

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7703		2. DELIVERY ORDER NO. FD01		3. EFFECTIVE DATE 2016 Aug 16		4. PURCH REQUEST NO. 1300590348		5. PRIORITY DO-A3		
6. ISSUED BY NSWC, CARDEROCK DIVISION, MARYLAND ██████████ ██████████ ██████████			CODE N00167	7. ADMINISTERED BY DCMA PHILADELPHIA 700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427 PHILADELPHIA PA 19111-0427			CODE S3915A	8. DELIVERY FOB DEST NATION OTHER (See Schedule if other)		
9. CONTRACTOR EHS Technologies Corporation 1221 N. Church Street, Suite 106 Moorestown NJ 08057-1245			CODE IGUU1	FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input checked="" type="checkbox"/> WOMEN-OWNED		
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266			CODE HQ0337	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	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 MODIF ED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
EHS Technologies Corporation ██████████ ██████████										
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 BY: ██████████			25. TOTAL ██████████		26. D FFERENCES	
27a. QUANTITY N COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: 08/16/2016 CONTRACT NG/ORDERING OFFICER										
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		
f. TELEPHONE				g. E-MA L ADDRESS		32. PAID BY		33. AMOUNT VERIF ED CORRECT FOR		
36. I CERT FY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE		34. CHECK NUMBER		35. B LL OF LADING NO.		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFY NG OFFICER		31. PAYMENT PARTIAL		34. CHECK NUMBER		35. B LL OF LADING NO.		
				31. PAYMENT 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

GENERAL INFORMATION

Incremental funding in the amount of [REDACTED] is hereby added to award this task order.

1) The total amount of funds obligated to the task is hereby increased from \$0.00 by [REDACTED]

NOTE: The contractor is not authorized to start performance associated with the funding cited an applicable technical instruction (TI) until the TI is signed by the Contracting Officer, the Contracting Officer's Representative, and the Contractor.

2) Sections B and G are revised to add the following:

CLIN/SLIN	Type of Fund	From (\$)	By (\$)	To (\$)
700001	OH	0	[REDACTED]	[REDACTED]

3) The total amount of funding obligated and available for payment under this task order is [REDACTED]

4) Revise and correct Section G clause entitled "SEA clause 5252.232-9014 Allotment of Funds - Alternate 1 (Jan 2008)" to read as follows:

ITEMS(S)	ALLOTTED TO COST (\$)	ALLOTTED TO FEE (\$)
700001	[REDACTED]	[REDACTED]

5) SUMMARY OF CHANGES to the accounting and Appropriation Data added to Section G as follows:

CLIN/SLIN	PR Number	Amount
700001	130059034800001	[REDACTED]
LLA :		
AA 97X4930 NH1C 251 77777 0 050120 2F 000000 A00003570845		
This funding is in support of Technical Instruction 001.		

BASE Funding [REDACTED]
 Cumulative Funding [REDACTED]

6) The end date of task order performance remains unchanged at 08/04/2021.

7) In accordance with contract clause 52.232-22, the Government is not obligated to reimburse the contractor for any

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 3 of 5	FINAL
----------------------------------	----------------------------	----------------	-------

costs incurred in excess of [REDACTED] unless additional funds are made available and obligated under this order in a subsequent modification.

8) The following subcontractors are approved to provide support under task order N00178-14-D-7003-FD01:

Delphinus Engineering

Cosmic Software Technology, Inc.

9) 10 U.S.C.2410a- Contracts for periods crossing fiscal years: severable contracts; leases of real or personal property is hereby cited.

10) All other terms and conditions of this task order remain unchanged.

AMENDMENT 4 INFORMATION:

1. Final Proposal Revisions are requested to be received no later than May 20 2017 at 4:00pm Eastern Standard Time.

2. Additionally, Amendment 3 was erroneously addressed to all Zone 2 Seaport-e prime contractors; however, only offerors who initially proposed by the original 08 September 2015 2:00pm Eastern Standard Time closing date and time and were found to be in the competitive range are eligible to submit final proposal revisions. Proposal submissions from offerors other than those mentioned above will not be considered for award.

AMENDMENT 3 INFORMATION FOLLOWS:

1. Final Proposal Revisions are requested to be received no later than May 17 2017 at 4:00pm Eastern Standard Time.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 4 of 5	FINAL
----------------------------------	----------------------------	----------------	-------

2. The qualifications for the Project Manager/Senior Certification/Accreditation Analyst and Intermediate Certification/Accreditation Analyst labor categories have changed as follows:

“The Fully Qualified Validator Certificate” for the Project Manager/Senior Certification/Accreditation Analyst position and the “Intermediate Level Navy Validator Certificate” for the Intermediate Certification/Accreditation Analyst position have been changed to minimum requirements from target requirements.

Section C has been updated accordingly. Please ensure your final proposal revision meets these minimum requirements, as well as all other technical requirements.

AMENDMENT 2 INFORMATION FOLLOWS:

1. The solicitation closing date will be extended by 5 days and will now close on 08 September 2015 at 2:00pm Eastern Standard Time.

END OF AMENDMENT 2 INFORMATION.

AMENDMENT 1 INFORMATION FOLLOWS:

1. The Contract Administrator Category in Section C was added in error and has been removed. There is only one (1) Administrator Labor Category, which is listed in the Level of Effort.

2. The Period of Performance (POP) is a base year plus four (4) option years. M-001 Evaluation Factors for Award (DEC 2013) has been updated to reflect the correct POP.

3. FAR 52.222-43 does not apply and the clause has been removed from this solicitation.

4. Section C Paragraph 3.3 has been updated to remove any references to an enclosure, and Paragraph 6.3.1 has been updated to read "May not work more than 40 hours a week unless the Labor Category is approved for OT in the Level of Effort".

5. Resumes and Letters of Intent/Commitment Letter do not count against the Technical volume page count.

6. The DD254, the Contract Data Requirements List (CDRL's), and an example of an Incurred Cost Report has been added to the solicitation attachments.

7. The Q&A period ended on 31 July 2015. Questions submitted past this date will not be answered.

8. The solicitation closing date will be extended by 10 days and will now close on 03 September 2015 at 2:00pm Eastern Standard Time.

9. ODC NTE AMOUNTS FOR THIS SOLICITATION ARE AS FOLLOWS:

9000 ODC (Cost Only)

64,909.26

Firm/Base	[REDACTED]	ODC in support of CLIN 7000
9100 ODC (Cost Only)		
Option	[REDACTED]	ODC in support of CLIN 7100
9200 ODC (Cost Only)		
Option	[REDACTED]	ODC in support of CLIN 7200
9300 ODC (Cost Only)		
Option	[REDACTED]	ODC in support of CLIN 7300
9400 ODC (Cost Only)		
Option	[REDACTED]	ODC in support of CLIN 7400

END OF AMENDMENT 1 INFORMATION.

1. The task order resulting from this solicitation will be awarded on a Cost-Plus-Fixed-Fee Level of Effort basis.

2. The Period of Performance is as follows:

Base Period - from date of award through 365 days thereafter.

Option Year 1 - from 366 through 730 days after award.

Option Year 2 - from 731 through 1095 days after award.

Option Year 3 - from 1096 through 1460 days after award.

Option Year 4 - from 1461 through 1825 days after award.

3. This task order is being solicited as a 100% total small business set-aside. It is reserved for small business contractors that have the National Capital Region (Zone 2) identified in Section B of their MAC contract. Proposals from contractor that do not meet this criteria will not be considered.

4. Offerors and each of their proposed subcontractors are required to provide, within their technical proposal, their cognizant DCAA Branch Office point of contact to include: name, phone number, and email address. The offeror is also required to provide an explanation if known discrepancies exist between their proposed costs and DCAA recommendations. Offerors and their proposed subcontractors should also include data in their proposal which substantiates their proposed indirect rates such as: DCAA Forward Pricing Agreements, results of recent DCAA/DCMA audits, and records of historical indirects in recent years.

5. Offerors may submit questions, within the SeaPort-e portal, in response to this solicitation within 10 days of solicitation issuance. After this 10 day period for questions has passed, no other questions will be considered due to the time constraints placed on this procurement.

6. The SeaPort-e incumbent contractor currently performing the tasks required by this solicitation is Basic and Commerce Industries, Inc. under task order N00178-04-D-4019-EHP2.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 1 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	Engineering and Technical Services. Base Year - from date of award through 365 days thereafter. (Fund Type - TBD)	1.0	LO			
700001	R425	Funding in support of CLIN 7000 (Fund Type - OTHER)					
7100	R425	Engineering and Technical Services. Option Year 1 - from 366 through 730 days after award. (Fund Type - TBD) Option	1.0	LO			
7200	R425	Engineering and Technical Services. Option Year 2 - from 731 through 1095 days after award. (Fund Type - TBD) Option	1.0	LO			
7300	R425	Engineering and Technical Services. Option Year 3 - from 1096 through 1460 days after award. (Fund Type - TBD) Option	1.0	LO			
7400	R425	Engineering and Technical Services. Option Year 4 - from 1466 through 1825 days after award. (Fund Type - TBD) Option	0.0	LO			

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	ODC in support of CLIN 7000 (Fund Type - TBD)	1.0	LO	
9100	R425	ODC in support of CLIN 7100 (Fund Type - TBD) Option	1.0	LO	
9200	R425	ODC in support of CLIN 7200 (Fund Type - TBD) Option	1.0	LO	
9300	R425	ODC in support of CLIN 7300 (Fund Type - TBD) Option	1.0	LO	
9400	R425	ODC in support of CLIN 7400 (Fund Type - TBD) Option	1.0	LO	

This is a competitive procurement. If only one offer is received in response to this solicitation, the Government reserves the right to re-solicit this procurement in order to enhance competition.

Please Note:

1. If fee is included in the pass through rate for subcontractor labor costs, the prime contractor must identify what percentage of the pass through costs is considered fee in their cost proposal. The maximum labor pass through rate (which includes and prime contractor fee applied o subcontractor labor costs) shall not exceed

2. Any Subcontractors' proposed fee cannot be higher than the fee proposed by the Prime Contractor.

LEVEL OF EFFORT

The level of effort for the performance of this task order is anticipated to be 124,440 man hours of direct labor. The estimated composition of this direct labor can be found in the chart below:

Labor Category	Base	Opt 1	Opt2	Opt 3	Opt 4
*Policy Executive/Strategic Planner	1,920	1,920	1,920	1,920	1,920
*Project Manager/Senior Certification/Accreditation Analyst	1,920	1,920	1,920	1,920	1,920
*Intermediate Certification/Accreditation Analyst Qualified Navy Validator	3,840	3,840	3,840	3,840	3,840
*Intermediate Certification/Accreditation Analyst Qualified Navy Validator OT	600	600	600	600	600
*Network Security Analyst	1,920	1,920	1,920	1,920	1,920
*Network Security Analyst OT	300	300	300	300	300
Junior Certification/Accreditation Analyst Qualified Navy Validator	3,840	3,840	3,840	3,840	3,840
Junior Certification/Accreditation Analyst Qualified Navy Validator OT	300	300	300	300	300
Program Analyst	3,840	3,840	3,840	3,840	3,840
Program Analyst OT	600	600	600	600	600
Business Analyst	1,920	1,920	1,920	1,920	1,920
Computer Systems Analyst	1,920	1,920	1,920	1,920	1,920
Administrator	1,920	1,920	1,920	1,920	1,920
Program Manager	48	48	48	48	48

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 3 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

	24,888	24,888	24,888	24,888	24,888
TOTAL CONTRACT HOURS	124,440				

*Denotes Key Personnel

PLEASE NOTE: Offerors proposal submission shall include a completed "Direct Labor Substantiation Table" with attached supporting documentation as applicable. A sample table is included as an attachment to this solicitation.

Offerors must propose on the labor categories and labor hour estimates provided in the above level of effort table. Offerors who propose other than what is specified in this solicitation may be considered non-responsive.

HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT – ALTERNATE 1)
(NAVSEA) (MAY 2010)

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

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable, and shall be paid at the hourly rate(s) specified above per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

(End of Text)

HQ B-2-0004 - EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (DEC 1995)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$500 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

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

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 4 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

could exceed the amount to be recovered.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 5 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

CYBER SECURITY/INFORMATION ASSURANCE SUPPORT SERVICES

1. INTRODUCTION

The purpose of this Task Order is to provide support for Cyber Security/Information Assurance (IA) activities. This statement of work addresses the engineering and design services, testing, monitoring, troubleshooting, consultation, along with the analysis to ensure security controls are implemented, integration of new technology with IT security standards, technical writing, governance, and policy development/ management required to develop and evaluate Information Assurance Certification & Accreditation (C&A) for servers and systems, and validation for systems at the Naval Surface Warfare Center (NSWC), West Bethesda, MD and detachment to conduct and implement the Division Information Assurance Program.

2. SCOPE OF WORK

This Statement of Work is for DoD Information Assurance Certification & Accreditation Process (DIACAP) validation for no more than 60 C&A packages at Naval Surface Warfare Center, West Bethesda, MD and detachments. Optional quantities of C&A packages may be added upon completion of the first 60 packages, if required. The effort includes IA policy, reviewing C&A artifacts, C&A validation, implementation of security postures, subject matter expertise in IA life cycle management, and coordination, implementation and sustainment of C&A.

The details provided below are presented to give the contractor an overview of the requirements associated with providing required support.

The validation of the C&A packages fall into two categories: medium size (complexity) and large size (complexity). Medium size (complexity) packages are typically comprised of one operating system. Large size (complexity) packages are typically comprised of two or more operating systems and contain a mix of workstations and servers.

The estimated number of C&A packages for validation and complexity are:

Medium C&A Packages = 50

Large C&A Packages = 10

Total C&A Packages = 60

2.1 Applicable Documents

Current acquisition regulations, business practices, and DIACAP document requirements contained in relevant DoD/DoN instructions apply. The following documents form a part of this SOW to the extent specified, herein.

In addition, to DIACAP C&A requirements, the DoD Instruction 8510.01, Subj: Risk Management Framework (RMF) for DoD Information Technology (IT) dated 12 March 2014 takes effect per NAVSEA guidance.

- Certification and Accreditation (C&A) Requirements for DoD-wide Managed Enterprise Services Procurements, DoD Chief Information Officer memorandum dated Jun 22, 2006

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 6 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

- DON CIO Memo 01-09, Information Assurance Policy for Platform Information Technology dated 30 Jan 2009
- NAVSEAINST 9400.2, Implementation of Naval Sea Systems Command (NAVSEA) Afloat Information Assurance (IA) Governance and Guidance dated 18 Aug 10
- DoDD 8500.01x, Information Assurance
- DoDI 8500.2x, Information Assurance Implementation
- DODI 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP) dated 28 Nov 2007
- DODD 8570.01, Information Assurance Training, Certification, and Workforce Management
- DoD 8570.01-M, Information Assurance Workforce Improvement Program
- NIST 800-37, Guide for the Security Certification and Accreditation of Federal Information Systems, May 2004
- Navy Certification Agent Qualification Standards and Registration Guidebook, v.
- OPNAV 5239.3B, DON IA Policy dated 17 June 2009
- NAVSEA 5239.2A, NAVSEA IA Program dated 15 Dec 2008
- DoD Instruction 8510.01, Subj: Risk Management Framework (RMF) for DoD Information Technology (IT) dated 12 March 2014

3. REQUIREMENTS

3.1. Government Contractor Common Access Card (CAC)

The contractor shall obtain a Government Contractor Common Access Card (CAC) as it serves as the primary method of identification for the contractor, as well as the basis for Public Key Infrastructure (PKI) access to Navy/Marine Corps Internet (NMCI). The COR or designated representative will provide the appropriate documentation to obtain the required access cards.

3.2. Security

Due to the possible sensitive work and clearance requirements for areas in which work may be performed, some contractor personnel will be required to have a SECRET security clearance or an interim clearance. Additionally, the contractor will need facilities cleared for processing and storing material up to the level of Secret NOFORN. The Contractor shall comply with the attached DD Form 254, Contract Security Classification Specification, and any documents such as Classification Guides attached thereto or referenced therein.

The contractor shall supply all necessary qualified personnel, technical services, materials, and necessary travel in support of the requirements.

The contractor shall perform work in support of this contract at Naval Surface Warfare Center, West Bethesda, MD and detachment with travel as required. Possible travel locations include Philadelphia, PA.

The contractor shall provide sufficient management and technical support staff to develop

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 7 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

required plans and implement and execute project/task activities. The contractor must obtain Common Access Cards (CACs) for all employees.

The contractor shall generally be provided Government furnished equipment and computers to perform required tasks.

3.3 Cybersecurity/IAWF Program

In accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program, and SECNAV 5239.2, DON IAWF Management Manual to support the Cybersecurity/IAWF Program, contractors performing IA functions must be designated as a member of the Cybersecurity\IA Workforce and meet qualification requirements for their duties, which may include both an IA baseline certification and operating system (OS)/Computing Environment (CE) certification requirement per below instructions:

- (1) Contractors performing Cybersecurity/IA functions must meet the minimum IA baseline certification prior to being engaged.
- (2) Contractor personnel agree as a "condition of employment" to obtain (and maintain) the appropriate certifications and continuing profession education requirements for their Cybersecurity/IAWF position.
- (3) Contractor personnel accessing information systems shall meet applicable training and certification requirements set forth in DoD 8570.01M and SECNAV M-5239.2. The contractor is responsible to ensure that personnel possess and maintain the proper and current Information Assurance (IA) certifications in accordance with DoD 8570.01M and the Computing Environment/Operating System (CE/OS) certifications.
- (4) Upon hire, all contractor personnel assigned to the IAM/IAT Level I-III position (as appropriate) shall sign the Information System Privileged Access Agreement and Acknowledgement of Responsibilities statement.

3.4 Cybersecurity/IA Workforce

The Contractor shall ensure that personnel have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including—

- (1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and
- (2) Appropriate operating system certification for information assurance technical (IAT) positions as required by DoD 8570.01-M.
- (3) The Contractor shall provide the current information assurance certificates/documentation supporting IA certification and current status of personnel performing Cybersecurity/IA duties as defined in the Information Assurance Workforce – Contractor Training Requirements Matrix, Baseline and Operating System (OS) Certification requirements listed on must be met and are a condition of hire.
- (4) The contractor shall ensure that cybersecurity/IA contractor personnel are appropriately certified and maintain current Continuing Professional Education (CPE) requirements as a condition of employment.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 8 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

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

3.5 Information Assurance Contractor Training and Certification.

(a) This contract includes information assurance functional services for DoD information systems, and requires contractor personnel to access a DoD information system to perform contract duties, the contractor is responsible for providing to the contracting officer-

(1) A list of information assurance functional responsibilities for DoD information systems by category (e.g., technical or management) and level (e.g., computing environment, network environment, or enclave); and

(2) The information assurance training, certification, certification maintenance, and continuing education or sustainment training required for the information assurance functional responsibilities.

(b) After contract award, the contractor is responsible for ensuring that the certifications and certification status of all contractor personnel performing information assurance functions as described in DoD 8570.01-M, Information Assurance Workforce Improvement Program, are in compliance with the manual and are identified, documented, and tracked.

(c) The responsibilities specified apply to all DoD information assurance duties supported by a contractor, whether performed full-time or part-time as additional or embedded duties, and when using a DoD contract, or a contract or agreement administered by another agency (e.g., under an interagency agreement).

-Baseline Certification – The baseline certification is a security certification and is required for all IA members (all IAT and IAM levels) of the Cybersecurity Workforce/IA Workforce. Contractors must have a baseline certification prior to performing any IA duties and is a condition of hire.

-Computing Environment (CE) Certification – All IAT levels require Computing Environment certification for the appropriate operating system they support and in which access is granted. These certifications are typically vendor specific and depend on the supported hardware or operating system. (i.e., Microsoft computing environment requires MCITP-SA and Linux computing environment requires LINUX+).

-Continuing Professional Education (CPE) Requirements – As technology continuously advances, nearly all certifications expire or have continuing professional education (CPE) requirements. Both the baseline certifications and computing environment certifications may require continuous education. The vendor requirements state whether the certifications require continuous education. CPE requirements are not a direct contractor cost to the Government. The contractor is responsible for meeting the qualification requirements for all positions on the contract in the Cybersecurity/IAWF matrix and should not invoice the Government for training, certification tests, or continuing profession education requirements.

4. TASKS

The contractor shall supply all necessary qualified personnel, technical services, materials, and necessary travel in support of the requirements. The contractor shall perform work in support of this contract at Naval Surface Warfare Center, West Bethesda, MD and detachment with travel as required. The contractor shall provide sufficient management and technical support staff to

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 9 of 32	FINAL
----------------------------------	----------------------------	-----------------	-------

develop required plans and implement and execute project/task activities. The contractor must obtain Common Access Cards (CACs) for all employees. The contractor shall generally be provided Government furnished equipment and computers to perform required tasks.

4.1 Firewall Systems Operation and Engineering Support

The contractor shall provide the necessary labor and material to provide operation, computer, network, and software engineering support services for the Division firewall architecture residing at West Bethesda, MD. Systems may include the following: inner and outer security screening routers, bastion hosts, DNS, DHCP, proxy servers, VPN devices, automated scanning hosts, intrusion detection systems, web traffic monitors, and forensic tools. Installation, operation, and management support is required for all devices and systems to ensure daily 24 hour operations. Approximately 1500 users are supported by this architecture. Engineering services will include: review and analysis of application requirements, engineering planning and design assistance, equipment and component recommendations, perform analysis to ensure security controls are implemented, integrate new technology with IT security standards, installation and testing support to include verification and validation, information assurance architecture design, and implementation of hardware and software IA requirements such as configuration, PKI in complex RDT&E laboratory systems and environments.

4.2 DIACAP/C&A Validation

The contractor shall provide the necessary labor for IA support for an estimated 60 C&A packages, applications and systems at West Bethesda, MD and detachments. IA support consists of validation of C&A packages and artifacts; implementation of security postures and Subject Matter Expertise in IA life cycle management; coordination and validation. The intended result is obtaining Authorization to Operate (ATO). C&A is required for connection to DoD, and other Federal systems, networks, and applications. DIACAP is a process, not a technology that includes numerous supporting technologies. IA personnel shall adhere to DoDD 8570.01 and the Navy Certification Agent Qualification Standards and Registration Guidebook in performing these tasks.

In addition, to DIACAP C&A requirements, the DoD Instruction 8510.01, Subj: Risk Management Framework (RMF) for DoD Information Technology (IT) dated 12 March 2014 takes effect per NAVSEA guidance.

This Task Area includes C&A Validation which comprises activities required for the contractor to perform C&A Validation including their associated validation test procedures; associated validation artifact; validation plan and procedures; compliance status; validation tests; validation results/report and supporting documentation.

4.3 System/Server Administration

The contractor shall provide advanced technical installation, configuration, and integration, file backups, security patches, perform analysis to ensure security controls are implemented, integrate new technology with IT security standards, troubleshooting and problem resolution for servers associated with laboratories on the RDT&E network. Expertise is required in a number of operation systems, to include multiple variants of Unix/Linux, OS X, and Microsoft Windows server and workstation operating systems and Active Directory.

4.4 Technical Writing

The contractor shall write high level policies or strategies for Information Assurance and

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 10 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

develops technical documents that include configuration management, milestone and issue tracking, web site content management and program review scheduling. The contractor shall write technical documentation such as user manuals, reports, documentation, presentations, proposals, outlines, and summaries.

4.5 Policy and Portfolio Management/RDT&E Governance

The contractor shall provide consultation, guidance and policy for systems, software, and hardware acquisition and operation that meet Navy, DoD and federal requirements and policies. Requirements include but are not limited to Clinger-Cohen Act, FISMA, Section 508, and FIPS.

4.6 Software Requirements Support

The contractor shall provide workflow support by providing web page and database design to meet information assurance program requirements and improve security of existing applications. The support includes software requirements documentation, project planning, resource requirements and scheduling, configuration management, and software reengineering consultation to the Division to facilitate application consolidation, migration, and retirement.

4.7 IA/NAVIDAS Program Support

The contractor shall provide support for Information Assurance Program activities in the form of milestone and issues tracking, document scanning, web site content management, program review session scheduling, and status and metric submittal, prepare presentations and final deliverable reports, manage software library and destruction of documents, as required. The contractor shall write documentation such as user manuals, POAMs, reports, documentation, presentations, proposals, outlines, and summaries. Also, the contractor shall provide Navy Information Dominance Approval System (NAVIDAS) IT Support including reviewing and approving NAVIDAS purchase requests against DoN Policy and requirements; update NAVIDAS checklists and guidebook to assist users in creating IT purchase requests.

4.8 Administrative Support

The contractor shall provide onsite administrative services and support assistance, to include word processing, copy and file letters, reports, memos, and other similar types of Microsoft Office documents, manage office supplies, facilitation of media destruction; requisition and shipping/receiving of Government material; entering time and attendance information for Government and contractor personnel into specified data systems and coordination/planning for meetings and conferences.

4.9 Media Transfer Agent

The contractor shall ensure that personnel transferring classified data to removable media have the proper training and approval to perform Media Transfer Agent functions in accordance with CARDEROCKDIVINST 5510.12. The contractor shall ensure that personnel designated as Media Transfer Agent have appropriate security clearance in accordance with the DD Form 254.

5. PROGRESS REPORTS/DELIVERABLES

5.1. The contractor shall provide the Burn Rate Analysis Report which is a summary report that captures the rate at which funds are expended. The reports shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA) beginning 30 days after award and then every 30 days thereafter. A template of this report will be provided as Attachment 3 to RFP.

5.2. The contractor shall provide the Incurred Cost Report which is a report that captures a summary of all costs incurred to date. This report shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA) beginning 30 days after award and then every 30 days thereafter. A template of this report will be provided as Attachment 4 to RFP.

5.3. The contractor shall provide a monthly status report on the 10th working day of each month that provides the technical and financial status of the task order. This report shall briefly describe the work performed during each reporting period, any significant results or problems encountered or anticipated, and a brief outline of work planned for the ensuing reporting period.

5.4. The contractor shall provide trip reports documenting the pre-installation checks, equipment removal and installation checks, and post installation testing as required.

5.5. Table for C&A Package Deliverables Schedule

Table for C&A Package Deliverables Schedule

<u>Task</u>	<u>Deliverable</u>	<u>Anticipated Deliverables</u>	<u>Deliverable Date to NAVSEA</u>
Validate C&A 25 Medium Packages / Documentation, at a minimum	Validated C&A Packages (25 Medium C&A Packages) at a minimum. Validator has 30 business days from date of C&A package to validate and send to IAM	25 or more Medium packages validated within 12 months of contract award	Within 5 days from receipt of government comment
Validate C&A 5 Large Packages / Documentation at a minimum	Validated C&A Packages (5 Large C&A Packages) at a minimum. Validator has 30 business days from date of C&A package to validate and send to IAM	5 or more Large packages validated Within 12 months of contract award	Within 5 days from receipt of government comment
Validate C&A 25 Medium Packages / Documentation at a minimum	Validated C&A Packages (25 Medium C&A Packages) at a minimum. Validator has 30 business days from date of C&A package to validate and send to IAM	25 or more Medium packages validated Within 12 months of option exercise	Within 5 days from receipt of government comment
Validate C&A 5 Large Packages / Documentation at a minimum	Validated C&A Packages (5 Large C&A Packages) at a minimum. Validator has 30 business days from date of C&A package to validate and send to IAM	5 or more Large packages validated Within 12 months of option exercise	Within 5 days from receipt of government comment

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 12 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

All 60 C&A Packages completed and submitted to NAVSEA	All 60 completed, validated and submitted to NAVSEA	By end of option year 2	None
---	---	-------------------------	------

Time of delivery: Monthly.

The Contractor shall provide sufficient program management to ensure that these tasks are performed efficiently, accurately, on time, and in compliance with the requirements of this document. The Contractor shall ensure that a monthly performance and progress/status report is submitted to the COR outlining the expenditures, billings, progress, status, and any problems/ issues encountered in the performance of these tasks. In addition, the contractor shall provide a monthly financial status report. Invoices shall be submitted monthly for recurring services performed during the preceding month.

5.6 The contractor shall provide other reports as required.

6. PLACES OF PERFORMANCE/TRAVEL REQUIREMENTS

6.1. Place of Performance

6.1.1. Services may be provided off-site, on-site or a combination of both depending upon program requirements. The majority of the work is anticipated to be accomplished on-site at West Bethesda, MD or at the contractor's site. However, travel may be required periodically to Philadelphia, PA.

6.1.2. As required by the Government, space for contractors may be made available in Government offices and contractors may be supplied a Government furnished computer resource.

6.1.3. Contractor personnel may be required to attend meetings to meet order requirements. Contractor personnel shall wear Government provided contractor badges in Government spaces during the performance of this order. Some work will require visits to industrial areas and onboard ships for ship checks, validations, site surveys and technical assessments.

6.2. Travel Requirements

6.2.1. Travel may be required during task order performance. All travel costs incurred will be executed in accordance with Federal Travel Regulations (FTR). This directive can be accessed at <http://www.gsa.gov/portal/ext/public/site/FTR/file/FTRTOC.html/category/21865/hostUri/portal>. Upon returned from travel, the contractor shall prepare a Travel/Trip Report providing the accomplishments of the travel.

6.2.2. There may be other travel requirements that may include additional overseas travel to meet requirements. This travel would be directed by Technical Instructions. Arrangements for and costs of all travel, transportation, meals, lodging, and incidentals are the responsibility of the Contractor. Travel costs shall be incurred and billed in accordance with FAR Part 31. All travel and transportation shall utilize commercial sources and carriers provided the method used for the appropriate geographical area results in reasonable charges to the Government. The Government will not pay for business class or first-class travel. Lodging and meals shall be reimbursed in accordance with the standard per diem rates in the DOD Joint Travel Regulation.

6.3.1 Work Hours for contractor personnel:

- Contractor personnel must sign-in and sign-out each day on Government provided timesheet.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 13 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

- Workdays are Monday to Friday.
- Start time is no earlier than 0600 and no later than 0930.
- End time is no later than 1800.
- Workday ends 8.5 hours after start time with a .5 hour for lunch.
- May not work more than 40 hours a week unless the Labor Category is approved for OT in the Level of Effort.
- Travel must be approved in advance by the COR and PM.
- Contractor personnel shall observe only Government holidays. During snow or other emergencies, contractor personnel shall adhere to the policy of the site of performance. Personnel may be directed to report to an alternate work site.

Arrangements for and costs of all travel, transportation, meals, lodging, and incidentals are the responsibility of the Contractor. Travel costs shall be incurred and billed in accordance with FAR Part 31. All travel and transportation shall utilize commercial sources and carriers provided the method used for the appropriate geographical area results in reasonable charges to the Government. The Government will not pay for business class or first-class travel. Lodging and meals shall be reimbursed in accordance with the standard per diem rates in the DOD Joint Travel Regulation.

7. MATERIALS

Materials required for the tasking will be identified under technical instructions and shall be incidental to the services provided.

8. GOVERNMENT FURNISHED INFORMATION

The Government shall make available to the contractor as Government Furnished Material (GFM) certain informational material that will be required for the successful completion of the task order. The contractor shall have use of the GFM for the duration of this effort. In addition to GFM, request for data and information shall be made directly to the COR on an as-required basis for the duration of the task order. All technical information/equipment required in performance of these tasks will be provided from the Government as GFI. All items provided as GFI will be marked as such and will have the name and phone number of provider on each document or item as a reference for the developer. When GFI or GFM is required for a task, the applicable Technical Instruction will list in detail which GFI and/or GFM is to be provided.

9. PERIOD OF PERFORMANCE

The period of performance for the resultant task order shall be one (1) one-year base with four (4) one-year options.

10. PERSONNEL QUALIFICATIONS

Key Personnel Labor Categories and the Government's target education and experience:

The following represents the Government's target education and technical experience for the required Key Personnel labor categories. The target specialized experience included as part of the

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 14 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

desired qualifications should have been obtained in the fields of endeavor indicated by the applicable labor categories listed below, and may have been gained concurrently unless otherwise specified.

The contractor shall be responsible for employing technically qualified personnel to perform the tasks to be ordered hereunder and where requested provide resumes and similar work experience to document employee competencies. The contractor shall maintain the personnel, organization and administrative control necessary to ensure that the work delivered meets the task order specification requirements. In the event an individual proposed for performance under the resultant contract is not currently employed by the offeror, the offeror shall include with the listing, a letter of intent signed by that individual which states the individual's intent to accept employment with that offeror within thirty (30) days of contract award if the contract is awarded to the offeror.

a. The work history of each employee should contain same or similar experience directly related to the task and functions of the SOW which he/she intends to perform under this task order. For Non-Key Personnel, qualification minimums are specified below. The Government reserves the right, during the term of this task order, to request work histories on any contractor employee for purposes of verifying compliance with this requirement.

b. If the contracting officer questions the qualifications or competence of any person performing under the task order, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the contractor.

c. Cybersecurity/IAWF Certification requirements must be met and maintained over the course of this contract. Cybersecurity/IAWF Certifications, CE and CPE requirements must be kept current in accordance with Navy and DoD policies.

A resume shall be provided for each full time employee in a key labor category. If there are multiple full time employee's for a key category, a resume must be submitted for each employee.

KEY PERSONNEL

Policy Executive/Strategic Planner: (1 Resume) This position is an IAM Level II.

Target Education Qualification: Bachelor's degree in Business related field .

Target Work Experience: The candidate should have four years of experience writing policies, technical documents, strategic plans, designs, and Information Assurance (IA) operations and procedures. The candidate must possess strong organizational, communications, and presentation skills.

Project Manager/Senior Certification/Accreditation Analyst

Fully Qualified Navy Validator: (1 Resume) This position is an IAM Level II.

Target Education Qualification: The candidate should possess a Bachelor's degree in a Computer Science field

Minimum Qualification: "Fully Qualified Validator Certificate" from the Navy Certification Authority (CA).

Target Work Experience: The candidate should have 10 years of experience in Information Technology (IT) project management. The candidate should have extensive knowledge and experience with RDT&E and Business IT systems and the phases of the

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 15 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

Certification/Accreditation process. Should have 5 years of practical experience in an IA or C/A related field, and meet the provisions of CNSS no. 4016 (Risk Analyst), Intermediate Level, but not required to hold the career field certificate. Broad based experience in all C&A subject areas, as well as familiarity and understanding of Navy IT sites, systems and infrastructure, and experience with applying Navy C&A guidance to Navy C&A efforts. 5 years experience working with Navy C&A efforts as a Navy Validator. The candidate must have the ability to develop and maintain System Security Plans (SSP), Contingency Plans, Privacy Impact Assessments, Certification Reports, Accreditation Reports, Plan of Action & Milestones (POA&M), and other C&A documentation.

Intermediate Certification/Accreditation Analyst Qualified

Intermediate Level Navy Validator: (2 Resumes) This position is an IAM Level I.

Target Education Qualification: The candidate should possess an Associates degree in a Computer Science field.

Minimum Qualification: “Intermediate Level Navy Validator Certificate” from the Navy Certification Authority (CA). The candidate should have completed a Navy Certifier course (or equivalent).

Target Work Experience: The candidate should have experience in collecting, organizing, summarizing, and reporting on various IT data sets. Should have familiarity and understanding of all subject areas in Cybersecurity & Information Assurance. Broad based familiarity and understanding of Navy RDT&E and business systems and infrastructure. Should have 2 years experience working with Navy C&A efforts and guidance. Demonstrates experience in MS Office products, Visio, and scanning software/hardware. Knowledge of and experience with evaluating hardware/software functional requirements. Demonstrates ability to develop documentation, prepare final deliverable reports, and destruction of documents. The Intermediate Level Navy Validator works under the supervision of a Fully Qualified Navy Validator. The Intermediate Level Navy Validator has an excellent understanding of the C&A process, but needs additional experience or certifications to meet the Fully Qualified Level.

Network Security Analyst: (1 Resume) This position is an IAT Level II.

Target Education Qualification: The candidate should possess an Associate’s degree in Electrical Engineering, Computer Science, or Communications Management.

Target Work Experience: The candidate should have 5 years combined experience in network infrastructure management and support, and TCP/IP and Ethernet networking. Should have experience with various hardware/software products and operating systems.

NON-KEY PERSONNEL

The following represents the Government’s Minimum Education/Work Experience and technical experience for the non-key personnel required to support this statement of work. The offeror shall certify that all employees proposed for the non-key personnel labor categories meet or exceed the minimum education and technical requirements specified for each non-key category. Resumes are not required for the non-key personnel categories listed below:

Junior Certification/Accreditation Analyst Qualified: This position is an IAM Level I.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 16 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

Minimum Education Qualification: Associates degree, plus an “Intermediate Level Navy Validator Certificate” from the Navy Certification Authority (CA).

Minimum Work Experience: Demonstrates ability to perform DoD Certification and Accreditation (C&A) activities in accordance with the RMF, DIACAP, and Platform IT (PIT) processes. Experience developing, modifying, and reviewing C&A documentation. Experience analyzing the Cybersecurity architecture of IT systems for compliance with DoD policies.

Experience developing and executing security test plans, using security tools such as ACAS, SCAP, and execution of STIGs. Experience assessing the Cybersecurity risk of IT systems documenting them in formal risk assessments and supporting artifacts associated with the C&A process. Obtain and maintain SIPR token access in support of high-side eMASS, maintain accounts on regular eMASS, DADMS and all other required DoD training certificates as required. Experience reviewing documents for integrity and completeness regarding testing and risk analysis as a Qualified Navy Validator and preparing reports.

Program Analyst:

Minimum Education Qualification: Associates degree in Computer Science

Minimum Work Experience: Demonstrates the ability to collect, organize, summarize, and report on various data sets and produce metrics and reports, create presentations, proposals, outlines, and program summaries. Should have experience in creating documents and reports using MS Office products such as: MS Word, Excel and Project. Experience with collecting, organizing, and tracking actions and milestones, as well as the ability to update and manage the SharePoint data and website.

Business Analyst:

Minimum Education Qualification: Bachelor’s degree in Business related field.

Minimum Work Experience: Demonstrates the ability to collect, organize, summarize and report on various data sets and produce metrics and reports. Experience in hardware/software procurements, ability to provide consultation, guidance and DON policy for systems, software, and hardware acquisition that meet Navy, DoD, and federal requirements/ policies. Experience in creating metrics, presentations, reports, outlines and summaries using MS Office products such as: MS Word and Excel, and the ability to collect, organize and track actions is MS Project. Should have knowledge and understanding of Navy Information Dominance Approval System (NAVIDAS) IT; as well as knowledge in reviewing and approving NAVIDAS purchase requests against DoN policy and requirements, and updating NAVIDAS checklists/guidebook to assist users in creating IT purchase requests.

Computer Systems Analyst (Assistant): This position is an IAM Level II.

Minimum Education Qualification: Associates degree in computer science field.

Minimum Work Experience: Demonstrates work experience collecting, organizing, summarizing and reporting on various data sets. Demonstrates experience in hardware/software procurements, and experience in MS Office products and scanning software/hardware.

Demonstrates experience with evaluating hardware/software functional requirements; and experience with developing documentation, preparing final deliverable reports, and the methods for destruction of documents.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 17 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

Administrator:

Minimum Education Qualification: Associates degree.

Minimum Work Experience: Demonstrates 3 years work experience in processing background investigation documentation and experience in understanding of criminal background investigation procedures. .

Program Manager:

Minimum Education Qualification: Bachelor's degree in Engineering or Computer Science.

Minimum Work Experience: Demonstrates 5 years of work experience in a management capacity with responsibilities for major project or program level management of contractors/ subordinates; 5 years of experience in management of software development contracts, determining resource requirements and costs, preparing schedules, preparing budgets, monitoring progress of task and preparing progress (status) reports, and communicating with all levels of management; and 5 years of experience in managing software development efforts.

11. PERIOD OF PERFORMANCE

See Section F

12. NAVY CYBERSECURITY/ INFORMATION ASSURANCE (IA) WORK FORCE REQUIREMENTS

The Contractor shall ensure all required IA training to maintain expertise, commercial certification, or continuous learning is completed on time, and it is the sole responsibility of the contractor and or the contractor employee to fund this training.

The Contractor shall ensure that employees keep all required certifications and CPEs current to meet Navy Cybersecurity/Information Assurance (IA) Workforce requirements. The definitions of the categories in the Cybersecurity/IA Workforce and the acceptable certifications for each category can be found at the following website:

<http://www.dtic.mil/whs/directives/corres/pdf/857001m.pdf>

Labor Category	Base	Opt 1	Opt2	Opt 3	Opt 4
*Policy Executive/Strategic Planner	1,920	1,920	1,920	1,920	1,920
*Project Manager/Senior Certification/Accreditation Analyst	1,920	1,920	1,920	1,920	1,920
*Intermediate Certification/Accreditation Analyst Qualified Navy Validator	3,840	3,840	3,840	3,840	3,840
*Intermediate Certification/Accreditation Analyst Qualified Navy Validator OT	600	600	600	600	600
*Network Security Analyst	1,920	1,920	1,920	1,920	1,920
*Network Security Analyst OT	300	300	300	300	300

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 18 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

Junior Certification/Accreditation Analyst Qualified Navy Validator	3,840	3,840	3,840	3,840	3,840
Junior Certification/Accreditation Analyst Qualified Navy Validator OT	300	300	300	300	300
Program Analyst	3,840	3,840	3,840	3,840	3,840
Program Analyst OT	600	600	600	600	600
Business Analyst	1,920	1,920	1,920	1,920	1,920
Computer Systems Analyst	1,920	1,920	1,920	1,920	1,920
Administrator	1,920	1,920	1,920	1,920	1,920
Program Manager	48	48	48	48	48
	24,888	24,888	24,888	24,888	24,888
TOTAL CONTRACT HOURS	124,440				

*Denotes Key Personnel

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 19 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)

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

- (1) name and business address of the Contractor
- (2) contract number
- (3) task order number
- (4) sponsor: (To be specified on each individual Technical Instruction)
(Name of Individual Sponsor)
(To be specified on each individual Technical Instruction)
(Name of Requiring Activity)
(To be specified on each individual Technical Instruction)
(City and State)

SHIP ALL REPORTS/DATA TO THE FOLLOWING ADDRESS:

██████████
████████████████████
████████████████████████████
██████████████████
████████████████████████████████

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 20 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed by NSWCCD personnel.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 21 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

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

7000	8/5/2016 - 8/4/2017
9000	8/5/2016 - 8/4/2017

CLIN - DELIVERIES OR PERFORMANCE

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

7000	8/5/2016 - 8/4/2017
9000	8/5/2016 - 8/4/2017

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

7100	8/5/2017 - 8/4/2018
7200	8/5/2018 - 8/4/2019
7300	8/5/2019 - 8/4/2020
7400	8/5/2020 - 8/4/2021
9100	8/5/2017 - 8/4/2018
9200	8/5/2018 - 8/4/2019
9300	8/5/2019 - 8/4/2020
9400	8/5/2020 - 8/4/2021

Services to be performed hereunder will be provided at the locations specified in each Technical Instruction.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 22 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

HQ-G-2-0003 CONTRACTING OFFICER'S REPRESENTATIVE

(a) The COR for this contract is:

[REDACTED]

Naval Surface Warfare Center, Carderock Division

Phone: [REDACTED]

Email: [REDACTED]

The Contractor shall forward a copy of all invoices to the Contracting Officer's Representative.

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

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

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

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

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

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

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

(1) Have a designated electronic business point of contact in the 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 (COST REIMBURSABLE)

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

SEE SECTION E

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

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0337
Issue By DoDAAC	N64498
Admin DoDAAC	S3915A
Inspect By DoDAAC	N00167
Ship To Code	N00167
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N00167
Service Acceptor (DoDAAC)	N00167
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA310
Other DoDAAC(s)	N/A

(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.



CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 24 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

(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:

N64498 - Kimberley Carnevale Kimberley.Carnevale @navy.mil

N00167 - Christian Taye; email:

christian.t.taye@navy.mil; (301) 227-1910

Both UICs - Richard Ford; email:

richard.a.ford@navy.mil; (301) 227-1116

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

(End of clause)

HQ G-2-0009, Supplemental Instructions Regarding Electronic Invoicing (NAVSEA) (SEP 2012)

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal.

Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

[REDACTED]	[REDACTED]	[REDACTED]	FINAL
------------	------------	------------	-------

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

Accounting Data

SLINID	PR Number	Amount
700001	130059034800001	[REDACTED]

LLA :
AA 97X4930 NH1C 251 77777 0 050120 2F 000000 A00003570845
This funding is in support of Technical Instruction 001.

BASE Funding [REDACTED]
Cumulative Funding [REDACTED]

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 26 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

SEA 5252.216-9122 LEVEL OF EFFORT – ALTERNATE 1 (MAY 2010)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be 124,440 total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that **zero (0)** man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

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

(d) The level of effort for this contract shall be expended at an average rate of approximately 479 hours per week. It is understood and agreed that the rate of man hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

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

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 27 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

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

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

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

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

(j) Notwithstanding any of the provisions in the above paragraphs and subject to the LIMITATION OF FUNDS or LIMITATION OF COST clauses, as applicable, the period of performance may be extended and the estimated cost may be increased in order to permit the Contractor to provide all of the man-hours listed in paragraph (a) above. The contractor shall continue to be paid fee for each man-hour performed in accordance with

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 28 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

the terms of the contract.

(End of Text)

H-5 Task Order Process.

Ombudsman Description.

The Local Warfare Center Site Deputy for Small Business has been designated as the NAVSEA and related Program Executive Offices Ombudsman for this contract. The NSWCCD Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the NSWCCD Ombudsman must be forwarded to:

Ms. Irene Katakinski

Email: irene.katakinski@navy.mil

Telephone: 215-897-7596

CAR H11 – CONTRACTOR PERSONNEL SECURITY REQUIREMENTS (DEC 2014)

a. In accordance with SECNAV M-5510.30 Chapters 5 and 6, all Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site are designated Non-Critical Sensitive/IT-II positions, which require an open investigation or favorable adjudicated National Agency Check (NACLC) by the Industrial Security Clearance Office (DISCO). Investigations should be completed using the SF- 86 Form and the SF-87 finger print card. An interim clearance can be granted by the company Security Officer and recorded in the Joint Personnel Adjudication System (JPAS). An open or closed investigation with a favorable adjudication is required prior to issuance of a badge providing access to NSWCCD sites and buildings. If an unfavorable adjudication is determined by DISCO all access will terminated. For Common Access Card (CAC) card you must have a favorably adjudicated investigation, or a final security clearance. A CAC Card will not be issued to contractors who has an interim security clearance.

b. Within 30 days after contract award, the Contractor shall submit a list of all Contractor personnel, including subcontractor employees, who will have access to DON information systems and/or work on-site at one of the NSWCCD sites to the appointed Contracting Officer Representative (COR) via email. The Contractor shall provide each employee's first name, last name, contract number, the NSWCCD technical code, work location, whether or not the employee has a CAC card and/or swipe card, the systems the employee can access (i.e., NMCI, RDT&E), and the name of the Contractor's local point of contact, phone number and email address. Throughout the period of performance of the contract, the Contractor shall immediately provide any updated information to the COR when any Contractor personnel changes occur including substitutions or departures.

5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)

(a) Performance of the work hereunder may be subject to written technical instructions signed by

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 29 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

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

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

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

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

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

SEA 5252.232-9104 ALLOTMENT OF FUNDS – ALTERNATE I (JAN 2008)

(a) This contract is incrementally funded with respect to both cost and fee. The Amounts presently available and allotted to this contract for payment of base fee, if any, and award fee are set forth below. Base fee amount is subject to the clause entitled "FIXED FEE"(FAR 52.216-8). Award fee amount is subject to the requirements delineated in. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ESTIMATED

ITEM(S)	EST COST	BASE FEE	AWARD FEE	PERIOD OF PERFORMANCE
	\$	\$	\$	

(b) The parties contemplate that the Government will allot additional amounts to this

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 30 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).

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

(End of Text)

Clause HQ C-2-0037 "Organizational Conflict of Interest" (NAVSEA) (JUL 2000) is hereby invoked in accordance with the Basic Contract.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 31 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (NOV 2011)

(a) *Definition.* "Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) *Applicability.* This clause applies only to--

(1) Contracts that have been totally set aside or reserved for small business concerns; and

(2) Orders set aside for small business concerns under multiple-award contracts as described in 8.405-5 and 16.505(b)(2)(i)(F).*

(c) *General.*

(1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(d) *Agreement.* A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contract.

CONTRACT NO. N00178-14-D-7703	DELIVERY ORDER NO. FD01	PAGE 32 of 32	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION J LIST OF ATTACHMENTS

Performance Requirements Table

Burn Rate Analysis Template

Cost Summary Format Template

Direct Labor Rate Substantiation

IncurredCostReport

DD254

DD254 cont. page