a calculation of the Return on Investment (ROI), or for non-AIS programs, conduct a Life Cycle Cost Estimate (LCCE),

Establish measures and accountability standards for program progress,

Assist in determining that the acquisition is consistent with Global Information Grid (GIG) policies and architecture, including relevant standards,

Assist in determining that the program has an Information Assurance (IA) strategy that is consistent with DoD and DON policies, methods, and architectures, including relevant standards,

Assist in determining, to the maximum extent practicable, that (1) modular contracting has been used, and (2) the program is being implemented in phased, successive blocks, each of which meets part of the mission need and delivers a measurable benefit, independent of future blocks.

Assist in determining that the systems being acquired are registered in the appropriate databases.

Draft a communication plan to reinforce the importance of the Clinger-Cohen Act (CCA) process with NAVSEA PEOs, PMOs, acquisition, contracts and legal communities.

Coordinate CCA reviews and certification with DASN C4I, DON CIO, and, OSD NII as required by ACAT Level.

1.4 Budget development and execution support

Support the planning, generation, process definition, development of guidance, internal communications strategies, and other efforts related to the NAVSEA IT budgeting process. Provide support both internally for developing the SEA 00I IT budget, and externally for submitting annual DON IT budget requirements for the President's, DON, and OSD budget submissions.

Assist in developing, planning, and implementing the IT/NSS budget. Assist the NAVSEA CIO in evaluating budget submission requirements, and drafting guidance to NAVSEA Directorates, PEOs, and field activities. Review subclaimant IT/NSS budget submissions for conformance to FMB financial policy and DON CIO guidance. Enter submitted IT/NSS budget data into the Naval Information Technology Exhibits/Standard Reporting-Program/Budget (NITE/STAR-Pro) system. Analyze changes between prior submissions and the current submission utilizing the NITE/STAR Difference Engine. Consolidate subclaimant inputs into one comprehensive NAVSEA IT/NSS budget and produce the final draft NAVSEA budget submission for the requiring office. Maintain hardcopy records of IT budget submissions from subclaimants and for the consolidated NAVSEA budget submissions. Collect and maintain budget documentation and related data for responding to budget audits.

Provide IT/NSS Budget training material and conduct Training Sessions and outreach programs for headquarters and field activities throughout the year.

Provide formulation and execution data and analyses across the Future Years Defense Program (FYDP).

Draft 00I budgetary and financial management policy and procedural guidance as necessary.

Identify discrepancies and correct erroneous data in the financial systems by obtaining needed adjustment documents from the appropriate financial, logistical, personnel and/or procurement entity.

Conduct an ongoing review of unliquidated obligations and obtain documentation to close transactions.

Gather financial data and conduct analyses to develop and defend SEA 00I funding requirements during POM, budget and execution data calls.

Conduct financial transactions and reporting associated with NMCI in all areas of reconciliation, ordering, funding document preparation, tracking, and prior year close out. Provide similar services for NGEN and any future billing process.

Task 2.0 Headquarters NMCI/NGEN/Legacy Operations

2.1 NAVSEA owned Systems Installation and Deployment

Legacy systems installation and deployment includes the technical support required to transition from the delivery of products to the customer’s loading dock or office through to fully functioning systems. In that context, installation and deployment services may include, but are not limited to:

Equipment unpacking, moving, and inventory,

Assembly of system components,

Loading of software,

Testing assembled/loaded system components,

Removal and disposal of old equipment, systems, or materials, IAW Information Assurance and NETWARCOM procedures, as well as providing required documentation,

Provide customer orientation and familiarization with new equipment,

Desktop Network Configuration,

2.2 NAVSEA owned Network & Desktop Management Services

Design, engineer, furnish, install, and integrate, local and wide area networks. Conduct studies and propose problem resolution in the areas of communications, computer systems performance analysis, risk analysis, fault tolerance, user acceptance, capacity planning, resource utilization, response time analysis, traffic analysis, computer security, system accounting software, and communications protocols and interfaces. Perform communications analysis studies to determine the network functional requirements and the application of state-of-the-art communication technologies. Provide network system specifications that satisfy the functions pertinent to the activity request.

Perform technology research/evaluation studies to determine the feasibility of new technologies in communications. These studies shall be used to determine the practicality of given unique communications criteria and applicable product development. Product development may include the identification of value-added hardware/software.

Establish, manage, and staff a call center during the hours of 7am to 5pm. Provide Tier 1 support staff to ensure that calls are resolved in an expected time frame without major deviations. The call center shall perform services related to the direct support of the end user community and its use of hardware, software, and network components. The activities of these personnel include information assurance compliance, hot-line support, answering email and electronic inquiries, call routing, and utilization of tools to include metrics and metrics reporting.

Provide Legacy Desktop Support Services for NAVSEA HQ established MOAs. The contractor shall define the components necessary to maintain a robust network and infrastructure that meets the functional needs of NAVSEA and maintains the high availability of services demanded. The contractor shall install, operate and maintain the legacy, stand alone, design site and stand alone classified networks, Navy Special Warfare network, SBIR Macintosh network, training rooms and equipment in accordance with the policies established by the NAVSEA HQ DCIO and Information Assurance as required. For all approved applications by the NAVSEA CIO and FAMs, the contractor will provide support in database management, troubleshooting, upgrades, and serviceability of the application to the command.

The contractor will also provide the support for tracking, managing, procuring, implementing, and troubleshooting the following items: Toner Cartridges, copiers, faxes, multi-functional devices, local printers, stand alone and classified network printers, hardware, software, licensing, disposal services, and any others the technical sponsor deems necessary.

Provide Sun Solaris/UNIX/LINUX administration and engineering support and services.

Provide unclassified Navy Nuclear Propulsion (NOFORN) administration and engineering support and services.

Clean Desktops & Servers in accordance with Information Assurance and NETWARCOM guidance due to Security Violations.

SQL Server Standup for HQ SQL Applications

CITRIX Server & user licenses for critical apps

Procurement of system hardware to replace failing backup systems and required engineering and

integration services.

Migrate program office servers to be consolidated into the Main Computer Room (MCR).

Perform Live Link and Oracle upgrades and ongoing maintenance and support.

Provide deployment support with contractor transition team.

Equipment unpacking, moving, and inventory reconciliation and accountability

Assembly of network system components

Loading, testing, and documentation as required of software.

Testing assembled/loaded system components.

Removal and disposal of old equipment, systems, or materials, in accordance with standard DoD security requirements.

Customer orientation, training and familiarization with new equipment.

Full infrastructure and network configuration and support for command training rooms, stand alone source selection rooms, peer- to-peer networks, etc.

Apply all Information Assurance Guidelines and provide required reporting to ensure compliance.

Ongoing routine and emergent maintenance support services.

Planning services for future upgrades, transitions, sun setting, etc.

Provide System Back up services, maintenance and upgrades as required.

Provide IPTV like support services, maintenance and upgrades.

Research, investigate, and report, port security issues to IA with full documentation.

Provide all applicable services to all HQ NAVSEA remote sites including approved contractor sites.

Provide maintenance, repair services, contracts/agreements and licensing support for all IT Related Systems, Services and devices

Develop a phase-out plan for NAVSEA to transition to ERP and NGEN.

Provide Virtual Machine support and documentation.

Provide complete vulnerability assessment and remediation support using approved management tools.

Perform infrastructure support testing and documentation.

Manage the NAVSEA laptop pool during the hours of 7am to 5pm.

2.3 Facilities Management

NAVSEA in its efforts to move toward a more efficient Navy is beginning a transition period in which there will be a need for moves, adds, and changes to personnel in the Washington Navy Yard. For that reason the following tasks are required. Provide the personnel, management, incidental materials, technical services, and software/engineering tools to support the operations and maintenance of facilities, systems, and equipment including:

Initial setup and installation of hardware

Troubleshooting network issues: router configuration, Time Step configuration, cabling

Set up of printers

Managing an Active Directory server

Provide testing, reporting and documentation of all modifications

Ongoing technical desktop/call center support for the duration of the move

Ensuring full Information Assurance compliance and Support

Certification and Accreditation process

Vulnerability Assessment

Ongoing Network Support

LAN Administration/System Administration

Infrastructure support

Add/remove any network devices

Troubleshoot T1 issues

Preventative maintenance

Phone and Multimedia Support as needed

Provide support services for NAVSEA Move, Add, Change process

Perform block, day-to-day, emergency and other move services as required

Interface with SEA 10 to plan and schedule move services

Develop and modify processes and procedures related to the NAVSEA MAC process to include metrics, reporting, scheduling, etc.

Support of furniture reconfiguration related to NAVSEA Business unit requests

Coordinate Auxiliary Floor Service Module (AFSM) relocations

Provide all account management duties and document all processes

2.4 Hardware and Software Acquisition Determination, Identification and Specification Support

Determine, identify and develop procurement specifications, and strategies that delineate the hardware and software items required to support CIO efforts and initiatives. Insure that any selected software follows the Navy NMCI Release Development & Deployment Guide (NRDDG) instruction to the letter.

Coordinate with Enterprise Program Management Branch in developing and meeting Service Level Agreements for support of enterprise applications. All required hardware for enterprise applications shall be provided by the Operations (OPS) Branch as identified and funded by the Enterprise Applications Branch.

2.5 IT Systems Property Management

Conduct analysis to determine the need for property replacement, and disposal in accordance with DoD guidelines. Perform replacement and disposal in accordance with this DoD and Navy guidelines and provide reporting procedures and documents to the task manager. Develop a data base to contain all information concerning replacement and disposal of assets.

Develop and coordinate IT property management policies in conjunction with NAVSEA facilities management team to maintain accurate inventories.

2.6 Naval messaging support, licensing, hardware, and maintenance

Assist in the daily operation of the Message Center. Provide technical support for messaging hardware (Gateguard and Defense Message System (DMS) equipment.) Resolve technical problems with Messaging software Common Message Processor (CMP) and Distributed Plain Language Address Verification Systems (DPVS). Coordinate secure COMSEC systems with SEA 00P2. Administer DPVS monthly updates. Coordinate DMS FORTEZZA card requirements.

Assist in the 24 x7 message coverage for the watch officers. Perform daily metrics/evaluations on Command outgoing messages and correct plad/format errors. Provide monthly reports.

Monitor status of communications system and communication circuits.

Conduct initial trouble shooting for system outages. Coordinate outages with NMCI/NGEN.

Have knowledge of DMPS and PROXYMR.

Have knowledge of NAVSEA functions in order to perform daily message incoming profiling.

Ability to review and determine action officer for incoming default message traffic.

Ability to use NAVSEA Portal to track work flow efficiencies.

Ability to calculate and report the manual intervention rates.

Responsible for updating the Address Indicator Groups and Collective Addresses.

Responsible for training NAVSEA users and watch officers on naval message preparation and releasing intermediate and priority messages.

Responsible for daily inventory and loading of communication security keying material.

Knowledge of DMS architecture used by SPAWAR to support NAVSEA message traffic flow.

Responsible for administration of Defense Message Dissemination System (DMDS) keyword and dissemination database.

Responsible for updating the NAVSEA Message Center's manuals and SOP's as changes take place.

Knowledge of NMCI/NGEN in order to attend Tactical Workgroup meetings for transition to TELOS.

Attend annual conference on DMS

Coordinate with NMCI/NGEN team to deploy messaging software on NMCI/NGEN desktops.

Responsible for all hardware and software support of secure dialup workstations with sectera modems and STU III.

Responsible for offsite installations of message software.

Responsible for daily maintenance of all unclassified and classified backup of all Defense Messaging System (DMS) accounts.

Familiar with security procedures for transporting classified information. SECNAV INST 5510.36

Must have and maintain appropriate certification credentials to process and administer naval messages and servers.

Develop lifecycle plan for messaging.

Assist in the development of System Security Authorization Agreements (SSAAs) and all other related security documentation to ensure compliance.

Update action tracking system on weekly basis.

Provide timely incident report on messaging problems.

2.7 NMCI/NGEN Transition and Life Cycle Support Services

Provide technical and functional guidance to management regarding the day-to-day operations associated with the rationalization of NAVSEA headquarter legacy applications under the guidance of Navy regulations and policies.

Assist in the development of System Security Authorization Agreements

Assist in the organization of functional work groups, coordination of NMCI/NGEN tasks and documenting business processes as required.

Provide 00I with technical and functional expertise needed to evaluate candidate COTS and GOTS applications for compliance with Navy NMCI/NGEN, TFWeb, and DADMS, DITSCAP/NSCAP policies and regulations.

Develop and maintain application utilities that assist in the management of data associated with legacy application management and transition to NGEN.

Provide IT Project Management Support by directing the planning and development of informational materials and events for communicating transition processes, status, activities, impacts, etc. to the NAVSEA workforce and management.

Develop and maintain process model components to describe current legacy application transition requirements.

Coordinate with Information Assurance and Application Transition teams to support legacy application transition activities.

Provide a highly knowledgeable technical advisor and liaison for the NMCI/NGEN transition team on infrastructure and information assurance related issues.

Responsible for briefing the Deputy Customer Technical Representative (DCTR) on any NMCI/NGEN issues that arise throughout the transition process that will adversely affect the level of service NAVSEA HQ currently has in place – prior to the transition effort.

Create, implement, and document the current email structure and review NMCI/NGEN documentation.

Write a migration plan to migrate from NetWare 5.1 to Windows 2003 – transition to SQL server.

Support data file migration & user acceptance.

Update status documentation, general daily reports, status reports, and metrics.

Develop and Implement a Quarantined Workstation Plan

Develop, maintain, implement and modify as required the process for use of DT Migrate for transition of user data to NGEN seats.

Develop a plan for legacy server consolidation, and installing additional server drives to handle DT migrate data

Plan, lead, and coordinate activities of the HQ/PEO NMCI/NGEN Communications Team.

Review existing NMCI/NGEN literature (websites, transition plan, etc.) to develop content for various media, e.g., web postings, posters, email, etc.

Continually refine HQ/PEO NMCI/NGEN Communication Plan.

Monitor enterprise sources to glean information in order to develop content for web postings, communiqués, briefings, brown bags, emails, posters, campaigns, etc.

Monitor and respond to HQ/PEO NMCI/NGEN mailbox.

Research and post "Frequently Asked Questions" on the HQ/PEO NMCI/NGEN website and CDMS.

Research and track open issues; document status; post tracking matrix to HQ/PEO NMCI/NGEN website and CDMS weekly.

Develop and ensure the posting of HQ/PEO NMCI/NGEN "Fact or Fiction" features on the NAVSEA Corporate web site (multiple per week).

Draft and submit articles for submission to Navy and related periodicals.

Assist in coordinating new or revised software packaging for NMCI/NGEN desktop testing.

Manage NMCI/NGEN desktop cutover schedule.

Develop and perform the migration implementation and operations plan to migrate all legacy data to include email, shared and home directory data,

Responsible to develop, update, maintain and provide pre-deployment and post deployment NMCI/NGEN training to NAVSEA users

Responsible to provide highly experienced technicians to resolve technical and daily punch list issues with users on newly deployed NMCI/NGEN seats.

Provide daily file share, file shares permissions and file management services for all user files, file folders, public folders, distribution lists, shared file groups, permission setting and any and all modifications for same.

Responsible to develop a plan to maintain and provide knowledgeable technicians to perform full management services for TRIM software and content management there in.

Provide inventory services to verify and ensure that the daily NMCI/NGEN seat inventory delivered is reconciled with the seat specifications of each user scheduled for each day. Provide detailed report the same day of any inconsistencies.

Provide various advanced IT technical services for architecture and legacy systems

Provide, update, maintenance, redesign, metrics reports, to the Metrics and Reporting System (MARS), to include incorporation of the NMCI/NGEN Object Creation Module (OCM) run resulting from each NMCI/NGEN Order Mod.

Provide knowledgeable technicians to develop a plan to set up, maintain, update rebuild, and perform overall management of the Communities of Interest (COIs) in the areas of Science & Technology, Foreign Nationals, and Navy Nuclear Propulsion Information.

Provide after hours support for NMCI/NGEN seat deployment

Provide and augment Assistant Contract Technical Representative (ACTR) in NMCI/NGEN MAC and other processes as required.

Provide technology refresh rollout support

Provide support for operating the NAVSEA HQ laptop pool. Configure laptops as required. Establish and maintain inventory and control procedures. Provide metrics as requested on usage.

2.8 Telecommunications, management, hardware, maintenance, licenses and support services

The NAVSEA Telephone Office provides telecommunications services to NAVSEA headquarters in support of over 5000 people. Programmatic support is required to support the reliable operation of the telecommunication needs at the NAVSEA headquarters location at the Washington Navy Yard. May require after hours and weekend support during emergency crisis. This support also includes remote sites located at Crystal City.

The Contractor shall provide the following tasks in support of the NAVSEA Telecommunication Office:

Program Management Support:

Plan, assist, and implement moves, adds and changes of telecommunications services to correspond with NAVSEA office relocations and rearrangements.

Prepare work orders for technicians in support of moves, adds and changes of telecommunications systems utilizing NAVSEA Portal.

Track, process and distribute monthly phone bills to NAVSEA headquarters offices. Identify problems/discrepancies to appropriate government personnel.

Provide support for Cell phones, Blackberry, and pagers, air cards, calling cards, and other miscellaneous wireless equipment. This support includes preparing orders, tracking and maintaining equipment asset records via portal database; preparing billing information and reports.

Interface with authorized vendors for purchasing, customer support, and billing.

Maintain inventory and databases for NAVSEA Telecommunication Office including all land lines and

circuits terminating within NAVSEA Campus and remote sites and all wireless devices (cellular, pagers, calling cards, air cards, and blackberry).

Set-up wireless devices.

Understand wireless technology

Development of SOPs and management plans in support of telecommunications.

Manage the NAVSEA Phone Office Functional Mailboxes.

Provide locator assistance for NAVSEA headquarter offices.

Assist walk-in customers seeking telecommunication assistance.

Provide administrative assistance support to the Telecommunication Office.

Monitor, document, and maintain records of telecommunications expenditures.

Manage and support long haul telecommunications services for NAVSEA Enterprise.

Review and issue requests for telecommunications equipment and service and ensure compliance with DTS-W guidelines, DoD, DoN and NAVSEA policy. Obtain appropriate approvals. Reviews should result in actions to eliminate services no longer required and those that are not economical.

Assist in the annual inventory of telecommunications equipment and services.

Provide NAVSEA-wide Verasmart support as required.

Coordinate and provide updates to DTS-W for the DoD Telephone Directory.

Maintain telecommunications content on Inside NAVSEA City.

Technical Support:

Responsible for certification and accreditation on servers that support telecommunications systems.

Ensure information assurance compliance of telecommunications systems and equipment.

Must have and maintain appropriate certification credentials to process and administer telecommunications systems and servers.

Develop lifecycle plan for telecommunications.

Development of SSAAs.

Provide lifecycle management of telecommunication services for NIPRNET, SIPRNET, DISN Transmission, Defense Red Switch Network (DRSN), and dedicated (point-to-point). Coordinate and

track the procurement of telecommunication equipment and services

Troubleshoot T1s and coordinate problems with appropriate vendor.

Update action tracking system on weekly basis.

Provide timely incident report on telecommunications problems.

Investigate, plan, and implement new technologies into the NAVSEA telecommunications system to support the integration of voice, video, data and wireless technologies.

Deploy, train, communicate capabilities and perform life cycle support of voice, video, data, and wireless technologies.

Monitor telephone systems capacity.

Maintain and support call accounting system

Provide technical advice to ensure the effective operation of telecommunication system for NAVSEA HQ.

Coordinate facility requirements with the Video Teleconferencing Manager and provide technical assistance.

Perform configuration management of NAVSEA telecommunications systems

Review network configuration specifications to include the mix of analog and digital service, Voice over Internet Protocol (VoIP), ICD call center, and Unity voicemail

Provide operations support, VoIP network management, new or revised hardware or software distribution, user assistance, training, and associated security functions.

Provide all maintenance services required to support the NAVSEA WNY Cisco VoIP system, ICD call center, Unity voice mail and Avaya system. This includes CAS components, software, software patches and upgrades, servers, switches, telephones. Must ensure all associated telecommunications equipment can be connected to PSTN, DSN & FTS 2001.

Provide helpdesk support for over 5000 NAVSEA users for all phone and voice mail. Including receiving and resolving trouble tickets via phone, voice mail and Portal.

Perform and provide expertise in security of all telecommunication system.

2.9 Travel and Training

Software and systems training will be authorized as deemed necessary to support NAVSEA CIO requirements, support services and initiatives.

The contractor is authorized to travel as necessary to fulfill the requirements of the contract in support of

the CIO's requirements. All travel and expenses related thereto shall be in accordance with the current version of the Joint Travel Regulations.

2.10 Vehicle Rental for Transport Services

Provide for transportation of off-site back up tapes, movement of equipments, and techs to support CIO requirement activities.

2.11 Video Teleconferencing and Audio Visual Support

The NAVSEA CIO has a requirement for operation, maintenance and technical and engineering support services related to Videoconferencing (VTC) and multimedia presentation systems including evaluation of present system configuration and location, providing recommendations for VTC system configuration and application, related network infrastructure and interface requirements, audio/visual distribution and multimedia enabled conference room and meeting support. The purpose of this effort is to obtain technical and management support to operate and administer the NAVSEA HQ systems; to support the telecommunications architecture, application, and operation of the videoconferencing and multimedia capabilities of NAVSEA HQ. Supporting the continuous process improvements, initiatives, conference room services, and the implementation of approved NAVSEA HQ projects.

Manage and operate the videoconferencing systems and centers of NAVSEA HQ by maintaining communications, supporting video systems, peripheral equipment, physical cabling plant, essential hardware components, and software configurations.

Manage and operate the NAVSEA HQ Command conference rooms.

Support the multimedia activities and meetings held in the Directorate and Program Office conference rooms located in buildings 197, 201, 176, and 104.

Manage and operate as necessary, for the proper support of NAVSEA, by providing a VTC System Facilitator with the skills to schedule, establish, facilitate and coordinate the use and operation of a complex videoconferencing facility. This task will also maintain communications links, provide routine maintenance and troubleshooting and perform or coordinate general housekeeping of the facility.

As required by usage data and/or the Task Monitor, procure items and maintain sufficient repair parts to permit uninterrupted operations of the videoconferencing and multimedia equipment designated as critical to carrying out the programmatic functions. Critical equipment includes the videoconferencing system hardware (CODECs, video display, and sound reinforcement), projection systems, projection screens, room sound reinforcement system, VCRs and supporting cables and hardware.

Participate in appropriate NAVSEA and NAVSEA related meetings and activities associated with the multimedia and videoconferencing support of the CIO office and the NAVSEA.

Provide draft cost/benefit analysis, interoperability impact assessments and coordinate TEMPEST vulnerability assessments to accompany all recommended equipment reconfigurations as appropriate and/or needed.

Support the system accreditation of videoconferencing systems and facilities.

Operate and maintain the NAVSEA secure and non-secure videoconference bridges.

Operate and maintain the NAVSEA secure audio conference bridge.

Maintain procedures for the operation and use of NAVSEA VTC and multimedia assets while providing system-engineering services for the modification, definition, design and development of existing or new videoconferencing or multimedia systems.

Assist users of videoconferencing and multimedia systems by providing contractor developed user guides, course guides and training materials to provide on-the-job and formal training sessions as necessary.

Coordinate with other NAVSEA, Navy, DoD and contractor elements for NAVSEA videoconferencing and multimedia systems and facilities for event scheduling, establishing communications connectivity and determining transmission characteristics.

Support and coordinate the installation of new hardware, software and communications. Coordinate vendor service calls and warranty work, performing quality assurance testing to assure that system problems are resolved. Coordinate with headquarters and field activities to implement approved changes.

Provide Preventive Maintenance (PM) services for videoconferencing systems, multimedia support equipment and videoconferencing and conference room facilities. Develop a periodic schedule of all planned and preventive maintenance which would impact VTC systems and conference room operations. Maintain operator logs and scheduling systems to support the efficient operation and utilization of NAVSEA videoconferencing and multimedia systems and facilities.

Provide system level corrective maintenance for videoconferencing and multimedia equipment. Respond to trouble calls for VTC system/subsystem/component failures affecting system availability of all or part of the overall VTC systems including interface with communications carrier personnel. Ensure system reliability by providing management, diagnosis and repair capability.

Respond to user support requests and difficulties associated with the multimedia enabled conference rooms.

Support the design, development, integration, installation and ongoing support for new multimedia and videoconferencing support requirements identified by Directorate and Program Offices of the NAVSEA.

Support the development of innovative changes, modifications, and enhancements to current and envisioned VTC system design configurations. Install and implement systems design changes, modifications and enhancements. Perform testing and evaluation on new or modified systems, subsystems, and components.

Operate and maintain data communications systems and interfaces to include signal processors, multiplexors, modems, COMSEC equipment, CODECS. Recommend capacity and connectivity upgrades for NAVSEA HQ and designated field activities to include DSN, ISDN, DVS-G, and other communications systems as appropriate.

Maintain an inventory of videoconferencing systems and components to include life cycle management.

Maintain an inventory of multimedia systems and components.

Conduct research and development of videoconferencing and multimedia system and component refresh.

Provide VTC support as needed for after hours and weekend.

Maintain VTC/AV content on Inside NAVSEA City.

Develop SSAAs in support of VTC systems.

Responsible for certification and accreditation for VTC systems.

Must have and maintain appropriate certification credentials to process and administer VTC systems,

Develop lifecycle plan for VTC system

Responsible for the inventory and keying COMSEC material

Update action tracking system on weekly basis.

Provide timely incident report on VTC problems.

2.12 Knowledge Management

Create, modify and maintain policies and procedures to support operational functions

Develop and maintain an active and up-to-date knowledge base

2.13 NAVSEA Legacy, Classified and/or Stand Alone IT Systems/equipment

Property Management

Conduct processes, management and analyses to manage and determine the need for property replacement, disposal and handling in accordance with DoD guidelines.

Provide execution and management of the mandatory/regulatory requirements and reporting procedures for all these type systems.

Task 3.0 Enterprise Applications

3.1 Applications Management

The contractor shall assign a single point of contact to serve as the IT
Applications Manager for all applications managed by the NAVSEA Command Information Office, hereby known as Enterprise Applications. The IT Applications Manager is responsible for ensuring that the staff and the efforts in managing each application are coordinated to ensure efficient and effective

processes are achieved and
maintained. The contractor shall also ensure that work accomplished meets
the policies for legacy applications set forth by Navy and the NAVSEA
CIO.

3.1.1 Overall IT Management of the NAVSEA HQ/PEO IT Systems shall be
from a global perspective for all applications managed by the NAVSEA
CIO office. This includes applications administrative and functional
as well as project management support for the following applications:

Workforce Administration, Management, and Organization
System (WAMO)

Automated Funding Document System (AUTODOC)

Opentext Livelink software

Labor Cost System (LCS)

Freedom of Information Act (FOIA)

Defense Messaging System (DMS)

Civilian Manpower and Budget System (CMBUS)

SLDCADA Management Operating System (MOS) initiative

Support of these applications requires knowledge of NAVSEA
functional business processes. In addition, support for WAMO, AUTODOC,
FOIA, LCS, CMBUS, SLDCADA MOS requires knowledge of database design, development and
programming. Expertise in Oracle Forms, PL/SQL, HTML, XML, JAVA Script, Crystal Reports,
UNIX, and COGNOS OLAP tools are essential skills that must be provided.

3.1.2 The contractor shall seek efficiencies to the fullest extent possible
without compromising service for all applications managed by the NAVSEA CIO
office. The contractor shall develop new programs and modify existing programs as identified. The
contractor shall support and provide program changes to the
NAVSEA CIO managed applications. This involves design, development, coding,
testing and documentation as applicable. The contractor shall test the changes for compatibility with all
required interfaces, associated databases and other integral files for overall system programming
accuracy and processing speed. Specific tasks include:

Continue to maintain applications’ baseline architectures.

Provide application analysis, development and documentation support,
including the following:

Addition of new functional processes to applications in accordance with the CIO Configuration

Management policies.

Analyze and troubleshoot interfaces of the application for potential impacts or connectivity problems as changes occur to the applications.

Develop maintain, modify and test applications, interface programs and or data cubes to accurately process data into and out of the affected databases or files.

Develop and execute test scenarios that will exercise and demonstrate accurate and efficient program operation processing.

Develop and/or revise application documentation as system processing or conceptual changes are applied.

Submit source code, documentation, test scripts and test results directly to the cognizant Task Manager.

Complete changes of the required security documentation, and modify/develop the certification and system test and evaluation plans in accordance with DoDI 8500.1. Participate in the CT&E and ST&E testing.

Develop migration plans for applications being retired either through the FAM process or under the Navy ERP deployment.

Provide Data Cleansing and Data Transition/Data Upload support for applications migrating to ERP.

Assist in consolidation and integration of existing applications/modules/data into NAVSEA/DON functional area management approved applications/databases, including documentation required for review by NAVSEA configuration control boards or others such as the Navy ERP Change Management Board.

3.1.3 Application Hosting. The applications above are hosted on government owned servers, connected to government owned networks. The Contractor shall assist with the move of these applications and servers behind the NMCI/NGEN owned networks and firewalls. If this effort has not been completed at the time of contract award, the Contractor will coordinate with the rest of the NAVSEA CIO office, particularly the DCIO for Operations (ops) and the DCIO of Information Assurance (IA) to ensure a successful move. After the move is complete, the ops group will serve as the Unix Administrator and the Database
Administrator for the applications located behind the NMCI/NGEN firewall. The contractor shall serve as the applications administrator.

3.1.4 Project Management Support for the applications. The Contractor shall provide programmatic and technical support for managing, planning, and coordinating phases of the applications lifecycle managed by the NAVSEA CIO office. This includes developing and updating both long-term and near-term plans for addressing future upgrades including the eventual migration to Navy ERP. The contractor shall develop monthly status reports including financial status of contract expenditures, financial issues, and barriers to success with suggested solutions. The Contractor shall also provide program briefs, white papers, etc. as necessary to support these programs.

3.1.5 Security Certification and Accreditation. The System Security Authority Agreement (SSAA) documents shall be prepared, registered and negotiated with the NAVSEA CIO in accordance with DoD Information Technology Security C&A Process defined in DoDI 8500.1. The contractor shall perform system security implementation and integration and an initial certification and analyses shall be performed against the readiness criteria. The contractor shall perform a vulnerability assessment on the applications to ensure the system security cannot be breached. Should certification impacting vulnerabilities be identified by the vulnerability assessment the contractor must eliminate those vulnerabilities to the lowest possible
acceptable risk. When these conditions are satisfied, certification evaluation of the integrated system shall be performed to obtain site accreditations and an interim authority to operate (IATO). An IATO will be issued for a limited amount of time (not to exceed one year). During the life of the IATO the contractor will implement the necessary security structure to eliminate known vulnerabilities and achieve a
three-year Authority to Operate (ATO).

3.1.5.1 Support During Certification and Accreditation. The Contractor shall provide support personnel on site during the certification and accreditation process. This process occurs when any new application is
certified for operation in a standard NAVSEA environment. Re-certification occurs when a certified system is upgraded with increased functionality or additional integration requirements are needed.

3.1.6 Configuration Control Management. The Contractor shall provide and maintain Configuration Control for the NAVSEA managed applications (excludes WAWF, SPS, DMS, CDMS Livelink, and any other DoD/DON or commercial off the shelf (COTS) applications). The contractor shall maintain internal configuration control sufficient to meet the CM policies established by the NAVSEA CIO office. The contractor’s CM process shall include CM planning and management, configuration identification, configuration change management, configuration status accounting, configuration verification, and documentation maintenance.

3.2 Business Process Support

Assist the CIO in analyzing the NAVSEA business requirements so that the proper IT tools and processes are implemented to support the Command’s mission. Support the CIO in their liaison role with the NAVSEA business units. As the Command moves closer towards the implementation of Navy ERP it will become necessary for the office of the CIO to ensure that effective IT tools and the required connectivity are in place to support those business processes not receiving the benefit of ERP. In addition, the contractor shall assist the CIO with understanding the impacts of emerging information technology initiatives such as the DoD Business Enterprise Architecture (BEA) effort, NMCI/NGEN service offerings, DOD implementation IP v6, Navy Cyber Asset Reduction effort and other Navy led IT efforts on our IT solutions.

This support is to provide critical analysis of existing business processes to achieve breakthrough improvements in performance measures; to identify IT solutions for improving process flow and output parameters; and to roadmap the transformation of IT applications to achieve the redesigned business organization.

3.2.1 Support Functional Area Manager (FAM) and Functional Data Manager (FDM)

functions within the CIO office. Provide support for developing and tracking
Migration Plans required as applications are identified for retirement. Assist in aligning applications to business processes, defining application functionality and gathering necessary data for the purpose of conducting business case analyses and entering it into DADMS; contractor shall also track resultant savings from sunsetting applications across the NAVSEA Enterprise. Coordination with the Echelon I FAMs is required, thus knowledge and experience with the Navy's FAM/FDM process, DADMS, and the Virtual SYSCOM are mandatory. Knowledge of and Interfaces with the Navy and NAVSEA Portfolio Management efforts is also required.

Provide support to the NAVSEA CIO office and the associated NAVSEA business
offices in answering data calls from ACNO-IT, DON CIO, OSD, etc on efforts
such as DITPR-DON and the IT Registration Database. The contractor shall be knowledgeable of current DOD Business Transformation Agency (BTA) and DON policies regarding domain certifications, tier classifications and the procedures for required annual reviews. Often the CIO office is called on to respond to data calls in a very short time frame and often these efforts require the collection of a vast amount of data, such as cost, usage and version data for the NAVSEA applications which is not always readily obtainable.

Provide support for the NMCI/NGEN certification process of legacy applications running under NMCI/NGEN. Assist with preparing documentation such as Requests to Deploy (RTD), Requests for Service (RFS), etc.

3.3 CIO Support for Data Archiving and Business Warehousing

Provide technical support for developing plans and implementation strategy for the archiving of application data being retired as a result of the Functional Area Management reduction and Navy ERP deployment efforts. Prepare briefings and demonstrations in support of program goals and objectives. Prepare draft briefs to be given to senior leadership giving status and explaining any issues related to the legacy
application arching and or retirement. Lessons learned briefings should also be developed.

Contractor shall assist in the development of migration plans for applications that
contain data to be converted into the Navy ERP or those that will be retired without any migration.

Contractors shall assist in coordination of information flow between the Navy ERP team and the application Program Managers, FAMs, application owners/CDAs for the legacy applications being archived and or migrated. Support will be needed in coordinating required data mapping efforts.

3.4 Logistics Planning and Documentation

Provide a variety of logistics planning and documentation support
for new and existing systems. Specific tasks may include, but are not
limited to:

Business Case Analysis

Configuration change/upgrade procedures

Configuration management plans

System/equipment cost benefit analysis

System implementation support

Systems security plan

Determining data ownership-data classification programs

Disaster recovery, and Continuity of Operations programs, planning, and implementation

Training plans and materials

Training manuals

Task 4.0 Enterprise NMCI/NGEN Operations

4.1 Program Support

Assist the NAVSEA Enterprise NMCI/NGEN Project Office in their efforts to plan and execute NAVSEA's transition to the Navy/Marine Corps Intranet (NMCI/NGEN). Activities include functions such as resource allocation, project planning, and data analysis, as well as the following specific functions:

Liaison with the NMCI/NGEN prime contractor, and their subcontractors; the NMCI/NGEN Program Management Office (PMO); and the office of the Director, NMCI/NGEN (DNMCI/NGEN)

Coordination of government and contractor technical resources to meet major project milestones for NAVSEA's 43 major activities at 133 CONUS sites.

Negotiation of consolidated schedules for NAVSEA Activity Groups

Item by item and milestone by milestone tracking of schedule progress through Assumption of Responsibility (AOR) to Cutover completion

Planning and execution of remediation efforts where called for to keep schedules on track.

Facilitate the development and maintenance of site-specific NMCI/NGEN management role and responsibilities, including Standard Operating Procedures (SOP).

Plan, develop and deliver NMCI/NGEN management related training to NAVSEA sites.

Plan, develop and deliver communication vehicles to NAVSEA sites.

Track and report site-specific progress

Technical assistance in evaluating and preparing NAVSEA responses to Navy-wide data calls

4.2 Order Review and Approval

Provide financial management expertise to guide NAVSEA's NMCI/NGEN orders through the process of creation / review / government approval / submittal / contractor acceptance / delivery / payment. NAVSEA currently purchases NMCI/NGEN services totaling over $143 million annually and supporting over 45,000 users. In addition to the general financial management skills, the following abilities are specifically called for:

Ensuring all Activity orders are fully funded and executable

Investigation and resolution of problems with orders

Liaison with the NMCI/NGEN order management project office

Training for Activity representatives on the use of any NMCI/NGEN Enterprise Tool for ordering, billing and payment

4.3 Navy Enterprise NMCI/NGEN Coordination

Assist the Project Office in answering data calls and laying groundwork for follow-on IT projects that will leverage off of NMCI/NGEN. Activities include:

Coordination with other Navy Echelon II Commands

NMCI/NGEN interface to Navy projects such as Task Force Web, Navy Portal, and IT 21

Legacy network integration into NMCI/NGEN or elimination

Enterprise server consolidation

4.4 Technical Support

Provide assistance to NAVSEA Activities making the transition to NMCI/NGEN. Many Activities have small staffs with little organic technical skills, and no experiences in the NMCI/NGEN WAN environment. Sites will need to understand the requirements and articulate a response which the contractor can then execute. Skills needed in this effort include:

Guidance and instruction on migration of legacy networks and servers into the NMCI/NGEN environment

Guidance and consultation on effective methods for implementing Navy mandated application reduction requirements

Analysis of and recommendation for limiting the impacts of the application elimination efforts

Analysis and recommendations for the development of effective quarantine seat management, dual desktop reduction, and legacy network elimination.

Identification, analysis, tracking and recommendation for correction or mitigation of technical issues impeding NMCI/NGEN Cutover

Technical system security engineering guidance, consultation and training support in the development of access solutions for Claimant and Enterprise level NMCI/NGEN legacy applications

Security engineering review of recommended technical resolution for locally acquired or developed legacy applications

Security engineering review of transition options and recommendations for CDA/Enterprise legacy applications support

Technical DOD/Navy Certification and Accreditation guidance, consultation and training for DITSCAP security accreditation and NMCI/NGEN connection approval for Activity and Enterprise Legacy Applications to allow them to work within the NMCI/NGEN environment

NMCI/NGEN DAA package review and presentation support during NNOC review.

Support follow-on activities for Claimant and Enterprise legacy applications (e.g.: emerging legacy applications, applications not successfully transitioned initially, re-accreditation activities)

Technical evaluation and recommendations for alternative means of accessing required applications that fail NMCI/NGEN certification, such as CITRIX or Aquifer.

Facilitate the development and negotiation of standard NMCI/NGEN deployments, transition, and ongoing management processes.

Perform all tasks as necessary for the completion of technical refresh after the initial deployment is complete.

Task 5.0 Enterprise Legacy Network Transition

Task 5.1 Enterprise Legacy Network Transition

Provide guidance and instruction on migration of legacy networks and servers in the NMCI/NGEN environment.

Analysis and recommendations for the development of effective quarantine seat management, dual desktop reduction, and legacy network elimination.

Technical assistance in evaluating, preparing, coordinating and consolidating NAVSEA responses to data calls.

Represent NAVSEA at meetings and phone conferences.

Generate reports that identify schedule status of migration plans for networks and servers

Provide a trouble report showing any schedule delays and the cause of the delay

Generate data calls to NAVSEA field sites, consolidate responses and prepare Echelon II submission in accordance with directed requirements from the Cyber Asset Reduction & Security effort and any DOD/DON follow on initiatives.

Provide status reports to monitor compliance of NAVSEA Enterprise with all DOD/DON IT initiatives.

Assist the CIO in network/server/device registration.

Task 6.0 Competency Alignment and Lean Six Sigma Support

Task 6.1 Program Support

Provide direct liaison with Navy, SYSCOM and NAVSEA Field activity points of contact, with technical staff, contractors, and the user community to define requirements, conduct data calls, provide consolidated reports, determine appropriate alternatives, and present recommendations.

Provide direct liaison with NAVSEA management, technical, and financial personnel on all matters associated with program requirements.

Provide quality assurance for designated program initiatives.

Create and update security, policies, instructions, notices, SOPs, check lists, notes, etc., documentation in accordance with Program requirements.

Develop and maintain all reports, project plans, metrics, and any additional reporting requirements deemed necessary by the Program Manager.

All personnel must be fully proficient with MS Project, MS Access and MS office 2003 products.

Task 6.2 Technical Support

Support IT/IM competency and IT/IM and Lean Champion functions in the CIO office.

Provide program management support, (see 1.1 of this document) for developing and tracking Lean and Six Sigma Alignment and Compliance Plans required for established policies and processes and as directions and compliance activities are identified. This includes facilitation activities, hosting and support of events, both offsite and onsite, and all follow on actions, tracking and reporting.

Assist in aligning to IT/IM and Lean Six Sigma business processes, gathering
data and entering it into all required data bases and systems; also create and track resultant metrics and results for IT/IM Competency and Lean across the NAVSEA CIO's Enterprise.

Provide coordination with the DoN and SYSCOM competency and LEAN leads as required.

Provide development of valid, uniform and standard processes, to assess the knowledge and skills required for competent practices required by the command's professionals throughout their careers in accordance with policies of the Command.

Maintain a registry of skills, training, and certification status, at the same time achieving high levels of validity with DoN and NAVSEA business standards and processes.

Utilize Lean Six Sigma disciplines and processes to further standardize and support continuous process improvements of those program areas deemed applicable candidates for enhancement.

Provide at least one support team member with Lean Six Sigma Green Belt and Black Belt Lean certifications.

The following tasks are for a small business set aside.

A. General Tasking:

1. Program Management

Provide project management and operations support of information technology programs. Provide sufficient management and technical support staff to develop required control plans, schedules and implement and execute project activities.

Provide the following services and deliverables for Government established objectives:

Task requirements specifications,

Identification and specification development to be utilized for the acquisition of designated materials,

End-user and staff training tools, materials and presentations,

Status and in-process review meetings,

Develop quality management programs, controls and audits

Perform Technical writing in support of the CIO office

Assist in development of budget information, and cost estimate data

Development of formal reports and ad hoc reports

Development of briefing materials, and data calls

Draft and coordinate data calls, and responses to data calls

Development, documentation, tracking, preparation, distribution, maintenance and posting of approved meeting minutes, program schedules, agendas, action items procedures, training guides, and processes.

Assist in drafting strategic, business and execution plans,

Facilitate meetings and off-sites, provide conference room as necessary for meetings, off-sites and training. Facilities should be able to accommodate at least 20 people and be easily accessible from the Washington Navy Yard,

Provide materials and data for internal reviews,

Provide materials and data for contract reviews and evaluations,

Provide high volume document scanning in pdf format,

Maintain and update intranet content including NAVSEA City

Assist in defining requirements, developing acquisition strategies and plans, identifying potential sources, and developing procurement standards, specifications, and procurement documents to be utilized for the procurement of required materials. Also, prepare Business Case Analyses (BCA), Earned Value Management (EVM) and Return on Investment (ROI) studies as required.

Assist in drafting standard operating procedures (sop's) for all required CIO processes.

Identify, distribute, and balance the workload and tasks amongst the contractor employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks.

Provide specific administrative or technical training for a variety of software applications including web based applications, database management systems applications, and other complex software/hardware applications necessary for accomplishment of individual and team tasks.

Develop functional requirements for customer needs.

Lead customers through the system lifecycle. Assist project managers on projects that include software development, hardware specification and evaluation, and systems integration.

Assist in development and administration of budget-like capital planning for, and performance-based measurements of IT investments.

Provide expertise and support in the analysis and reconciliation of data across all DON systems including DITPR, DADMS and NITE-STAR.

Evaluate new or modified DOD/Navy acquisition regulations and support policy guidance for the NAVSEA CIO;

Support 00I personnel who serve as members of OSD and Navy Acquisition Working Groups and Working Integrated Process Action Teams in response to evolving needs and requirements of the acquisition community.

Web services management including applications hosting and code development,

Metrics development, reports and reporting,

Planning, coordinating, and supporting planning meetings, both on-site and off-site for end user support staff,

Update project plans weekly following Project Management Planning guidelines,

Maintain accurate information in the Action Tracking Database and ensure its accuracy,

Ensure that project plans match the Action Tracking Database

Develop, provide, and remain ready to implement a Continuity of Operation Plan (COOP) during a crisis situation. This task may require travel on very short notice. Perform any duties that are associated with implementing the COOP.

Provide Contingency Planning documentation for all functional areas.

Provide configuration management in all key business areas utilizing routine and ad hoc reports and documentation as required.

Provide direct liaison with technical staff, contractors, and the user community to define requirements, determine appropriate alternatives, and present recommendations.

Provide direct liaison with NAVSEA management, technical, and financial personnel on all matters associated with the end user support and network management.

Develop and review life cycle management documentation and processes.

Perform technology assessments to determine feasibility of proposed solutions.

Providing quality assurance for designated CIO initiatives, to include but not limited to plans, training materials, process improvement and conflict resolution processes, obtaining customer feedback, and trend analysis.

Ensure that all hardware, software, and networks are accurately accounted for in the DoN Application and Database Management System (DADMS) and ISF tools. Perform reconciliation of all records

Ensure that all Information Technology systems are recorded in the DoD IT Portfolio Repository DoN (DITPR DoN), DADMS and NITE-STAR and perform reconciliation of all records.

Provide all aspects of Information Assurance Support to the CIO.

2. Information Technology Consulting

Provide the necessary services to ensure the integration of all and/or future hardware and software. including an engineering assessment of current systems and emerging technologies. Draft growth plans and migration paths for systems evolution and modernization. Provide design evaluations, interface requirements definition, and design and testing support. Prototyping support shall be provided as part of system design and implementation. Assist in the formation of systems architectures, upgrade studies, capacity planning and systems integration. This includes the following services:

Assessment of new technologies including evaluating impacts, organizing and coordinating comments on NGEN Block implementation and other future requirements and mandates,

Preparation of studies and analyses assessing the cost, human resources and business process impact

associated with the transition and implementation of NGEN across the NAVSEA Enterprise,

Preparation of studies and analyses for the purchase of hardware, software, and communications systems necessary to implement current or future requirements,

Business Process Re-engineering (BPR) and information engineering efforts to support organizational structures, processes, and information technology resources,

Draft Business Case Analysis and related services

Preparation of Cost Estimates and life cycle analyses for existing and new or redesigned systems

Provide assessments and analyses of the virtual SYSCOM IT workforce including military, civilian and contractor personnel. Baseline existing workforce competencies and skills. Determine gaps between competencies and skills required and existing capability. Develop and draft a strategy and plan to fill gaps thru training and recruiting. Develop and draft standard practices for determining the correct size of the NAVSEA Enterprise and Virtual SYSCOM IT workforce.

B. Specific Tasking

Task 7.0 Information Assurance and Security

7.1 Security and Assurance of Information Technology Systems

Review existing NAVSEA security policy and procedures, whether formal or informal, and develop updated, uniform and consistent policies for implementation throughout NAVSEA.

The general scope of work involves the contractor working closely with the DCIO-IA and staff to develop formal policies and procedures to facilitate the protection of U.S. Government sensitive and classified information and the security of the NAVSEA Enterprise and its various information systems and networks. Specifically, the contractor will review existing NAVSEA, DoD and DON policies, procedures and guidelines and will draft appropriate policy documents for implementation across the NAVSEA enterprise as directed by the DCIO-IA. The contractor shall assist appropriate government personnel in determining information assurance (IA) requirements, aiding in the development of policies and procedures for implementation, and providing support in implementing these mechanisms and processes to ensure that the policies can be enforced. This includes Information Assurance Vulnerability Alert (IAVA) tracking, IA awareness training, System Administrator certification, and all other activities that contribute to the successful implementation of the full range of IA policies, procedures, and guidelines. Tasks may include, but are not to be limited to:

Provide on site technical support for the NAVSEA HQ Information Assurance Manager (IAM) between the hours of 0800 and 1630 Monday through Friday.

Maintain an action item tracking system for all tasks assigned to the DCIO-IA and IAM.

Prepare weekly highlights, monthly and ad-hoc reports for management as required.

Provide information security analysis services to the NAVSEA DCIO-IA.

Review appropriate Federal Government, Department of Defense (DoD) and Department of the Navy (DON) regulations, policies and guidelines to develop uniform and consistent policies and procedures for the protection and security of NAVSEA's information and IT systems. Specific policies and procedures will be developed as required by the NAVSEA DCIO-IA and as described in resultant Program Management Plan Updates.

Assist NAVSEA HQ and its field activities in preparing Certification & Accreditation (C&A) documentation for submission to the Designated Approving Authority (DAA). Such documentation may include System Security Authorization Agreements (SSAAs), DIACAP Implementation Plans, Certification Test & Evaluation (CT&E) Test Plans, CT&E Test Reports, POA&Ms, and other documentation as required by the DAA. In particular, the Contractor shall assist in preparing and reviewing C&A documentation for: (1) legacy software applications that will continue to be used after the transition to the Navy/Marine Corps Intranet (NMCI) and (2) Remote Network Connections to the NAVSEA HQ network by NAVSEA organizations that are not located at the Washington Navy Yard.

Staff the Information Assurance Resource Desk (IARD). The IA Resource Desk provides NAVSEA enterprise wide assistance with research on IA topics of interest. Activities include but are not limited to: maintaining the IA Web page on the NAVSEA Intranet, preparing metrics on the usage of the IARD, maintaining the IA portion of the Corporate Document Management System (CDMS), planning and developing products for the annual Information Assurance conference and other tasks associated with the Resource Desk.

Utilize DoD standard software tools to conduct vulnerability scans of all equipment on the legacy NAVSEA network for vulnerabilities to ensure sound security configurations.

Assist legacy systems administrators in implementing corrective actions required as a result of vulnerabilities uncovered during system scans.

Computer forensics: Investigate computer equipment seized for fraudulent activity or inappropriate use.

Assisting the DCIO-IA with the duties of the Echelon II Functional Area Manager (FAM) for Information Operations by attending FAM meetings, maintaining information in the DADMS database and coordinating application reduction with the field activities as directed.

Maintain a tracking log for all Electronic Spillage activity across the NAVSEA enterprise.

Maintain and generate various metrics including but not limited to: Electronic Spillages, FISMA compliance statistics, C&A statistics, IARD usage, etc.

Facilitate and support Information Assurance Branch strategic planning activities to evaluate services provided to the NAVSEA Enterprise through assessment of priorities and risks.

Maintain the C&A package repository in the NAVSEA Corporate Document Management System (or its successor if there is one), creating folders, importing/moving files, etc.

Develop and maintain the C&A accreditation status tracking database, used to record the present status of all NAVSEA accreditation packages as well as storing/archiving information on accreditations already received and systems that have since been inactivated.

Maintain NAVSEA FISMA data in DITPR-DoN, as directed.

Monitor incoming Naval Message traffic for items requiring action by the IA staff. This includes issuing notification to NAVSEA field activities of actions required by the IA Vulnerability Management systems (IAVAs, IAVBs, CTOs, etc.).

Assist with the destruction of removable media generated at NAVSEA HQ.

Travel will be required for one technician for the purpose of supporting Command Performance Inspections. Trips are usually five days in duration and occur 6 – 8 times per year.

7.2 Support for Research, Development, Test and Evaluation (RDT&E)

The contractor will provide a variety of services related to the NAVSEA enterprise wide management of its RDT&E efforts. These include but are not limited to:

Conducting in-depth technical reviews of Certification & Accreditation (C&A) request documentation for NAVSEA field activities seeking accreditation by the NAVSEA RDT&E Designated Approving Authority (RDAA) and develop recommendations accordingly. A minimum of two full time analysts are expected to be required to conduct these reviews.

Assist NAVSEA HQ and its field activities in preparing C&A documentation for submission to the RDAA. Such documentation may include System Security Authorization Agreements (SSAAs), DIACAP Implementation Plans, Certification Test & Evaluation (CT&E) Test Plans, CT&E Test Reports, POA&Ms, and other documentation as required by the RDAA.

Participating in the development and support of a Technical Configuration Control Board for the NAVSEA RDT&E community to discuss requirements and various alternative solutions to meet customer requirements, rank the solutions based on risk and make recommendations to the RDAA.

Provide support in assesing information assurance products for incorporation into a standard NAVSEA RDT&E architecture.

Assisting in performing network analysis for possible consolidation efforts to reduce the overall number of Wide Area Network (WAN) connections and the corresponding number of protection suites.

Assist in developing and executing an audit and inspection program for incorporation into the CIO audit and compliance inspection program for RDT&E facilities. This effort will require occasional travel to various NAVSEA RDT&E facilities.

Knowledge and skills required. To successfully execute this tasking, the contractor must have a

thorough understanding of networking technologies and Information Assurance principals.

Task 8.0 RDT&E Purification and Governance

Assist the DCIO and Information Assurance Team in their efforts to develop, document and enforce the NAVSEA RDT&E governance process.

Participate with the DCIO and Information Assurance Team to conduct RDT&E Network Reviews and provide recommendations to purify and consolidate NAVSEA RDT&E networks. Deliverables may include: A physical network diagram for each Warfare Center, specifications for all devices on the network.

Cleanup of the RDT&E Database

Track and report site-specific progress

Provide change management planning and execution support

Knowledge and skills required. To successfully execute this tasking, the contractor must have a thorough understanding of networking technologies (systems/enterprise-wide), systems analysis, technical writing and basic Information Assurance principals.

Knowledge and skills preferred: Naval combat and/or tactical systems engineering experience.

SECTION D PACKAGING AND MARKING

APPLICABLE TO ALL ITEMS - All requirements for packaging and marking of supplies or documents associated with the services shall be packaged, packed and marked in accordance with the provisions set forth below or as specified in the Technical Instructions.

DATA PACKAGING LANGUAGE

All unclassified data shall be prepared for shipment in accordance with best commercial practice.

Classified reports, data, and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M dated 28 February 2006.

MARKING OF REPORTS (NAVSEA) (SEP 1990)

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

(1) name and business address of the Contractor
(2) contract number
(3) task order number
(4) whether the contract was competitively or non-competitively awarded
(5) sponsor:

Susan Becker (SEA 00I)
(Name of Individual Sponsor)

NAVSEA - SEA 00I
(Name of Requiring Activity)

Washington Navy Yard, DC
(City and State)

SECTION E INSPECTION AND ACCEPTANCE

Supplies/services will be inspected/accepted as follows:

ITEM(s)	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
All	Destination	Government	Destination	Government

**Note that Inspection and Acceptance will be performed by the Contracting Officer's Representative (COR) identified as the Task Order Manager (TOM) in Section G unless otherwise specified in the Technical Instructions issued under this Task Order.*

CLAUSES INCORPORATED BY REFERENCE

52.246-3 Inspection Of Supplies Cost-Reimbursement MAY 2001
52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

CLAUSES INCORPORATED IN FULL TEXT

INSPECTION AND ACCEPTANCE LANGUAGE FOR LOE SERVICES

Item(s) 1000 AND 4000 SERIES - Inspection and acceptance shall be made by the Contracting Officer's Representative (COR) or a designated representative of the Government. **Note that the COR is the TOM identified in Section G of this Task Order.*

SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

1002	12/31/2008 - 12/30/2009
3002	12/31/2008 - 12/30/2009

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

4002	12/31/2009 - 12/30/2010
6002	12/31/2009 - 12/30/2010

The period of performance for the following award-term items are from date of option exercise through 12 months thereafter, estimated at:

4102	12/31/2010 - 12/30/2011
4202	12/31/2011 - 12/30/2012
4302	12/31/2012 - 12/30/2013
6102	12/31/2010 - 12/30/2011
6202	12/31/2011 - 12/30/2012
6302	12/31/2012 - 12/30/2013

Services to be performed hereunder will be provided at the Washington Navy Yard.

CLAUSES INCORPORATED BY REFERENCE

52.242-15 Stop-Work Order AUG 1989
52.242-15 Alt I Stop-Work Order (Aug 1989) - Alternate I APR 1984
52.247-34 F.O.B. Destination NOV 1991

CLAUSES INCORPORATED IN FULL TEXT

CONTRACTOR NOTICE REGARDING LATE DELIVERY

In the event the contractor anticipates or encounters difficulty in complying with the contract delivery schedule or

date, he/she shall immediately notify, in writing, the Task Order Contracting Officer and the cognizant Contract Administration Services Office, if assigned. The notice shall give the pertinent details; however such notice shall not be construed as a waiver by the Government of any contract delivery schedule, or of any rights or remedies provided by law or under this contract.

SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
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INVOICE INSTRUCTIONS (NAVSEA) (JAN 2008)

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at https://wawf.eb.mil provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at http://wawftraining.com. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at http://acquisition.navy.mil/navyaos/content/view/full/3521/. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at https://wawf.eb.mil.

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

Type of Document (*contracting officer check all that apply*)

[ ] Invoice (FFP Supply & Service)

[ ] Invoice and Receiving Report Combo (FFP Supply)

[ ] Invoice as 2-in-1 (FFP Service Only)

[X] Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)

[ ] Receiving Report (FFP, DD250 Only)

DODAAC Codes and Inspection and Acceptance Locations (*contracting officer complete appropriate information as applicable*)

Issue DODAAC	N00024
Admin DODAAC	TBD Upon Award
Pay Office DODAAC	TBD Upon Award
Inspector DODAAC	N00024
Service Acceptor DODAAC	N00024
Service Approver DODAAC	N00024
Ship To DODAAC	N00024
DCAA Auditor DODAAC	TBD Upon Award
LPO DODAAC	N/A
Inspection Location	N00024
Acceptance Location	N00024

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notification” and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To:
susan.becker@navy.mil

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) The WAWF system has not yet been implemented on some Navy programs; therefore, upon written concurrence from the cognizant Procuring Contracting Officer, the Contractor is authorized to use DFAS’s WInS for electronic end to end invoicing until the functionality of WInS has been incorporated into WAWF.

(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NAVSEA WAWF point of contact Margaret Morgan at (202) 781-4815 or margaret.morgan@navy.mil.

SECTION H SPECIAL CONTRACT REQUIREMENTS

NAVSEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount (s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ITEM(S)	ALLOTED TO COST	ALLOTTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
	$	$	

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs 100201 and 300201 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be <THE SUCCESSFUL OFFEROR'S PROPOSED LOE WILL BE INCORPORATED HERE BY THE GOVERNMENT UPON AWARD OF TASK ORDER (Offeror to fill-in)> total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that <THE SUCCESSFUL OFFEROR'S PROPOSED LOE WILL BE INCORPORATED HERE BY THE GOVERNMENT UPON AWARD OF TASK ORDER (Offeror to fill-in)> man-hours are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately <THE SUCCESSFUL OFFEROR'S PROPOSED "BURN" RATE WILL BE INCORPORATED HERE BY THE GOVERNMENT UPON AWARD OF TASK ORDER (Offeror to fill-in)> hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of

this contract as follows:

Fee Reduction = Fee (Required LOE - Expended LOE)

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional “main office” worksite. An alternative worksite means an employee’s residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee’s main office. The Government reserves the right to review the Contractor’s alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor’s election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

NAVSEA 5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

NOTIFICATION OF POTENTIAL ORGANIZATIONAL CONFLICT(S) OF INTEREST

The successful Offeror, in performing the tasks associated with this Statement of Work, may create a potential or actual organizational conflict of interest in its, its parent company's, its subsidiary or wholly owned affiliates, ability to provide existing or future hardware, software, integration, construction or other products or services for consideration for use on the 00I program.

ORGANIZATIONAL CONFLICT OF INTEREST (NAVESEA) (JUL 2000)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such

information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

AWARD TERM CLAUSE

(a) Maximum Period of Performance

The initial Task Order period of performance, if previously extended by exercise of the option for Year 2, may be further extended through the award of up to three one-year Award Terms (years 3 through 5), as provided for in this Award Term clause. These additional “award term” periods will be awarded by the Government based on contractor performance as determined by the Government in accordance with this clause.

(b) Monitoring Performance

Contractor performance is monitored by the Government. A panel hereinafter referred to as the Award Term Review Board (ATRB) is responsible for monitoring and will make recommendations to the Term Determining Official (TDO). The ATRB and TDO may accept monitoring input from any source it chooses. The ATRB may be changed at any time at the discretion of the TDO. Notice of such change will be provided to the contractor.

The ATRB shall be composed of the following:

- SEA 00I, or designee
- Task Order Manager (TOM), as defined in Section G of the Task Order
- SEA 00I appointed Task Managers
- Procuring Contracting Officer (PCO), SEA 02652 or designee

The ATRB reports its findings and recommendations to the TDO. The TDO makes the final decision on whether the contractor's performance during the evaluation period is sufficient to earn the contractor an award term or to retain an already earned term.

The TDO shall be SEA 00I or his designee.

(c) Award Term Evaluation Periods

Each year of performance shall be evaluated. Each of the first two years shall be evaluated to determine whether the contractor earns and retains an award term. Years two through four will be evaluated to determine whether the contractor retains award terms already earned.

The Government reserves the right to conduct an *interim* evaluation at approximately the half-way point of each evaluation period. These interim evaluations are intended to provide the contractor with the Government's assessment of the contractor's performance through the first half of each award term evaluation period.

A *final* evaluation will occur on an annual basis. The final evaluation will consider all effort that has

occurred during the evaluation period.

(d) Self-Evaluation

The Contractor shall submit a self-evaluation to the PCO within fourteen (14) calendar days after the end of each evaluation period. The written self-evaluation may contain any information that may be reasonably expected to assist the ATRB in evaluating the Contractor's performance. The self-evaluation will be considered in the ATRB's evaluation of the Contractor's performance based on the evaluation factors. The self-evaluation may not exceed twenty-five (25) pages in length.

(e) Award Term Procedures

After the conclusion of an evaluation period, the Performance Monitors shall submit evaluation reports to the ATRB. If requested, Performance Monitors will provide an oral presentation of their evaluation to the ATRB. The Contractor may be invited to present information in addition to that contained in the self-evaluation to assist in the ATRB's evaluation. The criteria to be considered in the evaluation are set forth elsewhere in this Award Term clause.

A numerical score, on a scale of 0-100, will be determined for each of the evaluation criteria. The numerical weights for each evaluation criterion will be applied to the score. The weighted criteria scores will be summed to arrive at a total, weighted evaluation score. This score, along with any supporting narrative that may be prepared by the ATRB, will be provided to the TDO. The TDO will determine the final award term rating for an evaluation period. The Contracting Officer will inform the Contractor of the award term rating in a letter to the Contractor.

The contractor must receive a total evaluation rating score of 71 or higher to be eligible to earn an award term year. If the overall evaluation rating score is 70 or below, the contractor shall not have earned an additional award term year based on the period evaluated.

(f) Retention

The Contractor will be evaluated again during the year following the period that was evaluated initially for determining if an award term extension was earned. The contractor must receive a total evaluation rating score of 71 or higher to retain an award term year. If the overall evaluation rating score is 70 or below, the contractor shall not have retained the award term year previously earned.

(g) Finality of Decisions

Award Term decisions are at the sole discretion of the TDO. All decisions rendered by the TDO are final. The phrase "award term decision" refers to both the decision by the TDO as to whether the Contractor has earned an award term and the decision by the TDO as to whether the Contractor has retained an award term already earned.

(h) Fair and Reasonable Price A Necessary Condition

The Contracting Officer must determine that the price set forth in the Task Order for the services covered by the Task Order continues to be fair and reasonable for a given award term period. Such a decision is at the sole discretion of the PCO. A decision that the price is no longer fair and reasonable will result in the Government voiding any award terms earned.

(i) Option Exercise A Necessary Condition

If at any time the Government does not exercise an option, any previously awarded award term(s) shall be void.

(j) Retention of Award Terms A Necessary Condition

If at any time the Contractor has not retained an award term already earned, any subsequent terms shall be void.

(k) Continued Funds A Necessary Condition

The PCO must make a determination that sufficient funds are available before an earned/retained award term becomes effective. The determination that sufficient funds are available does not constitute a finding that funds equal to the full total estimated cost of performance for a given year are available. Award term periods may be incrementally funded. In the event of incremental funding, the clause entitled LIMITATION OF FUNDS (FAR 52.232-22) shall apply. The decision that sufficient funds are available is at the sole discretion of the PCO. Resources available to the program manager are subject to the managerial discretion of a program manager and a decision that sufficient funds are not available for this contract may be made even if there are funds available to the program office. A determination regarding the availability of funds may be made at any time.

(l) Continued Requirement A Necessary Condition

The Contracting Officer must determine that a continuing need for the same services covered by this Task Order exists for a given award term period. Such a decision is at the sole discretion of the Contracting Officer. A decision that the requirement has changed or that a requirement for the same services no longer exists will result in the Government voiding any award terms earned. A determination regarding whether there is a continued need for the same services may be made at any time.

(m) Failure to Retain Earned Award Terms Not a Termination

If at any time the Government does not authorize performance of a previously earned award term, the subsequent terms shall be considered void. The Contractor shall not be entitled to any costs arising out of or related to those award terms that are made void by virtue of the operation of this clause. An award term decision that an earned award term has not been retained is not a termination for convenience or default. A decision by the PCO that any of the necessary conditions of this clause have not been satisfied is not a termination for convenience or default. For example, if the Contractor has earned three award terms but the Government fails to exercise the Award Term for the fifth year of the contract, then the contract shall end at the completion of the period of performance for the fourth year.

(n) Contractor Right to Decline

The contractor retains the right to decline previously earned award terms not later than nine (9) months prior to the start of an Award Term Year. The Contractor must notify the PCO in writing prior to nine (9) months before the start of the award term year of its desire not to perform the next award term year. Failure to so notify the PCO may result in a default termination if the Contractor fails to perform an award term that the Government has authorized. In the event the Contractor elects its rights to decline an earned award term, all subsequent award terms shall be void.

(o) Extension of the Task Order

The PCO will unilaterally modify the contract to extend the period of performance in one-year increments when each of the following conditions apply:

- an award term earned has been retained;
- the Government has a continuing requirement for the service(s) covered;
- the price established for the covered line items remains fair and reasonable;
- appropriated funds are available; and
- the Contractor has not expressly stated in writing that it is unwilling to perform an award term no later than nine (9) months before the beginning of an award term period.

(p) Evaluation Criteria

1. Evaluation Categories and Factors. Following each evaluation period, the Contractor's performance will be evaluated in the following categories, weighted as shown:

EVALUATION CATEGORY WGT

Cost Performance 25%

Schedule Performance 25%

Technical Performance 25%

Management Performance 25%

The Government may unilaterally change any evaluation categories, weights, or factors it deems necessary. The Contractor, however, will be notified of changes prior to the beginning of an affected evaluation period. Performance issues in any evaluation category may result in an increased weight for that category in subsequent evaluation periods.

2. The following performance categories will be evaluated:

Performance Category	**Evaluation Weight**	**Specific Areas of Interest**
Cost Control	25%	Ability to control cost and avoid unnecessary cost increases. Emphasis will be placed on the contractor's ability to estimate correctly the first time and maintain initial budgets. Ability to

		make cost effective decisions with respect to technical requirements, schedule and quality control. Early identification of cost and schedule problems. The timely and accurate submission of cost performance data.
Schedule Performance	25%	Ability to perform or adhere to the scheduled delivery dates as specified in the Task Order and Technical Instructions. Ability to make decisions with respect to schedule adjustments required by the Government without effecting cost or quality. Early identification of schedule problems to include self-correcting. Timeliness of deliverables and provided services.
Technical Performance	25%	Quality and accuracy of deliverables as well as services provided. Ability to provide services commesurate with the Tasks specified in the Task Order and Technical Instructions.
Management Performance	25%	Ability to manage contractor and subcontractor efforts efficiently and effectively with transparent performance within the team. Emphasis will be placed on the contractor's ability to staff positions with appropriate personnel who have the necessary skills and requisite technical capability and experience to effectively perform the work. *Percentage of actual small business subcontracting towards the 25% requirement.
Total	100%	

**Note: 25% Small Business Subcontracting requirement only applies to Large Business awardee.*

3. The following grading table is to be used for this Task Order:

Adjective Rating	**Range of Evaluation rating**	**Description**
Outstanding	91-100	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) weaknesses with no adverse effect on overall performance. No deficiencies in any area.
Excellent	81-90	Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient and economical manner for the

		most part; only minor weaknesses. No deficiencies in any area.
Good	71-80	Effective performance; fully responsive to contract requirements; reportable weaknesses, but with little identifiable effect on overall performance. No deficiencies in any area.
Satisfactory	61-70	Meets the minimum acceptable standards; adequate results; reportable weaknesses with identifiable, but not substantial effects on overall performance. No deficiencies in any area.
Unsatisfactory	60 and Below	Does not meet minimum acceptable standards in one or more areas; reportable deficiencies with remedial action required in one or more areas which adversely affect overall performance.

AWARD TERM PLAN

1.0 INTRODUCTION

This is the basis for evaluation of the contractor's performance and for presenting an assessment of that performance to the Term-Determining Official (TDO). The evaluation will begin at the start of the Task Order.

Award-term contracting is effective when performance metrics are objective, a long-term business relationship is of value to the Government and to the Contractor, and the expected outcomes are known up-front. The specific criteria and procedures used for assessing the contractor's performance and for determining the Award Term earned are described herein. All TDO decisions regarding the award-term score, the methodology used to calculate the score, the calculation of the score, the Contractor's entitlement to the score, and the nature and success of the evaluation of the Contractor's performance are final.

An Award Term earned and retained will be awarded to the Contractor through unilateral Task Order modification based upon the score as determined by the TDO.

2.0 ORGANIZATION

The Award Term organization includes the TDO and an Award-Term Review Board (ATRB) consisting of a chairperson, the contracting officer, a recorder, other functional area participants, advisory members, and the performance monitors.

3.0 RESPONSIBILITIES

a. Term Determining Official. The TDO approves the Award Term plan and any significant changes to it. The TDO reviews the recommendations of the ATRB, considers all pertinent data, and determines the earned Award Term score for each evaluation period. The TDO appoints the ATRB Chairperson.

b. Award Term Review Board Chairperson. The ATRB Chairperson chairs the meetings of the ATRB and appoints the non-mandatory members of the board and the performance monitors. The ATRB Chairperson briefs the TDO on the evaluation results including the recommended score and the Contractor's overall performance and recommends Award Term plan changes to the TDO.

c. Award Term Review Board. ATRB members review performance monitors' evaluation of the Contractor's performance, consider all information and pertinent sources, prepare interim performance reports, if any, and arrive at the Award Term score recommendation to be presented to the TDO. The ATRB will also recommend changes to this plan.

d. ATRB Recorder. The ATRB recorder is responsible for coordinating the administrative actions required by the performance monitors, the ATRB, and the TDO.

e. Contracting Officer (CO). The CO is the liaison between Contractor and Government personnel. Subsequent to the TDO decision, the CO reviews the Award Term documentation, concurs with the TDO's decision, and modifies the Task Order, if necessary, to reflect the decision.

f. Performance Monitors. Performance monitors maintain written records of the Contractor's performance in their assigned evaluation areas so that a fair and accurate evaluation is obtained. Monitors prepare interim and end-of-period evaluation reports as directed by the ATRB.

4.0 AWARD-TERM PROCESSES

a. Award Term Score. The Award Term score will be based on the Contractor's performance during each evaluation period.

b. Evaluation Criteria. If the CO does not give specific notice in writing to the Contractor of any change to the evaluation criteria prior to the start of a new evaluation period, then the same criteria listed for the preceding period will be used in the following Award Term evaluation period. Modifications to the plan shall take effect in the next evaluation period.

c. Interim Evaluation Process. Interim evaluations will be conducted at the discretion of the Government. If it is determined that an Interim Evaluation will be conducted, it will be conducted at approximately the six-month period and the Contractor will be notified thirty (30) days before the end of the interim period if a self-evaluation will be required. Performance monitors submit their evaluation reports to the ATRB after the end of the evaluation period. The ATRB Chairperson prepares its evaluation results and notifies the Contractor of the strengths and weaknesses for the current evaluation period within 45 days of conclusion of the interim evaluation period. The CO may also issue letters at any other time when deemed necessary to highlight areas of Government concern.

d. End-of-Period Evaluations. The ATRB Recorder notifies ATRB members and performance monitors 14 calendar days before the end of the evaluation period. The Contractor will provide the Government a self-assessment within fourteen (14) calendar days after the end of the evaluation period. Performance monitors submit their evaluation reports to the ATRB after the end of the evaluation period. The ATRB Chairperson prepares its evaluation report and recommendation. The Contractor self-assessment will be provided to the TDO as part of the determination package. The ATRB Chairperson briefs the evaluation report and recommendation to the TDO. The TDO determines the overall score and determines whether an Award Term has been earned for the evaluation period within 45 calendar days

after each evaluation period. The TDO letter informs the Contractor of the evaluation results. Upon concurrence with the TDO decision, the CO issues a modification within fifteen (15) calendar days after the TDO's determination to authorize an award extension or reduction reflecting the earned award term amount.

5.0 AWARD-TERM PLAN CHANGE PROCEDURE

It is anticipated that Award Term Evaluation Categories may need to be revised to place increased emphasis on specific areas, to take advantage of lessons learned and identify new approaches to measuring the quality of service/deliverables received, and to incentivize continuous improved performance in that regard. As such, the Contractor may propose changes and the Government may unilaterally make changes to this plan. The Contractor shall submit any proposed changes no later than sixty (60) calendar days prior to the start of the next evaluation period. Contractor proposed changes, if approved by the Government, will be made by bilateral agreement via a Task Order modification prior to the start of the next evaluation period. However, the Government reserves the right to unilaterally change evaluation categories prior to the start of an Award Term period.

6.0 AWARD-TERM EVALUATION CATEGORIES

a. The Award Term Evaluation Categories are weighted based upon projected emphasis over the planned contract period. The following table outlines the structure and weighted value of each evaluation criteria:

Evaluation Category	Category Weight
Cost Performance	25% of Total
Schedule Performance	25% of Total
Management Performance	25% of Total
Technical Performance	25% of Total

(1) Cost Performance

Of major importance in evaluating the Contractor's cost performance will be the Contractor's cost planning and timely, complete, and accurate reporting of costs. In addition, the Contractor's efforts in the area of cost reduction/cost avoidance will also be considered (e.g. management approach to performance of task assigned to minimize the cost, and demonstrated ability to keep the cost of work to be performed in line with the contract estimated cost).

(2) Schedule Performance

The Government will consider whether all deliverables are submitted on time, ahead of schedule, or late. The Contractor's early identification of problem areas and accomplishments in overcoming problems to maintain schedules shall also be considered.

(3) Management Performance

The Government will consider whether the Contractor's organizational structure provides for highly qualified personnel assigned with duties, responsibilities, and authority necessary to achieve project goals and whether their lines of communication are well defined, clearly understood, and always

facilitate rapid exchanges of information, both technical and contractual, in order to meet project goals. In addition, the Government will consider whether the Contractor effectively integrates all functional area requirements into an overall team effort in order to optimize program efficiencies and if applicable, whether they meet or exceed their small business subcontracting goals.

(4) Technical Performance

Of major importance in evaluating the Contractor's technical performance will be the demonstration of commitment by the Contractor to meet the requirements of the Task Order. Specifically, the Contractor's response to taskings and accuracy of work produced will be evaluated in this category. In addition, the Contractor's approach to solving problem areas presented by the Government will be evaluated as a measure of competence.

b. The following evaluation ratings are descriptive of the elements that will be evaluated. Not all elements under a rating description may apply. Elements of Contractor performance may be descriptive under more than one rating and therefore the Government reserves the right to determine the most appropriate rating for the performance category based on which rating the preponderance of the elements fall under.

Cost Performance

Unsatisfactory - Failed to manage or control costs within contract and task projections. A large percentage of actual costs exceeded task estimates. Most cost documentation was inadequate and costs were difficult to track. Reporting of costs were untimely, incomplete, and inaccurate. Contractor made no efforts in cost reduction/cost avoidance.

Satisfactory - Took minimum action to manage and control costs within contract and task. Some actual costs exceeded task estimates. Some cost documentation was adequate, but costs were difficult to track. Reporting of costs were sometimes timely, complete, and accurate. Contractor made little effort in cost reduction/cost avoidance.

Good - Costs were managed and used in a cost-effective manner. Costs incurred were consistent with estimated costs and cost management guidelines. Budget and cost management practices and procedures met requirements. Most cost projections were met. Cost documentation was adequate and easy to track. Cost reporting was timely, complete and accurate. Cost made some effort in cost reduction/cost avoidance.

Excellent - Costs were managed and controlled by working with customers and program office. Almost all cost projections were met or under-run. Some gains were made in reducing task costs. Costs were tracked well enough to identify most variances. Projections were made for the use of some excess funds & efforts were undertaken to ensure these funds were used or returned to the customer. Contractor made great effort in the area of cost reduction/cost avoidance.

Outstanding - Costs were managed and controlled by working with customers and program office. All cost projections were met or under-run. Significant gains were made in reducing task costs. Costs were tracked well enough to identify all variances. Projections were made for the use of most excess funds and efforts were undertaken to ensure these funds were used or returned to the customer. Contractor's efforts in the area of cost reduction/cost avoidance went beyond the expectations of the Government.

Schedule Performance

Unsatisfactory - Failed to manage or control scheduled deliverables within contract and task projections. A large percentage of scheduled deliverables were late. Deliverables were often submitted in a format that was incomplete, unclear, not concise, technically inaccurate, and not easily understood. Most documentation was inadequate and schedule was difficult to track. Schedule and deliverable reporting were untimely, incomplete, and inaccurate. Any required corrections were extensive in nature and Contractor was slow to correct. The Contractor did not identify problems areas upfront, and made no efforts to overcome problems to maintain schedules.

Satisfactory - Took minimum action to manage and control scheduled deliverables within contract and task. Some actual scheduled deliverables met task estimates. Deliverables were submitted in an acceptable format but were sometimes incomplete, not concise, technically inaccurate, and not easily understood. Some documentation was adequate but schedule was difficult to track. Schedule and deliverable reporting were sometimes timely, complete, and accurate. Some corrections were extensive in nature and Contractor was usually timely in making corrections. The Contractor sometimes identified problems areas upfront and made little effort to overcome problems to maintain schedules.

Good - Schedule was managed within contract and task requirements. Deliverables were consistent with estimated schedule and deliverable guidelines. Deliverables were submitted in an acceptable format and were complete, concise, technically accurate, and easily understood. Documentation is adequate and schedule was easy to track. Corrections were minor in nature and Contractor made corrections in a timely manner. The Contractor identified problems areas upfront and made efforts to overcome problems to maintain schedules.

Excellent - Schedule was managed within contract and task requirements and deliverables were submitted on time or sometimes ahead of schedule. Deliverables sometimes exceeded requirements and were submitted in a manner that was complete, concise, technically accurate, and easily understood. Corrections were very few and minor and corrected in an expeditious manner. The Contractor was proactive in identifying problem areas upfront and made great efforts to overcome problems to maintain schedules.

Outstanding - Schedule was managed so that deliverables were consistently ahead of schedule and within contract and task requirements. Deliverables consistently exceeded requirements and were submitted in a manner that was complete, concise, and technically accurate, and easily understood. No corrections were required for deliverables. The Contractor provided early identification of problems areas and made great accomplishments in overcoming problems to maintain schedules.

Management Performance

Unsatisfactory - Contractor’s organizational structure did not provide qualified personnel assigned duties, responsibilities, and authority necessary to achieve project goals. Lines of communication were not defined, clearly understood, and did not facilitate rapid exchanges of information, both technical and contractual, to meet project goals. Contractor did not effectively integrate all functional area requirements into an overall team effort in order to optimize program efficiencies. Failed to provide qualified personnel for all tasks. Management was extremely slow in updating staffing after repeated feedback from customer. A large percentage of the staff was not in place when required by the task. Customer was very dissatisfied with staffing efforts. If applicable, small business subcontracting goals

were not met.

Satisfactory - Contractor's organizational structure was marginally adequate to provide qualified personnel assigned duties, responsibilities, and authority necessary to achieve project goals. Lines of communication were defined and understood but did not facilitate rapid exchanges of information, both technical and contractual, to meet project goals. Contractor sometimes integrated all functional area requirements into an overall team effort in order to produce program efficiencies. Management was slow to update manning after repeated feedback from customer or as required by this Task Order and Technical Instructions. Some staff were not available when required by the task. Customer was marginally dissatisfied with staffing efforts. If applicable, Small business subcontracting goals were not totally met.

Good - Contractor's organizational structure was adequate to provide qualified personnel assigned duties, responsibilities, and authority necessary to achieve project goals. Lines of communication were defined, understood, and facilitated exchanges of information, both technical and contractual, to meet project goals. Contractor integrated all functional area requirements into an overall team effort in order to provide program efficiencies. Provided fully qualified staff in almost all cases. Management was cognizant of customer needs and provided almost all of the staffing required on assigned tasks when required by the task. Customer was reasonably satisfied with staffing efforts. If applicable, small business subcontracting goals were met.

Excellent - Contractor's organizational structure provided highly qualified personnel assigned duties, responsibilities, and authority necessary to achieve project goals. Lines of communication were clearly understood, and facilitated rapid exchanges of information, both technical and contractual, to meet project goals. Contractor effectively integrated all functional area requirements into an overall team effort in order to optimize program efficiencies. Provided fully qualified staff in all cases. Management was cognizant of customer needs and provided 100% of the staffing required on assigned tasks when required by the task. Customer was well satisfied with staffing efforts. If applicable, small business subcontracting goals were met and sometimes exceeded.

Outstanding - Contractor's organizational structure provided highly qualified personnel assigned duties, responsibilities, and authority necessary to achieve and sometime exceed project goals. Lines of communication were clearly understood, and facilitated rapid exchanges of information, both technical and contractual, to meet and sometimes exceed project goals. Contractor effectively integrated all functional area requirements into an overall team effort in order to optimize program efficiencies and exceed Government expectations. Provided fully qualified staff in all cases and exceptionally qualified staff in some cases. Personnel status was frequently reviewed to ensure customer needs were met. 100% of the staffing required on assigned tasks was provided when required by the task. Customer was extremely satisfied with staffing efforts. If applicable, small business subcontracting goals were consistently exceeded.

Technical Performance

Unsatisfactory - Failed to meet most task/contract requirements. Work was poorly organized, unprofessional, and required much interpretation or rework. Contractor's response to taskings was slow and work produced was consistently inaccurate. Contractor's approach to solving problem areas presented by the Government did not demonstrate a level of competence. Customer was very dissatisfied with performance.

Satisfactory - Work was of marginal quality in some cases and required some interpretation or rework. Contractor's response to taskings was sometimes slow and work produced is sometimes inaccurate. Contractor's approach to solving problem areas presented by the Government demonstrated a minimum-level of competence. Customer was marginally satisfied with performance.

Good - Majority of work was adequate and required little rework. Contractor's response to taskings was timely. Contractor's approach to solving problem areas presented by the Government demonstrated competence. Customer was reasonably satisfied with overall performance.

Excellent - Support to customer was very good, well coordinated, and ensured task accomplishment. Employees put forth an extra effort to accomplish tasks. Contractor's response to taskings was prompt and work produced was accurate and highly proficient. The Contractor demonstrated instances of being proactive by anticipating Government needs and providing effective solutions. Contractor's approach to solving problem areas presented by the Government demonstrated a high-level of competence. Customer was very satisfied with performance.

Outstanding - Met all task/contract requirements (100%). Support to customer was excellent, well coordinated, and all task goals were met. Employees displayed exceptional knowledge and put forth a commendable effort to accomplish tasks. Contractor's response to taskings was consistently prompt and work produced was consistently impressive. Contractor's approach to solving problem areas presented by the Government demonstrated high-level of competence. The Contractor was consistently proactive in anticipating Government needs and providing effective solutions. Customer was extremely satisfied with performance.

SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

All clauses incorporated by reference in the basic IDIQ contract apply to this Task Order, as applicable.

Note: Regarding 52.244-2 -- SUBCONTRACTS (JUNE 2007) - ALTERNATE I (JUNE 2007), teaming arrangement with any firm not included in the Contractor's basic IDIQ contract must be submitted to the basic MAC Contracting Officer for approval. Team member (subcontract) additions after Task Order award must be approved by the Task Order Contracting Officer.

FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) (NAVSEA VARIATION) (MAR 2000)

(a) The Government may extend the term of this delivery order by written notice(s) to the Contractor within the periods specified below. If more than one option exists, each option is independent of any other option, and the Government has the right to unilaterally exercise any such option whether or not it has exercised other options.

ITEM(S) LATEST OPTION EXERCISE DATE

Option Year 1 12 Months after Option Exercise
Award Term 1 12 Months after Option Exercise
Award Term 2 12 Months after Option Exercise
Award Term 3 12 Months after Option Exercise

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

(c) The total duration of this contract, including the exercise of any option(s) under this clause, shall not exceed five (5) years, however, in accordance with paragraph (g) of the requirement of this contract entitled "LEVEL OF EFFORT" (NAVSEA 5252.216-9122), if the total manhours delineated in paragraph (a) of the LEVEL OF EFFORT requirement, have not been expended within the period specified above, the Government may require the Contractor to continue to perform the work until the total number of manhours specified in paragraph (a) of the aforementioned requirement have been expended.

FAR 52.204-2 Security Requirements (Aug 1996)
FAR 52.219-8 Utilization of Small Business Concerns (May 2004)
FAR 52.219-9 Small Business Subcontracting Plan (Apr 2008)
FAR 52.219-16 Liquidated Damages -- Subcontracting Plan (Jan 1999)
DFARS 252.219-7003 Small Business Subcontracting Plan (DoD Contracts).

CLAUSES INCORPORATED BY FULL TEXT

FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a cost reimbursement Task Order resulting from this solicitation.

DFARS 252.215-7004 Excessive Pass-Through Charges.

As prescribed in 215.408(4), use the following clause:

EXCESSIVE PASS-THROUGH CHARGES (MAY 2008)

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

“Added value” means that the Contractor performs subcontract management functions that the Contracting Officer determines are a benefit to the Government (e.g., processing orders of parts or services, maintaining inventory, reducing delivery lead times, managing multiple sources for contract requirements, coordinating deliveries, performing quality assurance functions).

“Excessive pass-through charge,” with respect to a Contractor or subcontractor that adds no or negligible value to a contract or subcontract, means a charge to the Government by the Contractor or subcontractor that is for indirect costs or profit on work performed by a subcontractor (other than charges for the costs of managing subcontracts and applicable indirect costs and profit based on such costs).

“No or negligible value” means the Contractor or subcontractor cannot demonstrate to the Contracting Officer that its effort added value to the contract or subcontract in accomplishing the work performed under the contract (including task or delivery orders).

“Subcontract” means any contract, as defined in section 2.101 of the Federal Acquisition Regulation, entered into by a subcontractor to furnish supplies or services for performance of the contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.

“Subcontractor” means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for the Contractor or another subcontractor.

(b) *General*. The Government will not pay excessive pass-through charges. The Contracting Officer shall determine if excessive pass-through charges exist.

(c) *Required reporting of performance of work by the Contractor or a subcontractor*. The Contractor shall notify the Contracting Officer in writing if—

(1) The Contractor changes the amount of subcontract effort after award such that it exceeds 70 percent of the total cost of work to be performed under the contract, task order, or delivery order. The notification shall identify the revised cost of the subcontract effort and shall include verification that the Contractor will provide added value; or

(2) Any subcontractor changes the amount of lower-tier subcontractor effort after award such that it exceeds 70 percent of the total cost of the work to be performed under its subcontract. The notification shall identify the revised cost of the subcontract effort and shall include verification that the subcontractor will provide added value as related to the work to be performed by the lower-tier subcontractor(s).

(d) *Recovery of excessive pass-through charges*. If the Contracting Officer determines that excessive pass-through charges exist—

(1) For fixed-price contracts, the Government shall be entitled to a price reduction for the amount of excessive pass-through charges included in the contract price; and

(2) For other than fixed-price contracts, the excessive pass-through charges are unallowable in accordance with the provisions in Subpart 31.2 of the Federal Acquisition Regulation (FAR) and Subpart 231.2 of the Defense FAR Supplement.

(e) *Access to records*.

(1) The Contracting Officer, or authorized representative, shall have the right to examine and audit all the Contractor's records (as defined at FAR 52.215-2(a)) necessary to determine whether the Contractor proposed, billed, or claimed excessive pass-through charges.

(2) For those subcontracts to which paragraph (f) of this clause applies, the Contracting Officer, or authorized representative, shall have the right to examine and audit all the subcontractor's records (as defined at FAR 52.215-2(a)) necessary to determine whether the subcontractor proposed, billed, or claimed excessive pass-through charges.

(f) *Flowdown*. The Contractor shall insert the substance of this clause, including this paragraph (f), in all subcontracts under this contract, except for—

(1) Firm-fixed-price subcontracts awarded on the basis of adequate price competition;

(2) Fixed-price subcontracts with economic price adjustment, awarded on the basis of adequate price competition;

(3) Firm-fixed-price subcontracts for the acquisition of a commercial item; or

(4) Fixed-price subcontracts with economic price adjustment, for the acquisition of a commercial item.

52.232-20 -- Limitation of Cost.

(a) The parties estimate that performance of this contract, exclusive of any fee, will not cost the Government more than

(1) the estimated cost specified in the Schedule or,

(2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule.

The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that --

(1) The costs the Contractor expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the estimated cost specified in the Schedule; or

(2) The total cost for the performance of this contract, exclusive of any fee, will be either greater or substantially less than had been previously estimated.

(c) As part of the notification, the Contractor shall provide the Contracting Officer a revised estimate of the total cost of performing this contract.

(d) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause --

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of

(i) the estimated cost specified in the Schedule or,

(ii) if this is a cost-sharing contract, the estimated cost to the Government specified in the Schedule; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of the estimated cost specified in the Schedule, until the Contracting Officer

(i) notifies the Contractor in writing that the estimated cost has been increased and

(ii) provides a revised estimated total cost of performing this contract.

If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(e) No notice, communication, or representation in any form other than that specified in subparagraph (d)(2) above, or from any person other than the Contracting Officer, shall affect this contract's estimated cost to the Government. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the estimated cost or, if this is a cost-sharing contract, for any costs in excess of the estimated cost to the Government specified in the Schedule, whether those excess costs were incurred during the course of the contract or as a result of termination.

(f) If the estimated cost specified in the Schedule is increased, any costs the Contractor incurs before the increase that are in excess of the previously estimated cost shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.

(g) Change orders shall not be considered an authorization to exceed the estimated cost to the Government specified in the Schedule, unless they contain a statement increasing the estimated cost.

(h) If this contract is terminated or the estimated cost is not increased, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

52.232-22 -- Limitation of Funds.

(a) The parties estimate that performance of this contract will not cost the Government more than

(1) the estimated cost specified in the Schedule or,

(2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule.

The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the

costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of

(1) the total amount so far allotted to the contract by the Government or,

(2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share.

The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause --

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of --

(i) The amount then allotted to the contract by the Government or;

(ii) If this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that

(1) the amount allotted by the Government or,

(2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule.

If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in subparagraph (f)(2) above, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of --

(1) The amount previously allotted by the Government or;

(2) If this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equaling the percentage of completion of the work contemplated by this contract.

52.219-14 LIMITATIONS ON SUBCONTRACTING. (DEC 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for --

(1) *Services (except construction).* At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) *Supplies (other than procurement from a nonmanufacturer of such supplies).* The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) *General construction*. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) *Construction by special trade contractors*. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

SECTION J LIST OF ATTACHMENTS

Attachment 1 - DD254 Contract Security Classification Specification

Attachment 2 - Award Financial Accounting Data (FAD) Sheet in the amount of $420,000.00