

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

J

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

06

3. EFFECTIVE DATE

[REDACTED]

4. REQUISITION/PURCHASE REQ. NO.

N4658118RC011AD

5. PROJECT NO. (If applicable)

N/A

6. ISSUED BY

CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

N00189

NAVSUP FLC Norfolk, Code 200
1968 Gilbert Street Ste 600
Norfolk VA 23511-3392

NAVSUP FLC Norfolk, Code 200
1968 Gilbert Street Ste 600
Norfolk VA 23511-3392

SCD: C

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

Ironclad Technology Services LLC
200 Golden Oak Court, Suite 320
Virginia Beach VA 23452

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-10-D-6117-FK02

10B. DATED (SEE ITEM 13)

CAGE CODE 518C1

FACILITY CODE

[REDACTED]

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

(*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

[X] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9

[] D. OTHER (Specify type of modification and authority)

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

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

SEE PAGE 2

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

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

[REDACTED]

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY

[REDACTED]

[REDACTED]

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

GENERAL INFORMATION

The purpose of this modification is to exercise Option Year Two, Line Items 5002, and 6002.

Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

[REDACTED]				
[REDACTED]				
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]				
[REDACTED]				
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 1 of 42	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	R799	Base Year labor in accordance with the Performance Work Statement. (O&MN,N)	12.0	MO	██████████	██████████
500001	R799	CNSP (O&MN,N)				
500002	R799	CNSL N01F (O&MN,N)				
500003	R799	CNSL N43 (O&MN,N)				
500004	R799	CNSL N01F Additional Funding (O&MN,N)				
500005	R799	CNSP Additional Funding (O&MN,N)				
5001	R799	Option Year 1 labor in accordance with the Performance Work Statement. (O&MN,N)	12.0	MO	██████████	██████████
500101	R799	CNSL N43: N0006017RC4AAAD (O&MN,N)				
500102	R799	CNSL N01F: N4658117RC027AD (O&MN,N)				
500103	R799	CNSP: RP000717RC0072C (O&MN,N)				
5002	R799	Option Year 2 labor in accordance with the Performance Work Statement. (O&MN,N)	12.0	MO	██████████	██████████
500201	R799	CNSL N01F (O&MN,N)				
500202	R799	CNSL N43 (O&MN,N)				
500203	R799	CNSP (O&MN,N)				
5003	R799	Option Year 3 labor in accordance with the Performance Work Statement. (O&MN,N) Option	12.0	MO	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R799	Base year travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Travel costs are not-to-exceed ██████████ (O&MN,N)	1.0	LO	██████████
600001	R799	CNSP (O&MN,N)			
600002	R799	CNSL N01F (O&MN,N)			
600003	R799	CNSL N43 (O&MN,N)			
6001	R799	Option year 1 travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Travel costs are not-to-exceed ██████████ (O&MN,N)	1.0	LO	██████████
600101	R799	CNSL N43: N0006017RC4AAAD (O&MN,N)			
600102	R799	CNSL N01F: N4658117RC027AD (O&MN,N)			

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 2 of 42	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
600103	R799	CNSP: RP000717RC0072C (O&MN,N)			
6002	R799	Option year 2 travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Travel costs are not-to-exceed [REDACTED] (O&MN,N)	1.0	LO	[REDACTED]
600201	R799	CNSL N01F (O&MN,N)			
600202	R799	CNSL N43 (O&MN,N)			
600203	R799	CNSP (O&MN,N)			
6003	R799	Option year 3 travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Travel costs are not-to-exceed [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 3 of 42	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT
FOR
COMMANDER, NAVAL SURFACE FORCES, PACIFIC FLEET
AND
COMMANDER, NAVAL SURFACE FORCES, ATLANTIC FLEET
COMMAND FINANCIAL ANALYSIS SUPPORT

1.0 INTRODUCTION

The Commander, Naval Surface Forces, Pacific Fleet (COMNAVSURFPAC), a naval Type Commander (TYCOM), is an echelon 3 command, under Commander, U.S. Pacific Fleet (COMPACFLT) and reports to COMPACFLT for administrative and service related matters. The Commander, Naval Surface Forces, Atlantic Fleet (COMNAVSURFLANT), also a naval Type Commander (TYCOM) is an echelon 3 command, under Commander, U.S. Fleet Forces Command (USFFC) and reports to USFFC for administrative and service related issues. The Comptrollers of COMNAVSURFPAC (CNSP) and COMNAVSURFLANT (CNSL) have the responsibility for the oversight, analysis, execution and overall management of funds received from their respective Budget Submitting Offices (BSO). Responsibilities of the CNSP and CNSL Comptrollers pertaining to functions listed above include: (1) linking the execution reporting with the Program, Planning, Budget, and Execution (PPBE) process cycle, (2) utilizing the functionality in the existing Command Financial Management System (CFMS) and other national databases: Program Budget Information System (PBIS), STARS-FL stands for Standardized Accounting & Reporting System - Field Level (STARS-FL), Maintenance and Material Management Open Architectural Retrieval System (3M OARS), Continuous Monitoring Program (CMP), etc. to develop and update financial processes (3) provide analysis and develop solution sets for cross-coast and Surface Warfare Enterprise (SWE) financial issues, (4) development of financial specific reports and capability to support financial processes.

2.0 ACRONYMS: Acronyms, as used in this Performance Work Statement, are provided below:

PPBE	Program, Planning, Budget, and Execution
BSO	Budget Submitting Office
CAC	Common Access Card
CDRL	Contract Data Requirements List
CFMS	Command Financial Management System (CFMS)
CMP	Continuous Monitoring Program
CNSL	COMNAVSURFLANT
CNSP	COMNAVSURFPAC
COMNAVSURFLANT	Commander, Naval Surface Forces, U.S. Atlantic Fleet
COMNAVSURFPAC	Commander, Naval Surface Forces, Pacific Fleet
COR	Contracting Officer's Representative
CVS	Contractor Verification System
FYDP	Future Years Defense Plan
3M OARS	Maintenance and Material Management Open Architectural Retrieval System
NACLC	National Agency Check with Local Agency and Credit Check
NISPOM	National Industrial Security Program Operations Manual
OCO	Overseas Contingency Operations
OSHA	Occupational Safety and Health Administration
PBIS	Program Budget Information System

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 4 of 42	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

POM	Program Objective Memorandum
PPBE	Program, Planning, Budget, Execution
STARS-FL	Standard Accounting and Reporting System – Field Level
SWE	Surface Warfare Enterprise
TYCOM	Type Commander
USFFC	United States Fleet Forces Command
VAL	Visit Authorization Letter
WAWF	Wide Area Work Flow

3.0 SCOPE

3.0 CNSP and CNSL require financial analysis support.

3.1. For CNSP, tasks specified in this PWS shall be performed remotely. For CNSL, tasks specified in this PWS shall be performed at Naval Station, Norfolk, VA. Government facilities shall be provided at the location where work shall be performed.

4.0 TASKS

The Contractor shall provide services and functions described herein to support CNSP and CNSL Comptroller and N43 Finance staffs at their direction. The Contractor shall provide these services at or above the specific levels of performance presented in Deliverables, Section 5.

4.1 Task 1 –PPBE Analysis: The contractor shall:

- Provide functional and technical advice regarding the CNO N43 ship operations model used in the PPBE cycle. Provide in-depth analysis of existing trends, programmatic changes and pricing conditions to accurately forecast FYDP requirements from the viewpoint of the current national security objectives and the need for efficient management of resources.
- Provide support in evaluating SWE equities in the N43 Ship Operations and Depot Maintenance models. Collaborate with stakeholders to provide routine and one time model inputs. Ensure adherence to N43 Ship Operations model and Depot Maintenance guidance.
- Provide analysis for responses to Ship and Combat Operations and Depot Maintenance POM related queries from OPNAV and Echelon II commands.

4.2 Task 2 –Financial Analysis: The contractor shall:

- Analyze current and prior fiscal year execution of baseline and overseas contingency operations (OCO) funds and other financial accounts. Provide recommendations for standardization and automation of financial management processes.
- Analyze and develop solution sets for Surface Warfare Enterprise Financial Operations. Specifically, ensuring the integration of maintenance and supply chain functional decisions across the two TYCOMs
- Provide detailed analysis of large financial data sets from CMP, STARS and other databases using commercially available software such as Microsoft Excel or Access.
- Support Surface Warfare Enterprise financial reporting including routine execution monitoring, mid-year review and Certified Obligations.
- Recommend financial adjustments, to address significant, unforeseen operational readiness issues such as fact of life changes, emergent requirements, or program deficiencies. Develop Surface TYCOM strategies to deal with budget adjustments, mid-year review tasking and

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 5 of 42	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

obligation validation. Provide analysis to ensure optimal buying power and utilization of assigned funds

4.3 Task 3 –Training: The contractor shall:

- Provide training on CFMS and its integration into financial operations to financial management personnel.
- Provide training and instruction in afloat financial process integration with STARS FL and feeder system transactions to include fuel financial management.
- Provide guidance and instruction in support of financial auditability (i.e. Dept of Navy Financial Improvement Audit Readiness (FIAR) Program).

4.4 Task 4 –Financial Systems Support: The contractor shall:

- Provide software development, testing, and integration of enhancements to various budget exhibits within existing and future financial systems (i.e. STARS-FL, CFMS, SABRS, etc.). All enhancements developed must be NMCI/NGEN compatible.
- Provide technical support and user training for advanced financial system functional users.
- Develop, test, and integrate advanced management reports for up-line submission to the respective Budget Submitting Offices
- Design, test, and provide customized reports and/or report templates in response to requests by Comptroller and N43 Finance staff.

4.5 Task 5 – Writer: The contractor shall:

- Provide standardization of the financial management processes in the form of shipboard financial user's manuals, standard operating procedures, and instructions.

5.0 DELIVERABLES

The Contractor shall prepare the following:

- **Monthly Management Report:** Provide TYCOM Comptrollers a monthly report on CNSP's and CNSL's Financial Analysis Support status including but not limited to: analysis/summarization of contract expenditure rate, identification of issues that need government resolution and task summarization.
- Develop CNSL TYCOM N43 financial reports which articulate ship maintenance PPBE program decisions.

5.1 PERFORMANCE METRICS.

Performance Objectives	Performance Standard	Performance Assessment Method	Historical Metrics
5.1 Task 1 –PPBE Analysis			

Provide Ship Ops Model analysis and Depot Maintenance and POM (PPBE) monitoring.	Analysis and requirement developments conform to OPNAV N43 Ship Ops Model standards.	CNSL N8, N00F and CNSP N00F shall review Ship Ops model ensuring surface force equities are accurately represented.	Ship Ops Model and Depot Maintenance revisions occur approximately six times per year.
5.2 Task 2 –Financial Analysis			
Provide problem definition and analysis for complex financial systems or financial issues.	Contractor shall make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts to improve financial fidelity for CNSP/CNSL accounts	CNSP and CNSL shall review recommendations and process improvements ensuring executability and appropriateness as they relate to account fidelity.	CNSP and CNSL financial account transactions exceed █████ per year.
5.3 Task 3–Training			
Provide both formal and informal financial training on Navy financial and supply software to enhance CNSP/CNSL staff capabilities.	Contractor shall provide training as required.	CNSP/CNSL shall assess training provided to ensure training is relevant and appropriate.	Training provided on an ongoing basis or as required.
5.4 Task 4- Financial Systems			
Provide financial management requirements solutions leveraging financial systems software capabilities.	Financial Systems software solution set is designed, tested and configured in accordance with Government and CFMS software guidelines.	CNSP/CNSL shall determine if software solution set enhances account fidelity.	Minimum of two Financial Systems programming/software enhancements per year.

6.0 PERFORMANCE OBJECTIVES, STANDARDS AND MONITORING

6.1 Performance Objectives: The contractor shall provide financial analysis support. The contractor shall be responsible for the planning and execution of tasks as required, and ensuring that processes are in place to provide the necessary support.

6.2 Performance Standards: Timeliness/Delivery: Delivers products within deadlines identified on the CDRL. Accuracy: Free of spelling errors, grammatically correct, correctly formatted, and fully coordinated with all stakeholders. The contractor shall provide deliverables which are factual, accurate, complete and in accordance with relevant DON and/or DOD standards and policy.

6.3 Performance Monitoring: The Contracting Officer’s Representative (COR) shall measure the contractor’s performance by assessing the quality of the services delivered by the contractor and providing feedback to the

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 7 of 42	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

contractor as necessary for improvement. The COR shall determine whether the contractor has met the standards for the deliverables. In addition, the COR shall review monthly cost vouchers to monitor the contractor's expenditures in comparison to the contractor's proposed costs.

7.0 INSPECTION AND ACCEPTANCE

Final inspection and acceptance of all work performed, reports and other deliverables shall be performed at the place of delivery by the Contracting Officer's Representative (COR). The Contractor shall submit all deliverables in final form except by prior agreement with the COR.

8.0 WORK ENVIRONMENT AND GOVERNMENT FURNISHED EQUIPMENT

For CNSL, a permanent workspace for contractor employees shall be provided at Naval Station Norfolk, VA.

Regular working hours are based on a 40-hour work week and shall include a minimum of eight hours between 0630 hours and 1700 hours; Monday through Friday, excluding Government holidays. The Contractor shall ensure that the hours chosen for daily operation are adequate to provide representation during the full workday.

Access to the space may be granted on weekends and Federal Holidays. The Contractor may use these facilities as necessary to complete the required tasking under the PWS.

Computer hardware and software, access to local telephones including long distance access and other necessary supplies shall be provided by the Government when the contractor is performing under this contract in CNSP or CNSL spaces. All equipment procured by the Government shall remain the property of the Government upon completion of this effort.

9. DATA RIGHTS

All data received, processed, evaluated and/or generated in the execution of this contract shall become the property of the Government unless specific exception is granted by the Contracting Officer.

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

10.0 CONTRACTOR PERSONNEL REQUIREMENTS

10.1 Overall Qualifications of Contractor Personnel. Contractor shall provide personnel who meet the minimum qualifications outlined below.

- a. Senior Financial Analyst: (Key Personnel)
 - i. Expertise in Surface Warfare Enterprise Operations and Requirements
 - ii. Minimum experience of 15 years of Ship Operations account functional and budget execution experience.
 - iii. Extensive knowledge of Ship Depot Maintenance financial account experience.
 - iv. Extensive knowledge of STARS-FL Cost Accounting and CFMS Financial Reporting.
 - v. Extensive knowledge of Navy Supply System logistics.
 - vi. Extensive knowledge of PPBE system.
 - vii. Master's Degree in Procurement or Financial management disciplines
- b. Financial Analyst:

- i. Expertise in Surface Warfare financial operations (PPBE)
 - ii. Minimum experience of 2 years of TYCOM financial operations experience.
 - iii. Knowledge of STARS-FL Cost Accounting and CFMS Financial Reporting.
 - iv. Auditing and accounting experience from either afloat or ashore U.S Navy supply operations.
 - v. MS Excel and Access functionality as well as the ability to develop functional specifications for existing automated systems (CMP, CFMS, etc.).
 - vi. Extensive knowledge of PPBE system.
 - vii. Bachelor's Degree
- c. Software Engineer III: (Key Personnel)
- i. 10 years of software development experience with CFMS software.
 - ii. Experience with providing web service interfaces from CFMS to other approved DOD and DON systems.
 - iii. Experience developing complex database views and reports with reporting tools to include Oracle Discoverer and Cognos software.
 - iv. Master's degree in Computer Science or similar discipline
- d. Technical Writer:
- i. Expertise in editing instructions, manuals, and standard operating procedures.
 - ii. Expertise in utilizing Microsoft Office software to include advance features for desktop publishing.
 - iii. Expertise in the English language to ensure instructions, manuals, and standard operating procedures are published error free.
 - iv. Bachelor's degree

10.2 Conduct: The Contractor shall comply with Federal drug-free workplace and work force requirements. The Service Provider shall not utilize the services of any person in the performance of this contract whose presence or action(s) endangers the health, life, safety, and security of personnel or property.

10.3 Dress Code: Contractor employees shall wear clothing appropriate to their assigned task, especially with regard to safety and IAW applicable Occupational Safety and Health Administration (OSHA) requirements.

10.4 Identification Card/Badge: Every Contractor employee shall obtain from the Government, an Identification Card/Badge-Common Access Card (CAC) prior to starting work on any government facility. All employees shall wear the ID Card conspicuously on their outer clothing at all times while working on the government installation. Personnel are subject to challenge and removal from the work area or denial of access to the installation if the ID card is not worn. It is the Contractor's responsibility to enforce this requirement. In the event a Contractor employee loses his/her ID card; loss of the ID card shall be reported to the site Security Manager, who shall issue replacement ID cards. All government provided ID cards shall be returned to the Government either at the completion of the contract or upon termination of employment of individual employees. The Contractor is responsible for return of all ID cards issued to the Contractor employees.

11.0 Historical Staffing Levels

The following table expresses a historical set of skill levels appropriate to this Performance Work Statement (PWS).

	Hours

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 9 of 42	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

12.0 CNSP and CNSL GUIDELINES FOR CONTRACTOR.

12.1 When performing the tasks associated with this PWS using e-mail, through phone calls, at meetings, in public or otherwise, contractor personnel shall make clear to all individuals they deal with that they are contractor employees and not DoD employees.

12.2 Contractor personnel shall not make any commitment to non-DoD personnel, including a foreign official, which commits the expenditure of US Government resources.

12.3 Contractor employees performing services shall be required to comply with all local installation rules and regulations applicable to conduct, safety, security, and procedures governing site entry and exit.

12.4 All personnel performing work under this PWS shall be fully trained in the areas to which they are assigned. Personnel shall arrive on site ready and able to perform all specified tasks. The Government shall not provide substantial instruction or on-the-job training for personnel not directly employed by the Government.

13.0 SECURITY REQUIREMENTS

Contractor personnel must have a minimum-Secret security clearance for CNSP/CNSL facility access and access and exposure to classified data. Contractor shall process the paperwork for a National Agency Check with Local Agency and Credit Check (NACLIC) on all assigned employees. Contractor employee(s) with an Interim Security Clearance does not meet the minimum background vetting requirement for entry into the Contractor Verification System (CVS) and cannot be issued a Contractor Access Card (CAC), until current Directive Type Memorandum (DTM) 08-003 requirements are met.

The contractor must have complete knowledge of, and comply with, all standard DoD security procedures, which include but are not limited to, those as outlined in the below list of DoD Regulation Manuals.

- DoD 5200.1R Information Security Program
- DoD 5200.2-R Personnel Security Program
- DoD 5220.22-M National Industrial Security Program Operations Manual (NISPOM)
- DD Form 254 Contract Security Classification Specification

The contractor shall provide to the Program Manager or Security Manager a Visit Authorization Letter (VAL) identifying all employees performing on the contract. The VAL shall be validated and signed by the company Facility Security Officer (FSO) or company owner. The VAL is required for CAC issuance and shall include the following information:

- a. Contractor's company name, address, and telephone number, assigned CAGE Code, certification of the level of facility security clearance, contract number and expiration date.
- b. Name, date and place of birth, SSN and citizenship of the employee(s).
- c. Contractor employee(s) email address (for CAC issuance).
- d. Certification of the employees' personnel security clearance (type of clearance, date clearance granted, type of investigation and date investigation completed).

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 10 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- e. Purpose of visit.
- f. Date or period during which the VAL is to be valid. (Can be up to 12 months)

An application for a CAC shall be initiated by a DoD employee via CVS using the submitted VAL. The CAC shall be used to gain access to DOD resources, installations and sensitive information. When the CAC is no longer required, the Contractor or Program manager shall recover the CAC from the contractor employee and return the CAC to the DoD CVS Trusted Agent (TA) for disposal.

14.0 TRAVEL REQUIREMENTS

In the performance of this contract, travel may be required and shall be coordinated with the COR and approved prior to commencement of travel. It is estimated that travel shall not exceed four times per year. Duration of each travel is approximately 5 days. All estimated travel shall proceed in accordance with Joint Federal Travel Regulations (JFTR) and shall be reimbursed accordingly. Travel expenses shall be invoiced to the Government on an as-incurred basis. Only valid costs as identified in the JFTR shall be reimbursed.

15.0 GRIEVANCES

Documented complaints from customers (CNSP and CNSL commands) shall be forwarded to the respective Type Commander (CNSP or CNSL Code N00F). Complaints shall be addressed to the COR.

16.0 INVOICE SUBMISSION

16.1 The contractor shall submit invoices through electronic means using the Wide Area Work Flow (WAWF) application.

16.2 Questions regarding invoice payments are to be directed to the COR.

17.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA):

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the [named component] via a secure data collection site. Contracted services excluded from reporting are based on Product Service Cods (PSC's). The excluded PSCs are:

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

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

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

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 11 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of the MAC contract.

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

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 12 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

Quality Assurance Surveillance Plan (QASP) for

Financial Analysis Support

1 INTRODUCTION

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to monitor and evaluate contractor performance in connection with CFMS Support and Financial Analysis Support. The QASP establishes the methodology for measuring key performance in the stated performance work areas and establishes the standard of performance for each.

1.1 Purpose

1.1.1 The purpose of the QASP is to describe the systematic methods used to monitor performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards identified in the QASP and the contractor's quality control plan (QCP), and to ensure that the Government pays only the level of services received.

1.1.2 This QASP defines the roles and responsibilities of all members associated with the QASP, identifies the performance objectives, defines the methodologies used to monitor and evaluate the contractor's performance, describes quality assurance documentation requirements and describes the analysis of quality assurance monitoring results.

1.2 Performance Management Approach

1.2.1 The PWS structures the acquisition around "what" service or quality level is required, as opposed to "how" the contractor should perform the work (i.e. results, not compliance). This QASP will define the performance management approach taken by the COR to monitor and manage the contractor's performance to ensure the expected outcomes or performance objectives communicated in the QASP are achieved. Performance management rests on developing a capability to review and analyze information generated through performance assessments. The ability to make decisions based on the analysis of performance data is the cornerstone of performance management; this analysis yields information that indicates whether expected outcomes for the Task Order are being achieved by the contractor.

1.2.2 Performance management represents a significant shift from the more traditional quality assurance (QA) concepts in several ways. Performance management focuses on assessing whether outcomes are being achieved and to what extent. This approach migrates away from scrutiny of compliance with the processes and practices used to achieve the outcome. A performance-based approach enables the contractor to play a large role in how the work is performed, as long as the proposed processes are within the stated constraints. The only exceptions to process reviews are those required by law (federal, state and local) and compelling

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 13 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

business situations, such as safety and health. A "results" focus provides the contractor flexibility to continuously improve and innovate over the course of the contract as long as the critical outcomes expected are being achieved and/or the desired performance levels are being met.

1.3 Performance Management Strategy

1.3.1 The contractor is responsible for the quality of the work performed. The contractor measures that quality through the contractor's own quality control (QC) program. The QC is work output, not workers, and therefore includes all work performed under this Task Order regardless of whether the work is performed by contractor employees or by subcontractors. The contractor's QCP will set forth the staffing and procedures for self inspecting the quality, timeliness, responsiveness, customer satisfaction and other performance requirements in the QASP. The contractor will develop and implement a performance management system with processes to assess and report its performance to the COR. This QASP enables the Government to take advantage of the contractor's QC program.

1.3.2 The COR will monitor performance and review performance reports furnished by the contractor to determine how the contractor is performing against performance objectives. The Government will notify the contractor when performance is less than satisfactory. The contractor will be responsible for making required changes in processes and practices to ensure performance is managed effectively.

4. ROLES AND RESPONSIBILITIES

2.1 Contracting Officer

The Contracting Officer is responsible for monitoring contract compliance, contract administration and cost control and for resolving any differences between the observations by the COR and the contractor. The Contracting Officer has designated the COR as the Government authority for performance management. The number of additional representatives serving as technical inspectors depends on the complexity of the services measured, as well as the contractor's performance, and must be identified and designated by the Contracting Officer.

2.2 Contracting Officer's Representative (COR)

The Contracting Officer's Representative (COR) is designated in writing by the Contracting Officer to act as his or her authorized representative to assist in administering a Task Order. COR limitations are contained in the written appointment letter. The COR is responsible for technical administration of the Task Order and ensures proper Government surveillance of the contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. Any changes that the contractor deems may affect contract price, terms or conditions shall be referred to the Contracting Officer for action. The COR will be responsible for documenting the inspection and evaluation of the contractor's work performance. Government surveillance may occur under the inspection of

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 14 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

services clause for any service relating to the Task Order.

2.3 Designated Acceptance Officials

Personnel authorized to submit or accept deliverables are designated below. While other personnel may physically deliver or receive deliverables and perform the reviews to determine acceptability, only designated personnel may authorize the submission of deliverables or approve/reject deliverables.

Government personnel authorized to submit or accept/reject deliverables are as follows: Josie Pierre, Naval Surface Forces, Atlantic Fleet COR.

It may be necessary to make additions or deletions to the list of personnel authorized to submit or accept deliverables. Notification of changes will be made in writing to the contracting officer as far in advance as possible. The contracting officer will issue a notification of the change to the then current list of personnel authorized to submit or accept/reject.

3. IDENTIFICATION OF REQUIRED PERFORMANCE STANDARDS/ QUALITY LEVELS

The required performance standards and/or quality levels are included herein in the QASP, as specified in Attachment 1, "Performance Requirements Summary Tables". The four critical areas items defined herein are also identified within the Statement of Work as subject to monitoring under this QASP. The four critical areas that will be used to measure performance success are Conformance (and Timeliness to OPNAV Ship Ops Model Standards; Document Control (Errors); Training Objectives; and CFMS Support Objectives. The "Performance Requirements Summary Tables" identify each of the four areas in more detail and includes the specific method of surveillance, inspection cycle, performance requirements, performance standard/AQL, sampling procedure and inspection procedure.

4. METHODOLOGIES TO MONITOR PERFORMANCE

4.1 Surveillance Techniques

In an effort to minimize the performance management burden, simplified surveillance methods shall be used by the Government to evaluate contractor performance when appropriate. The primary methods of surveillance are:

- Ø Random Monitoring - Random monitoring shall be conducted if and when specified in the Task Order or periodically as defined by the COR. The random monitoring shall be performed by the COR.
- Ø One Hundred-Percent Inspection - This surveillance type is preferred for those tasks that occur infrequently. It is also used frequently for those tasks having very stringent performance requirements. When this type surveillance is used, the COR must inspect and evaluate the contractor's performance each time it is

Performed. The results of the contractor's overall performance are then evaluated to determine

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 15 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

the acceptability of the lot.

Ø Periodic Inspection - Periodic inspections shall be conducted if and when specified in the Task Order. The COR typically performs the periodic inspection on a monthly basis.

4.2 Observing Contractor Performance

The COR must inspect task performance by either watching actual task performance, physically checking an attribute of the completed task, checking a management report, or otherwise inspecting the task or its results to determine whether or not the performance meets the standards contained in the contract. The COR should become familiar with the standards and requirements of compliance documentation set forth in the Task Order and incorporate surveillance of such requirements onto the overall plan. It is suggested that technical experts, who are most familiar with compliance requirements, be utilized as an extension of the COR.

4.3 Customer Feedback

The contractor is expected to establish and maintain professional communication between its employees and customers. The primary objective of this communication is customer satisfaction. Customer satisfaction is the most significant indicator of success and effectiveness of all services provided and can be measured through customer complaints.

Performance management drives the contractor to be customer focused through initially and internally addressing customer complaints and investigating the issues and/or problems but the customer always has the option to communicate complaints to the COR, as opposed to the contractor.

Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the COR. The COR will accept those customer complaints and investigate further.

Customer feedback may also be obtained either from the results of formal customer satisfaction surveys or from random customer complaints.

4.4 Acceptable Quality Levels

The acceptable quality levels (AQLs) included in Attachment 1 "Performance Requirements Summary Tables", are structured to allow the contractor to manage how the work is performed.

5. QUALITY ASSURANCE DOCUMENTATION

5.1 Performance Management Feedback Loop

The performance management feedback loop begins with the communication of expected outcomes. Performance standards/AQLs are expressed in the QASP and are assessed using the performance monitoring techniques shown in Attachment 1.

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 16 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Final inspection and acceptance of all deliverables shall be performed at the place of delivery. The government requires a period not to exceed 30 days after receipt of the final deliverable item(s) for inspection and acceptance or rejection. All deliverables must be submitted directly to the TPOC. The TPOC will monitor the contractor efforts to ensure technical suitability. If the deliverable does not meet the specified criteria, it will be returned by the government. After notification that the deliverable did not meet the acceptance criteria, the contractor shall re-submit the deliverable within 14 calendar days. Upon re-submission by the contractor, the government will reapply the same acceptance criteria. If the deliverable does not meet the acceptance criteria a second time the government might consider the Contractor as having deficient performance. The Contractor shall permit the Contracting Officer or designated representatives' access at any reasonable time to all records, data, and facilities used in the performance of contemplated services.

5.2 Monitoring Forms

The Government's QA surveillance will in part be reported using the Deliverable Submission/Acceptance Form which shall accompany deliverable submissions. The Deliverable Submission/Acceptance Form, when completed, will in part document the Government's assessment of the contractor's performance under the Task Order to ensure that the required quality levels are being achieved.

Attachment 1 to this QASP is a sample form with a brief explanation of the information to be entered on the form. Electronic copies of deliverables will also be provided via email and quarterly summarized versions of all deliverables will be provided via CD ROM. The party submitting a deliverable will complete Sections 1 and 2 of the form. The preferred method is for the individual originating the form to submit it electronically as an attachment to an email rather than signing and submitting a hard copy of the form. This allows the form to be detached by the recipient (a person authorized to accept/reject deliverables) to complete Section 3 and return it to the originator as an email attachment. The Contractor shall provide a soft copy Deliverable Submission/Acceptance Form template to Government personnel that will be submitting deliverables and work products under the Deliverable Acceptance process.

6. ANALYSIS OF QUALITY ASSURANCE ASSESSMENT

6.1 Determining Performance

6.1.1 An individual authorized to accept/reject deliverables will need to complete Section 3 of the Deliverable Submission/Acceptance Form by acknowledging the acceptance of the deliverable, conditional acceptance of the deliverable, or rejecting the deliverable.

a. Acceptance of a deliverable means that the deliverable conforms to specifications or will satisfy the requirements for its intended use and will be considered completed by the submitting party. Accepted deliverables may become part of the baseline for subsequent work or may be work product inputs for future tasks. As important as it is to complete the

review and acceptance of deliverables in a timely manner so as not to impede schedules, it is

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 17 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

equally important that a thorough review be done so as not to overlook critical aspects that could adversely affect subsequent deliverables. Additional work on or changes to accepted deliverables will be considered to be new deliverables and may affect scope, cost, and or schedule.

b. Conditional acceptance means that the deliverable essentially conforms to specifications or will satisfy the requirements for its intended use but some non-critical changes may need to be made. The reason(s) for the conditional acceptance and actions that may be deemed necessary to make the deliverable acceptable must be detailed in the Comments block of Section 3 of the Deliverable Submission/Acceptance Form. This will form a basis for discussion and understanding between the two parties of the steps necessary to make the deliverable acceptable.

In some instances the conditional acceptance may not require any corrective action but full acceptance may be contingent upon some future event. The actions necessary to attain acceptance should represent low risk because conditionally accepted deliverables may become part of the baseline for subsequent work or may be work product inputs for future tasks.

c. Rejection of a deliverable means that it fails to conform to specifications or will not satisfy the requirements for its intended use. The reason(s) for rejection and actions necessary that may be deemed necessary to make the deliverable acceptable must be detailed in the Comments block of Section 3 of the Deliverable Submission/Acceptance Form. This will form a basis for discussion and understanding between the two parties of the steps necessary to make the deliverable acceptable.

d. The Deliverable Submission/Acceptance Form will always reflect the date that the deliverable was submitted for acceptance as well as the number of business days to review and accept or reject the deliverable. A default of five business days will be used. Of course it may not be realistic to expect that all deliverables can be reviewed and accepted within five business days. Whenever possible the parties involved should agree upon those cases where more or less review time will be required for planned deliverables. This will allow these expected review durations to be used in project plans to more accurately project the start and completion dates of dependent activities. Circumstances may arise such that a review cannot be completed within the time agree to and reflected on the Deliverable Submission/Acceptance Form. In such cases an extension of the review period should be discussed and agreed to by the parties before the scheduled review completion date. If project milestone dates are to be met, deliverable reviews cannot be allowed to continue for indeterminate periods of time. Therefore, deliverables not reviewed within the specified review period will be considered accepted.

6.2 Reporting

The Government will use the results of the Deliverable Submission/Acceptance to demonstrate whether the contractor is meeting the stated objectives and/or performance standards/AQLs.

6.2.1

The COR will, in addition to providing documentation to the Contracting Officer, maintain a

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 18 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this Task Order. The COR shall forward these records to the Contracting Officer at termination or completion of the Task Order.

6.3 Reviews and Resolution

6.3.1

The COR may require the contractor's project manager, or a designated alternate, to meet with the COR or other Government personnel as deemed necessary to discuss performance evaluation. The COR will define a frequency of in-depth reviews with the contractor, including appropriate self-assessments by the contractor. However, if the need arises, the contractor will meet with the COR as often is required or per the contractor's request. The agenda of the reviews may include:

- Ø Monthly performance assessment data and trend analysis
- Ø Issues and concerns of both parties

- Ø Projected outlook for upcoming months and progress against expected trends, including a corrective action plan analysis.

- Ø Recommendations for improved efficiency and/or effectiveness.

- Ø Issues arising from the performance monitoring processes.

6.3.2 The COR must coordinate and communicate with the contractor to resolve issues and concerns regarding marginal or unacceptable performance in any critical area.

6.3.3 The COR and contractor should jointly formulate tactical and long-term courses of action. Decisions regarding changes to metrics, thresholds or service levels should be clearly documented. Changes to service levels, procedures and metrics may be incorporated as a contract modification at the convenience of the Contracting Officer.

7.0 Notification of Deficient Performance

Contractor performance deficiencies identified during the 6 month evaluation periods will be brought to the immediate attention of the COR. When contractor performance in any area approaches or reaches below the performance standard, or is not fully compliant with the requirements of the Task Order, the COR will notify the Program manager of the discrepancy in writing. The contractor will then have no more than one week to implement corrective action and to explain the corrective action in writing to the COR. If the contractor's response resolves the problem, no further action will be taken. If the problem continues after implementation of corrective action, the COR will submit a Contract Discrepancy Report (CDR) to the contractor. Unsatisfactory contractor performance that causes significant injury or damage to personnel or equipment, which puts personnel or equipment unnecessarily at risk, or which

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 19 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

results from gross negligence or inattention to standing procedures may result in an immediate Contract Discrepancy Report (CDR) with no advance notification by the COR. When the COR submits a CDR, the contractor is required to prepare a formal reply delineating corrective action. If the reply satisfies the COR, no further action will be taken. If replies are unsatisfactory and resolution cannot be obtained, the COR will forward the contractor's reply along with the recommended action to the Contracting Officer to initiate formal action against the contractor for unsatisfactory contract performance.

Attachment 1 "Performance Requirements Summary Tables"

Conformance (and Timeliness) to OPNAV N43 Ship Ops Model Standards	
Method of Surveillance	100% Inspection (Ship Ops Model revisions occur approximately 6 times per year)
Inspection Cycle	6 month evaluation periods for the duration of the Task Order
Performance Requirements	Task 4.1
Performance Standard	100% of the Ship Ops model revisions conform to OPNAV N43 Ship Ops Model standards and are submitted within the PPNV N43 deadline.
Sampling Procedure	<p>During the performance of, or at the completion of task, assess the contractor's accomplishment in meeting or exceeding each of the performance requirements.</p> <p>Conformance is measured by dividing the total number of errors by the total number of documents reviewed.</p> <p>On-time completion of deliverable requirements percentage is measured by dividing the total number of deliverable items delivered on time by the total number of deliverable items required.</p>
Inspection Procedure	Using weekly reports, financial submittals, CDRL submittals, physical review of the work records, and established review procedures, the COR will

	<p>determine whether performance requirements were met during the period of performance.</p> <p>For any instance in which a performance requirement was not filled in accordance with the standard, the COR must determine whether this was solely attributable to the Contractor or whether the Government, by its actions, prevented the Contractor from meeting this requirement. In those instances where failure to meet the performance requirement is solely attributable to the Contractor, the COR will identify and document the incident as a defect. Following the evaluation of all samples for the 6 month period, the COR will total the number of delivery dates not met and express as a percentage.</p>
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Document Control (Errors)	
Method of Surveillance	Random Monitoring (CNSP and CNSL financial account transactions exceed 700,000 per year)
Inspection Cycle	6 month evaluation periods for the duration of the Task Order
Performance Requirements	Task 4.2
Performance Standard	<p>Contractor averages less than a 2% error and correction rate during the evaluation period as it makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts to improve financial fidelity for CNSP/CNSL accounts.</p> <p>Document Control (error percentage rate) is measured by dividing the total number of errors by the total number of documents or transactions reviewed.</p>
Sampling Procedure	During the performance of, or at the completion of each task, assess the contractor's accomplishment in meeting or exceeding each of the performance requirements.

Inspection Procedure	<p>Using established document review procedures, CDRL submittals, physical review of the work records, the COR will determine whether performance requirements were met during the period of performance.</p> <p>For any instance in which a performance requirement was not filled in accordance with the standard, the COR must determine whether this was solely attributable to the Contractor or whether the Government, by its actions, prevented the Contractor from meeting this requirement. In those instances where failure to meet the performance requirement is solely attributable to the Contractor, the COR will identify and document the incident as a discrepancy. [Following evaluation of all samples for the 6 month period, the COR will total the number of discrepancies.</p>
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Training Objectives	
Method of Surveillance	Observing Contractor Performance (No historical data)
Inspection Cycle	16 month evaluation periods for the duration of the Task Order
Performance Requirements	Task 4.3
Performance Standard	<p>Contractor averages more than 98% success rate in meeting stated training objectives based on CNSP/CNSL observation of one-on-one training provided by the contractor.</p> <p>Training Objectives met is measured by dividing the total number of objectives met divided by the total number of objectives stated.</p>
Sampling Procedure	During the performance of, or at the completion of each task, assess the contractor's accomplishment in meeting or exceeding each of the performance requirements.

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 22 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Inspection Procedure

Using established document review procedures, CDRL submittals, physical review of the work records, the COR will determine whether performance requirements were met during the period of performance.

For any instance in which a performance requirement was not filled in accordance with the standard, the COR must determine whether this was solely attributable to the Contractor or whether the Government, by its actions, prevented the Contractor from meeting this requirement. In those instances where failure to meet the performance requirement is solely attributable to the Contractor, the COR will identify and document the incident as a discrepancy. Following evaluation of all samples for the 6 month period, the COR will total the number of discrepancies.

CFMS Support Objectives	
Method of Surveillance	Observing Contractor Performance (maximum of six CFMS reports, queries and data extrapolations per year)
Inspection Cycle	6 month evaluation periods for the duration of the Task Order
Performance Requirements [Task 4.4
Performance Standard	Contractor averages more than 95% success rate in ensuring ICFMS budget reports, queries and data extrapolations are tested and operational based on CNSP/CNSL observation of support provided by the contractor. Support Objectives met is measured by dividing the total number of objectives met divided by the total number of objectives stated.
Sampling Procedure	During the performance of, or at the completion of each task, assess the contractor's accomplishment in meeting or exceeding each of the performance requirements.

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 23 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

<p>Inspection Procedure</p>	<p>Using established document review procedures, CDRL submittals, physical review of the work records, the COR will determine whether performance requirements were met during the period of performance.</p> <p>For any instance in which a performance requirement was not filled in accordance with the standard, the COR must determine whether this was solely attributable to the Contractor or whether the Government, by its actions, prevented the Contractor from meeting this requirement. In those instances where failure to meet the performance requirement is solely attributable to the Contractor, the COR will identify and document the incident as a discrepancy.</p> <p>Following evaluation of all samples for the 6 month period, the COR will total the number of discrepancies.</p>

SECTION F DELIVERABLES OR PERFORMANCE

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

5000	[REDACTED]
5001	[REDACTED]
5002	[REDACTED]
6000	[REDACTED]
6001	[REDACTED]
6002	[REDACTED]

The Period of Performance for the base year is as follows:

5000	[REDACTED]
6000	[REDACTED]

The Period of Performance for option year one is as follows:

5001	[REDACTED]
6001	[REDACTED]

The period of performance for option year two is as follows:

5002	[REDACTED]
6002	[REDACTED]

The period of performance for option year three is as follows:

5003	[REDACTED]
6003	[REDACTED]

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 25 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

(End of clause)

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

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

2 IN 1

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

GOVERNMENT

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

Routing Data Table*

Field Name in WAWF	[REDACTED]
Pay Official DoDAAC	[REDACTED]
Issue By DoDAAC	[REDACTED]
Admin DoDAAC	[REDACTED]
Inspect By DoDAAC	[REDACTED]
Ship To Code	[REDACTED]
Ship From Code	[REDACTED]
Mark For Code	[REDACTED]
Service Approver (DoDAAC)	[REDACTED]
Service Acceptor (DoDAAC)	[REDACTED]
Accept at Other DoDAAC	[REDACTED]
LPO DoDAAC	[REDACTED]
DCAA Auditor DoDAAC	[REDACTED]
Other DoDAAC(s)	[REDACTED]

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

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

[REDACTED]

(g) WAWF point of contact.

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

[REDACTED]

(2) For technical WAWF help, contact the WAWF helpdesk at [REDACTED]

(End of clause)

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 27 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

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

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR42.503).

[REDACTED]

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

[REDACTED]

3. DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) is responsible for contract administration functions delegated by the PCO.

Name: Not applicable
Address: -----

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

5. CONTRACTING OFFICERS REPRESENTATIVE/TASK ORDER MANAGER (COR/TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 29 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.
 - e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

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

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

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

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.
 - b. Contract Surveillance

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

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 30 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

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

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

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

c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

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

e. Administrative Duties

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

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

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 31 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

for change, deviation or waiver, along with any supporting analysis or other required documentation.

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

Enclosure (1)

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

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

i. Written Report/Contract Completion Statement.

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

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

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

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

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

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 32 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

interface between the TA and contractor.

End

Accounting Data

SLINID	PR Number	Amount
500001	RP000716RC0112C LLA : AA 1761804 70BD 252 53824 S 060957 2D C0112C Standard Number: RP000716RC0112C Basic	[REDACTED]
500002	N4658116RC018AD LLA : AB 1761804 60BD 251 53825 S 060951 2D C018AD Standard Number: N4658116RC018AD Basic	[REDACTED]
500003	N0006016RC4ABAD LLA : AC 1761804 60BA 251 00060 R 068732 2D C4ABAD Standard Number: N0006016RC4ABAD Basic	[REDACTED]
600001	RP000716RC0112C LLA : AA 1761804 70BD 252 53824 S 060957 2D C0112C Standard Number: RP000716RC0112C Basic	[REDACTED]
600002	N4658116RC018AD LLA : AB 1761804 60BD 251 53825 S 060951 2D C018AD Standard Number: N4658116RC018AD Basic	[REDACTED]
600003	N0006016RC4ABAD LLA : AC 1761804 60BA 251 00060 R 068732 2D C4ABAD Standard Number: N0006016RC4ABAD Basic	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
MOD 02		
500004	N4658116RC018AD LLA : AD 1761804 60BD 251 53825 S 060951 2D C018AD	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
MOD 03		
500101	N0006017RC4AAAD LLA : AE 1771804 60BA 257 00060 R 068732 2D C4AAAD Standard Number: N0006017RC4AAAD CNSL N43	[REDACTED]
500102	N4658117RC027AD LLA : AF 1771804 60BD 251 53825 S 060951 2D C027AD Standard Number: N4658117RC027AD	[REDACTED]

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 33 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

CNSL N01F

500103 RP000717RC0072C
 LLA :
 AG 1771804 70BD 252 53824 S 060957 2D C0072C
 Standard Number: RP000717RC0072C
 CNSP

[REDACTED]

600101 N0006017RC4AAAD
 LLA :
 AE 1771804 60BA 257 00060 R 068732 2D C4AAAD
 Standard Number: N0006017RC4AAAD
 CNSL N43

[REDACTED]

600102 N4658117RC027AD
 LLA :
 AF 1771804 60BD 251 53825 S 060951 2D C027AD
 Standard Number: N4658117RC027AD
 CNSL N01F

[REDACTED]

600103 RP000717RC0072C
 LLA :
 AG 1771804 70BD 252 53824 S 060957 2D C0072C
 Standard Number: RP000717RC0072C
 CNSP

[REDACTED]

[REDACTED]
 [REDACTED]

MOD 04

500004 N4658116RC018AD
 LLA :
 AD 1761804 60BD 251 53825 S 060951 2D C018AD
 Standard Number: N4658116RC018AD

[REDACTED]

500005 RP000716RC0112C
 LLA :
 AH 1761804 70BD 252 53824 S 060957 2D C0112C
 Standard Number: RP000716RC0112C

[REDACTED]

[REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]

MOD 06

500201 N4658118RC011AD
 LLA :
 AJ 1781804 60BD 251 53825 S 060951 2D C011AD 465818SU001Q
 CNSL N01F

[REDACTED]

500202 N0006018RC4AAAD
 LLA :
 AK 1781804 60BA 257 00060 R 068732 2D C4AAAD 636778S1CP4Q
 CNSL N43

[REDACTED]

500203 RP000718RC0032C
 LLA :
 AL 1781804 70BD 252 53824 S 060957 2D C0032C P00078NU000Q
 CNSP

[REDACTED]

600201 N4658118RC011AD
 LLA :
 AJ 1781804 60BD 251 53825 S 060951 2D C011AD 465818SU001Q
 CNSL N01F

[REDACTED]

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 34 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

600202 N0006018RC4AAAD

LLA :

AK 1781804 60BA 257 00060 R 068732 2D C4AAAD 636778S1CP4Q
CNSL N43

600203 RP000718RC0032C

LLA :

AL 1781804 70BD 252 53824 S 060957 2D C0032C P00078NU000Q
CNSP

[REDACTED]

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 35 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

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

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

APPLICABILITY

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

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

ACCESS TO FEDERAL FACILITIES

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

ACCESS TO DOD IT SYSTEMS

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

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee’s duties, such employees shall in-process with the Navy Command’s Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual’s performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 36 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the “supervisor”.

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

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

INTERIM ACCESS

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

DENIAL OR TERMINATION OF ACCESS

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

CONTRACTOR’S SECURITY REPRESENTATIVE

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

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

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

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

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 37 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- Original Signed Release Statements

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

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

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

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

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

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

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

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

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

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 38 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- Original Signed Release Statements

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

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

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

52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

REVIEW OF AGENCY PROTESTS

The contracting activity, Fleet Logistics Center Norfolk (FLCN) will process agency protests in accordance with the requirements set forth in FAR 33.103(d). Pursuant to FAR 33.103(d) (4), agency protests may be filed directly with the appropriate reviewing authority; or, a protester may appeal a decision rendered by a Contracting Officer to the reviewing authority. The reviewing authority for NAVSUP FLC N is the Director, Regional Contracts Department, Fleet Logistics Center Norfolk, Norfolk, VA. Agency procurement protests should clearly identify the initial adjudicating official, i.e., the "Contracting Officer" or "Reviewing Official". Offerors should note this review of the Contracting Officer's decision will not extend GAO's timeliness requirements. Therefore, any subsequent protest to GAO must be filed within 10 days of knowledge of initial adverse agency action.

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 39 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.217-5	Evaluation of Options
52.222-17	Nondisplacement of Qualified Workers MAY 2014
52.222-41	Service Contract Labor Standards MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts) MAY 2014
52.222-55	Minimum Wages Under Executive Order 13658 DEC 2014
52.222-99	(Dev) Establishing a Minimum Wage for Contractors (Deviation 2014-O0017) JUN 2014
52.245-1	Government Property (APR 2012)
252.203-7997	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements.
252.204-7012	Safeguarding of Unclassified Controlled Technical Information NOV 2013
252.204-7015	Disclosure of Information to Litigation Support Contractors FEB 2014
252.211-7007	Reporting of Government-Furnished Property (AUG 2012)
252.222-7002	Compliance With Local Labor Laws (Overseas) JUN 1997
252.225-7041	Correspondence in English JUN 1997
252.225-7042	Authorization to Perform APR 2003
252.225-7043	Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States MAR 2006
252.225-7993	(Dev) Prohibition on Contracting with the Enemy (Deviation) SEP 2014
252.225-7995	(Dev) Contractor Personnel Performing in the United States Central Command Area of Responsibility (Deviation) JAN 2015

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 7 days of contract expiration.

(End of clause)

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 40 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 7 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

(End of clause)

52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:
It is not a Wage Determination

Employee Class

Monetary Wage -- Fringe Benefits

Senior Business Process Re-Engineering Specialist - GS 14
Senior Technical Training Specialist - GS 13
Technical Training Specialist – GS-13

WORKING HOURS

Working hours are Monday through Friday between the hours of 0730 and 1630 local time.

HOLIDAYS

The contractor is generally not required to provide services on these days:

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

(End of Clause)

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

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 41 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

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

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

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

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(End of Clause)

CONTRACT NO. N00178-10-D-6117	DELIVERY ORDER NO. N00178-10-D-6117-FK02	AMENDMENT/MODIFICATION NO. 06	PAGE 42 of 42	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION J LIST OF ATTACHMENTS

Attachment 1 - Past Performance Report Form

Attachment 2 - Department of Labor Wage Determinations

Attachment 3 - DD254

Attachment 4 - Contract Data Requirements Lists (CDRLs)