

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

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1 6

2. AMENDMENT/MODIFICATION NO.  
17

3. EFFECTIVE DATE  
20-Dec-2018

4. REQUISITION/PURCHASE REQ. NO.  
1300759868

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

6. ISSUED BY CODE

N64498

7. ADMINISTERED BY (If other than Item 6)

CODE

S3915A

NAVAL SURFACE WARFARE CENTER PHILA  
NSWCPD  
Philadelphia PA 19112-1403  
Harrison.Black@navy.mil 215-897-7877

DCMA PHILADELPHIA  
700 ROBBINS AVENUE, BLDG. 4-A, P.O.  
BOX 11427  
PHILADELPHIA PA 19111-0427

SCD: C

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

EHS Technologies Corporation  
1221 N. Church Street, Suite 106  
Moorestown NJ 08057-1245

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7703-EHP2

10B. DATED (SEE ITEM 13)

14-Nov-2016

CAGE CODE 1GUU1

FACILITY CODE

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

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

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

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

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

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

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)  
IAW FAR 52.232.22 'Limitation of Funds' & FAR 52.217-9 'Option to Extend the Term of the Contract'

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 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)

William J. Eckerle, President

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

Gregory F Kaiser, Contracting Officer

15B. CONTRACTOR/OFFEROR

/s/William J. Eckerle  
(Signature of person authorized to sign)

15C. DATE SIGNED

20-Dec-2018

16B. UNITED STATES OF AMERICA

BY /s/Gregory F Kaiser  
(Signature of Contracting Officer)

16C. DATE SIGNED

20-Dec-2018

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The modification of this Task Order serves three (3) purposes and is modified for the following:

1) Exercise of Option Year 4 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED].

2) Provide incremental funding for labor in the amount of [REDACTED] and for ODCs in the amount of [REDACTED] for a total funded amount of [REDACTED]. As a result, the total amount obligated and available for payment under this Task Order is [REDACTED]. In accordance with contract clause 52.232-22, the Government is not obligated to reimburse the contractor for any costs incurred in excess of [REDACTED] unless additional funds are made available and obligated under this order in a subsequent modification.

3) To make a change to the labor category chart for the title of Seat Representative. The contractor has requested a change in the eCraft title for the Seat Representative labor category from Computer Operator II - 14042 to Computer Operator IV - 14044. Based on review of the contractor's request, the Procuring Contracting Officer concurs with the requested change. This change will be reflected in the labor category chart in Section C – Descriptions and Specifications.

The Line of Accounting information is hereby changed as follows:

a) The total amount of funds obligated to the task is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

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

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

c) The total value of the order is hereby increased from \$ [REDACTED] by [REDACTED] to [REDACTED].

d) The unused ODC ceiling amount in Option Year 2 is realigned as follows:

CLIN/SLIN	From (\$)	By (\$)	To (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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e) The unused ceiling amount in Option Year 3 is realigned as follows:

CLIN/SLIN	From (\$)	By (\$)	To (\$)
████	██████████	██████████	████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████
████	████	██████████	██████████

f) The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
7400	11/14/2020 – 11/13/2021	12/20/2018 – 11/13/2021
7401		12/20/2018 – 12/13/2019
7402		12/20/2018 – 12/31/2019
7403		12/20/2018 – 12/31/2019
7404		12/20/2018 – 12/31/2019
7405		12/20/2018 – 12/31/2019
7406		12/20/2018 – 12/31/2019
7407		12/20/2018 – 12/31/2019
7408		12/20/2018 – 09/30/2019
7409		12/20/2018 – 12/31/2019
9400	11/14/2020 – 11/13/2021	12/20/2018 – 11/13/2021
9403		12/20/2018 – 12/31/2019

g) Section H clause entitle "SEA 5252.232-9104 ALLOTMENT OF FUNDS (2008)" has been revised as follows:

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CLIN/SLIN	ALLOTED TO COSTS	ALLOTED TO FEES
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████

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

h) The Accounting and Appropriation data added to Section G is modified as follows:

MOD 17

[REDACTED] [REDACTED] [REDACTED]

LLA :

BP 97X4930 NH1Q 251 77777 0 050120 2F 000000 A00004847053

Incremental funding for labor in the amount of [REDACTED] TI-04.05.

7402 130075986800003 [REDACTED]

LLA :

BQ 97X4930 NH1Q 251 77777 0 050120 2F 000000 A20004847053

Incremental funding for labor in the amount of [REDACTED] under TI-06.05.

7403 130075986800004 [REDACTED]

[REDACTED]

BR 97X4930 NH1Q 251 77777 0 050120 2F 000000 A30004847053

Incremental funding for labor in the amount of [REDACTED] under TI-07.06.

7404 130075986800005 [REDACTED]

LLA :

BS 97X4930 NH1Q 251 77777 0 050120 2F 000000 A40004847053

Incremental funding for labor in the amount of [REDACTED] under TI-08.06.

7405 130075986800006 [REDACTED]

LLA :

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BT 97X4930 NH1Q 251 77777 0 050120 2F 000000 A50004847053

Incremental funding for labor in the amount of [REDACTED] under TI-09.05.

7406            130075986800007            [REDACTED]

LLA :

BU 97X4930 NH1Q 251 77777 0 050120 2F 000000 A60004847053

Incremental funding for labor in the amount of [REDACTED] under TI-10.06.

7407            130075986800008            [REDACTED]

LLA :

BV 97X4930 NH1Q 251 77777 0 050120 2F 000000 A70004847053

Incremental funding for labor in the amount of [REDACTED] under TI-11.05.

7408            130075986800009            [REDACTED]

LLA :

BW 97X4930 NH1Q 251 77777 0 050120 2F 000000 A80004847053

Incremental funding for labor in the amount of [REDACTED] under TI-12.03.

7409            130075986800011            [REDACTED]

[REDACTED]

BX 97X4930 NH1Q 251 77777 0 050120 2F 000000 B00004847053

Incremental funding for labor in the amount of [REDACTED] under TI-05.06.

9403            130075986800010            [REDACTED]

LLA :

BY 97X4930 NH1Q 251 77777 0 050120 2F 000000 A90004847053

Incremental funding for ODCs in the amount of [REDACTED] under TI-07.06.

MOD 17 Funding [REDACTED]

Cumulative Funding [REDACTED]

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i) The contractor is not authorized to begin performance associated with TI-04.05, TI-05.06, TI-06.05, TI-07.06, TI-08.06, TI-09.05, TI-10.06, TI-11.05, or TI-12.03 until the Contracting Officer, COR, and contractor each have a fully executed copy of these TIs.

j) All other terms and conditions remain unchanged. A conformed copy of this Task Order is attached to this modification for informational purposes only.











[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Negotiated Fees and Pass Through:**

The negotiated Prime Contractor fee for Prime Contract Labor is [REDACTED]

The negotiated Prime Contractor fee for Subcontract Labor is [REDACTED]

The maximum labor pass through rate (which includes any prime contractor fee applied to subcontractor

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labor costs) shall not exceed [REDACTED]

The hourly fixed fee rate established in this Task Order in accordance with HQ B-2-0015 Payment of Fee(s) (Level of Effort - Alternate I) (NAVSEA) (MAY 2010) is:

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

The hourly fixed fee rates provided above should be applied to all prime and subcontract labor hours worked and billed on this contract. These rates were calculated by dividing the total negotiated fee by the total estimated level of effort hours identified in the contract; and therefore, should be applied to all hours worked on the contract. The application of these fixed fee rates to labor hours worked is strictly for the payment of fee earned on this contract and does not include the contractor's application of pass through costs. The contractor is entitled to apply its pass through rate to subcontract labor costs in addition to applying its fee per hour rate to the hours worked on the contract.

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**Approved Subcontractors**

The following subcontractors are approved to perform under this Task Order:

McKean Defense Group, LLC
Delphinus Engineering, Inc.
Alphanumeric Systems, Inc.
General Dynamics Information Technology, Inc.
Aerotek, Inc.

**Level of Effort**

The level of effort for the performance of this contract is based upon anticipated total estimated level of effort of 517,210 man-hours of direct labor. The estimated composition of direct labor can be found in the chart below.

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

Title	Base Year	Option 1	Option 2	Option 3	Option 4	Total
<b>Project Manager*</b>	800	800	800	800	800	4,000
<b>Project Manager* OT</b>	8	8	8	8	8	40
<b>Server Administrator*</b>	5760	5760	5760	5760	5760	28,800
<b>Server Administrator* OT</b>	58	58	58	58	58	290
<b>Virtualization Administrator*</b>	1920	1920	1920	1920	1920	9,600
<b>Virtualization Administrator* OT</b>	19	19	19	19	19	95
<b>Host Based Security Technician*</b>	1920	1920	1920	1920	1920	9,600
<b>Host Based Security Technician* OT</b>	19	19	19	19	19	95
<b>Intrusion Detection/Prevention Analyst*</b>	1920	1920	1920	1920	1920	9,600
<b>Intrusion Detection/Prevention Analyst* OT</b>	19	19	19	19	19	95
<b>Network Engineer*</b>	3840	3840	3840	3840	3840	19,200
<b>Network Engineer * OT</b>	38	38	38	38	38	190
<b>Network Administrator*</b>	1920	1920	1920	1920	1920	9,600
<b>Network Administrator* OT</b>	19	19	19	19	19	95
Senior Systems Engineer	3840	3840	3840	3840	3840	19,200
Senior Systems Engineer OT	38	38	38	38	38	190
Database Administrator	1920	1920	1920	1920	1920	9,600
Database Administrator OT	19	19	19	19	19	95
Unix/Linux Administrator	3840	3840	3840	3840	3840	19,200
Unix/Linux Administrator OT	38	38	38	38	38	190
Cybersecurity Technician	11520	11520	11520	11520	11520	57,600
Cybersecurity Technician OT	115	115	115	115	115	575
Information Assurance Officer	7680	7680	7680	7680	7680	38,400
Information Assurance Officer OT	77	77	77	77	77	385
Information Assurance Analyst	1920	1920	1920	1920	1920	9,600
Information Assurance Analyst OT	19	19	19	19	19	95
Information Technology Coordinator	5760	5760	5760	5760	5760	28,800
Information Technology Coordinator OT	58	58	58	58	58	290
NMCI Service Representative	1920	1920	1920	1920	1920	9,600
NMCI Service Representative OT	19	19	19	19	19	95
Customer Support Representative	3840	3840	3840	3840	3840	19,200
Customer Support Representative OT	38	38	38	38	38	190

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Seat Representative	9600	9600	9600	9600	9600	48,000
Seat Representative OT	96	96	96	96	96	480
Program Analyst	3840	3840	3840	3840	3840	19,200
Program Analyst OT	38	38	38	38	38	190
Project Administrator	1920	1920	1920	1920	1920	9,600
Project Administrator OT	19	19	19	19	19	95
VTC Technician	5760	5760	5760	5760	5760	28,800
VTC Technician OT	58	58	58	58	58	290
Senior Network Cable Installer	1650	1650	1650	1650	1650	8,250
Senior Network Cable Installer OT	17	17	17	17	17	85
Network Cable Installer	1650	1650	1650	1650	1650	8,250
Network Cable Installer OT	17	17	17	17	17	85
Software Engineer (Programming)	3840	3840	3840	3840	3840	19,200
Software Engineer (Programming) OT	38	38	38	38	38	190
Software Engineer (Database)	1920	1920	1920	1920	1920	9,600
Software Engineer (Database) OT	20	20	20	20	20	100
Business Analyst	1920	1920	1920	1920	1920	9,600
Business Analyst OT	19	19	19	19	19	95
Communications Engineer	1920	1920	1920	1920	1920	9,600
Communications Engineer OT	19	19	19	19	19	95
Information Assurance Technician	1920	1920	1920	1920	1920	9,600
Information Assurance Technician OT	19	19	19	19	19	95
Technical Writer	1920	1920	1920	1920	1920	9,600
Technical Writer OT	19	19	19	19	19	95
Financial Program Analyst	400	400	400	400	400	2,000
Financial Program Analyst OT	4	4	4	4	4	20
Administrator	1920	1920	1920	1920	1920	9,600
Administrator OT	19	19	19	19	19	95
Administrator Support	1920	1920	1920	1920	1920	9,600
Administrator Support OT	19	19	19	19	19	95
<b>Total Direct Labor</b>	<b>103442</b>	<b>103442</b>	<b>103442</b>	<b>103442</b>	<b>103442</b>	<b>517,210</b>

\* Denotes Key Personnel

CLIN/SLIN STRUCTURE

CLINS 7000 (Services) and 9000 (Other Direct Costs) will represent the Parent CLINs for this task order. For administrative purposes, ceiling amounts under the parent CLINs will be subsequently re-allocated to new CLINs associated with various technical instructions issued and/or Appropriation types.

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PAYMENT OF FEE

(a) The Government shall make payments to the Contractor, subject to and in accordance with the clause contained in the base IDIQ contract entitled "HQ B-2-0015 Payments of FEE (Level of Effort)" (NAVSEA)(MAY 1993). Such payments shall be equal to the allowable cost of each invoice submitted by the payable to the Contractor for pursuant to the clause of the base IDIQ entitled "Allowable Cost and Payment", FAR 52.216-7, Total fees paid to the Contractor for performance of work under this task order shall not exceed the fee amount set forth in the task order.

(b) In the event of discontinuance of the work under this task order is in accordance with the clause of the IDIQ contract entitled "Limitation of Funds", FAR 52.232-22 or "Limitation of Cost", FAR 52.232-20, as applicable, the fee shall be equitably adjusted by mutual agreement to reflect the diminution of work. If the adjusted fee is less than the sum of all fee payments made to the contractor under this task order, the Contractor shall repay the excess amount to the Government. If the adjusted fee exceeds all payments made to the Contractor under this task order, the Government shall be required to pay the contractor any amount in excess of funds obligated.

**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-fixed fee type contracts for level of effort type contracts.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be 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-2-0020 TRAVEL COSTS - ALTERNATE I (NAVSEA) (APR 2015)**

(a) Except as otherwise provided herein, the Contractor shall be reimbursed for its actual travel costs in accordance with FAR 31.205-46. The costs to be reimbursed shall be those costs determined to be allowable, allocable and reasonable by the Procuring Contracting Officer, Administrative Contracting Officer or their duly authorized representative, as advised by 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 incidental 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 incidental 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.



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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### STATEMENT OF WORK

#### **Research, Development, Test, & Evaluation (RDT&E) Network, Navy Marine Corp Intranet (NMCI), and Next Generation Enterprise Network (NGEN) Support**

### SECTION C – Descriptions and Specifications

#### 1. BACKGROUND

The Naval Surface Warfare Center, Philadelphia Division (NSWCPD) requires long-term support for (1) the operation, maintenance, and enhancement of the Research, Development, Test, & Evaluation (RDT&E) Network hardware and cabling, (2) Computer Operations and Production Control, (3) Navy Marine Corp Intranet (NMCI) administration and Next Generation Enterprise Network (NGEN) administration, and (4) Information Technology Customer Support, at its Philadelphia, PA site. This Task order will be in support of NSWCPD's Information Technology Division, Code 104.

This statement of work addresses the operation, maintenance, and design of the RDT&E network; file server, VTC/AV, and help desk support; operation and production control; and support in the administration of the NMCI contract and NGEN. The detail provided below is presented to give the contractor an overview of the requirements associated with providing required support.

#### 2. TASK AREA REQUIREMENTS

This task order requires that the contractor shall accomplish work within the following general areas:

##### **Task Area 1: Network Operation and Maintenance Services**

The contractor shall provide the necessary labor and material to provide operation and maintenance services for a RDT&E network that supports data, voice, and video applications. The network employs Ethernet, optical, and wireless technologies. The services include troubleshooting and diagnostic testing of network equipment and network routing protocols to determine the cause of network problems/failures and repairing those problems/failures in a timely manner. Troubleshooting and repair services are required on all the network equipment which includes, but is not limited to, file servers, blade servers, communications servers, routers, bridges, switches, firewalls, VPNs, power supplies, modems, UPSs, network interface cards, and cable plant (twisted pair and fiber). Approximately 2,000 devices are connected and communicate on the network.

Contractor shall provide 24 by 7 emergency Network Operations support during high priority testing or processing periods (on an as needed basis). The 24 by 7 coverage will be scheduled with the contractor when testing or processing is planned and a network outage or server down time lasting until the next business day would impact the desired testing or processing schedule. The government Technical Point of Contact (TPOC) will request the 24 by 7 coverage a minimum of two days in advance of the required coverage. The government will authorize overtime for this support. The government estimates no more than 8 weeks total required emergency coverage.

##### **Task Area 2: Engineering**

The contractor shall provide engineering services to support the overall network architecture and data, voice, and video

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applications operating on the network. Engineering services to include: review and analysis of application requirements; engineering planning and design assistance; equipment and component recommendation, and screening for standards compliance; installation and testing support to include verification and validation; documentation preparation /review /analysis; engineering-level monitoring of the network which includes such things as determining cause of slowed network traffic, predicting bottlenecks in advance, resolving address conflicts, improve design to virtual LAN architecture to ensure performance and enforce government provided security controls.

### **Task Area 3: Design/Installation of Network Extensions and Enhancements Services**

The contractor shall design, install, test, and validate both network extensions and modifications. The design shall include installation drawings that show the proposed cable and equipment closet. The design shall include locations and list of materials required to complete the task. Upon approval, the contractor will provide materials and schedule technicians to perform work within agreed upon time frame. The design shall be compatible with the electrical, physical, and environmental limitations of the site. The contractor shall conduct validation testing and review installer test reports after the installation of a network extension to determine compliance with the design/contract specifications and report any discrepancy to the TPOC for further action.

### **Task Area 4: Telecommunications Services**

The contractor shall provide engineering services for obtaining and troubleshooting various capacity leased lines and associated equipment such as line monitors, smart jacks, and ISDN components. The contractor shall assist in provisioning new service: submitting Requests for Service (RFS), Telecommunications Service Requests (TSR's) and research Delayed Service Reports (DSR's) when necessary. Collect, develop, and document new long-haul requirements. Ensure all circuit information is current and no inadvertent interruption of service occurs. Prepare circuit diagrams, update service agreements, and keep long-haul management folders on file for inspections and for troubleshooting purposes. Coordinate discontinue action on circuits no longer required by the governments. Maintain inventory of circuits.

### **Task Area 5: Server/Desktop Administration**

The contractor shall provide the necessary labor to provide RDT&E and NMCI server/desktop administration for approximately 60 servers and Desktop Support for approximately 1900 workstations at the Philadelphia Division. Server/Desktop system administration shall include the following:

- Provide installation, configuration, troubleshooting, patching, and problem resolution for client workstations.
- Provide installation, configuration, troubleshooting, problem resolution and backups of VMWare virtual infrastructure.
- Providing installation, configuration, integration, user registration, file backups, troubleshooting and problem resolution for servers associated with network operations infrastructure servers, and corporate applications.
- Providing installation, configuration, integration, files backups, troubleshooting and problem resolution for Storage Area Networks.

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- Providing installation, configuration, integration, user registration, file backups, security patches, troubleshooting and problem resolution for collaborate environment, i.e, SharePoint and/or Lotus Notes.
  
- Administration, configuration, backup and restore and problem resolution for database servers.
  
- Installation of security patches on servers, remediation of vulnerabilities and reporting of patch compliance. Advise on security patches and remediation.
  
- Assisting the government in managing life cycle requirements.
  
- Performing routine audits of systems and software, adding, removing, or updating user accounts information, resetting passwords.
  
- Answering technical queries, maintaining security posture, monitor system security, documenting system configuration, and conduct performance tuning.
  
- Supporting servers and Windows Active Directory domain for PKI authentication. Support use of alternate authentication procedures for administrative access to servers.

#### **Task Area 6: User Support**

The contractor shall provide customer support Help Desk for approximately 2400 RDT&E network users in Philadelphia, PA and 100 users in remote sites. Help Desk support to remote sites will be by telephone/VTC only; Help Desk will not provide on-site customer support for the remote sites.

Remote sites are:

1. Norfolk, VA
2. San Diego, CA
3. Panama City, FL
4. Mayport, FL
5. Washington, DC

User support will include both telephone and desk side support for the Philadelphia site and will be provided from 0600 to 1800 Monday through Friday.

Help Desk services shall include the following:

- Provide first-level usage support for locally developed applications deployed within NSWC Philadelphia Division.
  
- Design, plan, implement, and use database management software to add, delete, and update user information.

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- Provide guidance to the Division's scientific and engineering community which utilizes the provided networking, security, and other system services.
- Troubleshoot user problems to determine whether they are hardware, software, procedural, or communication related and routing the problem to the correct support party for resolution.
- Monitor Division-wide systems on a daily basis to find and correct problems with disk usage, hardware, and software. Post outage/maintenance updates to users through email or Intranet Web pages.
- Produce reports from Help Desk database software for management.
- Track usage and problem history through Help Desk software.
- Install devices on the network including activating the network port, configuring the device on the network, installing standard software configurations, and updating databases with device information.
- On-site Help Desk staffing required during Philadelphia Division business hours from 0600 to 1800 EST. User support will include both telephone and desk side support for the Philadelphia site; and telephone and VTC support (but no desk side support) for the detachments/off-site users. Support will be provided from 0600 to 1800 EST Monday through Friday.

**Task Area 7: Video Telecommunications (VTC) / Audio Visual (AV)**

The contractor shall provide support for: Video Teleconferencing (VTC) Operations, Conference Room Support, and Audio/Visual (AV) Support, Public Address (PA) System Support, and Digital Signage/Announcement Board Support at the Philadelphia sites.

VTC/AV services shall include the following:

- Provide VTC Daily Operations, set up the equipment and the VTC bridge for VTC sessions, establish the connection to the remote site or sites, operate the VTC/AV equipment (includes monitors, speakers, cameras, and microphones), ensure the AV system functions normally, and monitor meetings to completion.
- Support for digital Divisional signage including updates to signage messages
- Set up and tear down equipment in the conference rooms; portable audio system, arrange tables, chairs, easels, etc. to meet the user's requirements.
- Support installation and configuration of new VTC, A/V, and PA hardware and the reconfiguration of existing hardware. Equipment may be added to the existing VTC or A/V configuration; therefore, the contractor shall be

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responsible for installing and configuring this new hardware. The contractor shall be responsible for making configurations changes (new ISDN numbers, additions to the speed dial menu or VCR recording settings, etc.).

- Provide maintenance, troubleshooting and repair services for the VTC, A/V and conference room systems. The contractor shall troubleshoot problems with the equipment including connection issues, usage of peripheral equipment associated with each system, and audio or visual problems. Interface with the hardware maintenance provider to resolve any equipment malfunctions and provide status to government COR.

- Respond to requests for support of ongoing VTCs and conferences, such as changes of VTC and A/V equipment, room configurations, and similar requests.

- Perform a variety of technical and administrative support duties to include maintaining a current inventory of all VTC, A/V, and conference room equipment (make, model, serial number, software version, account names, and passwords); assisting with general office administration duties that are associated with the operation of a conference support group (i.e. answering the telephone, photocopying, faxing, emails, room & bridge scheduling, maintaining VTC, A/V and conference room supplies); providing support to conference attendees in the form of photocopying, media transfers and other clerical requirements.

- Hours of VTC/AV support are from 0600 – 1800 local time. On occasion, special events may have extended hours or run during a weekend. The government will schedule these events at least two days in advance (if possible) and approve overtime for these events.

- Provide Digital Signage support for NSWC Philadelphia Division.

**Task Area 8: Continuity of Operations Plan (COOP)**

The contractor will provide support of the Philadelphia Division’s COOP. Tasks to be performed shall include the following:

- Develop, implement and maintain administrative documentation, access control, inventories, communications, and Standard Operating Procedures (SOPs).

- Develop, implement and maintain procedures for Periodic Functional Assurance Tests. Perform scheduled testing of equipment and have equipment repaired as needed.

- Develop, implement and maintain procedures for deployment of equipment per the Division’s requirements. On an established schedule, deploy equipment and test equipment in designated areas. Deployed equipment will include NMCI/NGEN and RDT&E standard and classified seats.

- Ensure that COOP NMCI/NGEN and RDT&E workstations are current with patches and software updates for COOP events.

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- Contractor support during non-business hours may be required during COOP trials and actual events. The government will schedule these events at least two days in advance (if possible) and approve overtime for these events.

**Task Area 9:           Unclassified Data Recovery Services**

Occasionally, computer hard drives fail and require data recovery. The contractor shall provide unclassified data recovery services for hard drives.

**Task Area 10:         High Performance Computing**

The contractor shall provide computational and user support for Division Modeling and Simulation Computers. Computer support shall include maintenance of classified and unclassified systems, installation of patches, maintenance and backup of Storage Array Networks (SANs), maintenance of user accounts and audit logs. Support shall also include installation of computational software and maintenance of workstations that access computational software.

**Task Area 11: Operations and Production Control**

The contractor shall provide computer operations services in support of business data processing and the Navy's Enterprise Resource Planning (ERP) system. Computer operations services includes system monitoring, troubleshooting, and processing required to update files. Computer operations requires that the functions be coordinated among and between different computer systems and jobs be submitted in the correct sequence and that processing be monitored to ensure all runs are processed correctly. Business data processing requirements at Philadelphia Division are subject to a great deal of fluctuations as new system capabilities are added and as the Division's information requirements change. Currently, the major data processing requirements are related to locally developed NMCI applications and the locally developed Corporate Database.

**Task Area 12: Documentation of Network Infrastructure**

The contractor shall research, document and create Technical drawings for the RDT&E network cabling at site. Building drawings shall be Government Furnished Information with network cable plant added as a layer to these drawings.

**Task Area 13: Technical Writing**

The contractor shall write technical documentation such as user manuals, reports, documentation, presentations, proposals, outlines, and summaries in support of Code 104.

**Task Area 14: NMCI/NGEN Support**

The contractor shall provide labor and material to support NMCI/NGEN administration at NSWC Philadelphia. Support shall include the following:

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- Tracking the progress of each Move/Add/Change (MAC) request to its completion, process all NMCI account related requests, and provide direct support to the NGEN Activity Customer Technical Representative (ACTR). Liaison with the NGEN Service Request Management (SRM) Team to seek and receive from the NGEN SRM Team any new processes relating to NGEN service related MACs.
- Customer support on contract line (CLIN) options, submitting Move/Add/Changes, ordering policies, and general NMCI/NGEN policies.
- Perform data entry into Navy standard and local unique systems.
- Generate reports for management analysis.
- Gather metrics for status reporting.
- Maintain NSWC Philadelphia Division user information to ensure NMCI/NGEN orders reflect current user data such as name, organizational code, physical location and gathering data where required.
- Track problem reporting and resolution.
- Coordinate NMCI/NGEN service delivery to remote site locations.
- Gather and maintain NMCI/NGEN documentation and signed agreements.
- Update data resident on local NMCI/NGEN web site.
- Support integration of Government mobile devices (i.e. smartphones, cell phones, wifi cards, cellular modems) into the NMCI network.

**Task Area 15: Departmental NMCI Coordination and Support:**

The contractor shall provide the necessary labor and materials to coordinate with and support the NSWC Philadelphia Division Activity Customer Technical Representative (ACTR) in implementing the NMCI/NGEN contract, and to act as the interface between the NMCI ACTRs and the individual users at NSWC Philadelphia Division. Personnel will be required to:

- Process MAC requests and coordinates group MACs. Provides guidance to users on how the MAC process operates.
- Act as the advocate for the users, troubleshooting issues as they arise with the ACTRs.
- Forward out routine NMCI info from the ACTRs to the division, and is responsible for answering NMCI data calls requiring division level input.

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- Coordinate the division's seat orders and renewal and forwards divisional contract mods (requests for new CLINs) to the ACTRs.
- Monitor and control custodianship and location of all NMCI/NGEN assets for the division.
- Ensure all custodianship and location changes are achieved via the MAC process.
- Attend monthly NMCI Seat Rep Global Issues meetings.
- Address other NMCI issues as they arise.

**Task Area 16: Administrative Support for NSWCPD Code 104 only**

Contractor shall assist in financial analysis and management and preparation of presentation materials. Contractor shall provide on-site administrative services and support assistance as directed including word processing, copy and file letters, reports, memos, travel orders, travel vouchers, and other similar types of documents. Maintain currency of correspondence procedures in accordance with our local instructions. All correspondence shall be proofread, edited, and corrected for errors in format and grammar. Contractor shall maintain master project calendar and coordinating arrangements for presentation/meetings.; record time and attendance using ERP; entering purchase requests into ERP (excluding contracts PRs and PRs specifically for the Contractor); help support network account information on System Access Authorization Request (SAAR) forms.

Also enter data into various computerized databases and tracking systems and create spreadsheets and graphs based on the information contained in these systems; and manage office supplies. Maintain hard copies of direction, instructions, and other documents that are required to support documentation audits.

Contractor shall assist with NSWC Philadelphia Division security badge information entry and security badge documentation processing. Contractor shall provide on-site administration services to process and track badge and swipe card services and support assistance requests in accordance with our Division instructions and procedures.

**Task Area 17: Cybersecurity**

The contractor shall provide the necessary labor to support Cybersecurity efforts for approximately 2,000 assets (desktops, laptops, and servers). Cybersecurity efforts shall include:

- Vulnerability Assessment of Windows and Linux/UNIX systems including:
  - o Vulnerability Scanning & Identification
  - o Secure Configuration (e.g. STIG (Security Technical Implementation Guides)) Implementation and Verification
  - o The remediation and mitigation of identified deficiencies through research and the application of suggested remediation or mitigation
- Endpoint Compliance including:
  - o Host Based Security products, their management, and deployment
  - o Antivirus management including updates, executing scans, and interpreting results



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- o Automated software and patch distribution
- o Standard endpoint imaging processes

· Knowledge of Certification and Accreditation (C&A) practices in accordance with the Department of Defense Risk Management Framework including:

- o Proper documentation of residual risks in compliance with the package format
- o Tracking of deliverables and action items in accordance with C&A guidance
- o Knowledge of existing DoN and DoD policies to ensure package compliance with stated policy
- o Manage, attend, and support configuration control board practices

· Intrusion Detection and Prevention including:

- o Network perimeter ID/PS monitoring, adjudication, and reporting to the chain of command
- o Host based ID/PS monitoring, adjudication, and reporting to the chain of command

#### **Task Area 18: Information Technology Support/Coordination (ITC)**

The contractor shall provide the necessary labor to coordinate all Departmental Information Technology/Cybersecurity issues. Information Technology Support/Coordination will be required to understand a Department's technical capabilities and mission work to ensure accurate impact assessments are performed. The contractor shall ensure integration with IA/IT to leverage Division wide lessons learned for the efficient delivery of technical solutions and issue resolution.

#### **Task Area 19: Data Base Administration**

Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. Plan, coordinate, and implement security measures to safeguard computer databases.

- 1) Modify existing databases and database management systems or direct programmers and analysts to make changes.
- 2) Test programs or databases, correct errors and make necessary modifications.
- 3) Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- 4) Approve, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems, such as the installation of new databases.

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- 7) Establish and calculate optimum values for database parameters, using manuals and calculator.
- 8) Specify users and user access levels for each segment of database.
- 9) Develop data model describing data elements and how they are used, following procedures and using pen, template or computer software.
- 10) Develop methods for integrating different products so they work properly together, such as customizing commercial databases to fit specific needs.
- 11) Review project requests describing database user needs to estimate time and cost required to accomplish project.
- 12) Review procedures in database management system manuals for making changes to database.
- 13) Work as part of a project team to coordinate database development and determine project scope and limitations.
- 14) Select and enter codes to monitor database performance and to create production database.
- 15) Identify and evaluate industry trends in database systems to serve as a source of information and advice for upper management.
- 16) Write and code logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.
- 17) Review workflow charts developed by programmer analyst to understand tasks computer will perform, such as updating records.

### **3. MATERIALS/EQUIPMENT**

The Government shall provide equipment such as workstations, printers, and wireless devices as needed to contractor personnel working in Government provided offices.

Unless the Government makes Government-owned equipment available for use, the contractor shall provide tools and test equipment necessary to install/repair/troubleshoot network cabling such as optical time-domain reflectometer (OTDR), cable scanners, ladders, and the like.

Government Furnished Information will include:

1. Building Drawings for Task Area 12.

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Government Provided Information will be provided at time of contract award.

#### **4. PLACE AND PERIOD OF PERFORMANCE**

The contractor shall primarily perform work in support of this contract onsite at NSWC Philadelphia Division, Philadelphia, PA. Occasional travel may be required between Philadelphia and Remote Sites located throughout the continental United States. Remote sites are:

1. Norfolk, VA
2. San Diego, CA
3. Panama City, FL
4. Mayport, FL
5. Washington, DC

It is anticipated that one or two individuals may travel five (5) times a year in support of the remote sites. The services provided by the contractor generally will be provided during the work week (Monday through Friday) between the hours of 0600 through 1800.

On-site office space shall be made available to the contractor in performance of this task order as required. Contractor personnel may also work at the contractor's off-site location when deemed appropriate and specified by the Contracting Officer's Representative. The Government will provide each individual an NMCI workstation as Government Furnished Material.

#### **5. SECURITY AND SAFETY REQUIREMENTS**

An Active SECRET Facility Clearance (FCL) is required for performance on this contract. There are no safeguarding requirements required. The contractor must have a Safeguarding Level of Secret.

All contractor personnel accessing classified information or material associated with and/or performing work relative to the resultant contract must be United States citizens and shall have and maintain at a minimum a final SECRET security clearance at time of contract award.

The contractor shall comply with all NSWC Philadelphia Division Security and Occupational Safety and Health regulations.

- 5.1 Security Classification Guidance is as follows on portions of the tasking on this contract when invoked in the task order statement of work:

- 5.1.1 Contractor requires access to information & equipment classified at the Confidential National Security Information (NSI) level in order to provide industrial support services within facilities that actively supports the Navy Nuclear Propulsion Program (NNPP).

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- 5.1.2 All contractor personnel accessing classified information or material associated with and/or performing work relative to the resultant contract must be United States citizens & shall have & maintain at a minimum a SECRET security clearance at time of contract award.
- 5.1.3 The Contractor is responsible for completing all required government mandated training to maintain security & network access to government sites & IT systems to include but not limited to DoD Cyber-awareness Challenge, Operations Security (OPSEC), NAVSEA Counterintelligence Training, Privacy & Personally Identifiable Information (PII) Awareness Training, NAVSEA Physical Security training. Certificates of successful completion shall be sent to the COR & as otherwise specified in the contract.
- 5.1.4 Contractor's key personnel shall have a security clearance at the SECRET level & any classified documents & reports received or generated by the Contractor shall be classified up to & including Secret Level in accordance with the attached DD Form 254 "Contractor Security Classification Specification".
- 5.1.5 An active SECRET Facility Clearance (FCL) is required for performance on this contract. The contractor must have a Safeguarding Level of SECRET.
- 5.1.6 The Contractor shall appoint a Facility Security Officer (FSO), who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industrial Security Program Operating Manual (NISPO) (DOD 5220.22-M), & (3) assure compliance with any written instructions from the NSWCPD, Security Office code 105.
- 5.1.7 Contractor requires access to Restricted Data (RD) information (NNPI, FOUO, NOFORN) in performance on this contract to access Secret IP Router Network (SIPR Net) (SECRET), Naval Nuclear Propulsion Program Network (NNPP Net) (CONFIDENTIAL - RESTRICTED DATA), the Integrated Power System (IPS) Compatibility Test Facility (CTF) RDT&E System (CONFIDENTIAL RESTRICTED DATA), & the Navy Marine Corps Intranet (NMCI) Naval Nuclear Propulsion Information (NNPI) Community of Interest (COI) network (U-NNPI / NOFORN) that are NOFORN or U-NNPI; handle NOFORN documents; accomplish work in the IPS CTF Program which require access to NOFORN data.
- 5.1.8 Contractor requires access to NNPI information in performance on this contract to access NNPI IPS CTF Systems; handle NNPI documents; accomplish work in the IPS CTF Program; & access IPS CTF Systems for IT & cybersecurity Support.
- 5.1.6 Zone DRDT&E System (CONFIDENTIAL - RESTRICTED DATA), & the Navy Marine Corps Intranet (NMCI) Naval Nuclear Propulsion Information (NNPI) Community of Interest (COI) network (U-NNPI / NOFORN) that are NOFORN or U-NNPI; handle NOFORN documents; accomplish work in the Risk Management Framework Assessment & Authorization program & certification of Shore Based & Tactical Information Systems which require access to NOFORN data.
- 5.1.7 Contractor requires access to NNPI information in performance on this contract to access NNPI Zone D Boundaries managed by this Command; handle NNPI documents; accomplish work in the Risk Management Framework Assessment & Authorization program & certification of Shore Based & Tactical Information Systems; & access Navy Information Systems for IT & cybersecurity Support.

## 5.2 U-NNPI

- 5.2.1 The undersigned hereby agrees that when provided documents (specifications, drawings, etc.) that are marked as containing NOFORN sensitive information that must be controlled pursuant to Federal law, the information contained therein & generated as part of the inquiry shall be used only for the purpose stated in the contract & shall in no case be transmitted outside the company (unless such transmittals comply with the detailed guidance of the contract) or to any foreign national within the company. While in use, the documents shall be protected from unauthorized observation & shall be kept secure so as to preclude access by anyone not having a legitimate need to view them. The documents shall not be copied unless done in conformance with the detailed guidance of the contract. All the documents shall be promptly returned in their entirety, unless authorized for proper disposal or retention, following completion of the contract.
- 5.2.2 Specific Requirements for Protecting U-NNPI
  - a. Only U.S. citizens who have an NTK required to execute the contract shall be allowed access to U-NNPI.
  - b. When not in direct control of an authorized individual, U-NNPI must be secured in a locked container (e.g., file cabinet, desk.

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safe). Access to the container must be such that only authorized persons can access it, & compromise of the container would be obvious at sight. Containers should have no labels that indicate the contents. If removed from the site, U-NNPI must remain in the personal possession of the individual. At no time should U-NNPI be left unsecured (e.g., in a home or automobile, or unattended in a motel room or sent with baggage).

- c. U-NNPI documents will have the word NOFORN at the top & bottom of each page. The cover sheet will have the warning statement shown below. Documents originated in the course of work that reproduce, expand or modify marked information shall be marked & controlled in the same way as the original. Media such as video tapes, disks, etc., must be marked & controlled similar to the markings on the original information.
- d. U-NNPI may not be processed on networked computers with outside access unless approved by CNO (N00N). If desired, the company may submit a proposal for processing NNPI on company computer systems. Personally owned computing systems, such as personal computers, laptops, personal digital assistants, & other portable electronic devices are not authorized for processing NNPI. Exceptions require the specific approval of the cognizant DAA & CNO (N00N).
- e. U-NNPI may be faxed within the continental United States & Hawaii provided there is an authorized individual waiting to receive the document & properly control it. U-NNPI may not be faxed to facilities outside the continental United States, including military installations, unless encrypted by means approved by CNO (N00N).
- f. U-NNPI may be sent within the continental United States & Hawaii via first class mail in a single opaque envelope that has no markings indicating the nature of the contents.
- g. Documents containing U-NNPI shall be disposed of as classified material.
- h. Report any attempts to elicit U-NNPI by unauthorized persons to the appropriate security personnel.
- i. Report any compromises of U-NNPI to the appropriate security personnel. This includes intentional or unintentional public release via such methods as theft, improper disposal (e.g., material not shredded, disks lost), placement on Web site, transmission via email, or violation of the information system containing U-NNPI.

The Prime Contractor shall:

1. Forward copies of DD254s provided to subcontractors to the Naval Surface Warfare Center Philadelphia Division (NSWCPD), ATTN: Security.
2. Direct the subcontractor to obtain approval, through the prime Contractor, for the public release of information received or generated by the sub through the prime Contractor.
3. Submit the subcontractor's request for public release through the technical point of contact identified on the DD 254.

5.3 Personnel performing under certain positions on this contract will require access to IT-1 information, and as such will be categorized as Critical-Sensitive (CS). These positions are identified as CS IT-1, and in accordance with the Department of the Navy Personnel Security Program (SECNAV M-5510.30), dated June 2006, include positions in which the contractor personnel has:

- (a) Responsibility for development and administration of computer security programs, and also including direction and control of risk analysis and/or threat assessment.
- (b) Been designated as IAM or IAO.
- (c) Significant involvement in life-critical or mission-critical systems.
- (d) Responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with relatively high risk for effecting grave damage or realizing significant personal gain.
- (e) Relatively high risk assignments associated with or directly involving the accounting, disbursement or authorization for disbursement from systems of (1) dollar amounts of \$10 million per year or greater, or (2) lesser amounts if the activities of the individual are not subject to technical review by a higher authority in the IT-I category to insure the integrity of the system.
- (f) Positions involving major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring and/or management of systems hardware and software.
- (g) Other IT positions as designated by the agency head that involve relatively high risk for effecting grave damage or

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realizing significant personal gain.

Positions and personnel falling under the category of Critical Sensitive and requiring access to IT-1 information will require a T5 investigation. These personnel will be identified by the contract Technical Point of Contact (TPOC) and reviewed/approved by the Contracting Officer's Representative (COR) identified in Section G of this contract. Once approved, request for a T5 investigation should be submitted to the NSWCPD Security Office.

## **6. NAVY CYBERSECURITY WORKFORCE (CSWF) REQUIREMENTS**

NOTE: Cybersecurity Workforce (CSWF). CSWF functions must be identified and managed, and contracting personnel performing cybersecurity functions will be appropriately screened in accordance with this SECNAV M-5239.2 Manual and SECNAV M -5510.30, and trained and qualified in accordance with DoDD 8140.aa and supporting issuances when they become active policies.

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

6.1.1 Contractors performing Cybersecurity functions must meet the minimum baseline certification prior to being engaged as defined in Enclosure (1).

6.1.2 Contractor personnel agree as a "condition of employment" to obtain (and maintain) the appropriate certifications and continuing profession education requirements for their Cybersecurity Workforce position.

6.1.3 Contractor personnel accessing information systems shall meet applicable training and certification requirements set forth in DoD 8570.01-M and SECNAV M-5239.2. The contractor is responsible to ensure that personnel possess and maintain the proper and current CSWF certifications in accordance with DoD 8570.01-M as shown in Enclosure (1).

6.1.4 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.

6.2 The Contractor shall ensure that personnel have the proper and current CSWF certifications in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable CSWF certification requirements, including:

6.2.1 DoD-approved CSWF certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

6.2.2 Appropriate Computing Environment /Operating System (CE/OS) certification for information assurance technical (IAT) positions as required by DoD 8570.01-M.

6.2.3 The Contractor shall provide the current CSWF certificates/documentation supporting CSWF certification and current status of personnel performing Cybersecurity duties as defined in the Contractor CSWF Requirements Matrix, Enclosure (1). Contractor personnel supporting IA functions shall be appropriately certified and possess the appropriate DoD-approved IA baseline certification prior to being engaged (CRDL A001). Contractors' personnel have up to 6 months after starting work in a CSWF position to obtain the Computing Environment /Operating System (CE/OS) qualification for their position (CRDL A005).

6.2.4 The contractor shall ensure that cybersecurity contractor personnel are appropriately certified and maintain current

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Continuing Professional Education (CPE) requirements as a condition of employment.

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

6.2.5.1 This contract includes CSWF functional services for DoD information systems and requires appropriately cleared contractor personnel to access a DoD information system to perform contract duties. The contractor is responsible for providing to the contracting officer-

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

6.2.5.1.2 Documentation showing the CSWF training, certification, certification maintenance, and continuing education or sustainment training required for the cybersecurity functional responsibilities.

6.2.5.2 After contract award, the contractor is responsible for ensuring that the certifications and certification status of all contractor personnel performing cybersecurity 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. The contractor will provide a summary report of this compliance documentation to the COR upon request.

6.2.5.3 The responsibilities specified apply to all CSWF 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).

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

6.4 Computing Environment /Operating System (CE/OS) Certification – All IAT levels require Operating System (OS)/ 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 MCSA and Linux computing environment requires LINUX+).

6.6 Continuing Professional Education (CPE) Requirements – The CSWF member must possess and maintain a valid, baseline certification and Operating System/Computing Environment (OS/CE) certificate compliant with DoDD 8570.01 requirements. Certifications may require Continuing Professional Education (CPE). The CSWF member must achieve 40 hours of Continuing Education Units per year, per SECNAV INSTRUCTION 1543.2.

6.7 Continuing Professional 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 Workforce matrix and shall not invoice the Government for training, certification tests, or continuing profession education requirements.

## 7. DATA REQUIREMENTS

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7.1 Cybersecurity Workforce (CSWF) Baseline Certifications (CDRL A001)

7.2 Contracting Officer's Management Report (CDRL A002)

7.3 Contractor's Personnel Roster (CDRL A003)

7.4 Other Direct Costs Report (CDRL A004)

7.1 Cybersecurity Workforce (CSWF) Computing Environment /Operating System (CE/OS) Certifications (CDRL A005)

## **8. SNOW DAYS AND HOLIDAYS**

Contractor personnel shall observe only Government holidays. During snow or other emergencies, contractor personnel shall adhere to the Base closure policy of the Philadelphia site. Personnel may be directed to report to an alternate work site.

## **9. PERSONNEL QUALIFICATIONS**

The following statements define general instructions for the qualifications of key personnel and non-key personnel.

1. The contractor shall be responsible for the employment of trained and technically qualified personnel to perform the tasks to be ordered hereunder by this statement of work. In addition, the contractor is responsible for organizational and administrative controls necessary to ensure that performance meets or exceeds all contract specification requirements and those set forth in the task order.

a. The government reserves the right, during the life of this contract, to request work histories on any contractor employee for purpose of verifying compliance with this requirement. Personnel assigned to or utilized by the contractor in the performance of this contract shall meet the experience, educational, or background requirements set forth herein and are fully capable of performing the functions of the respective labor categories in an efficient, reliable, and professional manner. If the contracting officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the contractor.

b. All contractor personnel are required to comply with computer security requirements applicable to the Government's computer systems being used or accessed by them during the performance of this task order. When a decision is made known to a contractor employee that the employee will no longer need access to the Government computer system (due to dismissal, reassignment, or resignation), it is the responsibility of the contractor to immediately notify the Contracting Officer Representative (COR) that the individual will no longer require access to the computer system and its data files.



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c. When requested, the contractor shall provide resumes and similar work experience to document employee competencies.

d. Cybersecurity Workforce (CSWF) Certification requirements must be met as a condition of hire and must be maintained over the course of this contract. Cybersecurity Certifications, CE and CPE requirements must be kept current and in accordance with Navy and DoD policies.

2. Key Personnel - The following categories are designated Key Personnel labor categories required to support this Statement of Work (SOW) task order. Please note accredited herein means: Accredited by an accreditation agency listed as nationally recognized by the U.S. Department of Education. Regarding personnel, in the event that there is a follow-on to the resultant task order, and a different successor contractor is selected, the contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this task order in accordance with FAR Clause 52.237-3, Continuity of Services (Jan 1991), of the basic SeaPort contract.

**NOTE: Under Personnel Qualifications, "shall" is considered a minimum qualification and "should" is considered a "target" qualification.**

**a. Project Manager/Manager, Program/Project I - MANP1 (1 Resume):**

**Education:** Individual should possess a Bachelor's degree in computer science, information technology, communications systems management or an equivalent technical degree from an accredited college or university.

**Experience:** Individual should demonstrate five (5) years' experience in managing a team on network projects and possess knowledge in Ethernet LANs, enterprise network architecture and design, multi-level server design, and WAN approaches. Individual should possess expertise in Microsoft Project. The individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**b. Server Administrator/Library Information Technology Systems Administrator II - 13054 (2 Resumes):**

**Education:** Individual should possess an Associate's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university. An additional three (3) years equivalent work experience as outlined below may be substituted for education.

**Experience:** Individual should demonstrate three (3) years' experience administering a MS Windows domain and should have extensive knowledge of and experience with installation, configuration, and integration, backups, troubleshooting and problem resolution for servers associated with an Active Directory Domain. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**c. Virtualization Administrator/Library Information Technology Systems Administrator II - 13054 (1 Resume):**

**Education:** Individual should possess a Bachelor's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual should demonstrate three (3) years' experience administering a VMWare Virtual Environment. and should have extensive knowledge of and experience with installation, configuration, and integration, backups, troubleshooting and problem resolution for servers associated with a VMWare Virtual Infrastructure including, but not limited to, ESXi and vCenter Servers. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

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**d. Host Based Security Technician/Computer Programmer III - 14073 (1 Resume):**

**Education:** Individual should possess an Associate's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual should demonstrate five (5) years' experience in maintaining and operating Host Based Security Suite or McAfee ePolicy Orchestrator version 4.5+ and components including antivirus, host intrusion prevention, and data loss prevention. Individual should be knowledgeable in supporting, patching, and configuring Windows. Individual should demonstrate ability to trouble-shoot systems and networking issues to determine cause of failure. Individual should have familiarity with DoD STIGs (Security Technical Implementation Guides). Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

The individual shall also possess DISA HBSS 201 or higher certification.

**e. Intrusion Detection/Prevention Analyst/Computer Programmer III - 14073 (1 Resume):**

**Education:** Individual should possess an Associate's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual should demonstrate 5 years' experience in maintaining, reporting and analyzing ID/PS and should be knowledgeable on signature based intrusions, tuning and prevention. Individual should be knowledgeable in network architecture and routing and should be familiar with DoD STIGs (Security Technical Implementation Guides). Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**f. Network Engineer/Engineer, Computer III - EC3 (2 Resumes):**

**Education:** Individual shall possess a Bachelor's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall demonstrate five (5) years' combined experience in computer and networking project management to support Local Area Networks which include Ethernet (10BaseT and Gigabit), Fiber Optics, wireless, network installations, client/host configuration, and network systems trouble shooting, testing and repair. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

Five (5) years' experience shall include the following:

- monitoring network performance and recommending improvements
- installing and supporting Cisco routers, core switches, Layer 2 and 3 switches, Wireless APs/sensors, VPN and firewalls (Cisco ASA series).
- auditing network access in order to comply with current DoD audit security requirements "Defense In Depth".
- designing and configuring data center LAN technologies such as Spanning Tree, EIGRP and multi-VRF solutions.

**g. Network Administrator/Engineer, Computer III - EC3 (1 Resume):**

**Education:** Individual shall possess a Bachelor's degree in electrical engineering, computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall demonstrate five (5) years combined analyzing, documenting and reviewing Local Area Networks (LAN). Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

Five (5) years' experience shall include the following:

- experience with installation, configuration, integration, user registration, file backups, troubleshooting and problem resolution for servers associated with network operations and administration, firewall, and RDT&E applications.

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**3. Non-Key Personnel – The following labor categories are designated non-key personnel for this task order. All non-key personnel performing under this task order shall meet the Government's minimum education and experience requirements. The minimum education and qualifications for the respective non-key labor categories are as follows:**

**a. Senior Systems Engineer/Engineer, Computer III - EC3:**

**Education:** Individual shall possess a Bachelor's degree in information technology, computer science, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have five (5) years' experience operating a Microsoft Windows domain; extensive experience in all aspects of hardware and software pertaining to Microsoft server products and with Microsoft domains in multiple site architecture. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**b. UNIX/Linux Administrator/Engineer, Computer III - EC3:**

**Education:** Individual shall possess a Bachelor's degree in information technology, computer science, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have five (5) years' experience with administering UNIX/Linux operating system. Individual shall have strong communication, teamwork, and customer relational skills, and strong technical problem solving skills. This individual shall have experience in security and network/distributed computing concepts, and an ability to write and maintain BASH and Perl shell scripts, in addition to experience in DHCP, DNS, and maintaining DoD STIG Compliance. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**c. CyberSecurity Technician/Computer Programmer III - 14073:**

**Education:** Individual shall possess an Associate's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have three (3) years' experience in Cybersecurity and in supporting patching and configuring Windows and UNIX/Linux. Individual shall have the ability to trouble-shoot systems and networking issues to determine cause of failure and experience with commercial scanning tools for accessing security posture. Individual shall have experience with Microsoft WSUS and using Group Policy Objects to implement security requirements on Windows workstations. Individual shall have experience with antivirus products and endpoint security products and experience with DoD STIGs (Security Technical Implementation Guides). Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**d. Information Assurance Officer (IAO)/Analyst, Computer Systems I - 14102:**

**Education:** Individual shall possess an Associate's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have five (5) years' experience in Cybersecurity, and experience in the successful execution of certification and accreditation in accordance with DOD Risk Management Framework. Individual shall have experience in supporting, patching, and configuring Windows and UNIX/Linux, and experience with using commercial scanning tools for accessing security posture. Individual shall have experience in using Group Policy Objects to implement security requirements on Windows workstations and experience with antivirus products and endpoint security products. Individual shall have knowledge of the DoD STIGs (Security Technical Implementation Guides). Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**e. Information Assurance Analyst/Analyst, Computer Systems I - 14101:**

**Education:** Individual shall possess a High School Diploma or equivalent.

**Experience:** Individual shall have three (3) years' experience in analyzing large data sets and producing reports, along with

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experience in hardware/software procurement and inventory control. Individual shall have experience in Microsoft Excel and Microsoft Access, with a working knowledge of Microsoft Visual Basic and/or Microsoft .NET. Individual shall have IT financial, facility management support experience and experience with management support for classified high performance computing systems and facilities. Individual shall have experience with DoD and DoN personnel, physical, and information security policy and requirements.

**f. Information Technology Coordinator (ITC)/Analyst, Computer Systems II - 14102:**

**Education:** Individual shall possess an Associate’s degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall possess five (5) years’ experience in IT/IA support and supporting, patching, and configuring Windows computers. Individual shall have experience with commercial scanning tools for accessing security posture and experience implementing security requirements on Windows workstations. Individual shall have experience with antivirus products and experience with endpoint security products. Individual shall have experience with DoD STIGs (Security Technical Implementation Guides). Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**g. NMCI Service Representative/Computer Operator III - 14043:**

**Education:** Individual shall possess a High School Diploma or equivalent.

**Experience:** Individual shall have one (1) year experience working with NMCI/NGEN policies and managing NMCI/NGEN data, the Navy Enterprise Tool (NET) and database tools (MS Excel) to manage NMCI data. Individual shall have experience in writing documentation and procedures, experience in customer service, and experience in oral and written communication.

**h. Customer Support Representative/Computer Operator II - 14042:**

**Education:** Individual shall possess a High School Diploma or equivalent.

**Experience:** Individual shall possess one (1) years’ experience interfacing with users and computer systems and/or application programmers or similar work. Individual shall have experience with Help Desk Software Applications. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**i. Seat Representative/Computer Operator II - 14042:**

**Education:** Individual shall possess a High School Diploma or equivalent.

**Experience:** Individual shall have at least six (6) months experience in using the NMCI Enterprise Tool (NET) and two (2) years of experience in interfacing with NMCI users. Individual shall have an experience with, Microsoft Excel, Microsoft Word, and Acrobat Pro. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**m. Program Analyst/Computer Operator IV - 14044:**

**Education:** Individual shall possess a High School diploma or equivalent.

**Experience:** Individual shall have three (3) years’ experience providing support for the NMCI/NGEN service contract. Individual shall possess 3 years’ experience with NET, Wireless Contract support, and eForms. Individual shall have experience in NMCI MAC and account creations, Microsoft Word and Excel, and Active Directory “Users and Computers”.

**n. Project Administrator/Computer Operator IV - 14044:**

**Education:** Individual shall possess a High School diploma or equivalent.

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**Experience:** Individual shall have three (3) years' experience with NMCI, NGEN service contract. Individual shall have one (1) year experience using NMCI Enterprise Tool NET and ordering wireless services. Individual shall have experience with Microsoft Excel, Microsoft Word, and Windows Active Directory "Users and Computers". Individual shall have three years' experience interfacing with NMCI users and command Activity Customer Technical Representative (ACTR).

**o. VTC Technician/Computer Operator III - 14043:**

**Education:** Individual shall be a CISCO Video Network Specialist.

**Experience:** Individual shall have two (2) years' experience in each of the following: Video Teleconferencing (VTC) and Audio Visual (A/V) equipment from multiple manufactures; VTC and A/V industry standards; WAN technologies as they apply to VTC operations; Developing and implementing communication tools for use between remote sites; Microsoft Office (Word, Power Point, Excel, and Outlook); PC operations and technology.

**p. Senior Network Cable Installer/Technician, Engineering V - 30085:**

**Education:** Individual shall possess a high school diploma or equivalent. Individual shall have BICSI certification

**Experience:** Individual shall have ten (10) years' experience in installing and testing networks which include 10BaseT (STP and UTP), multi and single mode fiber optic cable, wireless, and voice systems. Individual shall have five (5) years' experience with Navy Marine Corps Intranet (NMCI) copper/fiber installation and experience supervising and managing an installation crew.

**q. Network Cable Installer/Technician, Engineering IV - 30084:**

**Education:** Individual shall possess a high school diploma or equivalent. Individual shall have BICSI certification.

**Experience:** Individual shall have ten (10) years' experience in installing Ethernet and fiber optic networks, network components and network interface devices. This experience shall include running, connecting, terminating, testing, and troubleshooting 10BaseT (CAT 5e and CAT6e) (STP and UTP), multi and single mode fiber optic cable, wireless, and voice systems. Individual shall have five years' experience with Navy Marine Corps Intranet (NMCI) copper/fiber installation.

**r. Software Engineer (Programming)/Computer Programmer IV - 14074:**

**Education:** Individual shall possess a Bachelor's degree in computer science, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have three (3) years' experience in software design using object-oriented methodologies; proficient in .NET, C++, Java, and/or Perl; and three (3) years' experience in development of Web applications; proficient in HTML, CSS, Javascript, Ajax. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**s. Business Analyst/Administrative Assistant I - 01020:**

**Education:** Individual shall possess High School diploma or equivalent.

**Experience:** Individual shall have three (3) years' experience collecting, organizing, summarizing and reporting on various data sets and produce metrics and reports. Individual shall have experience in hardware/software procurements, including consultation, guidance and DON policy for systems, software, and hardware acquisition that meet Navy, DoD and federal requirements and policies. Individual shall have experience in creating metrics, presentations, reports, outlines and summaries using MS Office products such as: MS Word and Excel. Individual shall have experience in collecting, organizing and tracking actions in MS Project. Individual shall have experience with the Navy Information Dominance Approval System (NAVIDAS).

**t. Communications Engineer/Engineer, Computer II - EC2:**

**Education:** Individual shall possess an Associate's degree in computer science, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have five (5) years' combined experience in computer and networking to support

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Ethernet (10BaseT and Gigabit), fiber optics, wireless, network installations, client-server configurations, and network systems troubleshooting, testing and repair. Individual shall be proficient in TCP/IP protocols and experience with supporting surveying and coordinating physical moves of network drops Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**u. Software Engineer (Database)/Engineer, Computer II - EC2:**

**Education:** Individual shall possess a Bachelor's degree in computer science, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have three (3) years' experience in database design with a proficiency in Oracle 10g. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**v. Information Assurance Technician/Analyst, Computer Systems I - 14101:**

**Education:** Individual shall possess an Associate's degree in information technology or computer science or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have three (3) years' experience in Cyber Security. Individual shall have experience supporting, patching, and configuring Windows and UNIX/Linux, in addition to experience in trouble-shooting systems and networking issues to determine cause of failure. Individual shall have experience with commercial scanning tools for accessing security posture.

Individual shall have experience with Microsoft Windows Server Update Services (WSUS) and experience using Group Policy Objects to implement security requirements on Windows workstations. Individual shall have experience with antivirus products and endpoint security products. Individual shall have experience with DoD STIGs (Security Technical Implementation Guides).

Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

**w. Technical Writer/Technical Writer III - 30463:**

**Education:** Individual shall possess a Bachelor's degree.

**Experience:** Individual shall have three (3) years' experience in documenting technical programs, plans, designs, operations and procedures.

**x. Financial Program Analyst/Analyst, Financial Systems I - ANFS:**

**Education:** Individual shall possess a High school diploma or equivalent.

**Experience:** Individual shall have five (5) years' work experience in ability to collect, summarize, display data and reports; work experience in Microsoft Office products such as MS Excel, MS Office and Project. Individual shall have experience with basic accounting and bookkeeping.

**y. Administrator/Administrative Assistant I - 01020:**

**Education:** Individual shall possess a High school diploma or equivalent.

**Experience:** Individual shall have three (3) years' work experience in processing background investigation documentation. Individual shall have experience in administratively processing criminal background investigation procedures. Individual shall have good written and oral communication skills.

**z. Administrative Support/Administrative Assistant I - 01020:**

**Education:** Individual shall possess a High school diploma or equivalent.

**Experience:** Individual shall have three (3) years' experience providing administrative support. Individual shall have experience

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in word processing, filing, tracking man-hours/time, preparing correspondence reports/forms and presentations, arranging travel, scheduling meetings and teleconferencing services. Individual shall have experience with Microsoft Word, Excel, and PowerPoint.

**aa. Database Administrator:**

**Education:** Individual shall possess a Bachelor's degree in computer science, information technology, or an equivalent technical degree from an accredited college or university.

**Experience:** Individual shall have five (5) years' experience in database administration, backup, and recovery, database optimization, and troubleshooting. Individual shall have experience in design issues for interfacing front-end servers to databases, expertise in database design with a proficiency in SQL Server. Individual shall have experience with collaboration tools, for example, Microsoft Office SharePoint Server and/or Lotus Notes. Individual shall meet the DoD 8570.01-M Cybersecurity Workforce requirements shown in Enclosure (1).

PD-C01 ON-SITE SAFETY AND ENVIRONMENTAL AWARENESS TRAINING (NOV 2015)

(a) The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

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(b) The contractor shall ensure that each contractor employee reads the documents entitled, "Philadelphia Division Environmental Policy and Commitment" and "Philadelphia Division Occupational Safety and Health Policy Statement" within 30 days of commencing performance at Naval Surface Warfare Center Philadelphia Division (NSWCPD). These documents are available at:

<https://navsea.portal.navy.mil/wc/pnbc-code10/Safety/default.aspx>

(c) The contractor shall ensure that each contractor employee who will be resident at NSWCPD completes the Environmental Management System (EMS) Awareness training within 30 days of commencing performance at NSWCPD. This document is available at:

<https://navsea.portal.navy.mil/wc/pnbc-code10/Safety/default.aspx>

(d) The contractor shall certify by e-mail to Paul Breeden ([paul.breeden@navy.mil](mailto:paul.breeden@navy.mil)) that on-site employees have read the "Philadelphia Division Environmental Policy and Commitment" and taken the EMS Awareness training within 30 days of commencing performance at NSWCPD. The e-mail shall include the employee name, work site, and contract number.

(e) The contractor shall ensure that each contractor employee who will be resident at NSWCPD completes the Voluntary Protection Program (VPP) Awareness Training within 30 days of commencing performance at NSWCPD. This document is available at:

<https://navsea.portal.navy.mil/wc/pnbc-code10/Safety/default.aspx>

(f) The contractor shall certify by e-mail to Al D'Imperio ([albert.dimperio@navy.mil](mailto:albert.dimperio@navy.mil)) that employees have read the "Philadelphia Division Occupational Safety and Health Policy Statement" and taken the VPP awareness training within 30 days of commencing performance at NSWCPD. The e-mail shall include the employees name, work site, and contract number.

(g) The contractor shall submit their OSHA 300 Logs (injury/illness rates) within 30 days of commencing performance at

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NSWCPD for review by the OSH Office (Al D'Imperio). If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment will be performed by the OSH Office to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional Personal Protective Equipment (PPE) or training will be required.

(h) The contractor shall post their OSHA 300 Logs in a conspicuous place where employee notices are customarily posted immediately upon commencing performance at NSWCPD.

(i) Applicable contractors shall submit Total Case Incident Rate (TCIR) and Days Away, Restricted and Transfer (DART) rates for the past three years within 30 days of commencing performance at NSWCPD for review by the OSH Office. A contractor meets the definition of applicable if its employees worked 1,000 hours or more in any calendar quarter on site and were not directly supervised in day-to-day activities by the command.

(j) The contractor shall report all work-related injuries/illnesses that occurred while working at NSWCPD to the OSH Office.

(k) The contractor shall ensure that all contractor work at NSWCPD is in accordance with the OSH Program Manual (NAVSSSEINST 5100.14). The OSH Program Manual is available at:

<https://navsea.portal.navy.mil/wc/pnbc-code10/Safety/default.aspx>

Note:

- 1) Contractors must request an "iNAVY" account to access the documents online. Instructions are as follows:
  - a. <https://inavy.accessrequest.portal.navy.mil/>
  - b. select EMAIL Certificate<<<<-----
  - c. select Association (CIV, CTR or MILITARY)
  - d. enter work phone number
  - e. UIC number: 64498 (entering this will auto-populate the next box to "NSWC Philadelphia") – then hit "NEXT"
  - f. sponsor: NAVSEA
  - g. sponsor activity: NSWC Philadelphia
  - h. submit your request (you do not need to enter a justification)

Labor Category	IAT or IAM	Level (1, 2, 3)	Baseline Certification	Computing Environment/Operating System (CE/OS) Certification (for IATs only)	Continuing Professional Education (CPE) Requirements
Project Manager	IAM	2	Yes, GSLC, CASP ce, CISSP, CAP, CISM	NO	Yes, as required by certification

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<b>Labor Category</b>	<b>IAT or IAM</b>	<b>Level (1, 2, 3)</b>	<b>Baseline Certification</b>	<b>Computing Environment/Operating System (CE/OS) Certification (for IATs only)</b>	<b>Continuing Professional Education (CPE) Requirements</b>
<b>Server Administrator</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MCSA (2012)	Yes, as required by certification
<b>Virtualization Administrator</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, VCP certification	Yes, as required by certification
<b>Host Based Security Technician</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MCSA (2012)	Yes, as required by certification
<b>Intrusion Detection/Prevention Analyst</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, Linux + or CCNA Security	Yes, as required by certification
<b>Network Engineer</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	YES, CCNP	Yes, as required by certification
<b>Network Administrator</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, CCNA	Yes, as required by certification
<b>Senior Systems Engineer</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MCSE (2012)	Yes, as required by certification
<b>Database Administrator</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MTS-SQL2K5 or MCTS-SQL2K8	Yes, as required by certification
<b>UNIX/Linux Administrator</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, Linux+ CE/OS Certifications and a RedHat Certified Engineer, or a Linux Professional Institute certification or equivalent.	Yes, as required by certification
<b>CyberSecurity Technician</b>	IAT	2	Yes, , Security+ ce, GSEC, SSCP	Yes, MCSA (2012)	Yes, as required by certification
<b>Information Assurance Officer (IAO)</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MCSA (2012)	Yes, as required by certification
<b>Information Technology Coordinator (ITC)</b>	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MCSA (2012)	Yes, as required by certification
<b>Customer Support Representative</b>	IAT	1	Yes, A+ ce, Network+ ce, SSCP	Yes, MCP	Yes, as required by certification
<b>NMCI Seat Representative</b>	IAT	1	Yes, A+ ce, Network+ ce, SSCP	Yes, MCP	Yes, as required by

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Labor Category	IAT or IAM	Level (1, 2, 3)	Baseline Certification	Computing Environment/Operating System (CE/OS) Certification (for IATs only)	Continuing Professional Education (CPE) Requirements
					certification
Software Engineer (Programming)	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, Any	Yes, as required by certification
Communications Engineer	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MCSA (2012)	Yes, as required by certification
Software Engineer (Database):	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, Any	Yes, as required by certification
Information Assurance Technician	IAT	2	Yes, Security+ ce, GSEC, SSCP	Yes, MCSA (2012)	Yes, as required by certification

**REQUIREMENTS (NAVSEA) (SEP 1992)**

The data to be furnished here under shall be prepared in accordance with the Contract Data Requirements List (CDRL), DD Form 1423, Exhibit A, attached hereto.

CDRL No.	Title	Data Item Description
A001	CyberSecurity Workforce Baseline Certification	N/A
A003	Contractor Personnel Roster	DI-MGMT-81834A
A004	Other Direct Costs (ODCs) Report	DI-FNCL-81866
A005	CyberSecurity Workforce - Computing Environment/Operating Systems Certifications	N/A
A006	Contract Status Report	DI-MGMT-81991

**HQ C-2-0002 ACCESS TO PROPRIETARY DATA OR COMPUTER SOFTWARE (NAVSEA) (JUN 1994)**

(a) Performance under this contract may require that the Contractor have access to technical data, computer software, or other sensitive data of another party who asserts that such data or software is proprietary. If access to such data or software is required or to be provided, the Contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the proprietary data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains proprietary. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the Contractor has agreement(s).

(b) The Contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other Contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with the spirit and intent of this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the Contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.

(c) The restrictions on use and disclosure of the data and software described above also apply to such information received from the Government through any means to which the Contractor has access in the performance of this contract that contains proprietary or other restrictive markings.

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(d) The Contractor agrees that it will promptly notify the Contracting Officer of any attempt by an individual, company, or Government representative not directly involved in the effort to be performed under this contract to gain access to such proprietary information. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.

(e) The Contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "Contractor" where appropriate.

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

#### **HQ C-2-0059 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (AUG 1994)**

If, during the performance of this or any other contract, the contractor believes that any contract contains outdated or different versions of any specifications or standards, the contractor may request that all of its contracts be updated to include the current version of the applicable specification or standard. Updating shall not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the contract

#### **Enterprise-wide Contractor Manpower Reporting Application (ECMRA)**

"The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the [NAMED COMPONENT] via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

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

#### **Contractor Personnel Identification**

In the performance of this contract, contract employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings in Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and formal and informal written correspondence.

#### **10. NSWCPD ELECTRONIC COST REPORTING & FINANCIAL TRACKING (eCRAFT) SYSTEM**

1. (a) The Contractor agrees to upload the Contractor's Funds & Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System. The eCRAFT Reports must use the standardized labor categories identified in Section C - Statement of Work. Compliance with this requirement is a material requirement of this contract. Failure to comply

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with this requirement may result in contract termination.

(b)The Contractor's Funds & Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(c) The Contracting Officer may require supporting accounting system reports based on the review of the invoice documentation submitted to eCRAFT such as the Job Summary Report (or equivalent), Labor Distribution Report (or equivalent), and General Ledger Detail Report (or equivalent).

(d) The contractor shall submit its reports on the same day it submits an invoice in iRAPT. The costs reflected in eCRAFT shall be the same as those in iRAPT. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

(e) The eCRAFT Periodic Report Utility (ePRU) is an Excel tool used to facilitate generating reports of expenditures against-cost contracts. The generated XML files will then be submitted by the ePRU tool via email to [NUWC\\_NPT\\_eCRAFT.FCT@navy.mil](mailto:NUWC_NPT_eCRAFT.FCT@navy.mil) for submission into the eCRAFT Database Management System. The ePRU spreadsheet and user manual can be obtained from the NUWC Division Newport Contracts Home Page under eCRAFT information at: [http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC Newport/Partnerships/Commercial-Contracts/Information-eCraft](http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC%20Newport/Partnerships/Commercial-Contracts/Information-eCraft).

2. CDRL A002 entitled "Contracting Officer's Management Report" has been deleted & replaced with CDRL A006 entitled "Contract Status Report".

3. The Level of Effort chart has been revised to include the new eCRAFT Title & Code for each Proposed Labor Category, as shown below. In addition, the new eCRAFT Title has been incorporated for each Labor Category in the Statement of Work Section 9 titled "Personnel Qualifications".

<b>Title</b>	<b>New eCRAFT Title</b>	<b>eCRAFT Labor Category Code</b>
Project Manager*	MANAGER, PROGRAM/PROJECT I	MANP1
Server Administrator*	LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR II	13054
Virtualization Administrator*	LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR II	13054
Host Based Security Technician*	COMPUTER PROGRAMMER III	14073
Intrusion Detection/Prevention Analyst*	COMPUTER PROGRAMMER III	14073
Network Engineer*	ENGINEER, COMPUTER III	EC3
Network Administrator*	ENGINEER, COMPUTER III	EC3
Senior Systems Engineer	ENGINEER, COMPUTER III	EC3
Database Administrator	ENGINEER, COMPUTER II	EC2
UNIX/Linux Administrator	ENGINEER, COMPUTER III	EC3
CyberSecurity Technician	COMPUTER PROGRAMMER III	14073
Information Assurance Officer (IAO)	ANALYST, COMPUTER SYSTEMS I	14102
Information Assurance Analyst	ANALYST, COMPUTER SYSTEMS I	14101
Information Technology Coordinator	ANALYST, COMPUTER SYSTEMS II	14102
NMCI Service Representative	COMPUTER OPERATOR III	14043
Customer Support Representative	COMPUTER OPERATOR II	14042
Seat Representative	COMPUTER OPERATOR IV	14044
Program Analyst	COMPUTER OPERATOR IV	14044
Project Administrator	COMPUTER OPERATOR IV	14044
VTC Technician	COMPUTER OPERATOR III	14043
Senior Network Cable Installer	TECHNICIAN, ENGINEERING V	30085
Network Cable Installer	TECHNICIAN, ENGINEERING IV	30084
Software Engineer (Programming)	COMPUTER PROGRAMMER IV	14074
Software Engineer (Database)	ENGINEER, COMPUTER II	EC2
Business Analyst	ADMINISTRATIVE ASSISTANT	01020
Communications Engineer	ENGINEER, COMPUTER II	EC2
Information Assurance Technician	ANALYST, COMPUTER SYSTEMS I	14101
Technical Writer	TECHNICAL WRITER III	30463

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Financial Program Analyst	ANALYST, FINANCIAL SYSTEMS I	ANFS
Administrator	ADMINISTRATIVE ASSISTANT I	1020
Administrative Support	ADMINISTRATIVE ASSISTANT I	1020

\* Denotes Key Personnel

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## **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:

(Name of Individual Sponsor)

(Name of Requiring Activity)

(City and State)

Ship all Reports/Data to the Contracting Officer's Representative (COR) identified in Section G.

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed by the Contracting Officer representative as identified in the Technical Instructions (TIs) issued under this Task Order.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	11/14/2016 - 11/13/2017
7001	11/14/2016 - 3/1/2017
7002	11/14/2016 - 3/1/2017
7003	11/14/2016 - 3/1/2017
7004	11/14/2016 - 11/13/2017
7005	3/2/2017 - 11/13/2017
7006	3/2/2017 - 11/3/2017
7007	3/2/2017 - 11/13/2017
7008	3/1/2017 - 11/13/2017
7009	3/2/2017 - 11/13/2017
7100	3/2/2017 - 11/13/2018
7101	3/2/2017 - 11/13/2017
7102	3/2/2017 - 11/13/2017
7103	3/2/2017 - 11/13/2017
7104	5/10/2017 - 5/10/2019
7105	6/30/2017 - 11/13/2017
7106	6/30/2017 - 11/3/2017
7107	6/30/2017 - 11/13/2017
7108	6/30/2017 - 11/13/2017
7109	6/30/2017 - 11/13/2017
7110	6/30/2017 - 11/13/2017
7111	10/20/2017 - 11/13/2018
7112	10/20/2017 - 11/13/2018
7113	10/20/2017 - 11/13/2018
7114	10/20/2017 - 11/13/2018
7200	10/20/2017 - 11/13/2019
7201	10/20/2017 - 11/13/2018
7202	10/20/2017 - 11/13/2018
7203	10/20/2017 - 11/13/2018
7204	10/20/2017 - 11/13/2018
7205	10/20/2017 - 11/13/2018
7206	10/20/2017 - 5/10/2019
7207	3/28/2018 - 5/10/2019
7208	5/9/2018 - 4/30/2019
7209	8/17/2018 - 11/13/2018
7210	8/29/2018 - 1/31/2019
7211	8/29/2018 - 1/31/2019
7212	8/29/2018 - 1/31/2019
7213	8/29/2018 - 1/31/2019



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7300	8/29/2018 - 11/13/2020
7301	8/29/2018 - 1/31/2019
7302	8/29/2018 - 1/31/2019
7303	8/29/2018 - 1/31/2019
7304	8/29/2018 - 1/31/2019
7400	12/20/2018 - 11/13/2021
7401	12/20/2018 - 12/13/2019
7402	12/20/2018 - 12/31/2019
7403	12/20/2018 - 12/31/2019
7404	12/20/2018 - 12/31/2019
7405	12/20/2018 - 12/31/2019
7406	12/20/2018 - 12/31/2019
7407	12/20/2018 - 12/31/2019
7408	12/20/2018 - 9/30/2019
7409	12/20/2018 - 12/31/2019
9000	11/14/2016 - 11/13/2017
9001	11/14/2016 - 3/1/2017
9002	11/14/2016 - 11/13/2017
9003	11/14/2016 - 3/1/2017
9004	3/2/2017 - 11/13/2017
9005	6/30/2017 - 11/13/2017
9006	10/12/2017 - 11/13/2018
9200	5/3/2018 - 11/13/2019
9208	5/9/2018 - 4/30/2019
9209	5/9/2018 - 11/13/2018
9400	12/20/2018 - 11/13/2021
9403	12/20/2018 - 12/31/2019
7300	11/14/2019 - 11/13/2020
7400	11/14/2020 - 11/13/2021
9100	11/14/2017 - 11/13/2018
9200	3/28/2018 - 11/13/2018
9300	11/14/2019 - 11/13/2020
9400	11/14/2020 - 11/13/2021

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## SECTION G CONTRACT ADMINISTRATION DATA

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

(a) The COR for this contract is:

[REDACTED]

NSWCPD, Code 1071

[REDACTED]

[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.

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(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

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

Destination / Destination

(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	N64498
Ship To Code	See Section F
Ship From Code	N/A
Mark For Code	See Section D
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N64498
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

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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 thee-mail address identified below in the "Send Additional Email Notifications "field of WAWF once a document is submitted in the system.

Stacey.Thompson@navy.mil

(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.

Kimberly Carnevale  
[Kimberly.Carnevale@navy.mil](mailto:Kimberly.Carnevale@navy.mil)  
(215) 897-1174

(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.

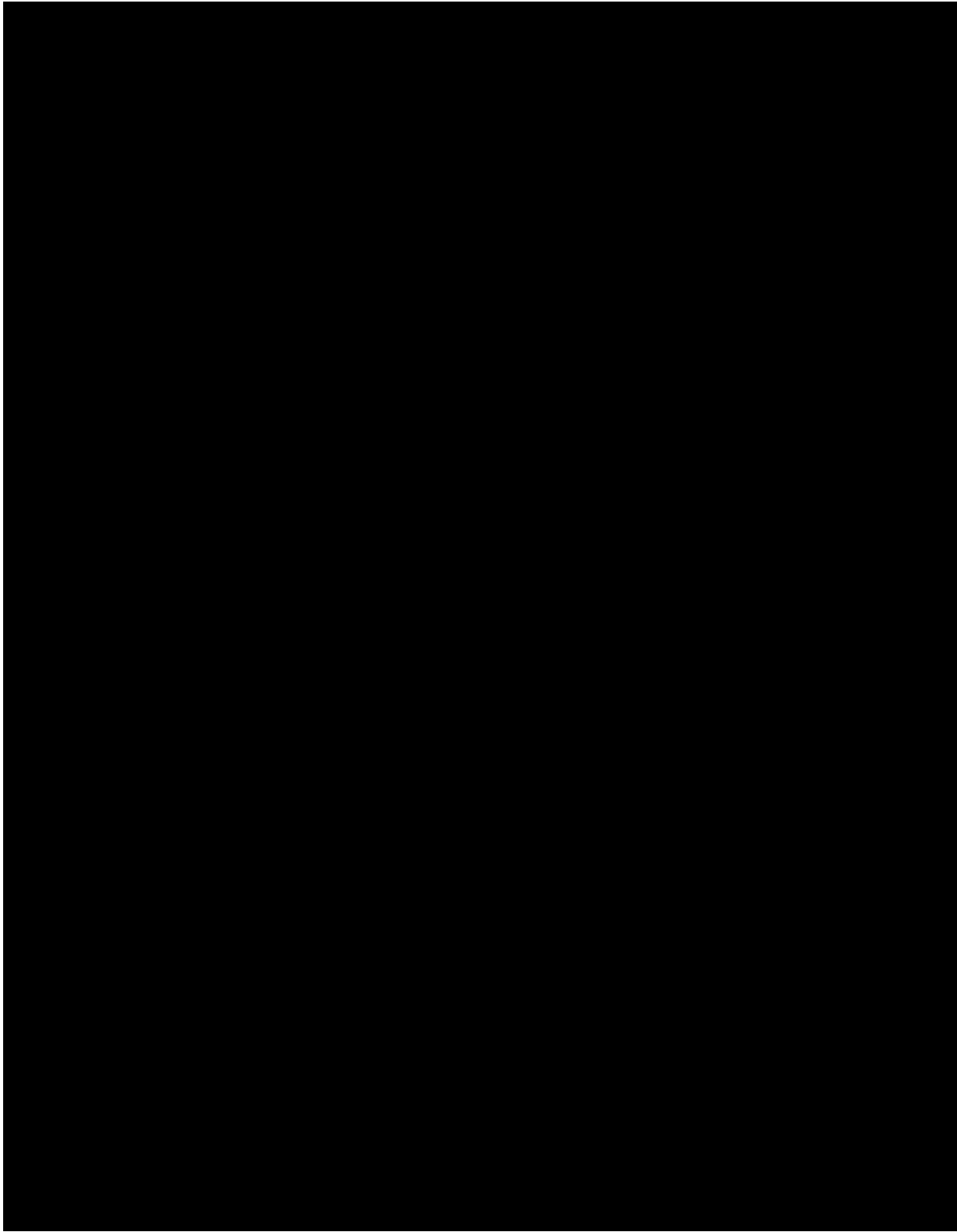
(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange(EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF.

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No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

**252.204-0001 Line Item Specific: Single Funding. (SEP2009)**

The payment office shall make payment using the ACRN funding of the line item being billed.



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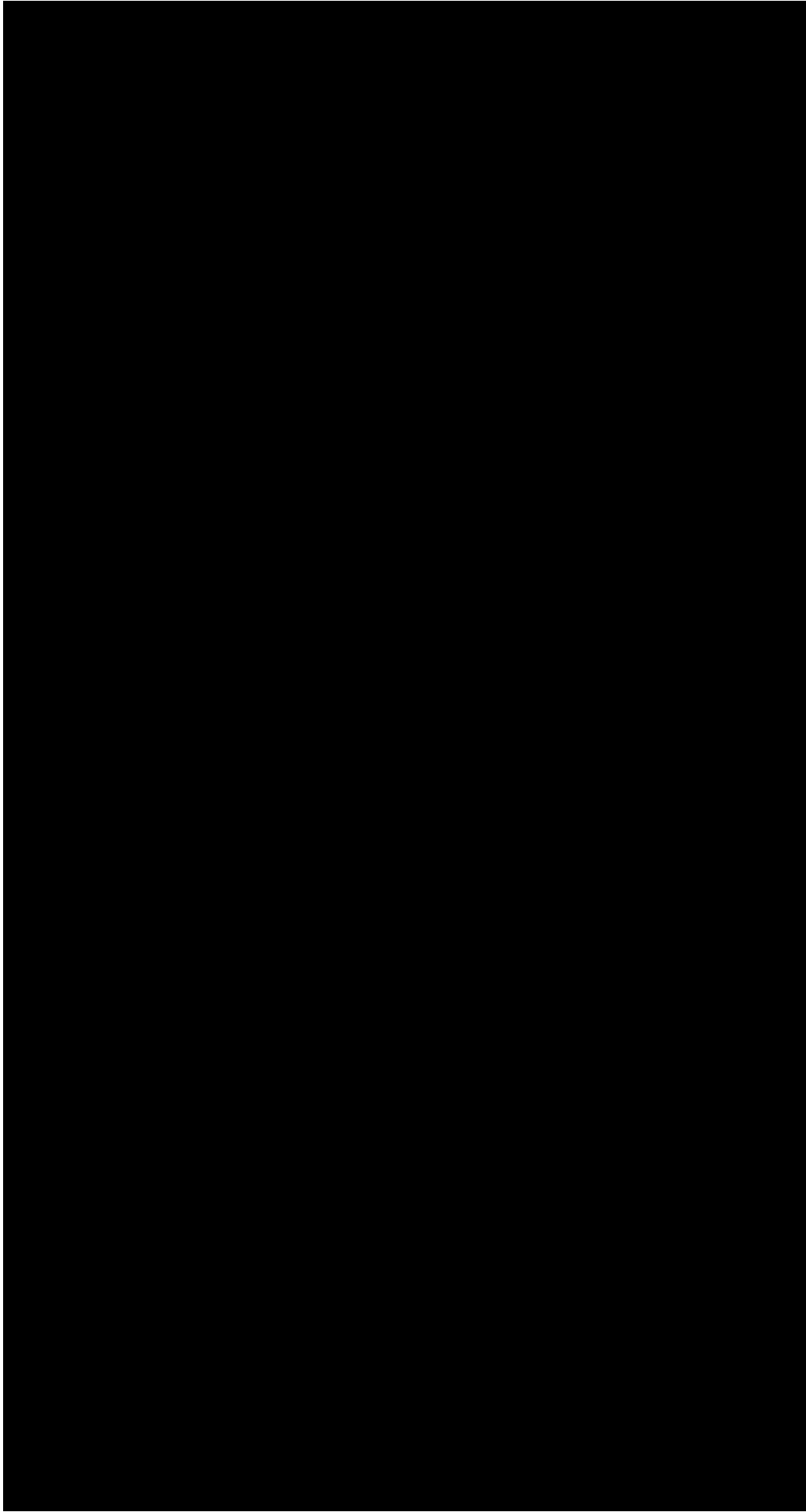
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED] [REDACTED] [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### PD-H05 - 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 NSWCPD 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 NSWCPD Ombudsman must be forwarded to:

Ms. Irene Katakinski

Email: [irene.katakinski@navy.mil](mailto:irene.katakinski@navy.mil)

Telephone: 215-897-7596

### PD-H04 – CONTRACTOR PERSONNEL SECURITY REQUIREMENTS (AUG 2015)

- 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 be terminated. For Common Access Card (CAC) card you must have a completed investigation that has been favorably adjudicated or a final security clearance. A CAC Card will not be issued to contractors who have an interim security clearance.
- b. Contractor personnel that require a badge to work on-site at one of the NSWCCD sites must provide an I-9 form to verify proof of citizenship. The I-9 form should be signed by the company Facility Security Officer or the company Human Resource Department. In addition to the I-9 form, Contractors shall also bring their birth certificate, current United States Passport or naturalization certificate and state issued ID to the NSWCCD Security Officer at the time of badge request to verify citizenship. Finally, contractors shall supply a copy of their OPSEC Training Certificate or other proof that the training has been completed.
- c. Construction badges for contractor personnel that work on-site at one of the NSWCCD sites will be good for 60 days.
- d. A Facility Access Determination (FAD) will be completed on any contractor that does not have a favorable adjudicated investigation in JPAS and is requesting swipe/non-swipe access to our buildings in excess of 120 days. Any contractor that has unfavorable information that has not been favorably adjudicated by Department of Defense Central Adjudication Facility (DOD CAF) will not be issued a badge.
- e. 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

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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 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)**

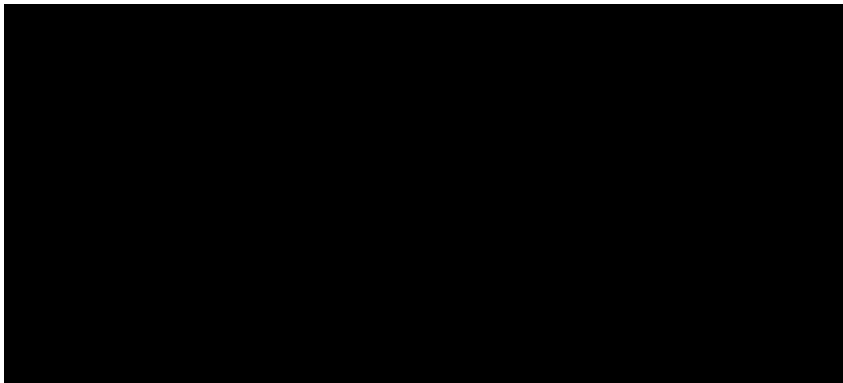
(a) This contract is incrementally funded with respect to both cost and fee. The Amounts presently available and allotted to this contract for payment of base fee, if any, and award fee are set forth below. Base fee amount is subject to the clause entitled "FIXED FEE"(FAR 52.216-8). Award fee amount 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:

Mod 17

CLIN/SLIN	ALLOTTED TO COSTS	ALLOTTED TO FEES
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
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████	██████████	██████████

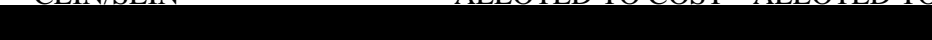
Mod 16

CLIN/SLIN	ALLOTTED TO COSTS	ALLOTTED TO FEES
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Mod 15

CLIN/SLIN	ALLOTTED TO COST	ALLOTTED TO FEE
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Mod 14

CLIN/SLIN	ALLOTTED TO COST	ALLOTTED TO FEE
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████
████	██████████	██████████

Mod 13

CLIN/SLIN	ALLOTTED TO COST	ALLOTTED TO FEE
████	██████████	██████████

Mod 10

CLIN/SLIN	ALLOTTED TO COST	ALLOTTED TO FEE
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[REDACTED]

[REDACTED]

[REDACTED]

Mod 6

Line Item	Allotted to Cost	Allotted to Fee	Total	Period of Performance
7105	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Mod 5

Line Item	Allotted to Cost	Allotted to Fee	Total	Period of Performance
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Mod 2

Line Item	Allotted to Cost	Allotted to Fee	Total	Period of Performance
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]





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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 1,989 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 abiding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

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

(g) 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) 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

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Contractor's estimate of the total allowable cost incurred under the contractor 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 the terms of the contract.

(End of Text)

#### 5252.237-9106 SUBSTITUTION OF KEY PERSONNEL (SEP 1990)

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

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other

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information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

5252.237-9106(A) - SUBSTITUTION OF PERSONNEL-KEY PERSONNEL LIST (PD-H05) (FEB 2016)

In accordance with "5252.237-9106 Substitution of Key Personnel (SEP 1990)", the list of Key Personnel for the award is as follows:

<b>Labor Category</b>	<b>eCRAFT Title</b>	<b>eCRAFT Labor Category Code</b>	<b>Key Personnel</b>
Project Manager*	MANP1	Manager, Program/Project I	Joseph Bus
Project Manager*	MANP1	Manager, Program/Project I	Joseph Donnelly
Server Administrator*	13054	Library Information Technology Systems Administrator II	Robin Montharayil
Server Administrator*	13054	Library Information Technology Systems Administrator II	Michael McGarvey
Server Administrator*	13054	Library Information Technology Systems Administrator II	Norman Seltzer
Virtualization Administrator*	13054	Library Information Technology Systems Administrator II	Paul Foti
Host Based Security Technician*	14073	Computer Programmer III	Kristin Taylor
Network Engineer*	EC3	Engineer, Computer III	David Do
Network Engineer*	EC3	Engineer, Computer III	Jern Yong
Network Engineer*	EC3	Engineer, Computer III	Dwayne Hall

### **NNPI/SIPRNET Data Systems**

For Official Use Only (FOUO), NNPI and Personally Identifiable Information (PII) generated and/or provided under this contract shall be safeguarded and marked as specified in DoD 5400. 7-R Chapters 3 and 4. All documentation developed under this contract shall be exclusive property of the Government and shall be delivered to the Government in MS Office products or Visio formats. Contractors shall have access to unclassified data, FOUO, NNPI and SIPRNET, as necessary.

The following clauses are added to the contract:

### **239.7102-3 Information Assurance Contractor Training and Certification.**

(a) For acquisitions that include information assurance functional services for DoD information systems, or that require any appropriately cleared contractor personnel to access a DoD information system to perform contract duties, the requiring activity 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 requiring activity 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

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the manual and are identified, documented, and tracked.

(c) The responsibilities specified in paragraphs (a) and (b) of this section 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).

(d) See PGI 239.7102-3 (Pop-up Window or PGI Viewer Mode) for guidance on documenting and tracking certification status of contractor personnel, and for additional information regarding the requirements of DoD 8570.01-M.

**239.7103 Contract Clauses.**

(a) Use the clause at 252.239-7000, Protection Against Compromising Emanations, in solicitations and contracts involving information technology that requires protection

(b) Use the clause at 252.239-7001, Information Assurance Contractor Training and Certification, in solicitations and contracts involving contractor performance of information assurance functions as described in DoD 8570.01-M.

**239.7103(b) Information Assurance Contractor Training and Certification (JAN 2008)**

(a) The Contractor shall ensure that personnel accessing information systems 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 positions as required by DoD 8570.01-M.

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

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

**252.239-7000 PROTECTION AGAINST COMPROMISING EMANATIONS (JUN 2004)**

(a) The Contractor shall provide or use only information technology, as specified by the Government, that has been accredited to meet the appropriate information assurance requirements of—

(1) The National Security Agency National TEMPEST Standards (NACSEM No. 5100 or NACSEM No. 5100A,

Compromising Emanations Laboratory Test Standard, Electromagnetics (U)); or

(2) Other standards specified by this contract, including the date through which the required accreditation is current or valid for the contract.

(b) Upon request of the Contracting Officer, the Contractor shall provide documentation supporting the accreditation.

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(c) The Government may, as part of its inspection and acceptance, conduct additional tests to ensure that information technology delivered under this contract satisfies the information assurance standards specified. The

Government may conduct additional tests—

(1) At the installation site or contractor's facility; and

(2) Notwithstanding the existence of valid accreditations of information technology prior to the award of this contract.

(d) Unless otherwise provided in this contract under the Warranty of Supplies or Warranty of Systems and

Equipment clause, the Contractor shall correct or replace accepted information technology found to be deficient within 1 year after proper installations.

(1) The correction or replacement shall be at no cost to the Government.

(2) Should a modification to the delivered information technology be made by the Contractor, the 1-year period applies to the modification upon its proper installation.

**252.239-7001 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (JAN 2008)**

(a) The Contractor shall ensure that personnel accessing information systems 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 positions as required by DoD 8570.01-M.

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

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

**ORGANIZATIONAL CONFLICT OF INTEREST & NON-DISCLOSURE AGREEMENT**

(a) This contract, in whole or in part, provides for the Contractor to access Government Contractor information which is disclosed in the performance of work described: ITPR submittal, data entry & review of purchase request for NAV-ITAS (Navy Information Technology Approval System). Access to this information will present a significant potential organizational conflict of interest by providing the Contractor having access to this information, a potential conflict of interest arises in accordance with

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FAR Subpart 9.5 or DFARS Subpart 209.5.

(b) During the term of this contract & for a period of three (3) years after completion of this contract, the Contractor agrees that it will not bid or submit an offer as a prime contractor, subcontractor at any tier, or consultant to a contractor on any acquisition in which information was obtained during the course of performing the work described in Paragraph (a) above. The Contractor shall, within 15 days after the effective date of this contract, provide, in writing, to the Contracting Officer, a representation that all employees, agents, and, subcontractors involved in the performance of this contract have been informed of the provisions of this clause & submit a “Certification Regarding Nondisclosure of Proprietary Information” & “Certification Concerning Conflict of Interest” signed by each person who will have access to this information. All subcontractors & subcontractor employees that perform any work relative to this contract shall be subject to this clause. The Contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) For the purposes of this clause, the term “Contractor” means the contractor, its subsidiaries & affiliates, joint ventures involving the contractor, ay entity with which the contractor may hereafter merge or affiliate, & any other successor or assignee of the contractor.

(d) The Contractor acknowledges the full force & effect of this clause. It agrees to be bound by its terms & conditions & understands that violation of this clause may, in the judgement of the Contracting Officer, be cause for Termination for Default under FAR 52.249-6. The Contractor also acknowledges that this does not represent the sole & exclusive remedy available to the Government in the event the Contractor breaches this or any other Organizational Conflict of Interest clause.

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## 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 five years.

### 52.222-2 PAYMENT FOR OVERTIMEPREMIUMS (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$ 0 or the overtime premium is paid for work --

1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) Toper form tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—

(1) Identify the work unit; *e.g.*, department or section in which there requested overtime will be used, together with present workload, staffing, another data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

\*Insert either “zero” or the dollar amount agreed to during negotiations. The inserted figure does

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not apply to the exceptions in paragraph (a)(1)through (a)(4) of the clause.

(End of Clause)

## 52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004)

(a) Definitions. As used in this provision--

“Discussions” are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

“In writing or written” means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

“Proposal modification” is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

“Time”, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals. (1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;



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(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, or revision, of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications, or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the

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proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--

(1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with-- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award. (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later

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determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(iv) A summary of the rationale for award.

(v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

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(End of provision)

**52.219-6NOTICE 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 contracts.

(End of Clause)

**252.203-7996 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS—REPRESENTATION (DEVIATION 2016-O0003)(OCT 2015)**

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in section 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

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(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

**252.203-7997 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003)(OCT 2015)**

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

**252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (SEPT 2015)**

(a) Definitions. As used in this clause--

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Adequate security means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

Compromise means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

Contractor attributional/proprietary information means information that identifies the contractor(s), whether directly or indirectly, by the grouping of information that can be traced back to the contractor(s) (e.g., program description, facility locations), personally identifiable information, as well as trade secrets, commercial or financial information, or other commercially sensitive information that is not customarily shared outside of the company.

Contractor information system means an information system belonging to, or operated by or for, the Contractor.

Controlled technical information means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information would meet the criteria, if disseminated, for distribution statements B through F using the criteria set forth in DoD Instruction 5230.24, Distribution Statements on Technical

Documents. The term does not include information that is lawfully publicly available without restrictions.

Covered contractor information system means an information system that is owned, or operated by or for, a contractor and that processes, stores, or transmits covered defense information.

Covered defense information means unclassified information that--

(i) Is--

(A) Provided to the contractor by or on behalf of DoD in connection with the performance of the contract; or

(B) Collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance of the contract; and

(ii) Falls in any of the following categories:

(A) Controlled technical information.

(B) Critical information (operations security). Specific facts identified through the Operations Security process about friendly intentions, capabilities, and activities vitally needed by adversaries for them to plan and act effectively so as to guarantee failure or unacceptable consequences for friendly mission accomplishment (part of Operations Security process).

(C) Export control. Unclassified information concerning certain items, commodities, technology,

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software, or other information whose export could reasonably be expected to adversely affect the United States national security and nonproliferation objectives. To include dual use items; items identified in export administration regulations, international traffic in arms regulations and munitions list; license applications; and sensitive nuclear technology

information.

(D) Any other information, marked or otherwise identified in the contract, that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Governmentwide policies (e.g., privacy, proprietary business information).

Cyber incident means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.

Forensic analysis means the practice of gathering, retaining, and analyzing computer-related data for investigative purposes in a manner that maintains the integrity of the data.

Malicious software means computer software or firmware intended to perform an unauthorized process that will have adverse impact on the confidentiality, integrity, or availability of an information system. This definition includes a virus, worm, Trojan horse, or other code-based entity that infects a host, as well as spyware and

some forms of adware.

Media means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.

Operationally critical support means supplies or services designated by the Government as critical for airlift, sealift,

intermodal transportation services, or logistical support that is essential to the mobilization, deployment, or sustainment of the Armed Forces in a contingency operation.

Rapid(ly) report(ing) means within 72 hours of discovery of any cyber incident.

Technical information means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013, Rights in Technical Data-Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering

data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) Adequate security. The Contractor shall provide adequate security for all covered defense information on all covered contractor information systems that support the performance of work under this contract. To provide adequate security, the Contractor shall--

(1) Implement information systems security protections on all covered contractor information systems including, at a minimum--

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(i) For covered contractor information systems that are part of an Information Technology (IT) service or system operated on behalf of the Government--

(A) Cloud computing services shall be subject to the security requirements specified in the clause 252.239-7010, Cloud Computing Services, of this contract; and

(B) Any other such IT service or system (i.e., other than cloud computing) shall be subject to the security requirements specified elsewhere in this contract; or

(ii) For covered contractor information systems that are not part of an IT service or system operated on behalf of the Government and therefore are not subject to the security requirement specified at paragraph (b)(1)(i) of this clause--

(A) The security requirements in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations", <http://dx.doi.org/10.6028/NIST.SP.800-171> that is in effect at the time the solicitation is issued or as authorized by the Contracting Officer; or

(B) Alternative but equally effective security measures used to compensate for the inability to satisfy a particular requirement and achieve equivalent protection approved in writing by an authorized representative of the DoD CIO prior to contract award; and

(2) Apply other security measures when the Contractor reasonably determines that such measures, in addition to those identified in paragraph (b)(1) of this clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

(c) Cyber incident reporting requirement.

(1) When the Contractor discovers a cyber incident that affects a covered contractor information system or the covered defense information residing therein, or that affects the contractor's ability to perform the requirements of the contract that are designated as operationally critical support, the Contractor shall--

(i) Conduct a review for evidence of compromise of covered defense information, including, but not limited to, identifying compromised computers, servers, specific data, and user accounts. This review shall also include analyzing covered contractor information system(s) that were part of the cyber incident, as well as other information systems on the Contractor's network(s), that may have been accessed as a result of the incident in order to identify compromised covered defense information, or that affect the Contractor's ability to provide operationally critical support; and

(ii) Rapidly report cyber incidents to DoD at <http://dibnet.dod.mil>.

(2) Cyber incident report. The cyber incident report shall be treated as information created by or for DoD and shall include, at a minimum, the required elements at <http://dibnet.dod.mil>.

(3) Medium assurance certificate requirement. In order to report cyber incidents in accordance with this clause, the Contractor or subcontractor shall have or acquire a DoD-approved medium assurance certificate to report cyber incidents. For information on obtaining a DoD-approved medium assurance certificate, see <http://iase.disa.mil/pki/eca/Pages/index.aspx>.



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(d) Malicious software. The Contractor or subcontractors that discover and isolate malicious software in connection with a reported cyber incident shall submit the malicious software in accordance with instructions provided by the Contracting Officer.

(e) Media preservation and protection. When a Contractor discovers a cyber incident has occurred, the Contractor shall preserve and protect images of all known affected information systems identified in paragraph (c)(1)(i) of this clause and all relevant monitoring/packet capture data for at least 90 days from the submission of the cyber incident report to allow DoD to request the media or decline interest.

(f) Access to additional information or equipment necessary for forensic analysis. Upon request by DoD, the Contractor shall provide DoD with access to additional information or equipment that is necessary to conduct a forensic analysis.

(g) Cyber incident damage assessment activities. If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor provide all of the damage assessment information gathered in accordance with paragraph (e) of this clause.

(h) DoD safeguarding and use of contractor attributional/proprietary information. The Government shall protect against the unauthorized use or release of information obtained from the contractor (or derived from information obtained from the contractor) under this clause that includes contractor attributional/proprietary information, including such information submitted in accordance with paragraph (c). To the maximum extent

practicable, the Contractor shall identify and mark attributional/proprietary information. In making an authorized release of such information, the Government will implement appropriate procedures to minimize the contractor attributional/proprietary information that is included in such authorized release, seeking to include only that

information that is necessary for the authorized purpose(s) for which the information is being released.

(i) Use and release of contractor attributional/proprietary information not created by or for DoD. Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is not created by or for DoD is authorized to be released outside of DoD--

(1) To entities with missions that may be affected by such information;

(2) To entities that may be called upon to assist in the diagnosis, detection, or mitigation of cyber incidents;

(3) To Government entities that conduct counterintelligence or law enforcement investigations;

(4) For national security purposes, including cyber situational awareness and defense purposes (including with Defense Industrial Base (DIB) participants in the program at 32 CFR part 236);  
or

(5) To a support services contractor ("recipient") that is directly supporting Government activities under a contract that includes the clause at 252.204-7009, Limitations on the Use or

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## Disclosure of Third-Party Contractor Reported Cyber Incident Information.

(j) Use and release of contractor attributional/proprietary information created by or for DoD. Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is created by or for DoD (including the information submitted pursuant to paragraph (c) of this clause) is authorized to be used and released outside of DoD for purposes and activities authorized by paragraph (i) of this clause, and for any other lawful Government purpose or activity, subject to all applicable statutory, regulatory, and policy based restrictions on the Government's use and release of such information.

(k) The Contractor shall conduct activities under this clause in accordance with applicable laws and regulations on the interception, monitoring, access, use, and disclosure of electronic communications and data.

(l) Other safeguarding or reporting requirements. The safeguarding and cyber incident reporting required by this clause in no way abrogates the Contractor's responsibility for other safeguarding or cyber incident reporting pertaining to its unclassified information systems as required by other applicable

clauses of this contract, or as a result of other applicable U.S. Government statutory or regulatory requirements.

(m) Subcontracts. The Contractor shall--

(1) Include the substance of this clause, including this paragraph (m), in all subcontracts, including subcontracts for

commercial items; and

(2) Require subcontractors to rapidly report cyber incidents directly to DoD at <http://dibnet.dod.mil> and the prime Contractor. This includes providing the incident report number, automatically assigned by DoD, to the prime Contractor (or next higher-tier subcontractor) as soon as practicable.

(End of clause)

### Clauses Included by Reference

52.217-8 -- Option to Extend the Term of the Contract

52.237-2 -- Protection of Government Buildings Equipment, and Vegetation

252.203-7003 -- Agency Office of the Inspector General

252.227-7025 -Limitations on the Use or Disclosure of Government-Furnished Information Marked With Restrictive Legends (May 2013)

252.204-7012 -- Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2015)

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## **SECTION J LIST OF ATTACHMENTS**

### Exhibit A

CDRL A001

CDRL A002

CDRL A003

CDRL A004

CDRL A005 CSWF OS Revised

### Exhibit B

DD254 - DoD Contract Security Specification Classification

### Enclosure 1

CSWF Matrix