

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-10-D-5938		2. DELIVERY ORDER NO. EL01		3. EFFECTIVE DATE 2013 Jan 28		4. PURCH REQUEST NO. N0003330226201		5. PRIORITY Unrated				
6. ISSUED BY MILITARY SEALIFT COMMAND HQ 914 CHARLES MORRIS CT. SE WASHINGTON NAVY YARD DC 20398-5540			CODE N00033		7. ADMINISTERED BY DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342			CODE S2404A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>		
9. CONTRACTOR Cambridge International Systems, Inc 2300 Clarendon Boulevard, Suite 705 Arlington VA 22201			CODE IPOS1		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS			
							12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL X SMALL DISADVANTAGED X WOMEN-OWNED			
							13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G					
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.									
	PURCHASE		Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
Cambridge International Systems, Inc			Susan Ovalle Director of Contracts									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/>	If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule												
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT			
	See Schedule											
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL		\$		
				BY: /s/David F Little				01/28/2013 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN												
<input type="checkbox"/>	INSPECTED	<input type="checkbox"/>	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:								
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
					PARTIAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR				
f. TELEPHONE		g. E-MAIL ADDRESS			FINAL							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER					
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL			35. BILL OF LADING NO.				
					FULL							
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			

**GENERAL INFORMATION**

Solicitation Attachments reference Military Sealift Command RFP number N00033-12-R-6500.

For all proposal documents submitted, Offerors should reference **Solicitation Number: N00033-12-R-6500 and N00024-12-R-3229.**

The incumbent is Science Application International Corporation (SAIC) of McLean, VA, performing under Military Sealift Command Contract N00033-06-D-6507. This contract encompasses the requirements which are addressed by Lot 1 (tasks 4.1, 4.2, & 4.3) and Lot 2 (tasks 5.1 & 5.2) of this RFP. Lot 2 is being set aside for Small Business.

**Offers are being solicited in Zone 2 – National Capital Zone.**

**Questions to this solicitation are to be submitted in the portal no later than 10 business days after release of the solicitation.**

An Industry Day will not be held for this requirement.

Amendment 0001

The purpose of this amendment is to update Section L-2 (c)(a)(iii)(1) with a table that is needed for cost proposal submissions.

1. Section L-2(c)(a)(iii)(1) is revised to include the following table:

<b>Labor Categories</b>	<b>Base Year Hours</b>	<b>Option 1 Hours</b>	<b>Option 2 Hours</b>	<b>Option 3 Hours</b>	<b>Option 4 Hours</b>	<b>Total Hours</b>
<b>Lot 1 (4.1)</b>						
Program Manager	■	■	■	■	■	■
Head Systems Engineer	■	■	■	■	■	■
Project Control Officer	■	■	■	■	■	■
Technical Writer	■	■	■	■	■	■
<b>Lot 1 (4.2)</b>						
Senior Subject Matter Expert II	■	■	■	■	■	■
Subject Matter Expert I	■	■	■	■	■	■
Engineering Manager	■	■	■	■	■	■
<b>Lot 1 (4.3)</b>						
Senior Subject Matter Expert III	■	■	■	■	■	■
Junior IT Analyst	■	■	■	■	■	■
Senior Subject Matter Expert II	■	■	■	■	■	■

Journeyman IT Analyst	█	█	█	█	█	█
Hardware Engineer Journeyman	█	█	█	█	█	█
Test Engineer Senior	█	█	█	█	█	█
Senior IT Analyst	█	█	█	█	█	█
<b>Lot 1 Labor Hour Totals</b>	█	█	█	█	█	█

<b>Lot 2 (5.1)</b>						
Program Manager	█	█	█	█	█	█
<b>Lot 2 (5.2)</b>						
Subject Matter Expert I	█	█	█	█	█	█
Journeyman IT Analyst	█	█	█	█	█	█
Senior IT Analyst	█	█	█	█	█	█
Junior IT Analyst	█	█	█	█	█	█
Integration Manager	█	█	█	█	█	█
<b>Lot 2 Labor Hour Totals</b>	█	█	█	█	█	█

2. All other solicitation terms and conditions remain unchanged.

Amendment 0002

The purpose of this amendment is to update Section C-4 and J-10, delete Section H-8, and update PWS Section 2.1, Paragraphs 4.2.1, 4.4, 5.1.1, 9.2.2, and Sections 13 and 17.

Changes will be made within each affected section to maintain a conformed copy of the solicitation. Changes are made as follows:

1. Section C-4, LABOR CATEGORY IDENTIFICATION, is revised as follows. The demonstrated and desired skills for each of the solicitation labor categories are provided in the following table.

<p><b>Program Manager</b></p> <p><u>Demonstrated Skills:</u> The Program Manager (PM) will serve as the Government’s point of contact and provide supervision and guidance for all contractor personnel assigned to this effort. The PM must have experience briefing upper management and/or upper echelons of military chains of command. The PM must possess an understanding and knowledge of managing corporate data center Engineering, helpdesk services, information resource management, and accountability. Management experience shall be in programs with particular relevance to IT Engineering. The PM must have strong written and oral communications skills and experience performing and</p>
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implementing requirements analyses. The PM shall have experience managing projects and programs for DoD and/or DoN agencies.

Desired Skills: Information Technology Information Library Certified (ITIL), Project Management Professional (PMP) certified, 15 year of project management or related experience.

### **Engineering Manager**

Demonstrated Skills: The Engineering Manager will provide the Government effective and efficient execution of all system engineering projects assigned to this effort. The Engineering Manager will be the primary interface with the Engineering Division Director (N621) as the single point of contact for communicating project status, technical direction, issues, concerns, or problems. The Engineering manager will be responsible for monitoring of cost, schedule, and performance on all projects inter-task coordination; and coordination with the supporting system integration team. The Engineering Manager must have a thorough understanding of the MSC IT infrastructure, applications, and processes and proven expertise in managing IT-related projects. The Engineering Manger must have strong written and oral communications skills and experience managing projects and programs for DoD and/or DoN agencies.

Desired Skills: Project Management Professional (PMP) certification or equivalent, 10 year of engineering or related experience.

### **Hardware Engineer Journeyman**

Demonstrated Skills: Provides analysis related to the design, development, and implementation of hardware for projects. Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Desired Skills: MCSE or equivalent, BS in computer related field, 2 or more years of experience.

### **Subject Matter Expert I**

Demonstrated Skills: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to

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exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 5 or more years of experience in area of expertise.

### **Senior Subject Matter Expert II**

Demonstrated Skills: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 10 or more years of experience in area of expertise.

### **Senior Subject Matter Expert III**

Demonstrated Skills: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 15 or more years of experience in area of expertise.

### **Head Systems Engineer**

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Demonstrated Skills: Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.

Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 15 or more years of experience in area of expertise.

### **Test Engineer Senior**

Demonstrated Skill: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Desired Skills: ITIL Certified or equivalent, BS in computer related field or equivalent experience, 10 or more years of experience in area of expertise.

### **Integration Manager**

Demonstrated Skill: Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

Desired Skills: ITIL Certified or equivalent, BS in computer related field or equivalent experience, 10 or more years of experience in area of expertise.

### **Technical Writer**

Demonstrated Skills: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures content is of high quality and conforms with standards.

Desired Skills: BS/BA, 2 or more years of experience.

### **Senior IT Analyst**

Demonstrated Skills: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 7 or more years of experience in area of expertise.

**Journeyman IT Analyst**

Demonstrated Skills: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 5 or more years of experience in area of expertise.

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### **Junior IT Analyst**

Demonstrated Skills: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Desired Skills: BS in computer related field or equivalent experience, 2 or more years of experience in area of expertise.

### **Project Control Officer**

Demonstrated Skills: Serves as overall facilitator for general Project Control functions, including planning, tracking, analysis, and reporting on projects of varying type, size and complexity with limited supervision. Responsible for monitoring multiple projects while performing data collection on project expenditures and working within budgetary constraints. Possesses strong organizational, reasoning and analytical skills as well as strong verbal and written communication skills.

Desired Skills: BA in Business or related field. 5 or more years of experience in IT industry or area of expertise. Project Management Professional (PMP) certified, Microsoft Office Suite (Excel and Word, PowerPoint).

2. Delete Section H-8, "REIMBURSEMENT OF OTHER DIRECT COSTS (ODC)", which is not suitable for CPFF Task Orders.
3. Under Section J, Attachment J-10 is changed by revising the Attachment Description and adding an ITSM Change Management matrix. The Attachment Description is changed from "Two most recent N6 Engineering Project Charters (J-10.1 and J-10.2)" to "Guidance on Type 2 and Type 3 projects with recent Project Charter examples (J-10.1 and J-10.2) and ITSM Change Management matrix (J-10.3). Type 2 and Type 3 Projects align with and have the same requirements parameters as the matrix described Type 2 and Type 3 changes.
4. Change PWS Section 2.1 "Current Operating Environment", "Ashore environment:", acronym definition of ANOC from "... Afloat Network Engineering Center (ANOC) ... ." to `...



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Afloat Network Operations Center (ANOC) ... .’

5. Change PWS Para 4.2.1. “Staffing:” by changing the penultimate sentence from “Attachment J-10 is a representative sample of type 3 engineering projects.” to `Attachment J-10 is a representative sample of type 3 engineering projects and an ITSM Change matrix from which for definitional purposes the same requirements parameters for Type 2 and Type 3 changes align with Type 2 and Type 3 engineering projects.’
6. Change the PWS Para 4.4 Table under “General Deliverables (Lot 1):” to modify the penultimate line “Phase-In/Phase-Out” so that under the “Delivery” column, the “15” in “15 business days after kickoff” is changed to ` 5 ‘.
7. PWS Para 5.1.1 “Contract Kick-off Meeting:” is revised so that the 1<sup>st</sup> sentence is changed from “The Government will schedule and coordinate a contract kick-off meeting ... .” to `The contractor , after coordination with the Government, will schedule and coordinate a contract kick-off meeting ... .’; and the 2d sentence is changed from “The Government , with the assistance of the contractor, will develop an agenda for the meeting.” to `The contractor, with the assistance of the Government, will develop an agenda for the meeting.’ In the 3d sentence, replace “Contracting Officer” with `contractor’.
8. Under PWS Para 9.2.2 “Phase-In / Phase-Out Plans:” change the number “15” to ` 5 ‘ in the 1<sup>st</sup> sentence “Phase In Plan: No later than 15 business days after the contractor kick-off meeting, the contractor shall develop , with Government input, a plan of action to ensure the smooth transition of services from the predecessor contractor to the contractor with no degradation of services.” Change the number “75” to ` 120 ‘ in the 2d sentence “Phase Out Plan: No later than 75 calendar days prior to the end of the contract, the contractor shall develop, with the input from the Government, a plan of action to facilitate the transition of services to the incoming contractor with no degradation in services.
9. PWS Section 13. “TRAINING COURSES” is revised to delete the first sentence, 2d paragraph, “Training courses shall not cost the contractor tuition, and the time associated with the course, or any time lost due to failure to not comply with required training, is not chargeable to the government.” since this statement is not appropriate for CPFF Task Orders. However, this in no way reduces the impact or enforceability of FAR 52.246-5, Inspection of Services – Cost Reimbursement (Section E-1).
10. PWS Section 17, “PERFORMANCE STANDARDS” is revised as follows: The “TDL” reference is changed from “Release & Deployment Management (refer to PWS paragraph 5.5)” to `Release & Deployment Management (RDM) (refer to PWS paragraph 5.2.5)’. Change the “Acceptable Performance Standard” from “The live environment will not be unavailable for more than 1 business day to the users per period of performance.” to `No more than 2 RDM final deliverable reworks per release package.’ Change the applicable “Deduction From Invoice Or Rework” from “Deduct up to \$ [REDACTED] per instance.” to `Deduct up to \$ [REDACTED] per additional rework.’

11. All other solicitation terms and conditions remain unchanged.

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Amendment 0003

The purpose of amendment 0003 is to replace Solicitation Attachment S-3.

All other solicitation terms and conditions remain unchanged.

Amendment 0004

The purpose of this amendment is to delete Lot 1, delete option three and option four from Lot 2 and make other related changes. A summary of the changes is provided below.

**Section B**

B-3

Delete the table with hours for Lot 1. Replace the table with hours for Lot 2 as follows:

	Fee (TBD)	Hours	Total per year
Base Period		██████	
Option year 1		██████	
Option year 2		██████	

**Section C**

C-4

The list of labor categories in C-4 is deleted and replaced with the following:

Program Manager

Subject Matter Expert I

Journeyman IT Analyst

Senior IT Analyst

Junior IT Analyst

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IT Service Manager

The list of labor categories and associated demonstrated and desired skills is updated to delete unnecessary labor categories due to the deletion of Lot 1.

## **Section F**

Section F is updated as follows:

The period of performance for the base period and option periods are below:

Base Period – 28 January 2013 through 27 January 2014

Option One – 28 January 2014 through 27 January 2015

Option Two – 28 January 2015 through 27 January 2016

## **Section G**

G-1

Delete MSC WIDE AREA WORKFLOW (WAWF) INSTRUCTIONS (MAR 2012) and replace with the following:

### **DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)**

(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 Central Contractor Registration at <https://www.acquisition.gov>; and

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

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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).

Invoice

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

Not applicable

(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.

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N00033 (DC) or N32205 (All others)
Issue by DoDAAC	DoDAAC of issuing group
Admin DoDAAC	DoDAAC of admin group
Inspect By DoDAAC	Leave Blank
Ship to Code	N62387
Ship from Code	Leave Blank
Mark for Code	Leave Blank
Service Approver (DoDAAC)	Leave Blank
Service Acceptor (DoDAAC)	Leave Blank
Accept at Other DoDAAC	Leave Blank
LPO DoDAAC	Leave Blank
DCAA Auditor DoDAAC	Leave Blank
Other DoDAAC(s)	Leave Blank

(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

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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.

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COR/TPOC email addresses will be inserted at award.

(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.

MSCHQ\_WAWF@navy.mil

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

(End of clause)

**MSC SPECIFIC WIDE AREA WORKFLOW (WAWF) INSTRUCTIONS (AUG 2012)**

The information contained in this instruction is supplemental to DFARS 252.232-7006.

The information contained in the table in DFARS 252.232-7006 is for WAWF purposes only. Information included in DFARS 252.232-7006 and this WAWF instruction apply only to WAWF Invoicing and WAWF Receiving Reports. Contradictory information elsewhere in this contract, e.g. Ship to DoDAAC, shall be followed per the terms and conditions of the contract.

When entering the invoice into WAWF, the Contractor shall fill in the DoDAAC fields or DoDAAC extensions exactly as shown in the table in DFARS 252.232-7006. Fields that should not be filled in when entering the invoice into WAWF will be indicated with the direction, “Leave Blank.”

In some situations the WAWF system will pre-populate the “Pay DoDAAC,” “Admin By DoDAAC” and “Issue By DoDAAC.” The Contractor shall verify that those DoDAACs automatically entered by the WAWF system match the information in the table in DFARS 252.232-7006. If these DoDAACs do not match, then the Contractor shall correct the field(s).

If Receiving Reports are required, ensure that the “Inspection” and “Acceptance” defaults of “destination” for both fields are not changed in the WAWF online interface.

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The CLINs on the WAWF invoice shall be entered exactly as set forth in the contract document including CLIN number (e.g. 0001), Quantity (may be adjusted for actual quantity or dollar value delivered and invoiced), and Unit Price (e.g. \$1.00). The dollar amounts on each CLIN or SubCLIN on the WAWF invoice shall reflect final performance values, but in no instance can the dollar amount for each CLIN or SubCLIN exceed what is specified in the contract document. The Contractor shall bill to the lowest level, e.g., the SubCLIN level. The Quantity and Unit of Measure fields must be filled out exactly as indicated in the CLINs and SubCLINs to reduce the possibility of the invoice being delayed or rejected during processing.

Before closing out of an invoice session in WAWF, but after submitting the document or documents, the Contractor will be given the option to send additional email notifications by clicking on the "Send More Email Notifications" link that appears on the page. The Contractor shall click on this link and add the Technical Point of Contact's (TPOC) or Contracting Officer's Representative's (COR) email address in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF system.

(End of instructions)

## Section H

H-4

Paragraph (4) is deleted and replaced with the following:

(4) List of Approved Key Personnel (to be added at time of award and will be based upon proposal).

Labor Category	Name	Phone #	Email
Program Manager (TBD at award)			
IT Service Manager (TBD at award)			

## Section I

Add the following clauses:

52.219-14 Limitations on Subcontracting (NOV 2011)

52.245-1 Government Property (Apr 2012) Alternate I (APR 2012)

52.222-41 Service Contract Act of 1965 (NOV 2007)

FAR 52.222-42 (Statement of Equivalent Rates for Federal Hires) May 1989

As prescribed in 22.1006(b), insert the following clause:

**Statement of Equivalent Rates for Federal Hires (May 1989)**

In compliance with the Service Contract Act of 1965, as amended, 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

	<b>Labor Category</b>	<b>Wage (per hour)</b>	<b>Fringe</b>
1	Program Manager	\$ [REDACTED]	[REDACTED]
2	Subject Matter Expert	\$ [REDACTED]	[REDACTED]
3	Journeyman IT Analyst	\$ [REDACTED]	[REDACTED]
4	Senior IT Analyst	\$ [REDACTED]	[REDACTED]
5	Junior IT Analyst	\$ [REDACTED]	[REDACTED]
6	IT Service Manager	\$ [REDACTED]	[REDACTED]

I-3

Delete paragraph (c) and replace with the following:

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

**Section J**

J-1 is deleted and replaced with J-1 Performance Work Statement Rev 1. A summary of the revised sections is below:

The following sections were revised

Section 4

Section 5

Section 17

Add the following attachments to Section J.

J-32 Wage Determination 2005-2103 Rev 12

**Section L**

L-1(f)(1) is deleted and replaced with the following:

(1) The Government intends to award one Task Order from this solicitation to the responsible Offeror whose proposal is the most advantageous to the Government under the selection criteria set forth in Section M of the solicitation.

L-2

L-2 (b), Volume III, delete the first bullet and replace with the following:

Technical: 15 pages for Lot 2, not including resumes for Key Personnel. Resumes are limited to 2 pages each.

L-2(b), Volume IV, delete the third bullet.

L-2(c)(iii)(1), delete the tables for Lot 1 and Lot 2 and replace with the following.

	Firm period	Option 1	Option 2
Lot 2 (5.1)			
Program Manager	■	■	■
Lot 2 (5.2 and 5.3)			
Subject Matter Expert I	■	■	■
Journeyman IT Analyst	■	■	■
Senior IT Analyst	■	■	■
Junior IT Analyst	■	■	■
Integration Manager	■	■	■
Lot 2 Labor Hour Totals	■	■	■

L-2(c)(iii)(e) Totals. The second sentence is changed to read, “Offerors shall provide spreadsheets for each of the following: Base Year, Option 1, Option 2, and a spreadsheet for a total of all three years.”

L-2(c)(2), The section title is deleted and replaced with “Other Direct Costs for Lot 2.”

L-2(c)(2)(c) Defense Base Act (DBA) Coverage for Lot 1, the paragraph is deleted and reserved.

L-2(c)(iv), Subfactor 1: Technical Capability. Delete paragraph (b) and replace with the following:

(b) Lot 2 offerors shall describe its understanding and approach to Task 5.1 through 5.3.

L-2(c)(iv), Subfactor 2 Management, (b) Staffing Plan and Approach. Delete and reserve item (4), “Demonstration that the offeror’s staffing by functional area will result in full performance at contract start date.”

L-2(c)(vi), (Factor 3) Lot 1 Only; Small Business Participation. The paragraph is deleted and reserved.



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L-3(b) is deleted and replaced with the following:

(b) For proposal purposes, the estimated date of Task Order award is 13 January 2013. The government reserves the right to award sooner or later if necessary, and will adjust the period of performance accordingly.

L-8

Delete FAR 52.222-46 Evaluation of Compensation for Professional Employees (FEB 1993)

Delete FAR 52.216-1 TYPE OF CONTRACT (APR 1984) and replace with the following:

The Government contemplates award of **one** task order that includes Cost-Plus-Fixed-Fee line items resulting from this solicitation.

### **Section M**

The beginning of Section M is deleted and replaced with the following:

L-9

L-9 is added as follows:

All offerors shall certify that their proposed labor rates and fringe benefits meet or exceed the minimum values within the applicable wage determination for all labor categories for which the Service Contract Act applies. This certification shall be part of the cover letter. In accordance with Section 8(b) of the Service Contract Act, the wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541.

The certification within Section L-9 is not required for any employees the offeror considers exempt from the Service Contract Act.

### **SECTION M EVALUATION FACTORS FOR AWARD**

(a) This Task Order is reserved for only those contractors which have Zone 2 {National Capital Zone} identified in Section B of the Multiple Award Contract (MAC). Proposals from other contractors will not be considered.

(b) Lot 2 of this solicitation is reserved for small business.

M-1 is updated as follows:

#### **M-1 General**

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Delete paragraph (b) and replace with the following:

(b) The Government intends to evaluate proposals and award a task order for lot 2. Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint.

M-2 is deleted and replaced with the following:

### **M-2 BASIS FOR AWARD**

The Government will issue one SeaPort-e task order resulting from this solicitation. One task order will be issued to the responsible small business offeror (Lot 2), whose offer, conforming to the solicitation, represents the best value to the Government, cost-plus-fixed-fee and other factors considered in accordance with the RFP. The evaluation process will use a trade-off analysis approach in order to determine which offeror represents the best value to the Government for Lot 2.

The Government reserves the right to make an award to other than the lowest-priced (cost-plus fixed-fee) offeror and to issue an award based upon initial offers. Additionally, the Government may, after evaluation of initial offers, limit the number of proposals in the competitive range to allow for an efficient competition in accordance with FAR 15.306(c)(2). In order to determine the offer providing the best value for Lot 2, the following factors and subfactors will be considered:

#### **Factor 1: Technical**

Subfactor 1: Technical Capability

Subfactor 2: Management

#### **Factor 2: Past Performance**

#### **Factor 3: Probable Cost-Plus-Fixed-Fee**

(1) Relative Weight: Factors 1 and 2 are listed in descending order of importance. Technical Subfactors 1 and 2 are of equal importance. Technical is more important than Past Performance. The non-cost factors (Technical and Past Performance), when combined, are significantly more important than cost.

(2) Probable Cost-Plus-Fixed-Fee will not be a numerically weighted factor in the evaluation of proposals, nor does the importance of probable cost bear a linear relationship to the technical proposal. The importance of probable Cost-Plus-Fixed-Fee in the evaluation for award will increase with the degree of equality in the non-price factors of the proposals.

M-3 is updated as follows:

### **M-3 Description of Evaluation Factors and Subfactors**

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**(1) Factor 1: Technical**

The technical proposal will be evaluated to assess the offeror's understanding of the scope of the work and its overall approach to providing the required services.

**A. Subfactor 1: Technical Capability.**

(i) The Government will evaluate the offeror's proposed technical approach to achieving the requirements of the Performance Work Statement. Areas of consideration shall include those items submitted in accordance with Section L, Technical Proposal, Subfactor 1: Technical Capability.

(ii) The Government will consider, among other aspects, the offer based on its technical understanding of MSC requirements and the underlying technologies as detailed in the PWS. Lot 2 offerors shall describe its understanding of and approach to Tasks 5.1 through 5.3.

M-3(2)(iv). The paragraph is deleted.

M-3(3) Small Business Participation is deleted and reserved.

M-4(4) Probable Cost for Each Lot.

The title is changed to M-4(4) Probable Cost

All other terms and conditions remain unchanged.

Amendment 0005

The purpose of this amendment is to close discussions on 30 November 2012 at 1500 HRS Washington D.C. local time, update the Cost Summary forms (S-1 and S-2), update section L, and to request final proposal revisions. Final proposal revisions shall be in writing and the Government intends to make award without obtaining further revisions.

Offerors are reminded to submit conformed copies of their proposal volumes. Changes pages are not required.

L-2 is changed as described below.

L-2 (b), Volume III, delete the first bullet and replace with the following:

Technical: **21** pages for Lot 2, not including resumes for Key Personnel. Resumes are limited to 2 pages each.

The due date for final proposal revisions is listed in box 9 of the solicitation.

All other terms and conditions remain unchanged.

## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4001	Base Year -- Labor (O&MN,N)	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
400101	Laobr (O&MN,N)					
400102	Labor (O&MN,N)					
4010	Option Year 1a -- Labor (O&MN,N) Option	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6001	Base Year -- Travel (O&MN,N)	1.0	EA	\$ [REDACTED]
600101	Travel (O&MN,N)			
600102	Travel (O&MN,N)			
6010	Base Year -- Other Direct Costs (O&MN,N)	1.0	EA	\$ [REDACTED]
601001	Other Dirct Cost Funding (O&MN,N)			
601002	Other Direct Cost Funding (O&MN,N)			
6020	Base Year -- DBA Insurance (O&MN,N)	1.0	EA	\$ [REDACTED]
6030	Option Year 1a -- Travel (O&MN,N) Option	1.0	EA	\$ [REDACTED]
6040	Option Year 1a -- Other Direct Costs (O&MN,N) Option	1.0	EA	\$ [REDACTED]
6050	Option Year 1a --	1.0	EA	\$ [REDACTED]

DBA Insurance  
(O&MN,N)  
Option

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	Option Year 1b -- Labor (O&MN,N) Option	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
7010	Option Year 2 -- Labor (O&MN,N) Option	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
9001	Option Year 1b -- Travel (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9010	Option Year 1b -- Other Direct Costs (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9020	Option Year 1b -- DBA Insurance (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9030	Option Year 2 -- Travel (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9040	Option Year 2 -- Other Direct Costs (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9050	Option Year 2 -- DBA Insurance (O&MN,N) Option	1.0	EA	\$ [REDACTED]

**B-1 ADDITIONAL SLINS**

Additional SLINs may be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the multiple types of funds that will be used under this Order

or for other administrative purposes.

## B-2 OTHER DIRECT COSTS

The Government reserves the right to increase the Other Direct Costs CLINs to reflect increases for travel and other direct costs. Travel costs shall be reimbursed based on actual, reasonable costs in accordance with the Joint Travel Regulations or with FAR 31.205-46. Travel and Other Direct Costs (ODCs) will be non-fee bearing cost elements subject to Material Handling and G&A rates only.

## B-3 FEE DETERMINATION AND PAYMENT

(a) Total Estimated Hours. The total number of hours of direct labor (including overtime and subcontract hours, but excluding holiday, sick leave, vacation and other excused absence hours) estimated to be expended under this Task Order is **SEE TABLE BELOW** hours. The **SEE TABLE BELOW** direct labor hours include zero uncompensated overtime labor hours.

(b) Computation of Fee.

The fee per direct labor hour is computed by dividing the fixed fee amount shown in Section B by the number of estimated hours.

(c) Modifications. If the contracting officer determines, for any reason, to adjust the task order amount or the estimated total hours set forth above, such adjustments shall be made by Task Order modification. Any additional hours will be fee bearing, and the additional negotiated fee will be divided by the additional estimated hours to determine a new fee (applicable to the additional hours only). If the fee for these additional hours is different from that of the original estimated hours, these hours shall be kept separate from the original estimated total hours. The estimated cost of the Task Order may be increased by written modification, if required, due to cost overruns. This increase in cost is not fee bearing and no additional hours will be added.

(d) Payment of Fee. The Government shall pay fixed fee to the contractor on each direct labor hour performed by the contractor or subcontractor, at the rate of **SEE TABLE BELOW** per labor hour invoiced by the contractor subject to FAR clause 52.216-8 "Fixed Fee," provided that the total of all such payments shall not exceed eighty five percent (85%) of the fixed fee specified under the Task Order. Any balance of fixed fee shall be paid to the contractor, or any overpayment of fixed fee shall be repaid by the contractor, at the time of final payment. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the FAR 52.232-20 "Limitation of Cost" or FAR 52.232-22 "Limitation of Funds" clauses, either of which is incorporated herein by reference.

### LOT 2

Year	FEE (TBD)	Hours	Total per Year
Base Year	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]
Option 1	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]
Option 2	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]

Total			\$

NOTE: The fee shall be paid to the prime contractor at the per hour rate specified in this paragraph regardless of whether the contractor or subcontractor is performing the work. The Government reserves the right to transfer unused ceiling from one period to another as needed.

**B-4 LIMITATION OF LIABILITY – INCREMENTAL FUNDING**

- (a) This contract is incrementally funded with respect to both cost and fee.
- (b) The amounts presently available and allotted to this contract for payment of cost and fee are as follows:

ITEM(S) AMOUNT ALLOTTED (COST AND FEE) See Section B.

- (c) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state the total amounts allotted for cost and fee, and the CLINs covered thereby.
- (d) Subject to the provisions of FAR 52.232-22 "Limitation of Funds" clause of this task order, no legal liability on the part of the Government for payment in excess of the amounts provided above shall arise unless additional funds are made available and are incorporated via modification to this task order.

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

**The Performance Work Statement is contained in Attachment J-1.**

#### **C-1 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

(a) Objective: The purpose of this plan is to provide a quality assurance plan for the services contracted under this Task Order. This plan provides a basis for the Task Order Manager (TOM) to evaluate the quality of the contractor's performance. The oversight provided for in this plan, and the remedy established, will help ensure that service levels are of high quality throughout the Task Order term. The Quality Assurance Surveillance Plan is provided as Attachment J-17.

#### **C-2 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES**

(a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

(1) Routine inspection of contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

(f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

#### **C-3 ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY**



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(a) Each Electronic and Information Technology (EIT) supply or service provided under this task order shall comply with the EIT Accessibility Standards listed below:

36 C.F.R. § 1194.21 (Software applications and operating systems)

36 C.F.R. § 1194.22 (Web-based intranet and internet information and applications)

36 C.F.R. § 1194.23 (Telecommunications products)

36 C.F.R. § 1194.24 (Video and multimedia products)

36 C.F.R. § 1194.25 (Self contained, closed products)

36 C.F.R. § 1194.26 (Desktop and portable computers)

In addition, each EIT supply or service provided under this task order shall comply with 36 C.F.R. § 1194.31 (Functional performance criteria) and 36 C.F.R. § 1194.41 (Information, documentation, and support).

(b) If the Contracting Officer determines that any supply or service delivered under this task order does not comply with the EIT Accessibility Standards, the Contracting Officer will notify the Contractor in writing accordingly. If the Contractor fails to promptly correct or replace the nonconforming products or services with conforming products or services within the delivery schedule contained in the task order, the Government will have the rights and remedies contained in the task order.

#### **C-4 LABOR CATEGORY IDENTIFICATION**

Correspondence, Technical Instruction, Vouchers, Invoices, Status Reports, etc., shall utilize the Contractor's standard labor category terminology as established in its proposal at time of award. For each category of labor specified by the Government, the offeror shall identify the corresponding company labor category/categories table:

Labor Category Offeror    Corresponding Labor Category

Program Manager \_\_\_\_\_ Program Manager \_\_\_\_\_

Subject Matter Expert I \_\_\_\_\_ Subject Matter Expert I \_\_\_\_\_

Journeyman IT Analyst \_\_\_\_\_ Journeyman IT Analyst \_\_\_\_\_

Senior IT Analyst \_\_\_\_\_ Senior IT Analyst \_\_\_\_\_

Junior IT Analyst \_\_\_\_\_ Junior IT Analyst \_\_\_\_\_

IT Service Manager \_\_\_\_\_ Integration Manager/ IT Service Manager \_\_\_\_\_

**The demonstrated and desired skills for each of the solicitation labor categories are provided in the following table.**

**Program Manager**

**Demonstrated skills:** The Program Manager (PM) will serve as the Government's point of contact and provide supervision and guidance for all contractor personnel assigned to this effort. The PM must have a minimum of 8 years demonstrated experience managing projects and programs. The PM must have experience briefing upper management and/or upper echelons of military chains of command. The PM must possess an understanding and knowledge of managing corporate data center Engineering, helpdesk services, information resource management, and accountability. Management experience shall be in programs with particular relevance to IT Engineering. The PM must have strong written and oral communication skills and experience performing and implementing requirements analyses. The PM shall have experience managing projects and programs for DoD and/or DoN agencies.

**Desired skills:** Information Technology Information Library Certified (ITIL), Project Management Professional (PMP certified).

**Subject Matter Expert I**

**Demonstrated Skills:** Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Desired Skills:** Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 5 or more years of experience in area of expertise.



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### **Senior IT Analyst**

Demonstrated Skills: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 7 or more years of experience in area of expertise.

### **Journeyman IT Analyst**

Demonstrated Skills: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

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Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 5 or more years of experience in area of expertise.

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**Junior IT Analyst**

Demonstrated Skills: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Desired Skills: BS in computer related field or equivalent experience, 2 or more years of experience in area of expertise.

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **E-1 INSPECTION AND ACCEPTANCE – DESTINATION**

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his/her duly authorized representative.

#### **CLAUSES INCORPORATED BY REFERENCE**

52.246-3 Inspection Of Supplies – Cost-Reimbursement MAY 2001

52.246-5 Inspection Of Services – Cost-Reimbursement APR 1984

252.246-7000 Material Inspection And Receiving Report MAR 2008

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## **SECTION F DELIVERABLES OR PERFORMANCE**

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

4001	1/28/2013 - 1/27/2014
6001	1/28/2013 - 1/27/2014
6010	1/28/2013 - 1/27/2014
6020	1/28/2013 - 1/27/2014

## **SECTION F DELIVERABLES OR PERFORMANCE CLIN – DELIVERIES OR PERFORMANCE**

The period of performance for the following **Base Year and option periods** are below:

Base Period - 28 January 2013 through 27 January 2014

Option One – 28 January 2014 through 27 January 2015

Option Two – 28 January 2015 through 27 January 2016

### **F-1 PERIOD OF PERFORMANCE**

The above period(s) of performance for the option(s) to extend the term of the Task Order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the basic contract clause at FAR 52.217-8 “Option to Extend Services” or FAR 52.217-9 “Option to Extend the Term of the Contract.” Any option CLIN period of performance which extends past the current period of performance of the basic contract is only valid to the extent that the basic contract period of performance is extended.

The period of performance for each Task Order performance period shall be stated within the Task Order. Additional time of not more than 180 days beyond the ordering period may be allowed for completion of outstanding Technical Direction Letters.

### **F-2 PLACE OF PERFORMANCE**

The Place of Performance is addressed in the Performance Work Statement, Attachment J-1, paragraph 7.

### **F-3 MILESTONES/DELIVERABLES**

Deliverables are addressed in the Performance Work Statement, Attachment J-1, paragraph 9.

### **F-4 PLACE OF DELIVERY**

Originals of all correspondence requiring signature, such as copies of invoices, monthly status reports, etc. shall be delivered to the Task Order Manager at the following address: **See G-3**. As directed by Task Order, deliverables may be electronically submitted to: **See G-3**.



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### **F-5 WRITTEN DELIVERABLES**

The contractor shall review, approve, and sign all draft and final documents before being delivered to the Government.

### **F-6 FORMAT FOR DELIVERABLES**

The format for deliverables is addressed in the Performance Work Statement, paragraph 9.

### **CLAUSES INCORPORATED BY REFERENCE**

52.242-15 Alt I Stop-Work Order (Aug 1989) Alternate I APR 1984

52.247-34 F.O.B. Destination NOV 1991

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## **SECTION G CONTRACT ADMINISTRATION DATA**

## **SECTION G CONTRACT ADMINISTRATION DATA**

### **G-1 INVOICE REQUIREMENTS**

#### **DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)**

(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 Central Contractor Registration 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).

Cost Voucher Interim Non-Direct

Cost Voucher Interim Direct

Cost Voucher - Final

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

Not applicable

(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.

<b>Field Name in WAWF</b>	<b>Data to be entered in WAWF</b>
Pay Official DoDAAC	N00033
Issue by DoDAAC	N00033
Admin DoDAAC	N00033
Inspect By DoDAAC	Leave Blank
Ship to Code	N62387
Ship from Code	Leave Blank
Mark for Code	Leave Blank
Service Approver (DoDAAC)	Leave Blank
Service Acceptor (DoDAAC)	Leave Blank
Accept at Other DoDAAC	Leave Blank
LPO DoDAAC	Leave Blank
DCAA Auditor DoDAAC	Leave Blank
Other DoDAAC(s)	Leave Blank

(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.

[brian.r.fricke@navy.mil](mailto:brian.r.fricke@navy.mil) and [earl.munrath@navy.mil](mailto:earl.munrath@navy.mil)

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COR/TPOC email addresses will be inserted at award.

(g) WAWF point of contact.

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

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MSCHQ\_WAWF@navy.mil

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

(End of clause)

## **MSC SPECIFIC WIDE AREA WORKFLOW (WAWF) INSTRUCTIONS (AUG 2012)**

The information contained in this instruction is supplemental to DFARS 252.232-7006.

The information contained in the table in DFARS 252.232-7006 is for WAWF purposes only. Information included in DFARS 252.232-7006 and this WAWF instruction apply only to WAWF Invoicing and WAWF Receiving Reports. Contradictory information elsewhere in this contract, e.g. Ship to DoDAAC, shall be followed per the terms and conditions of the contract.

When entering the invoice into WAWF, the Contractor shall fill in the DoDAAC fields or DoDAAC extensions exactly as shown in the table in DFARS 252.232-7006. Fields that should not be filled in when entering the invoice into WAWF will be indicated with the direction, "Leave Blank."

In some situations the WAWF system will pre-populate the "Pay DoDAAC," "Admin By DoDAAC" and "Issue By DoDAAC." The Contractor shall verify that those DoDAACs automatically entered by the WAWF system match the information in the table in DFARS 252.232-7006. If these DoDAACs do not match, then the Contractor shall correct the field(s).

If Receiving Reports are required, ensure that the "Inspection" and "Acceptance" defaults of "destination" for both fields are not changed in the WAWF online interface.

The CLINs on the WAWF invoice shall be entered exactly as set forth in the contract document including CLIN number (e.g. 0001), Quantity (may be adjusted for actual quantity or dollar value delivered and invoiced), and Unit Price (e.g. \$1.00). The dollar amounts on each CLIN or SubCLIN on the WAWF invoice shall reflect final performance values, but in no instance can the dollar amount for each CLIN or SubCLIN exceed what is specified in the contract document. The Contractor shall bill to the lowest level, e.g., the SubCLIN level. The Quantity and Unit of Measure fields must be filled out exactly as indicated in the CLINs and SubCLINs to reduce the possibility of the invoice being delayed or rejected during processing.

Before closing out of an invoice session in WAWF, but after submitting the document or documents, the Contractor will be given the option to send additional email notifications by clicking on the "Send More Email Notifications" link that appears on the page. The Contractor shall click on this link and add the Technical Point of Contact's (TPOC) or Contracting Officer's Representative's (COR) email address in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF system.

(End of instructions)

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## **G-2 RESERVED**

### **G-3 DESIGNATION OF TASK ORDER MANAGER (TOM)**

(a) The Contracting Officer has designated the person named below as the authorized TOM for this contract:

#### **TASK ORDER MANAGER**

NAME: Brian Fricke

CODE: N62

ADDRESS: 914 Charles Morris Ct. SE, Washington Navy Yard, DC 20398-5540

PHONE: 202-685-5353

E-MAIL: [brian.r.fricke@navy.mil](mailto:brian.r.fricke@navy.mil)

#### **ALTERNATE TASK ORDER MANAGER**

NAME: Earl Munrath

Code: N62

ADDRESS: 914 Charles Morris Ct. SE, Washington Navy Yard, DC 20398-5540

PHONE: 202-685-5018

E-MAIL: [earl.munrath@navy.mil](mailto:earl.munrath@navy.mil)

(b) The TOM is a representative of the Contracting Officer and is responsible for the following:

- 1) Providing Technical Direction for the accomplishment of work.
- 2) Determining that hours invoiced reflect hours actually worked per labor category.
- 3) Conducting final inspection and acceptance of all deliverables under the contract.
- 4) Participating in the administration of this contract.

(c) The TOM will represent the Contracting Officer in the administration of technical details within the scope of this contract and will perform inspection and acceptance of all deliverables. The TOM is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The TOM does not have the authority to alter the Contractor's obligations or change the specifications in the contract or issue Task Orders. If, as a result of technical discussions, it is desirable to alter contract obligations or statements of work, the contractor must contact the Contracting Officer in writing with a detailed explanation. Once a modification is issued in writing and signed by the Contracting Officer the Contractor can continue with the work. The TOM is responsible for reviewing the invoices submitted by the Contractor and informing the Contracting Officer of areas where exceptions are

to be taken. The TOM authority is nondelegable. The TOM may be personally liable for unauthorized acts.

**G-4 RESERVED**

**G-5 CONTRACTOR PERFORMANCE APPRAISAL REPORTING SYSTEM**

(a) Past performance information will be collected and maintained under this contract using the Department of Defense Contractor Performance Appraisal Reporting System (CPARS). CPARS is a web-enabled application that collects and manages the contractor’s performance information on a given contract during a specific period of time. Additional information is available at

<http://www.cpars.navy.mil>.

(b) After contract award, the contractor will be given access authorization by the respective MSC Focal Point, to review and comment on any element of the proposed rating before that rating becomes final. Within 60 days after contract award, the contractor shall provide in writing (or via e-mail) to the Contracting Officer the name, title, e-mail address and telephone number of the company individual(s) who will have the responsibility of reviewing and approving any Contractor Performance Appraisal Report (CPAR) developed under the contract. If, during the life of this contract these company individual(s) are replaced by the contractor, the name, title, e-mail address and telephone number of the substitute individuals will be provided to the Contracting Officer within 60 days of the replacement.

**G-6 MSC CHECK IN/OUT**

The contractor shall adhere to MSC check in/out procedures for the termination and/or collection of all Public Key Infrastructure (PKI), Common Access Card (CAC), PKI SOFTWARE CERTIFICATES, MSC Badges, Parking Passes, and Parking Decals, provided to MSC support contractors – both on site and off site, which provide access to Government resources and are sponsored or issued by MSC.

Accounting Data

SLINID	PR Number	Amount
400101	N0003330226201	[REDACTED]
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
400102	N0003330226201	[REDACTED]
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
600101	N0003330226201	[REDACTED]
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
600102	N0003330226201	[REDACTED]
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
601001	N0003330226201	[REDACTED]

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LLA :  
AA 97 X 4930 ND2A 000 00033 0 000033 2F 000000000000000000

601002 N0003330226201 [REDACTED]  
LLA :  
AB 97 X 4930 FD20 000 00033 0 000033 2F000000000000000000

6020 N0003330226201 [REDACTED]  
LLA :  
AB 97 X 4930 FD20 000 00033 0 000033 2F000000000000000000

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H-1 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED**

In the performance of this contract, the Contractor will not use as a consultant or employ (on either a full or part time basis) any active duty Navy personnel (civilian or military) without the prior approval of the Contracting Officer. Such approval may be given only in circumstances where it is clear that no laws and no DOD or Navy instructions, regulations, or policies are contravened and no appearance of a conflict of interest will result.

### **H-2 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER**

(1) Except as specified in paragraph (2) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the Changes clause of this contract.

(2) 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.

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

\*NAME David F. Little

\*ADDRESS 914 Charles Morris Ct. SE, Washington Navy Yard, DC, 20398-5540

\*TELEPHONE 202-685-5575

\*To be provided at the time of award.

### **H-3 CONTRACTOR IDENTIFICATION**

(1) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(2) Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.

(3) Contractor-occupied facilities (on Department of the Navy or other Government



installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

#### **H-4 KEY PERSONNEL**

(1) The Contractor agrees to assign to this contract those key personnel listed in paragraph (4) below. No substitutions shall be made except in accordance with this clause.

(2) The Contractor agrees that during the first 180 days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (3) below.

After the initial 180 day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. These substitution requests shall provide the information required by paragraph (3) below.

(3) All requests for approval of substitutions under this contract must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this contract must have qualifications that are equal to or exceed the qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(4) List of Approved Key Personnel (to be added at time of award and will be based upon proposal).

Labor Category	Name	Phone #	Email
Program Manager (TBD at award)	██████████		
IT Service Manager (TBD at award)	██████████		

(5) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage.

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(6) If the offeror wishes to add personnel to be used in a labor category he shall employ the procedures outlined in paragraph (3) above.

#### **H-5 PERSONNEL RESUMES**

The Contractor shall provide individual and corporate experience and expertise commensurate with the technical requirements of this contract. Key personnel must be available for assignment to this contract at contract award. Those considered to be key personnel are specified in the clause entitled "Key Personnel." The experience of personnel proposed must be equal to (or exceed) the level specified elsewhere in this contract and equal (or exceed) the level specified in the PWS. Resumes that exceed the Government's minimum requirements will become the applicable Government standard at contract award and will be the established standard for contract performance. All contractor personnel changes (additions, removals, substitutions), other than personnel designated as "Key Personnel" shall be made in writing to the TOM fifteen (15) days in advance of the effective date of the personnel change, unless otherwise agreed by the TOM. A transition plan outlining how duties will be transitioned/covered during the affected time period shall accompany such written advance notice. The transition plan shall fully address risk management during the affected time period.

#### **H-6 TASK ORDER (TO) CLOSE-OUT**

MSC intends to perform close-out procedures on these TOs. The Contractor agrees to perform those internal functions necessary to support this process in a timely manner. TO closeout will occur within sixty (60) days after completion of TO services.

#### **H-7 REIMBURSEMENT OF TRAVEL (APPLICABLE TO CLINs 6001, 6030, 9001, 9030)**

##### **(1) Contractor Request and Government Approval of Travel**

Any travel under this task order must be specifically requested in writing, by the Contractor prior to incurring any travel costs. The travel request shall be submitted to the TOM in writing three weeks in advance, and when possible, prior to incurring any travel costs, and shall include as a minimum, the following:

- (a) Contract/task order number
- (b) Date, time, and place of proposed travel
- (c) Purpose of travel and how it relates to the task order
- (d) Contractor's estimated cost of travel
- (e) Name(s) of individual(s) traveling and;
- (f) A breakdown of estimated travel and per diem charges per individual.

The TOM shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the Contractor.

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(2) General. The costs for travel, subsistence, and lodging shall be reimbursed to the Contractor only to the extent that it is necessary and authorized for performance of the work under this task order. The costs for travel, subsistence, and lodging shall be reimbursed to the Contractor IAW the Federal Acquisition Regulation (FAR) 31.205-46. Reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

(i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;

(ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or

(iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

### (3) Per Diem

The Contractor shall not be paid per diem for Contractor personnel who reside in the metropolitan area in which the TDLs are being performed. Per diem shall not be paid on services performed at Contractor's home facility and at any facility required by the task order, or at any location within a radius of 50 miles from the Contractor's home facility and any facility required by this task order. Costs for subsistence and lodging shall be paid to the Contractor only to the extent that overnight stay are necessary and authorized in writing by the Government for performance of the work under this task order. When authorized, per diem shall be paid by the Contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate. The Task Order Manager (TOM) will evidence government's authorization by written notice of approval.

Reimbursement to the Contractor for per diem shall be limited to payments to employees for authorized per diem, as described above, not to exceed the authorized per diem. Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel. Fractional billing shall be on a 1/4, 1/2, and 3/4 basis. The Contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments.

### (4) Transportation

For transportation other than described in subparagraph (d)(4) below, the Contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the task order and is authorized in writing by the Government.

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Government authorization will be by written notice of approval from the TOM. When transportation by privately owned conveyance is authorized, the Contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government. Government authorization will be by written notice of approval from the TOM. The Contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and IAW good traffic management principles. When it is necessary to use air or rail travel, the Contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Documentation must be provided to substantiate nonavailability of coach or tourist if business or first class is proposed to accomplish travel requirements.

(5) Work Performed on Vessels Underway

The Government may require the Contractor to perform tasks onboard vessels while underway. During such cases, if the Government provides meals and lodging then such expenses shall not be reimbursed. Travel days to/from the vessels shall be reimbursed at 75% of meal and incidental expense rates of the departure/arrival location per part 1 of this paragraph.

(a) The Government may require the Contractor to perform tasks onboard vessel(s) while underway.

(b) The Contractor may invoice the Government for additional insurance costs related to Contractor personnel performing work while underway at actual cost only. The Contractor shall invoice additional insurance costs only once per employee per voyage. The Contractor shall invoice any additional insurance costs as an ODC.

(c) Contractor personnel aboard ship shall work 10 to 12 hours per day. Except in extraordinary circumstances, Contractor personnel will not work more than 16 hours/day.

(d) Awardee is not required to provide TWIC (Transportation Worker Identification Cards) for employees. The Government will facilitate Contractor entry/egress from Government facilities as necessary.

(e) The Contractor shall obtain the written permission of the TOM prior to performing work on a vessel while it is underway. If the Contractor does not have written permission from the TOM, the Government shall not be obligated to pay associated additional insurance costs. The Contractor shall include a copy of the TOM's written permission with each invoice that bills the Government for additional insurance costs associated with Contractor personnel working onboard a vessel which is underway.

**HQ B-2-0020 TRAVEL COSTS – ALTERNATE I (NAVSEA) (DEC 2005)**

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

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

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

(d) The Contractor shall not be reimbursed for the following daily local travel costs:

(i) travel at U.S. Military Installations where Government transportation is available,

(ii) travel performed for personal convenience/errands, including commuting to and from work, and (iii) travel costs incurred in the replacement of personnel when such replacement is accomplished for the Contractor's or employee's convenience

(End of Text)

#### **H-8 RESERVED (AMENDMENT 0002)**

#### **H-9 APPROVAL AND REIMBURSEMENT OF DEFENSE BASE ACT INSURANCE**

##### **PREMIUMS (CLINs 6020, 6050, 9020, 9050)**

(1) Task orders will contain a not-to-exceed amount for the purchase Defense Base Act Insurance coverage in accordance with FAR 52.228-3, "Worker's Compensation Insurance (Defense Base Act)." The Government will reimburse the Contractor only for the actual price paid for the insurance premiums to provide coverage as required by FAR 52.228-3. "Actual price" paid by the Contractor for such insurance includes tax paid, if any, and reduced by any and all credits and rebates, whether accrued or realized, associated with the insurance coverage provided. "Actual price" for insurance premiums does not include material handling charges, overhead, general and administrative costs, profit, or any other indirect cost that is in any way associated with the Contractor's purchase or provision of such insurance coverage.

(2) To be eligible to receive reimbursement for insurance premiums, the Contractor must obtain at least three quotes for each transaction in excess of \$2,500 to ensure that adequate price competition was sought or the Contractor must provide an acceptable justification as to why it was impracticable to do so. For purchases of insurance premiums that are \$2,500 and below, the Contractor shall provide the aforementioned documentation only when requested by the Contracting Officer.

(3) The Contractor shall maintain documentation of all reimbursable insurance coverage purchases until three years after the contract is completed and shall provide access to and copies of such documentation when requested by the Contracting Officer.

(i) A description of the insurance coverage that meets the requirements of the Defense Base Act (42 U.S.C. 1651, *et seq.*).

(ii) Identification of the proposed insurance provider and price (i.e. insurance premium).

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(iii) Insurance providers contacted and price quotes. Include other pertinent data such as information regarding the selection if other than price-related factors were considered.

(4) The Contracting Officer may reduce the reimbursement by any amount above that which the Contracting Officer finds, in his/her sole discretion, is greater than that which is fair and reasonable for the insurance premiums and coverage giving due consideration to the facts and circumstances prevailing at the time that the Contractor procured the insurance coverage. Disputes as to the amount by which any reimbursement is reduced shall be resolved in accordance with the "Disputes" clause of the contract. It shall be the Contractor's burden to demonstrate that the price it paid for the reimbursable items was fair and reasonable.

(5) When the Contractor expects total funding expended for reimbursable items to reach 85 percent of the total funds available on each of the Defense Base Act Insurance CLINs, the Contractor shall notify the Contracting Officer and the TOM and any other Government official identified by the Contracting Officer. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule. The Contractor shall not exceed or incur costs that exceed the amount of funding stated on the task order with a Defense Base Act Insurance CLIN.

(6) The Government is not obligated to reimburse the Contractor for Defense Base Act Insurance charges in excess of the funded amount stated in the task order with the Defense Base Act Insurance CLIN.

(7) The Contractor is not obligated to continue performance of any reimbursable work under this Contract or otherwise incur costs for insurance premiums in excess of the funded amount stated in the task order with the Defense Base Act Insurance CLIN unless the Contracting Officer notifies the Contractor in writing that the funded amount stated in the task order under the applicable Defense Base Act Insurance CLIN has been increased. In the event notification is made orally, such notification shall be followed up in writing within two working days.

(8) No notice, communication, or representation from any person other than the Contracting Officer shall affect the Government's obligation to reimburse the Contractor.

(9) Change orders shall not be considered an authorization to exceed the funded amount stated in the task order under the Defense Base Act Insurance CLIN unless they contain a statement expressly increasing the funded amount of that Reimbursable CLIN by a sufficient amount to cover the change order.

## **H-10 MONTHLY REPORTS**

On a monthly basis, the contractor shall report expenses that can be invoiced under the contract. The contractor shall use the report format found in Attachment J-13; alternate formats may be proposed and used, with prior approval of the Contracting Officer. These reports shall be submitted to the TOM within 10 days of the end of the reporting period.

## **H-11 RESERVED**

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## **H-12 GOVERNMENT FURNISHED ITEMS**

Government Furnished Equipment (GFE) and Government Furnished Information (GFI) can be found in the Performance Work Statement, Attachment J-1, paragraph 14.

## **H-13 PERSONNEL ACCREDITATION (ITALY)**

(a) This contract presumes the utilization of technical representative personnel to be employed by the contractor. United States authorities and Italian authorities are involved in the accreditation of contractor employees who are intended to fill such contract positions. To expedite accreditation, the contractor agrees to promptly complete in accurate detail and return to the Contracting Officer or Task Order Manager (TOM) information on the contract and contract positions for which technical representative accreditation is requested, and the individual information on each employee designated to fill a technical representative position. Positions accredited as technical representatives will be documented by an individual letter of accreditation.

(b) Contractor shall promptly notify the Contracting Officer or TOM if a technical representative employee once accredited as a technical representative is no longer performing duties requiring accreditation.

(c) The contractor shall require all contractor employees accredited as technical representative personnel to apply for *missione* visas prior to travel to Italy. Contractors may not send personnel that have not received Italian *missione* visas to fill technical representative positions. The Government shall not be responsible for the costs incurred by the contractor who sends personnel without visas or who are otherwise ineligible for entry and presence in Italy.

(d) The Government will sponsor and facilitate accreditations as necessary for contract performance.

## **H-14 INDIVIDUAL LOGISTIC SUPPORT (ILS)**

Individual Logistic Support (ILS), which includes access to tax-free and duty-free shopping at base exchanges and/or commissaries, military postal and banking services, privately owned vehicle registration and eligibility for purchase of tax-free gasoline, tobacco and spirits, dependent schools, and other installation morale, welfare and recreation programs, is authorized for contractor employees commensurate with that provided to Department of Defense civilians and military personnel employed OCONUS in any of the MSC Areas of Responsibility (AOR). The most frequently used OCONUS locations are as listed in the Performance Work Statement, Attachment J-1, paragraph 6, Place of Performance.

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## SECTION I CONTRACT CLAUSES

### I-1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates on or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://farsite.hill.af.mil/>

<http://www.arnet.gov/far/>

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

### CLAUSES INCORPORATED BY REFERENCE

- 52.216-7 Allowable Cost and Payment Dec. 2002
- 52.216-8 Fixed Fee Mar 1997
- 52.219-14 Limitations on Subcontracting NOV 2011
- 52.222-41 Service Contract Act of 1965 NOV 2007
- 52.222-50 Combating Trafficking in Persons FEB 2009
- 52.228-3 Workers' Compensation Insurance (Defense Base Act) APR 1984
- 52.228-7 Insurance - Liability to Third Persons MAR 1996
- 52.232-18 Availability of Funds APR 1984
- 52.244-5 Competition in Subcontracting DEC 1996
- 52.245-1 Government Property (APR 2012) Alternative I APR 2012
- 52.251-1 Government Supply Sources AUG 2010
- 252.225-7043 Antiterrorism/Force Protection for Defense Contractors Outside the United States MAR 2006
- 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports MAR 2008
- 252.234-7002 Earned Value Management System
- 252.237-7023 Continuation of Essential Contractor Services
- 252.246-7000 Material Inspection and Receiving Report MAR 2008



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252.251-7000 Ordering from Government Supply Sources NOV 2004

**I-2 FAR 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 prior to contract expiration.

**I-3 FAR 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 prior to completion of the base period; provided that the Government gives the Contractor a preliminary notice of its intent to extend 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 three years.

**I-4 FAR 52.244-2 SUBCONTRACT (JUN 2007)**

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

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR). “Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract. “Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contractor a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National

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Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:

**Cost type subcontracts, T&M, Labor Hour**

(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or(d) of this clause, including the following information:

- (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor.
- (iv) The proposed subcontract price.
- (v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting -
  - (A) The principal elements of the subcontract price negotiations;
  - (B) The most significant considerations controlling establishment of initial or revised prices;
  - (C) The reason cost or pricing data were or were not required;
  - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;
  - (E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
  - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of

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all trade-off possibilities considered.

(2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (b), (c), or (d) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination -

(1) Of the acceptability of any subcontract terms or conditions;

(2) Of the allowability of any cost under this contract; or

(3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

**CACI International Inc.**

**I-5**

**FAR 52.222-42 (Statement of Equivalent Rates for Federal Hires) May 1989**

**As prescribed in 22.1006(b), insert the following clause:**

**Statement of Equivalent Rates for Federal Hires (May 1989)**

**In compliance with the Service Contract Act of 1965, as amended, 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**

	<b>Labor Category</b>	<b>Wage (per hour)</b>	<b>Fringe</b>
1	Program Manager	\$ [REDACTED]	[REDACTED]
2	Subject Matter Expert	\$ [REDACTED]	[REDACTED]
3	Journeyman IT Analyst	\$ [REDACTED]	[REDACTED]
4	Senior IT Analyst	\$ [REDACTED]	[REDACTED]
5	Junior IT Analyst	\$ [REDACTED]	[REDACTED]
6	IT Service Manager	\$ [REDACTED]	[REDACTED]

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## **SECTION J LIST OF ATTACHMENTS**

- J-1 Performance Work Statement Rev 1
- J-2 MSC N6 Strategic Plan
- J-3 MSC Unclassified Enterprise
- J-4 MSC Classified Enterprise
- J-5 COMSC INST 5239.3B
- J-6 MSC Information Assurance COMSC INST
- J-7 DoD Information Assurance Training, Certification, and Workforce Management
- J-8 MSC Service Delivery Overarching Framework
- J-9 Enterprise Project Management Handbook
- J-10.1 Project Example
- J-10.2 Project Example
- J-10.3 ITSM Change Management Matrix
- J-11 Navy DADMS Policy
- J-12 ITSM Change Management life cycle process
- J-13 Summary Contract Cost Report
- J-14 DD Form 254 - IT Engineering
- J-15 and J-16 Non-Disclosure Agreements
- J-17 Quality Assurance Surveillance Plan (QASP)
- J-18 Annual AEL MASTER 201101 (ship spreadsheet with network types)
- J-19 Annual LAN Drop List MASTER 201101 (list of ship LAN drops)
- J-20 APMI Asset Status 110325 (list of ship unclassified assets)
- J-21 AR1 ACG Deployment Plan 110301 (modified deployment plan)
- J-22 COMNAV CYBERFOR INST 5239.1 Information Assurance (IA) Workforce Improvement Program (WIP) Instruction
- J-23 DoN DIACAP Handbook v1.0 (DoD IA certification and accreditation process)
- J-24 MSC N6 User Instruction N6-001-10 (software LCM process for MSC C4S enterprise)
- J-25 MSC Ship List 2012

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J-26 MSC Shipboard Recipients 110331

J-27 Afloat GOSUP Gold List 12-2010 (list of gold disk apps as of 12/2010)

J-28 NDA 110307 (non-disclosure agreement for corporate and employee)

J-29 PPTS V2 Installation Schedule 110311 (To be provided with the appropriate TDL)

J-30 Shipboard Assets 110314 (all shipboard IT/C4S assets)

J-31 FY13 Training Schedule

J-32 Wage Determination

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>	1. CONTRACT ID CODE	PAGE OF PAGES
	U	1 2

2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 07-Feb-2013	4. REQUISITION/PURCHASE REQ. NO. N0003330226201	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY MILITARY SEALIFT COMMAND HQ 914 CHARLES MORRIS CT, SE WASHINGTON NAVY YARD DC 20398-5540 david.f.little@navy.mil 202-685-5963	CODE N00033	7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342	CODE S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Cambridge International Systems, Inc 2300 Clarendon Boulevard, Suite 705 Arlington VA 22201	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-10-D-5938-EL01
	10B. DATED (SEE ITEM 13) 28-Jan-2013
CAGE CODE 1P0S1	FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**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.
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		David F Little, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/David F Little (Signature of Contracting Officer)	13-Feb-2013

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## GENERAL INFORMATION

The purpose of this modification is to correct the information in box 7 and 15 of the task order. The corrected information is as follows:

Box 7: See Box 6.

Box 15: Military Sealift Command  
MSC N-83  
914 Charles Morris Court, SE  
Washington, DC 20398

All other terms and conditions remain unchanged.



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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4001	Base Year -- Labor (O&MN,N)	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
400101	Laobr (O&MN,N)					
400102	Labor (O&MN,N)					
4010	Option Year 1a -- Labor (O&MN,N) Option	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6001	Base Year -- Travel (O&MN,N)	1.0	EA	\$ [REDACTED]
600101	Travel (O&MN,N)			
600102	Travel (O&MN,N)			
6010	Base Year -- Other Direct Costs (O&MN,N)	1.0	EA	\$ [REDACTED]
601001	Other Dirct Cost Funding (O&MN,N)			
601002	Other Direct Cost Funding (O&MN,N)			
6020	Base Year -- DBA Insurance (O&MN,N)	1.0	EA	\$ [REDACTED]
6030	Option Year 1a -- Travel (O&MN,N) Option	1.0	EA	\$ [REDACTED]
6040	Option Year 1a -- Other Direct Costs (O&MN,N) Option	1.0	EA	\$ [REDACTED]
6050	Option Year 1a --	1.0	EA	\$ [REDACTED]

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DBA Insurance  
(O&MN,N)  
Option

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	Option Year 1b -- Labor (O&MN,N) Option	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
7010	Option Year 2 -- Labor (O&MN,N) Option	1.0	EA	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
9001	Option Year 1b -- Travel (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9010	Option Year 1b -- Other Direct Costs (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9020	Option Year 1b -- DBA Insurance (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9030	Option Year 2 -- Travel (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9040	Option Year 2 -- Other Direct Costs (O&MN,N) Option	1.0	EA	\$ [REDACTED]
9050	Option Year 2 -- DBA Insurance (O&MN,N) Option	1.0	EA	\$ [REDACTED]

**B-1 ADDITIONAL SLINS**

Additional SLINs may be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the multiple types of funds that will be used under this Order

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or for other administrative purposes.

## B-2 OTHER DIRECT COSTS

The Government reserves the right to increase the Other Direct Costs CLINs to reflect increases for travel and other direct costs. Travel costs shall be reimbursed based on actual, reasonable costs in accordance with the Joint Travel Regulations or with FAR 31.205-46. Travel and Other Direct Costs (ODCs) will be non-fee bearing cost elements subject to Material Handling and G&A rates only.

## B-3 FEE DETERMINATION AND PAYMENT

(a) Total Estimated Hours. The total number of hours of direct labor (including overtime and subcontract hours, but excluding holiday, sick leave, vacation and other excused absence hours) estimated to be expended under this Task Order is **SEE TABLE BELOW** hours. The **SEE TABLE BELOW** direct labor hours include zero uncompensated overtime labor hours.

(b) Computation of Fee.

The fee per direct labor hour is computed by dividing the fixed fee amount shown in Section B by the number of estimated hours.

(c) Modifications. If the contracting officer determines, for any reason, to adjust the task order amount or the estimated total hours set forth above, such adjustments shall be made by Task Order modification. Any additional hours will be fee bearing, and the additional negotiated fee will be divided by the additional estimated hours to determine a new fee (applicable to the additional hours only). If the fee for these additional hours is different from that of the original estimated hours, these hours shall be kept separate from the original estimated total hours. The estimated cost of the Task Order may be increased by written modification, if required, due to cost overruns. This increase in cost is not fee bearing and no additional hours will be added.

(d) Payment of Fee. The Government shall pay fixed fee to the contractor on each direct labor hour performed by the contractor or subcontractor, at the rate of **SEE TABLE BELOW** per labor hour invoiced by the contractor subject to FAR clause 52.216-8 "Fixed Fee," provided that the total of all such payments shall not exceed eighty five percent (85%) of the fixed fee specified under the Task Order. Any balance of fixed fee shall be paid to the contractor, or any overpayment of fixed fee shall be repaid by the contractor, at the time of final payment. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the FAR 52.232-20 "Limitation of Cost" or FAR 52.232-22 "Limitation of Funds" clauses, either of which is incorporated herein by reference.

### LOT 2

Year	FEE (TBD)	Hours	Total per Year
Base Year	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]
Option 1	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]
Option 2	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]

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Total			\$	

NOTE: The fee shall be paid to the prime contractor at the per hour rate specified in this paragraph regardless of whether the contractor or subcontractor is performing the work. The Government reserves the right to transfer unused ceiling from one period to another as needed.

**B-4 LIMITATION OF LIABILITY – INCREMENTAL FUNDING**

- (a) This contract is incrementally funded with respect to both cost and fee.
- (b) The amounts presently available and allotted to this contract for payment of cost and fee are as follows:

ITEM(S) AMOUNT ALLOTTED (COST AND FEE) See Section B.

- (c) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state the total amounts allotted for cost and fee, and the CLINs covered thereby.
- (d) Subject to the provisions of FAR 52.232-22 "Limitation of Funds" clause of this task order, no legal liability on the part of the Government for payment in excess of the amounts provided above shall arise unless additional funds are made available and are incorporated via modification to this task order.

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

**The Performance Work Statement is contained in Attachment J-1.**

#### **C-1 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

(a) Objective: The purpose of this plan is to provide a quality assurance plan for the services contracted under this Task Order. This plan provides a basis for the Task Order Manager (TOM) to evaluate the quality of the contractor's performance. The oversight provided for in this plan, and the remedy established, will help ensure that service levels are of high quality throughout the Task Order term. The Quality Assurance Surveillance Plan is provided as Attachment J-17.

#### **C-2 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES**

(a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

(1) Routine inspection of contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

(f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

#### **C-3 ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY**

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(a) Each Electronic and Information Technology (EIT) supply or service provided under this task order shall comply with the EIT Accessibility Standards listed below:

36 C.F.R. § 1194.21 (Software applications and operating systems)

36 C.F.R. § 1194.22 (Web-based intranet and internet information and applications)

36 C.F.R. § 1194.23 (Telecommunications products)

36 C.F.R. § 1194.24 (Video and multimedia products)

36 C.F.R. § 1194.25 (Self contained, closed products)

36 C.F.R. § 1194.26 (Desktop and portable computers)

In addition, each EIT supply or service provided under this task order shall comply with 36 C.F.R. § 1194.31 (Functional performance criteria) and 36 C.F.R. § 1194.41 (Information, documentation, and support).

(b) If the Contracting Officer determines that any supply or service delivered under this task order does not comply with the EIT Accessibility Standards, the Contracting Officer will notify the Contractor in writing accordingly. If the Contractor fails to promptly correct or replace the nonconforming products or services with conforming products or services within the delivery schedule contained in the task order, the Government will have the rights and remedies contained in the task order.

#### **C-4 LABOR CATEGORY IDENTIFICATION**

Correspondence, Technical Instruction, Vouchers, Invoices, Status Reports, etc., shall utilize the Contractor's standard labor category terminology as established in its proposal at time of award. For each category of labor specified by the Government, the offeror shall identify the corresponding company labor category/categories table:

Labor Category Offeror    Corresponding Labor Category

Program Manager \_\_\_\_\_ Program Manager \_\_\_\_\_

Subject Matter Expert I \_\_\_\_\_ Subject Matter Expert I \_\_\_\_\_

Journeyman IT Analyst \_\_\_\_\_ Journeyman IT Analyst \_\_\_\_\_

Senior IT Analyst \_\_\_\_\_ Senior IT Analyst \_\_\_\_\_

Junior IT Analyst \_\_\_\_\_ Junior IT Analyst \_\_\_\_\_

IT Service Manager \_\_\_\_\_ Integration Manager/ IT Service Manager \_\_\_\_\_

**The demonstrated and desired skills for each of the solicitation labor categories are provided in the following table.**

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**Program Manager**

**Demonstrated skills:** The Program Manager (PM) will serve as the Government's point of contact and provide supervision and guidance for all contractor personnel assigned to this effort. The PM must have a minimum of 8 years demonstrated experience managing projects and programs. The PM must have experience briefing upper management and/or upper echelons of military chains of command. The PM must possess an understanding and knowledge of managing corporate data center Engineering, helpdesk services, information resource management, and accountability. Management experience shall be in programs with particular relevance to IT Engineering. The PM must have strong written and oral communication skills and experience performing and implementing requirements analyses. The PM shall have experience managing projects and programs for DoD and/or DoN agencies.

**Desired skills:** Information Technology Information Library Certified (ITIL), Project Management Professional (PMP certified).

**Subject Matter Expert I**

**Demonstrated Skills:** Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

**Desired Skills:** Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 5 or more years of experience in area of expertise.





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### **Senior IT Analyst**

**Demonstrated Skills:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

**Desired Skills:** Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 7 or more years of experience in area of expertise.

### **Journeyman IT Analyst**

**Demonstrated Skills:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

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Desired Skills: Certified in area of expertise, Project Management Professional (PMP) certification or equivalent. BS in computer related field or equivalent experience, 5 or more years of experience in area of expertise.

**Junior IT Analyst**

Demonstrated Skills: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Desired Skills: BS in computer related field or equivalent experience, 2 or more years of experience in area of expertise.

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **E-1 INSPECTION AND ACCEPTANCE – DESTINATION**

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his/her duly authorized representative.

#### **CLAUSES INCORPORATED BY REFERENCE**

52.246-3 Inspection Of Supplies – Cost-Reimbursement MAY 2001

52.246-5 Inspection Of Services – Cost-Reimbursement APR 1984

252.246-7000 Material Inspection And Receiving Report MAR 2008

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4001	1/28/2013 - 1/27/2014
6001	1/28/2013 - 1/27/2014
6010	1/28/2013 - 1/27/2014
6020	1/28/2013 - 1/27/2014

## SECTION F DELIVERABLES OR PERFORMANCE CLIN – DELIVERIES OR PERFORMANCE

The period of performance for the following **Base Year and option periods** are below:

Base Period - 28 January 2013 through 27 January 2014

Option One – 28 January 2014 through 27 January 2015

Option Two – 28 January 2015 through 27 January 2016

### F-1 PERIOD OF PERFORMANCE

The above period(s) of performance for the option(s) to extend the term of the Task Order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the basic contract clause at FAR 52.217-8 “Option to Extend Services” or FAR 52.217-9 “Option to Extend the Term of the Contract.” Any option CLIN period of performance which extends past the current period of performance of the basic contract is only valid to the extent that the basic contract period of performance is extended.

The period of performance for each Task Order performance period shall be stated within the Task Order. Additional time of not more than 180 days beyond the ordering period may be allowed for completion of outstanding Technical Direction Letters.

### F-2 PLACE OF PERFORMANCE

The Place of Performance is addressed in the Performance Work Statement, Attachment J-1, paragraph 7.

### F-3 MILESTONES/DELIVERABLES

Deliverables are addressed in the Performance Work Statement, Attachment J-1, paragraph 9.

### F-4 PLACE OF DELIVERY

Originals of all correspondence requiring signature, such as copies of invoices, monthly status reports, etc. shall be delivered to the Task Order Manager at the following address: **See G-3**. As directed by Task Order, deliverables may be electronically submitted to: **See G-3**.

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### **F-5 WRITTEN DELIVERABLES**

The contractor shall review, approve, and sign all draft and final documents before being delivered to the Government.

### **F-6 FORMAT FOR DELIVERABLES**

The format for deliverables is addressed in the Performance Work Statement, paragraph 9.

### **CLAUSES INCORPORATED BY REFERENCE**

52.242-15 Alt I Stop-Work Order (Aug 1989) Alternate I APR 1984

52.247-34 F.O.B. Destination NOV 1991

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## SECTION G CONTRACT ADMINISTRATION DATA

## SECTION G CONTRACT ADMINISTRATION DATA

### G-1 INVOICE REQUIREMENTS

#### DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(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 Central Contractor Registration 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).

Cost Voucher Interim Non-Direct

Cost Voucher Interim Direct

Cost Voucher - Final

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

Not applicable

(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.

<b>Field Name in WAWF</b>	<b>Data to be entered in WAWF</b>
Pay Official DoDAAC	N00033
Issue by DoDAAC	N00033
Admin DoDAAC	N00033
Inspect By DoDAAC	Leave Blank
Ship to Code	N62387
Ship from Code	Leave Blank
Mark for Code	Leave Blank
Service Approver (DoDAAC)	Leave Blank
Service Acceptor (DoDAAC)	Leave Blank
Accept at Other DoDAAC	Leave Blank
LPO DoDAAC	Leave Blank
DCAA Auditor DoDAAC	Leave Blank
Other DoDAAC(s)	Leave Blank

(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.

[brian.r.fricke@navy.mil](mailto:brian.r.fricke@navy.mil) and [earl.munrath@navy.mil](mailto:earl.munrath@navy.mil)

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COR/TPOC email addresses will be inserted at award.

(g) WAWF point of contact.

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



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MSCHQ\_WAWF@navy.mil

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

(End of clause)

### **MSC SPECIFIC WIDE AREA WORKFLOW (WAWF) INSTRUCTIONS (AUG 2012)**

The information contained in this instruction is supplemental to DFARS 252.232-7006.

The information contained in the table in DFARS 252.232-7006 is for WAWF purposes only. Information included in DFARS 252.232-7006 and this WAWF instruction apply only to WAWF Invoicing and WAWF Receiving Reports. Contradictory information elsewhere in this contract, e.g. Ship to DoDAAC, shall be followed per the terms and conditions of the contract.

When entering the invoice into WAWF, the Contractor shall fill in the DoDAAC fields or DoDAAC extensions exactly as shown in the table in DFARS 252.232-7006. Fields that should not be filled in when entering the invoice into WAWF will be indicated with the direction, "Leave Blank."

In some situations the WAWF system will pre-populate the "Pay DoDAAC," "Admin By DoDAAC" and "Issue By DoDAAC." The Contractor shall verify that those DoDAACs automatically entered by the WAWF system match the information in the table in DFARS 252.232-7006. If these DoDAACs do not match, then the Contractor shall correct the field(s).

If Receiving Reports are required, ensure that the "Inspection" and "Acceptance" defaults of "destination" for both fields are not changed in the WAWF online interface.

The CLINs on the WAWF invoice shall be entered exactly as set forth in the contract document including CLIN number (e.g. 0001), Quantity (may be adjusted for actual quantity or dollar value delivered and invoiced), and Unit Price (e.g. \$1.00). The dollar amounts on each CLIN or SubCLIN on the WAWF invoice shall reflect final performance values, but in no instance can the dollar amount for each CLIN or SubCLIN exceed what is specified in the contract document. The Contractor shall bill to the lowest level, e.g., the SubCLIN level. The Quantity and Unit of Measure fields must be filled out exactly as indicated in the CLINs and SubCLINs to reduce the possibility of the invoice being delayed or rejected during processing.

Before closing out of an invoice session in WAWF, but after submitting the document or documents, the Contractor will be given the option to send additional email notifications by clicking on the "Send More Email Notifications" link that appears on the page. The Contractor shall click on this link and add the Technical Point of Contact's (TPOC) or Contracting Officer's Representative's (COR) email address in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF system.

(End of instructions)

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## **G-2 RESERVED**

### **G-3 DESIGNATION OF TASK ORDER MANAGER (TOM)**

(a) The Contracting Officer has designated the person named below as the authorized TOM for this contract:

#### **TASK ORDER MANAGER**

NAME: Brian Fricke

CODE: N62

ADDRESS: 914 Charles Morris Ct. SE, Washington Navy Yard, DC 20398-5540

PHONE: 202-685-5353

E-MAIL: [brian.r.fricke@navy.mil](mailto:brian.r.fricke@navy.mil)

#### **ALTERNATE TASK ORDER MANAGER**

NAME: Earl Munrath

Code: N62

ADDRESS: 914 Charles Morris Ct. SE, Washington Navy Yard, DC 20398-5540

PHONE: 202-685-5018

E-MAIL: [earl.munrath@navy.mil](mailto:earl.munrath@navy.mil)

(b) The TOM is a representative of the Contracting Officer and is responsible for the following:

- 1) Providing Technical Direction for the accomplishment of work.
- 2) Determining that hours invoiced reflect hours actually worked per labor category.
- 3) Conducting final inspection and acceptance of all deliverables under the contract.
- 4) Participating in the administration of this contract.

(c) The TOM will represent the Contracting Officer in the administration of technical details within the scope of this contract and will perform inspection and acceptance of all deliverables. The TOM is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The TOM does not have the authority to alter the Contractor's obligations or change the specifications in the contract or issue Task Orders. If, as a result of technical discussions, it is desirable to alter contract obligations or statements of work, the contractor must contact the Contracting Officer in writing with a detailed explanation. Once a modification is issued in writing and signed by the Contracting Officer the Contractor can continue with the work. The TOM is responsible for reviewing the invoices submitted by the Contractor and informing the Contracting Officer of areas where exceptions are

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to be taken. The TOM authority is nondelegable. The TOM may be personally liable for unauthorized acts.

**G-4 RESERVED**

**G-5 CONTRACTOR PERFORMANCE APPRAISAL REPORTING SYSTEM**

(a) Past performance information will be collected and maintained under this contract using the Department of Defense Contractor Performance Appraisal Reporting System (CPARS). CPARS is a web-enabled application that collects and manages the contractor’s performance information on a given contract during a specific period of time. Additional information is available at

<http://www.cpars.navy.mil>.

(b) After contract award, the contractor will be given access authorization by the respective MSC Focal Point, to review and comment on any element of the proposed rating before that rating becomes final. Within 60 days after contract award, the contractor shall provide in writing (or via e-mail) to the Contracting Officer the name, title, e-mail address and telephone number of the company individual(s) who will have the responsibility of reviewing and approving any Contractor Performance Appraisal Report (CPAR) developed under the contract. If, during the life of this contract these company individual(s) are replaced by the contractor, the name, title, e-mail address and telephone number of the substitute individuals will be provided to the Contracting Officer within 60 days of the replacement.

**G-6 MSC CHECK IN/OUT**

The contractor shall adhere to MSC check in/out procedures for the termination and/or collection of all Public Key Infrastructure (PKI), Common Access Card (CAC), PKI SOFTWARE CERTIFICATES, MSC Badges, Parking Passes, and Parking Decals, provided to MSC support contractors – both on site and off site, which provide access to Government resources and are sponsored or issued by MSC.

Accounting Data

SLINID	PR Number	Amount
400101	N0003330226201	██████████
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
400102	N0003330226201	██████████
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
600101	N0003330226201	██████████
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
600102	N0003330226201	██████████
LLA :		
AA 97 X 4930 ND2A 000 00033 0 000033 2F	000000000000000000	
601001	N0003330226201	██████████

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LLA :  
AA 97 X 4930 ND2A 000 00033 0 000033 2F 000000000000000000

601002 N0003330226201 [REDACTED]  
LLA :  
AB 97 X 4930 FD20 000 00033 0 000033 2F000000000000000000

6020 N0003330226201 [REDACTED]  
LLA :  
AB 97 X 4930 FD20 000 00033 0 000033 2F000000000000000000

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 01 Funding [REDACTED]  
Cumulative Funding [REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H-1 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED**

In the performance of this contract, the Contractor will not use as a consultant or employ (on either a full or part time basis) any active duty Navy personnel (civilian or military) without the prior approval of the Contracting Officer. Such approval may be given only in circumstances where it is clear that no laws and no DOD or Navy instructions, regulations, or policies are contravened and no appearance of a conflict of interest will result.

### **H-2 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER**

(1) Except as specified in paragraph (2) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the Changes clause of this contract.

(2) 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.

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

\*NAME David F. Little

\*ADDRESS 914 Charles Morris Ct. SE, Washington Navy Yard, DC, 20398-5540

\*TELEPHONE 202-685-5575

\*To be provided at the time of award.

### **H-3 CONTRACTOR IDENTIFICATION**

(1) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(2) Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.

(3) Contractor-occupied facilities (on Department of the Navy or other Government

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installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

#### **H-4 KEY PERSONNEL**

(1) The Contractor agrees to assign to this contract those key personnel listed in paragraph (4) below. No substitutions shall be made except in accordance with this clause.

(2) The Contractor agrees that during the first 180 days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (3) below.

After the initial 180 day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. These substitution requests shall provide the information required by paragraph (3) below.

(3) All requests for approval of substitutions under this contract must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this contract must have qualifications that are equal to or exceed the qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(4) List of Approved Key Personnel (to be added at time of award and will be based upon proposal).

Labor Category	Name	Phone #	Email
Program Manager (TBD at award)	██████████		
IT Service Manager (TBD at award)	██████████		

(5) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage.

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(6) If the offeror wishes to add personnel to be used in a labor category he shall employ the procedures outlined in paragraph (3) above.

#### **H-5 PERSONNEL RESUMES**

The Contractor shall provide individual and corporate experience and expertise commensurate with the technical requirements of this contract. Key personnel must be available for assignment to this contract at contract award. Those considered to be key personnel are specified in the clause entitled "Key Personnel." The experience of personnel proposed must be equal to (or exceed) the level specified elsewhere in this contract and equal (or exceed) the level specified in the PWS. Resumes that exceed the Government's minimum requirements will become the applicable Government standard at contract award and will be the established standard for contract performance. All contractor personnel changes (additions, removals, substitutions), other than personnel designated as "Key Personnel" shall be made in writing to the TOM fifteen (15) days in advance of the effective date of the personnel change, unless otherwise agreed by the TOM. A transition plan outlining how duties will be transitioned/covered during the affected time period shall accompany such written advance notice. The transition plan shall fully address risk management during the affected time period.

#### **H-6 TASK ORDER (TO) CLOSE-OUT**

MSC intends to perform close-out procedures on these TOs. The Contractor agrees to perform those internal functions necessary to support this process in a timely manner. TO closeout will occur within sixty (60) days after completion of TO services.

#### **H-7 REIMBURSEMENT OF TRAVEL (APPLICABLE TO CLINs 6001, 6030, 9001, 9030)**

##### **(1) Contractor Request and Government Approval of Travel**

Any travel under this task order must be specifically requested in writing, by the Contractor prior to incurring any travel costs. The travel request shall be submitted to the TOM in writing three weeks in advance, and when possible, prior to incurring any travel costs, and shall include as a minimum, the following:

- (a) Contract/task order number
- (b) Date, time, and place of proposed travel
- (c) Purpose of travel and how it relates to the task order
- (d) Contractor's estimated cost of travel
- (e) Name(s) of individual(s) traveling and;
- (f) A breakdown of estimated travel and per diem charges per individual.

The TOM shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the Contractor.

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(2) General. The costs for travel, subsistence, and lodging shall be reimbursed to the Contractor only to the extent that it is necessary and authorized for performance of the work under this task order. The costs for travel, subsistence, and lodging shall be reimbursed to the Contractor IAW the Federal Acquisition Regulation (FAR) 31.205-46. Reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

(i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;

(ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or

(iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

### (3) Per Diem

The Contractor shall not be paid per diem for Contractor personnel who reside in the metropolitan area in which the TDLs are being performed. Per diem shall not be paid on services performed at Contractor's home facility and at any facility required by the task order, or at any location within a radius of 50 miles from the Contractor's home facility and any facility required by this task order. Costs for subsistence and lodging shall be paid to the Contractor only to the extent that overnight stay are necessary and authorized in writing by the Government for performance of the work under this task order. When authorized, per diem shall be paid by the Contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate. The Task Order Manager (TOM) will evidence government's authorization by written notice of approval.

Reimbursement to the Contractor for per diem shall be limited to payments to employees for authorized per diem, as described above, not to exceed the authorized per diem. Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel. Fractional billing shall be on a 1/4, 1/2, and 3/4 basis. The Contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments.

### (4) Transportation

For transportation other than described in subparagraph (d)(4) below, the Contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the task order and is authorized in writing by the Government.



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Government authorization will be by written notice of approval from the TOM. When transportation by privately owned conveyance is authorized, the Contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government. Government authorization will be by written notice of approval from the TOM. The Contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and IAW good traffic management principles. When it is necessary to use air or rail travel, the Contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Documentation must be provided to substantiate nonavailability of coach or tourist if business or first class is proposed to accomplish travel requirements.

(5) Work Performed on Vessels Underway

The Government may require the Contractor to perform tasks onboard vessels while underway. During such cases, if the Government provides meals and lodging then such expenses shall not be reimbursed. Travel days to/from the vessels shall be reimbursed at 75% of meal and incidental expense rates of the departure/arrival location per part 1 of this paragraph.

(a) The Government may require the Contractor to perform tasks onboard vessel(s) while underway.

(b) The Contractor may invoice the Government for additional insurance costs related to Contractor personnel performing work while underway at actual cost only. The Contractor shall invoice additional insurance costs only once per employee per voyage. The Contractor shall invoice any additional insurance costs as an ODC.

(c) Contractor personnel aboard ship shall work 10 to 12 hours per day. Except in extraordinary circumstances, Contractor personnel will not work more than 16 hours/day.

(d) Awardee is not required to provide TWIC (Transportation Worker Identification Cards) for employees. The Government will facilitate Contractor entry/egress from Government facilities as necessary.

(e) The Contractor shall obtain the written permission of the TOM prior to performing work on a vessel while it is underway. If the Contractor does not have written permission from the TOM, the Government shall not be obligated to pay associated additional insurance costs. The Contractor shall include a copy of the TOM's written permission with each invoice that bills the Government for additional insurance costs associated with Contractor personnel working onboard a vessel which is underway.

**HQ B-2-0020 TRAVEL COSTS – ALTERNATE I (NAVSEA) (DEC 2005)**

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

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

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

(d) The Contractor shall not be reimbursed for the following daily local travel costs:

(i) travel at U.S. Military Installations where Government transportation is available,

(ii) travel performed for personal convenience/errands, including commuting to and from work, and (iii) travel costs incurred in the replacement of personnel when such replacement is accomplished for the Contractor's or employee's convenience

(End of Text)

#### **H-8 RESERVED (AMENDMENT 0002)**

#### **H-9 APPROVAL AND REIMBURSEMENT OF DEFENSE BASE ACT INSURANCE**

##### **PREMIUMS (CLINs 6020, 6050, 9020, 9050)**

(1) Task orders will contain a not-to-exceed amount for the purchase Defense Base Act Insurance coverage in accordance with FAR 52.228-3, "Worker's Compensation Insurance (Defense Base Act)." The Government will reimburse the Contractor only for the actual price paid for the insurance premiums to provide coverage as required by FAR 52.228-3. "Actual price" paid by the Contractor for such insurance includes tax paid, if any, and reduced by any and all credits and rebates, whether accrued or realized, associated with the insurance coverage provided. "Actual price" for insurance premiums does not include material handling charges, overhead, general and administrative costs, profit, or any other indirect cost that is in any way associated with the Contractor's purchase or provision of such insurance coverage.

(2) To be eligible to receive reimbursement for insurance premiums, the Contractor must obtain at least three quotes for each transaction in excess of \$2,500 to ensure that adequate price competition was sought or the Contractor must provide an acceptable justification as to why it was impracticable to do so. For purchases of insurance premiums that are \$2,500 and below, the Contractor shall provide the aforementioned documentation only when requested by the Contracting Officer.

(3) The Contractor shall maintain documentation of all reimbursable insurance coverage purchases until three years after the contract is completed and shall provide access to and copies of such documentation when requested by the Contracting Officer.

(i) A description of the insurance coverage that meets the requirements of the Defense Base Act (42 U.S.C. 1651, *et seq.*).

(ii) Identification of the proposed insurance provider and price (i.e. insurance premium).

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(iii) Insurance providers contacted and price quotes. Include other pertinent data such as information regarding the selection if other than price-related factors were considered.

(4) The Contracting Officer may reduce the reimbursement by any amount above that which the Contracting Officer finds, in his/her sole discretion, is greater than that which is fair and reasonable for the insurance premiums and coverage giving due consideration to the facts and circumstances prevailing at the time that the Contractor procured the insurance coverage. Disputes as to the amount by which any reimbursement is reduced shall be resolved in accordance with the "Disputes" clause of the contract. It shall be the Contractor's burden to demonstrate that the price it paid for the reimbursable items was fair and reasonable.

(5) When the Contractor expects total funding expended for reimbursable items to reach 85 percent of the total funds available on each of the Defense Base Act Insurance CLINs, the Contractor shall notify the Contracting Officer and the TOM and any other Government official identified by the Contracting Officer. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule. The Contractor shall not exceed or incur costs that exceed the amount of funding stated on the task order with a Defense Base Act Insurance CLIN.

(6) The Government is not obligated to reimburse the Contractor for Defense Base Act Insurance charges in excess of the funded amount stated in the task order with the Defense Base Act Insurance CLIN.

(7) The Contractor is not obligated to continue performance of any reimbursable work under this Contract or otherwise incur costs for insurance premiums in excess of the funded amount stated in the task order with the Defense Base Act Insurance CLIN unless the Contracting Officer notifies the Contractor in writing that the funded amount stated in the task order under the applicable Defense Base Act Insurance CLIN has been increased. In the event notification is made orally, such notification shall be followed up in writing within two working days.

(8) No notice, communication, or representation from any person other than the Contracting Officer shall affect the Government's obligation to reimburse the Contractor.

(9) Change orders shall not be considered an authorization to exceed the funded amount stated in the task order under the Defense Base Act Insurance CLIN unless they contain a statement expressly increasing the funded amount of that Reimbursable CLIN by a sufficient amount to cover the change order.

## **H-10 MONTHLY REPORTS**

On a monthly basis, the contractor shall report expenses that can be invoiced under the contract. The contractor shall use the report format found in Attachment J-13; alternate formats may be proposed and used, with prior approval of the Contracting Officer. These reports shall be submitted to the TOM within 10 days of the end of the reporting period.

## **H-11 RESERVED**

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## **H-12 GOVERNMENT FURNISHED ITEMS**

Government Furnished Equipment (GFE) and Government Furnished Information (GFI) can be found in the Performance Work Statement, Attachment J-1, paragraph 14.

## **H-13 PERSONNEL ACCREDITATION (ITALY)**

(a) This contract presumes the utilization of technical representative personnel to be employed by the contractor. United States authorities and Italian authorities are involved in the accreditation of contractor employees who are intended to fill such contract positions. To expedite accreditation, the contractor agrees to promptly complete in accurate detail and return to the Contracting Officer or Task Order Manager (TOM) information on the contract and contract positions for which technical representative accreditation is requested, and the individual information on each employee designated to fill a technical representative position. Positions accredited as technical representatives will be documented by an individual letter of accreditation.

(b) Contractor shall promptly notify the Contracting Officer or TOM if a technical representative employee once accredited as a technical representative is no longer performing duties requiring accreditation.

(c) The contractor shall require all contractor employees accredited as technical representative personnel to apply for *missione* visas prior to travel to Italy. Contractors may not send personnel that have not received Italian *missione* visas to fill technical representative positions. The Government shall not be responsible for the costs incurred by the contractor who sends personnel without visas or who are otherwise ineligible for entry and presence in Italy.

(d) The Government will sponsor and facilitate accreditations as necessary for contract performance.

## **H-14 INDIVIDUAL LOGISTIC SUPPORT (ILS)**

Individual Logistic Support (ILS), which includes access to tax-free and duty-free shopping at base exchanges and/or commissaries, military postal and banking services, privately owned vehicle registration and eligibility for purchase of tax-free gasoline, tobacco and spirits, dependent schools, and other installation morale, welfare and recreation programs, is authorized for contractor employees commensurate with that provided to Department of Defense civilians and military personnel employed OCONUS in any of the MSC Areas of Responsibility (AOR). The most frequently used OCONUS locations are as listed in the Performance Work Statement, Attachment J-1, paragraph 6, Place of Performance.

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## SECTION I CONTRACT CLAUSES

### I-1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates on or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://farsite.hill.af.mil/>

<http://www.arnet.gov/far/>

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

### CLAUSES INCORPORATED BY REFERENCE

- 52.216-7 Allowable Cost and Payment Dec. 2002
- 52.216-8 Fixed Fee Mar 1997
- 52.219-14 Limitations on Subcontracting NOV 2011
- 52.222-41 Service Contract Act of 1965 NOV 2007
- 52.222-50 Combating Trafficking in Persons FEB 2009
- 52.228-3 Workers' Compensation Insurance (Defense Base Act) APR 1984
- 52.228-7 Insurance - Liability to Third Persons MAR 1996
- 52.232-18 Availability of Funds APR 1984
- 52.244-5 Competition in Subcontracting DEC 1996
- 52.245-1 Government Property (APR 2012) Alternative I APR 2012
- 52.251-1 Government Supply Sources AUG 2010
- 252.225-7043 Antiterrorism/Force Protection for Defense Contractors Outside the United States MAR 2006
- 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports MAR 2008
- 252.234-7002 Earned Value Management System
- 252.237-7023 Continuation of Essential Contractor Services
- 252.246-7000 Material Inspection and Receiving Report MAR 2008

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252.251-7000 Ordering from Government Supply Sources NOV 2004

**I-2 FAR 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 prior to contract expiration.

**I-3 FAR 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 prior to completion of the base period; provided that the Government gives the Contractor a preliminary notice of its intent to extend 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 three years.

**I-4 FAR 52.244-2 SUBCONTRACT (JUN 2007)**

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

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR). “Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract. “Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contractor a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National

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Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:

**Cost type subcontracts, T&M, Labor Hour**

(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or(d) of this clause, including the following information:

- (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor.
- (iv) The proposed subcontract price.
- (v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting -
  - (A) The principal elements of the subcontract price negotiations;
  - (B) The most significant considerations controlling establishment of initial or revised prices;
  - (C) The reason cost or pricing data were or were not required;
  - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;
  - (E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
  - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of

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all trade-off possibilities considered.

(2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (b), (c), or (d) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination -

(1) Of the acceptability of any subcontract terms or conditions;

(2) Of the allowability of any cost under this contract; or

(3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

████████████████████

**I-5**

**FAR 52.222-42 (Statement of Equivalent Rates for Federal Hires) May 1989**

**As prescribed in 22.1006(b), insert the following clause:**

**Statement of Equivalent Rates for Federal Hires (May 1989)**

**In compliance with the Service Contract Act of 1965, as amended, 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.**



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**This Statement is for Information Only:**

**It is not a Wage Determination**

	<b>Labor Category</b>	<b>Wage (per hour)</b>	<b>Fringe</b>
1	Program Manager	\$ [REDACTED]	[REDACTED]
2	Subject Matter Expert	\$ [REDACTED]	[REDACTED]
3	Journeyman IT Analyst	\$ [REDACTED]	[REDACTED]
4	Senior IT Analyst	\$ [REDACTED]	[REDACTED]
5	Junior IT Analyst	\$ [REDACTED]	[REDACTED]
6	IT Service Manager	\$ [REDACTED]	[REDACTED]

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## **SECTION J LIST OF ATTACHMENTS**

- J-1 Performance Work Statement Rev 1
- J-2 MSC N6 Strategic Plan
- J-3 MSC Unclassified Enterprise
- J-4 MSC Classified Enterprise
- J-5 COMSC INST 5239.3B
- J-6 MSC Information Assurance COMSC INST
- J-7 DoD Information Assurance Training, Certification, and Workforce Management
- J-8 MSC Service Delivery Overarching Framework
- J-9 Enterprise Project Management Handbook
- J-10.1 Project Example
- J-10.2 Project Example
- J-10.3 ITSM Change Management Matrix
- J-11 Navy DADMS Policy
- J-12 ITSM Change Management life cycle process
- J-13 Summary Contract Cost Report
- J-14 DD Form 254 - IT Engineering
- J-15 and J-16 Non-Disclosure Agreements
- J-17 Quality Assurance Surveillance Plan (QASP)
- J-18 Annual AEL MASTER 201101 (ship spreadsheet with network types)
- J-19 Annual LAN Drop List MASTER 201101 (list of ship LAN drops)
- J-20 APMI Asset Status 110325 (list of ship unclassified assets)
- J-21 AR1 ACG Deployment Plan 110301 (modified deployment plan)
- J-22 COMNAVCYBERFORINST 5239.1 Information Assurance (IA) Workforce Improvement Program (WIP) Instruction
- J-23 DoN DIACAP Handbook v1.0 (DoD IA certification and accreditation process)
- J-24 MSC N6 User Instruction N6-001-10 (software LCM process for MSC C4S enterprise)
- J-25 MSC Ship List 2012

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J-26 MSC Shipboard Recipients 110331

J-27 Afloat GOSUP Gold List 12-2010 (list of gold disk apps as of 12/2010)

J-28 NDA 110307 (non-disclosure agreement for corporate and employee)

J-29 PPTS V2 Installation Schedule 110311 (To be provided with the appropriate TDL)

J-30 Shipboard Assets 110314 (all shipboard IT/C4S assets)

J-31 FY13 Training Schedule

J-32 Wage Determination