

**ORDER FOR SUPPLIES OR SERVICES (FINAL)**

1. CONTRACT NO. N00178-05-D-4600		2. DELIVERY ORDER NO. EX04		3. EFFECTIVE DATE 2012 Jul 23		4. PURCH REQUEST NO. N4814212RCDC001		5. PRIORITY Unrated	
6. ISSUED BY NAVSUP Fleet Logistics Center Norfolk, Contracting Dept Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083			CODE N00189	7. ADMINISTERED BY DCMA CENTRAL PENNSYLVANIA - READING 201 PENN STREET, SUITE 201 READING PA 19601-4054			CODE S3912A	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)	
9. CONTRACTOR Target Media Mid Atlantic Inc. dba Target Systems 700 Bent Creek Blvd. Mechanicsburg PA 17050-1839			CODE 0Y0G9	FACILITY	10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS	X SMALL	
					12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X	SMALL DISADVANTAGED	
					13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			WOMEN-OWNED	
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266			CODE HQ0337	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	

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

Target Media Mid Atlantic Inc. dba Target Systems  
Matthew Nielsen  
Director of Business Development

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)

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

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE  
See Schedule

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

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA	25. TOTAL	\$2,633,438.00
	BY: /s/John D Favata	07/23/2012 CONTRACTING/ORDERING OFFICER	26. DIFFERENCES

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

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		c. DATE	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		28. SHIP NO.	29. D.O. VOUCHER NO.	30. INITIALS
f. TELEPHONE		31. PAYMENT COMPLETE		33. AMOUNT VERIFIED CORRECT FOR
g. E-MAIL ADDRESS		32. PAID BY		34. CHECK NUMBER
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.		31. PAYMENT PARTIAL		35. BILL OF LADING NO.
a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER
				42. S/R VOUCHER NO.

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 1 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty Unit	Est. Cost	Fixed Fee	CPFF
4000	DACM Support Services Base Period: 8-15-12 - 8-14-13 (O&MN,N)	1.0 LO	\$2,501,971.00	\$97,267.00	\$2,599,238.00
400001	N4814212RCDC001, COST CODE: 481422C2598Q (O&MN,N)				
400002	N4814212RCDC001, COST CODE: 481422CT598Q (O&MN,N)				

For Cost Type / NSP Items

4001	Technical Data in Support of CLIN 4000.				\$0.00
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For Cost Type Items:

Item	Supplies/Services	Qty Unit	Est. Cost	Fixed Fee	CPFF
4002	DACM Support Services OPTION PERIOD I: 8-15-13 - 4-4-14 (O&MN,N) Option	1.0 LO	\$1,929,529.00	\$77,357.00	\$2,006,886.00

For Cost Type / NSP Items

4003	Technical Data in support of CLIN 4002. Option Period I: 7-1-13 - 4-4-14				\$0.00
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For ODC Items:

Item	Supplies/Services	Qty Unit	Est. Cost
6000	Travel in Support of CLIN 4000 (O&MN,N)	1.0 LO	\$29,000.00

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 2 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

600001 N4814212RCDC001,  
COST CODE:  
481422C2598Q  
(O&MN,N)

6001 Materials in 1.0 LO \$5,200.00  
support of CLIN  
4000. (O&MN,N)

600101 N4814212RCDC001,  
COST CODE:  
481422C2598Q  
(O&MN,N)

6002 Travel in Support 1.0 LO \$23,250.00  
of CLIN 4002.  
(O&MN,N)  
Option

For Cost Type Items:

Item	Supplies/Services	Qty Unit	Est. Cost	Fixed Fee	CPFF
7000	DACM Support Services OPTION PERIOD I: 4-5-14 - 8-14-14 (O&MN,N) Option	1.0 LO	\$643,176.00	\$25,786.00	\$668,962.00
7001	DACM Support Services Option Period II: 8-15-14 - 8-14-15 (O&MN,N) Option	1.0 LO	\$2,649,899.00	\$106,238.00	\$2,756,137.00

For Cost Type / NSP Items

7002	Technical Data in support of CLIN 7000. Option Period I: 4-5-14 - 6-30-14				\$0.00
7003	Technical Data in support of CLIN 7001. OPTION PERIOD II: 7-1-14 - 6-30-15				\$0.00

For ODC Items:

Item	Supplies/Services	Qty Unit	Est. Cost
9000	Travel in Support of CLIN 7000. (O&MN,N)	1.0 LO	\$7,750.00

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 3 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

Option

9001	Materials in Support of CLIN 4002. (O&MN,N) Option	1.0	LO	\$4,350.00
9002	Materials in support of CLIN 7000. (O&MN,N) Option	1.0	LO	\$1,450.00
9003	Travel in support of CLIN 7001. (O&MN,N) Option	1.0	LO	\$32,000.00
9004	Materials in support of CLIN 7001. (O&MN,N) Option	1.0	LO	\$6,100.00

LEVEL OF EFFORT

LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995)

(a) The level of effort for the performance of this contract during the period from the start of contract performance to 12 months thereafter is based upon 32,634 estimated manhours of direct labor. If all options are exercised by the government, the level of effort for the performance of this contract will be increased by an additional 65,268 estimated manhours of direct labor, for a total level of effort of 97,902 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

(b) The estimated composition by labor category of the Estimated Total Hours is as follows:

Labor Category	Base	Option I	Option II
Analyst 1	1,980	1,980	1,980
Analyst 2	9,069	9,069	9,069
Lead Data Analyst	1,980	1,980	1,980
Lead Database Management Specialist	1,980	1,980	1,980
Lead Info Assurance Specialist	990	990	990
Lead Policy Analyst	3,960	3,960	3,960
Lead Project Manager	1,980	1,980	1,980
Lead Requirements Manager	1,980	1,980	1,980
Principal Management Executive	300	300	300
Programmer 1	2,475	2,475	2,475
Programmer 2	1,980	1,980	1,980
Programmer Analyst 2	1,980	1,980	1,980
Subject Matter Expert	1,980	1,980	1,980
Total	32,634	32,634	32,634

(c) The Estimated Total Hours include subcontracting hours but exclude holidays, sick leave, vacation days and other absences.

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 4 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this contract the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

(End of Provision)

#### LOE - TASK ORDER PERFORMANCE

##### LEVEL OF EFFORT - DELIVERY/TASK ORDER PERFORMANCE (OCT 1992)

It is understood and agreed that the number of hours and the total dollar amount for each labor category specified in under this order are estimates only and shall not limit the use of hours or dollar amounts in any labor category which may be required and provided for under this order. Accordingly, in the performance of this order, the contractor shall be allowed to adjust the quantity of labor hours provided for within labor categories specified in the order provided that in so performing the contractor shall not in any event exceed the ceiling price restrictions of the order, including modifications thereof.

(End of Provision)

#### PAYMENT OF FIXED FEE

##### PAYMENT OF FIXED FEE (INDEFINITE DELIVERY, COST PLUS FIXED FEE) (OCT 1992)

The fixed fee for work performed under this order is \$\_\_\*\_\_ provided that approximately 32,634 hours of technical effort are employed by the contractor in performance of this contract. If substantially fewer than 32,634 hours of said services are so employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of \$ \_\_\*\*\_\_ per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." The total of all such payments shall not exceed eighty-five (85%) percent of the fixed fee specified under each applicable delivery/task order. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

	*	**
BASE PERIOD:	\$97,267.00	\$2.98
OPTION I:	\$103,143.00	\$3.16
OPTION II:	\$106,238.00	\$3.26

(End of Provision)

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 5 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **PERFORMANCE WORK STATEMENT FOR DACM SUPPORT**

#### **INTRODUCTION**

The Department of Navy (DON) Director of Acquisition Career Management (DACM) is the chief advisor to the Assistant Secretary of the Navy for Research, Development, and Acquisition ASN(RD&A) in all matters relating to professional development and management of the acquisition workforce (AWF). The DON AWF includes over 50,000 military and civilian employees in 14 career fields. The DACM is responsible for the strategies, plans, and policies that shape, deliver, retain, and improve the quality of this workforce, in accordance with the Defense Acquisition Workforce Improvement Act (DAWIA).

The work required by this acquisition is primarily the operation and maintenance of DACM's Management Information System, the DON's authoritative source for acquisition workforce analytics and reporting, but also includes Microsoft Access applications and related policy, program, and data analysis. The Contractor shall perform this work with expertise in information technology, human capital management, and Defense acquisition.

#### **C.1.Program Management and Oversight**

The Contractor shall plan, monitor, and control (anticipate and correct deviances from the plan) the financial and human resources assigned to this contract so as to deliver integrated, quality work products and services.

##### **C.1.1.Program Management Plan (Deliverable 1)**

The Contractor shall supply a complete Project Management Plan (PMP) within 30 days of the award. Following Government approval, the PMP will be used as a baseline for control of the project. The Contractor shall be responsible for updating the PMP based on Government approved changes. The PMP will be one program control mechanism used to manage, track, and evaluate the Contractor's performance. The PMP shall include the following:

##### **C.1.1.1.Integrated Project Schedule**

The Contractor shall identify all tasks, milestones, dependencies, and resources to satisfy this work requirement in Microsoft Project. Dependencies on information or activity by the requiring Government office as well as other organizations (contractor or government) will be included.

##### **C.1.1.2.Quality Assurance Plan**

The Contractor shall document processes, procedures, and metrics, and how and when they will be used throughout the period of performance to ensure quality products and services and verify compliance with all aspects of the contract.

##### **C.1.1.3.Detailed Staffing Plan**

The Contractor shall identify all personnel to be used in performing this work. The plan shall include labor category, major tasks, credentials and compliance with security requirements, and level of effort for each individual.

##### **C.1.2.Integrated Status Report (Deliverable 2)**

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 6 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

The Contractor shall provide a monthly status report by email and present highlights to DACM in monthly progress review meeting. The status report shall summarize resource execution; identify any program risks or contract issues; describe actions and deliverables completed, in progress, and next scheduled; provide usage and user support metrics for IT systems; make recommendations for future priorities.

## **C.2.IT Support**

Information technology support includes full life cycle management of eDACM MIS, MPM Tracker, and NAIP MIS, including user administration and support, integration with related and interfacing systems, system analysis and technical assessment.

### ***Directly Supported Systems:***

- \* ***eDACM MIS*** – management information system, warehousing and analytical system. Navy’s authoritative source for acquisition workforce information, including personnel qualifications and credentials related to DAWIA requirements (as amended) and associated DOD and DON regulations and policies. The data within the eDACM MIS is currently updated monthly from various DON manpower and personnel sources.
- \* ***MPM Tracker*** - Major Program Manager Tracker, a stand-alone desktop application used to track the assignment, tenure, and qualifications of DON Program Managers and Deputy Program Managers for Major Acquisition Programs (ACAT I/II).
- \* ***NAIP MIS*** – Naval Acquisition Intern Program Management Information System, a stand-alone desktop application used to track and manage progress of employees through the intern program.

### ***System Interfaces:***

- \* ***Corporate Management Information System (CMIS)*** - Navy and Marine Corps personnel data source
- \* ***Defense Civilian Personnel Data System (DCPDS)*** - Navy and Marine Corps civilian personnel data source
- \* ***eDACM*** – includes all DACM-owned systems and the portal through which they are accessed: RegisterNow for workforce development and career management; MIS for integration of data, analytics and reporting; and several interfaces with external systems.
- \* ***eDACM RegisterNow*** – a transactional system, where acquisition employees and their managers can track education, training, and experience towards DAWIA certifications and Acquisition Corps Membership, apply for tuition assistance, and track continuous learning/certification currency.
- \* ***Inactive Manpower and Personnel Management Information System (IMAPMIS)*** - Navy Reserve personnel data source
- \* ***Navy Enlisted System (NES)*** - Navy enlisted personnel data source
- \* ***Officer Personnel Information System (OPINS)*** - Navy active duty officer data source
- \* ***Portico*** – DOD student information system (SIS), currently in development. Initial capability will replace the course registration functionality of eDACM RegisterNow. Future capability is planned to provide application and approval of DAWIA certifications. Transition planning for eDACM integration with Portico is currently in progress for initial capability; additional eDACM planning and implementation for integration with Portico future capability expected to occur in FY13.
- \* ***TECOM Information Management System (TIMS)*** - Marine Corps manpower and personnel data source
- \* ***Total Force Manpower Management System (TFMMS)*** - Navy manpower data source

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 7 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

### **C.2.1.Requirements Management**

Record system requirements, document business drivers, and quantify operational impact of system or system interface changes. Assist in the prioritizing and planning of system changes. Specify and document system or system interface changes and associated business rules. Track implementation of requirements from initial capture through verification in production environment.

C.2.1.1.The Contractor shall: Recommend system changes that improve efficiency and effectiveness of the system. Participate in functional or technical meetings to solve problems or understand the impact of policy changes and other systems on DACM systems or system interfaces. Work with Help Desk, User groups, and DACM staff to capture and recommend system changes and quantify their impact on user experience, standards compliance, and the organization’s mission. (on-going)

C.2.1.2.The Contractor shall: Present requirements to Government, record discussion points, prioritization, and implementation decisions. (quarterly, or as scheduled)

C.2.1.3.The Contractor shall: Track and report on implementation of requirements from initial capture through verification in production environment. (monthly, Deliverable 3)

The Contractor shall: Specify authorized requirements, documenting changes in functionality, business rules, and user interface. Work with Technical Team to support System Requirements & Documentation. (quarterly, or as scheduled, Deliverable 4)

### **C.2.2.Operation & Maintenance of eDACM MIS**

The eDACM MIS is DON's authoritative source for acquisition workforce analytics and reporting. It includes a warehouse of historical position, personnel, training requirements, training completions, and personnel credentials data for both the acquisition workforce (currently ~52,000) and non-acquisition personnel (~95,000), analytical tools, and a website.

The eDACM MIS is hosted on Government servers and is subject to all DOD and DON policies regarding security and information assurance. The eDACM MIS architecture includes a web server, a database, server, a web application, business intelligence software, and security software for PKI/CAC access. The web application is hosted in a Windows environment and consists of an Oracle database, custom web pages built in Microsoft’s Visual studio .NET and SAP’s Business Objects (BO).

Operation and Maintenance includes full IT life cycle support, including but not limited to: COTS software maintenance, ETL (extract, transform, load) processing, system monitoring and optimization, requirements management, system design and development, system integration, system testing and verification, configuration control, information assurance and security, system documentation, user support, system analysis and technical assessments.

There are currently 100-400 user accounts for eDACM MIS. The vast majority are accessing the system from a standard NMCI (Navy Marine Corps Intranet) seat, so system design and optimization should target the standard NMCI workstation, though the system should also be fully accessible and operable for remote users from an average personal computer.

#### **C.2.2.1.System Availability.**

The Contractor shall ensure eDACM MIS is fully accessible and operational as close as possible to 24 hours a day, 7 days a week. Downtime for planned software updates shall be scheduled with Government 2-4 weeks in advance, to occur outside of normal CONUS business hours (6am Eastern - 6pm Pacific, Monday through Friday). Total planned and unplanned downtime should not exceed 8



CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 8 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

hours/week.

### **C.2.2.2.Data Refresh.**

The Contractor shall transform and integrate multiple data sources (including, but not limited to position, personnel, certifications, Acquisition Corps membership, education, training requirements, training completions, and experience data), in accordance with established business rules, into analytical architecture for decision support. Analyze data for completeness and quality, process to production levels, verify production data, update data currency table. This is currently performed on a monthly basis, but frequency may be increased to weekly or service-basis to support emergent business drivers.

#### **C.2.2.2.1.KLP Integration**

On a quarterly basis, a spreadsheet of ~700 verified Key Leadership Positions (KLPs) is incorporated in eDACM MIS. This process includes 2-4 reviews with Government over the course of 2 weeks, due to the importance of the data and manual nature of its collection.

#### **C.2.2.3.Reporting**

The Contractor shall generate multiple reports for DACM, eDACM MIS users, and interfacing systems. Analyze data for completeness and quality, process to production levels, and verify production data.

##### **C.2.2.3.1.DAWIA transcripts (Deliverable 7)**

Generate electronic resumes for acquisition training consumers (AWF and non-acquisition workforce) for eDACM RegisterNow on a monthly basis. DAWIA transcripts include information about current assignment, career field, DON job history, and education for active personnel.

##### **C.2.2.3.2.Recodes Report (Deliverable 8)**

Generate a report of all position changes that administratively move personnel into and out of the acquisition workforce for DACM on a monthly basis.

##### **C.2.2.3.3.DODI 5000.55 Report (Deliverable 9)**

Generate a report of acquisition positions, personnel, and personnel credentials in accordance with DAWIA requirements and established business rules, submitted to OSD by secure file transfer protocol (sftp) on a quarterly basis. A summary report in MS Excel format is also generated for Government review and approval prior to submission.

##### **C.2.2.3.4.Business Intelligence Reports**

Provide canned and ad hoc reports via analytical tools (Business Objects) that support DOD and DON policies governing the AWF and various user roles in the effective management of DON's acquisition workforce on an "as needed" basis.

##### **C.2.2.3.5.Ad Hoc Reporting**

Create custom queries and provide additional reports on an "as needed" basis. The volume of requests is 1-5 per quarter.

#### **C.2.2.4.Information Assurance and System Security.**

Contractor shall ensure the eDACM MIS meets and remains compliant with all applicable information assurance and security standards and regulations.

C.2.2.4.1.In accordance with privacy policy and regulations, ensure protection of all data elements under Personally Identifiable Information (PII).

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 9 of 33	FINAL
----------------------------------	----------------------------	-----------------	-------

C.2.2.4.2.As required by Department of the Navy Chief Information Officer (DON-CIO), install FIPS ([Federal Information Processing Standards](#))-compliant 140-2 or later data base encryption for the protection of data within the MIS production data base. Software shall be either provided by Navy enterprise or via purchase of the Program Manager whichever is more economical.

C.2.2.4.3.In accordance with [SECNAV M-5239](#), 2 May 2009, obtain the proper security clearance for all system administrators or those that require such access.

C.2.2.4.4.In accordance with [Department of Defense Information Assurance Certification and Accreditation Process \(DIACAP\)](#), maintain system certification and accreditation Approval to Connect (ATC) and Authority To Operate (ATO). Provide notice to hosting provider and perform security SCANS and STIGS of the production system using Retina and Gold Disk software. Prepare reports and recommendations based on findings of the requested scans. Maintain all required documentation and prepare packages in support of DIACAP requirements.

C.2.2.4.5.Develop Continuity of Operations Plan, maintain back up files to support system restoration, and exercise plan to restore the production system in the event of total system loss or system crash.

C.2.2.4.6.Maintain network connectivity.

C.2.2.4.7.Administer user accounts. Perform all operating system user account administration that includes elevated privileged administration permission, password creation and reset.

#### **C.2.2.5.Other Technical Requirements.**

Contractor shall ensure the eDACM MIS meets and remains compliant with all other applicable information system standards and regulations.

C.2.2.5.1.In accordance with Section 508 of the Rehabilitation Act and [DOD Manual, 8400.01-M](#), ensure all system functionality is accessible to persons with disabilities.

C.2.2.5.2.Adherence to DOD GIG, Net-centric data management, Enterprise Software Initiative (ESI), and DON Enterprise Architecture.

C.2.2.5.3.Work with the government program office to ensure that the DITPR-DON registry is accurate and reflects the current status of the eDACM MIS.

C.2.2.5.4.Prepare information package to respond to the ASN(RDA) IT Portfolio Manager data calls, or support IT studies, IT reports for leadership.

C.2.2.5.5.Maintain software and manage software upgrades. Ensure that all software used to operate the eDACM MIS is approved in DADMS. Take appropriate action to report and correct situations when software is not approved and requires remediation.

C.2.2.5.6.System monitoring and optimization. Provide system usage and performance metrics for inclusion in monthly Integrated Status Report.

C.2.2.5.7.Maintain one (or more) NMCI GFE laptops. Report on a monthly basis that all Personally Identifiable Information (PII) has been purged from the lap top PC.

#### **C.2.2.6.User Support.**

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 10 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

Maintain system training and help materials for system users. Provide Level II Help Desk capability during normal business hours (8am – 4:30pm Eastern time, Monday – Friday), sufficient to respond to an average of ten (10) referred trouble calls per month. Level II Help Desk includes complex user issues that have not yet been documented for Level I resolution, or new issues that require system analysis and/or coordination with Technical Team to resolve. Trouble calls should be tracked and included in monthly status report. The performance standard is to close all calls that do not require system update within 1-7 business days of receipt.

#### **C.2.2.7.System Updates.**

Modifications will be made to eDACM MIS in response to trouble tickets, changes in DOD and DON DAWIA policy, and directives by various DOD and DON Information Technology governing authorities on a quarterly basis or as directed. Contractor shall provide system design, system documentation, source code, test plan, and test results for all approved modifications. All modifications to the application must be approved by the Navy Program Manager and should be designed so as to minimize the need for or complexity of future modifications, and to meet technical standards and technical requirements.

##### **C.2.2.7.1.System Design.**

Contractor shall provide design documentation, prototypes, and storyboards to clarify requirements and further capture system behavior.

##### **C.2.2.7.2.System Documentation (Deliverable 5).**

Contractor shall update all relevant system documentation with each build. System documentation includes but is not limited to: Technical Requirements Document, System Architecture Diagrams, Database Design Document, Data Dictionaries, Source Code, Training and Help materials for users, and other DODAF elements as applicable and in accordance with [DON Architecture Development Guide v2.0](#).

**C.2.2.7.3.Testing & Verification.** Contractor shall provide a Test Plan, including unit and system testing, interface and usability testing, interoperability testing, data integrity testing to Government for approval. Test all application releases and system modifications in the contractor test and quality assurance environment.

#### **C.2.2.8.System Analysis and Technical Assessment**

##### **C.2.2.8.1.System Analysis/Integration.**

Contractor shall provide ad hoc technical consultation to DACM or participate in an integrated team to solve problems or make improvements to eDACM or related systems, on an “as needed” basis. The average volume is 3 consultations per month, which may be in the form of a phone conference, a decision paper, or a team meeting. Examples include: analysis of alternatives for implementation of new DAWIA policy; system migration planning to support a change of hosting provider. Team meetings may require travel and 1/2 - 2 days out of the office, but generally do not occur more than once per quarter.

##### **C.2.2.8.2.Technical Assessment Findings (Deliverable 6)**

Contractor shall provide system analysis and technical assessment of eDACM MIS to Government on a quarterly basis. The following areas shall be included in the report:

**Hosting Assessment.** Review hosting requirements and assess effectiveness and efficiency of current hosting provided. Provide detail findings and recommendations in quarterly report to PM.

**Interface/Usability Assessment.** Review and assess system interfaces for effectiveness, efficiency, usability. Provide findings and recommendations that address areas for reduction of manual intervention, standardization of data interfaces, and currency and adequacy of interface agreements with data partners.

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 11 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

**Database Assessment.** Review and assess database design and performance for effectiveness and efficiency in supporting DACM mission. Provide findings and recommendations that reduce manual intervention, provide additional investigative or analytical capability, or improve database or reporting performance.

**Data Integrity and Business Logic Assessment.** Review and assess eDACM MIS for data integrity and sound business logic. Provide findings and recommendations to remove or avoid anomalies, reduce manual intervention, improve data quality, or add analytical capability.

**System Configuration and Hardware/Software Assessment.** Review and assess system architecture for optimal performance and compliance.

**Other Areas** as recommended or assigned.

### **C.2.3.Operation & Maintenance of Microsoft Access Applications**

Major Program Manager (MPM) Tracker is an application written in MS Access 2007, allowing multiple users at the DACM office to track the selection, assignment, tenure, qualifications, and required training of Program Managers and Deputy Program Managers for Major Acquisition Programs. It provides forms for data entry and various reports.

The Naval Acquisition Intern Program (NAIP) Management Information System (MIS) is an application written in MS Access 2007, allowing multiple users at the Naval Acquisition Career Center (NACC) to enter and track the progress of interns and associates through the Naval Acquisition Intern Program. It allows for intelligent entry and maintenance of interns through an easy-to-use interface while providing protection of personally identifiable information (PII) in accordance with Federal, DOD, and DON requirements. It also provides canned reports for end-users and for export to eDACM MIS.

#### **C.2.3.1.User Support.**

The contractor shall have technical support available on an ad hoc basis (not necessarily dedicated) to troubleshoot user reported problems for Microsoft Access applications during normal business hours. The average volume of support calls is low (<7 per month for both applications above) due to the small user base (~10). Support calls should be tracked and included in monthly Integrated Status Report. The performance standard is to close all calls that do not require system update within 1-7 days of receipt.

**C.2.3.2.System Updates.** Significant modifications are not anticipated, but may be made to Microsoft Access applications in response to trouble tickets, changes in DOD/DON DAWIA or Information Technology policy or directives, or changes to Navy/Marine Corps Intranet (NMCI) network or workstation standards. Contractor shall modify applications, fully document the modifications, and perform full test & verification before delivery to Government.

### **C.3.AWF Planning, Policy, & Analysis**

The DACM mission includes stewardship of the DON's AWF community: planning workforce requirements, setting policy to ensure the best and brightest AWF, recruitment, training and education, career management, retention, and strategies to improve the quality of the AWF. The DACM is a data-driven organization, developing and tracking metrics to understand the DON's AWF and support decisions for the most effective management of the AWF. The Contractor shall perform the work with expertise in strategic human capital management and Defense Acquisition Workforce Improvement Act (DAWIA) and knowledge of training and education, human resources, DON acquisition programs, and Defense acquisition and procurement processes.

#### **C.3.1.Policy Analysis**

The DACM is responsible for the interpretation and implementation of the requirements mandated by the Defense Acquisition Workforce Improvement Act (DAWIA) as mandated by Congress. In support of

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 12 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

this tasking, the contractor shall provide expert, senior-level support and technical support services on legislative, policy and procedural matters related to DAWIA. Level of support for the following tasks is estimated as 3 FTE.

C.3.1.1. Analysis of OSD and Congressional initiatives, determination of impact to DON, and recommendations for DON-level implementation.

C.3.1.2. Analysis of current and future needs of the AWF, or elements of the DAWIA management program to resolve an issue or make program enhancements. Deliver findings orally and in writing.

C.3.1.3. Attendance at multi-service conferences and meetings as required to keep abreast of DAWIA policies and guidelines.

C.3.1.4. Initiating, developing, drafting and submitting DON career management policies, procedural changes, and/or implementing guidance.

C.3.1.5. Monitoring compliance with established program/system policies and implementing guidance. Take corrective actions.

C.3.1.6. Review and assess current and potential policy and implementing guidance as it relates to the Acquisition Workforce Program and its support systems.

C.3.1.7. As required, provide policy expertise to DACM or participate in an integrated team to solve problems or make improvements to DACM programs. Team meetings may require travel and 1/2 - 2 days away from normal work location, but generally do not occur more than once per month.

C.3.1.8. Generate reports, white papers, briefs as assigned.

### **C.3.2. Data Analysis & Metrics**

The Navy DACM is responsible for metrics and reporting on the acquisition workforce in accordance with Defense Acquisition Workforce Improvement Act (DAWIA), Congressional mandates, and DOD/DON issuances and initiatives. In support of these requirements, the contractor shall develop and maintain metrics and generate reports. Level of support for the following tasks is estimated as 2 FTE. At least 1 FTE is must be performed at Government site in the DACM office, Pentagon, Arlington, VA.

C.3.2.1. Identification and investigation of data anomalies as directed.

C.3.2.2. Development of metrics that inform policy and provide decision support as assigned.

C.3.2.3. Analysis of planning, programming, and budget submissions from systems command (SYSCOM), including PB-23 Exhibit of President's Budget (PB).

C.3.2.4. Generation of recurring reports/metrics/briefs as assigned.

C.3.2.5. Generation of ad hoc reports/white papers/briefs as assigned.

C.3.2.6. As required, provide measurement and analytical expertise to DACM or participate in an integrated team to solve problems or make improvements to DACM program metrics.

### **C.3.3. Communications Support**

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 13 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

Contractor shall provide professional support in the development and publication of information related to AWF Planning, Policy, & Analysis. Level of support for the following tasks is estimated as 0.5 FTE. Due to level of coordination required, this work must be performed at Government site in the DACM office, Pentagon, Arlington, VA, during normal business hours.

C.3.3.1. Plan content with DACM, coordinate with internal and external contacts for articles, layout content for printing of DACM Quarterly Newsletter.

C.3.3.2. Plan, control, and make changes to content and layout of publicly-accessible website.

#### **C.3.4. Office Management/Document Control**

The Contractor shall provide junior-level office management and control of documents in support of DACM mission, AWF planning, policy, and analysis.

This work is estimated to be 1 FTE. Due to level of coordination required, this work must be performed at Government site in the DACM office, Pentagon, Arlington, VA, during normal business hours.

C.3.4.1. Manage DACM Help Desk, responding to mail, telephone, e-mail and inquiries on a daily basis.

C.3.4.2. Drafting, proofreading and editing correspondence on a weekly basis.

C.3.4.3. Create and maintain reports using MS Office Suite as assigned. Examples include: track senior members of the acquisition workforce, enlisted workforce members, DAWIA waivers and military course fulfillments, expense reports.

C.3.4.4. Maintain correspondence files and other routine office files, including briefings, visit requests and security clearances, as assigned.

C.3.4.5. Manage inventory and orders for office supplies and equipment.

C.3.4.6. Manage office travel.

C.3.4.7. Manage document routing in Tasker system.

C.3.4.8. Process program management panel selections for approval through DACM to ASN(RD&A).

#### **C.3.5. Special Projects (As required)**

DACM requires surge capacity for special projects in AWF planning, policy, and analysis, not to exceed 2 FTE. The schedule, location, and number of hours will be provided if this requirement is exercised. As Special Projects in planning, policy, & analysis are directed by the Government, the Contractor shall provide additional resources with appropriate skills and expertise for the project. In addition to the descriptions of policy and data analysis above, examples of special projects might include:

- Development of DACM brief for conferences or special events

- Department of Navy Wounded Warrior Program development and professional support for Wounded Warrior recruiting events

- Analysis of training and certification completions with respect to job history and acquisition tenure of a specific sub-group of the AWF, to inform the consideration of special policy exceptions or work-arounds

- Coordination of job fairs, college career fairs, virtual career fairs, on-line and internet recruiting for the Acquisition Intern Program

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 14 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

#### C.4. Transition Support

The Contractor shall include a draft plan, and a draft cost quote, for a thirty-day period, for transitioning work from any contract or delivery order resulting from this Statement of Work, to any follow-on contract or delivery order provider. (Note that the transition may be to a Government entity, another Contractor or to the incumbent contractor under a new contract vehicle). The parties shall finalize the Plan and the Cost Quote upon the Contracting Officer's written notice. In accordance with the Government approved plan, the Contractor shall assist the Government in planning and implementing a complete transition from this contract to the follow-on provider. This shall include formal coordination with Government and follow-on provider staff and management. Copies of existing policies, procedures, documentation, software, data, and required metrics and statistics will be transferred to government and follow-on provider as directed. When ordered, the Contractor shall coordinate with the Government in planning and implementing a complete transition to the Contractor's support model. The Contractor shall collaborate with the Government to develop and deliver a Start-up Plan. The Government will also designate an overlap period for the incoming vendor to coordinate and work with the incumbent vendor

#### TABLE OF DELIVERABLES

All deliverables shall be submitted in soft copy. Contractor format, with concurrence from the COR, is acceptable unless specifically noted. A draft copy of deliverables shall be submitted 2-5 business days prior to due date, as scheduled by Government PM.

Deliverable	Destination	Qty/Unit	Due Date/Schedule
1. Program Management Plan	COR, Government PM	1	Within 30 days of award, refreshed annually
2. Integrated Status Report*	COR, Government PM	1	Monthly
3. System Requirements Management Report	COR, Government PM	1	Monthly
4. Functional System Requirements Document	COR, Government PM	1	As directed, no more than quarterly
5. Technical System Documentation	COR, Government PM	1	As directed, no more than quarterly
6. Technical Assessment Findings	COR, Government PM	1	As directed, no more than quarterly
7. DAWIA transcripts*	Sftp1 address to be provided by Government PM	1	As directed, at least monthly, no more than weekly
8. Recodes Report*	Email to Government PM	1	Monthly
9. DODI 5000.55 Report*	Sftp address to be provided by Government PM	1	Within 30 days of quarter-end
10. Other work products*	Designated Government POC		As assigned.

\* Government PM/POC to provide format.

1 Secure file transfer protocol

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 15 of 33	FINAL
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## **WORK LOCATION AND HOURS**

The places of performance are:

Contractor Site  
DACM Office, Pentagon, Arlington VA (DACM Office)

Three (3) workstations are available at the DACM Office, Pentagon, Arlington, VA for Government-site-required support:

1 FTE    Lead Data Analyst  
.5 FTE    Analyst 2, Communications Support  
1 FTE    Analyst 1, Office Management/Document Control

For work performed at Government site, Government will provide workspace, automation tools, and office supplies.

Normal business hours are 8:00 am – 4:30 pm, Eastern time, Monday – Friday.

Occasional Government site visits and travel may be required.

## **GOVERNMENT FURNISHED EQUIPMENT**

One (or more) NMCI laptops will be provided for the purpose of transferring data files between the contractor's test environment and the government production environment.

## **DATA RIGHTS**

Government has exclusive rights to all software and data developed for the Government in performance of this work, as required by Section I.

## **KEY PERSONNEL & QUALIFICATIONS**

The performance of this contract requires personnel with specialized knowledge and experience in several areas. The descriptions provided below indicate the performance requirements and minimum qualifications of key personnel.

### ***Lead Project Manager***

Performance requirements: Responsible for managing and overseeing work performance of one or more tasks. Primary responsibility for planning, managing and overseeing work efforts of project team personnel; determining and monitoring contract schedule and budgets. Provides project briefs to customers. Provides technical guidance to the project team in performance of the work and reviews quality of all work products.

Minimum qualifications: Bachelor's degree and 7 years experience in project or program management; or 10 years experience in project or program management

### ***Lead Requirements Manager***

Performance requirements: Manages system requirements from initial capture through verification of implementation in production environment. Meets with system stakeholders to understand and document



CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 16 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

system requirements, business drivers, and business rules. Recommends system changes based on advanced knowledge of acquisition-related processes, DAWIA, AWF systems, AWF systems interfaces, and pending requirements. Works with business process owners and technical contacts to solve problems, specify requirements, and ensure proper integration. Presents requirements and tracking to Government customer. Participates in system test and verification.

Minimum qualifications: Bachelor's of Science degree and 5 years of technical or analytical professional experience; or, Associate's degree and 7 years of technical or analytical professional experience.

***Lead Database Management Specialist***

Performance requirements: Technical management of database(s) in support of project requirements, with emphasis manpower, personnel, training, and education data, in a DOD or DON environment. Designing, writing code, maintaining databases and spreadsheets, systems analysis, programming, system integration, database optimization, data collection and analysis. Provides for expansion of database system as required while maintaining database and business rule integrity. Performs data modeling and can implement physical and logical database designs.

Minimum qualifications: Bachelor's degree in Information Technology or a computing-related field and 4 years of experience in database management; or 6 years of experience in database management. Must have two (2) years of experience with decision support, online analytical processing (OLAP), or business intelligence (BI) systems.

***Lead Information Assurance Specialist***

Performance requirements: Responsible for providing the Certification Authority and the Designated Approval Authority with an accurate technical evaluation of the application, system, or network, documenting the security posture, capabilities and vulnerabilities against relevant Information Assurance Certifications (IACs), and drafting a certification determination (CD). Responsible for meeting the validator training/certification requirements as determined by customer requirements. Responsible for development of appropriate test procedures, execution of procedures, accurate documentation of security test results, updating of the Certification and Validation (C&A) validation reports, participation in collaboration meetings and production of Certification Determination (CD) Letters.

Minimum qualifications: Must be Certified Information Systems Security Professional (CISSP). Bachelor's degree in Information Technology or a computing-related field and 4 years of experience in information assurance or security; or, 6 years of experience in information assurance or security. Must have two (2) years of related experience in DOD environment, including the completion of at least two successful DIACAP Accreditations for DoN information systems.

***Lead Policy Analyst***

Performance requirements: Participates in the planning, organizing, management and performance of work associated with the review, assessment, and modification of Defense acquisition and acquisition workforce policies. Provides technical expertise in legislation, Federal Code, and Defense policies with respect to the acquisition workforce. Assists in the analysis and identification of business processes in requirements determination. Makes sure that the methods, tools and techniques applied in performance are the most up to date. Monitors the quality of work products to make sure products meet quality standards. Works as part of the project team and/or works independently.

Minimum qualifications: Bachelor's degree and 6 years of experience related to performance requirements; or 8 years of experience related to performance requirements. Must have four (4) years experience with legislation and policies governing the Defense Acquisition workforce.

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 17 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

***Lead Data Analyst (Government site)***

Performance requirements: Develops and maintains metrics to support program assessment. Collects and review data for quality, analyze for trends or patterns to inform program assessment. Develop charts and briefs to present analytical findings. Corresponds with government personnel and other contractors to investigate and resolve data anomalies or unexpected findings. Compiles, summarizes, and formats data for reporting purposes. Prioritizes and manages requests from multiple customers in fast-paced work environment.

Minimum qualifications: Bachelor’s and 2 years of professional analytical experience; or, 4 years of professional analytical experience.

**NON-KEY PERSONNEL & QUALIFICATIONS**

***Analyst 1 (1 FTE must be at Government site)***

Applies business and analytical skills, with attention to detail, to perform non-specialized analytical or administrative work, such as office management, document routing via DON’s Tasker System, document control, and Help Desk management.

Minimum Qualifications: Bachelor’s degree; or four (4) years of analytical or administrative experience; or a combination of education and experience.

***Analyst 2 (0.5 FTE must be at Government site)***

Applies business and analytical skills, with systems perspective, to perform professional or analytical work, such as coordination of system troubleshooting with senior technical personnel, journeyman level policy or data analysis, or journeyman level technical writing and publication; issue investigation or problem solving for special topics in acquisition, DAWIA, acquisition workforce management systems, human capital management, education and training domains.

Minimum Qualifications: Bachelor’s degree plus two (2) years of professional or analytical experience; or six (6) years of professional or analytical experience; or a combination of education and experience.

***Principal Management Executive***

Performs senior level oversight of program and works with the most senior members of the client organization to ensure successful performance, to include the quality of technical products, resource allocation, and contract execution.

Minimum Qualifications: Bachelor’s degree plus ten (10) years of management experience; or twelve (12) years of management experience; or a combination of education and experience.

***Programmer 1***

Entry level software developer. Installs, runs, tests, and debugs software; writes macros and subroutines; develops system documentation; performs software maintenance or modify code from specifications; applies maintenance and systems upgrades supplied by software vendors; can resolve simple software problems. Duties performed with emphasis in analytical or business intelligence systems in a DOD or DON environment.

Minimum Qualifications: Bachelor’s degree or Associate’s degree plus 2 years of experience in information technology; or 3 years of experience in information technology.

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 18 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

### ***Programmer 2***

Journeyman level software developer. Installs, runs, tests, and debugs software; writes moderately complex modules and system documentation; performs software maintenance or modify code from specifications; applies maintenance and systems upgrades supplied by software vendors; can resolve moderately complex software problems; monitors and tunes the system hardware and software configurations to ensure maximum performance. Duties performed with emphasis in analytical or business intelligence systems in a DOD or DON environment.

Minimum Qualifications: Bachelor's degree plus 1 year of professional experience in information technology; or Associate's degree plus 3 years of professional experience in information technology; or 4 years of professional experience in information technology.

### ***Programmer Analyst 2***

Senior level software developer and systems analyst. Designs, integrates, programs, documents and implements applications. Participates in all phases of software development with focus on design, integration, standards compliance, testing, verification/acceptance phases, and emphasis in analytical or business intelligence systems in a DOD or DON environment.

Minimum Qualifications: Bachelor's degree plus 2 years of professional experience in information technology; or Associate's degree plus 5 years of progressive professional experience in information technology; or 6 years of progressive professional experience in information technology.

### ***Subject Matter Expert***

Applies advanced knowledge and experience in one or more technical disciplines to explore and inform a novel problem or to solve a complex problem. Technical disciplines include strategic human capital management, Defense Acquisition Workforce Improvement Act (DAWIA), training and education, human resources, DON acquisition programs, Defense acquisition and procurement processes, or business intelligence.

Minimum Qualifications: Bachelor's degree plus 8 years of specialized professional experience; or Master's degree plus 6 years of specialized professional experience.

## **SECURITY REQUIREMENTS**

This work is at the UNCLASSIFIED level, but the DACM office is located in a secure space. Government-site personnel must possess a Secret Security Clearance. Contractor visit authorization requests shall be submitted in accordance with DOD 5220.22M (Industrial Security Manual for Safeguard of Classified Information) not later than one week prior to visit. Requests shall be forwarded to the COR.

System Administrators shall have and maintain without lapse all required IT and IT-related security designations, in accordance with [SECNAV M-5239](#): US Government Security Clearance; NACI and SSBI; annual training and certification in information assurance and Privacy Act.

## **TRAVEL REQUIREMENTS**

Travel may be required. Travel shall be coordinated with the COR. The Contractor shall provide

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 19 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

necessary information for compliance with travel policies and requirements. The Contractor will be authorized travel expenses consistent with the substantive provisions of the [Joint Travel Regulation \(JTR\)](#).

## **PERIOD OF PERFORMANCE**

Base Period: 15 August 2012 through 14 August 2013  
Option Period I: 15 August 2013 through 14 August 2014  
Option Period II: 15 August 2014 through 14 August 2015

## **APPLICABLE DOCUMENTS**

See Attachment.

### **5252.237-9401 PERSONNEL QUALIFICATIONS (MINIMUM)(JAN 1992) (NAVSUP)**

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

(b) The Government will review resumes of Contractor personnel proposed to be assigned, and if personnel are not currently in the employ of the Contractor, a written agreement from the potential employee to work will be part of the technical proposal.

(c) If the Ordering 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.

(d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

Labor Categories                      Minimum Requirements

***-Labor Categories and Minimum Requirements are located in the PWS.***

## **TRAVEL COSTS**

### **REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)**

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

Medical Examinations  
Immunization

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 20 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

Passports, visas, etc.  
Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(End of Provision)

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 21 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 22 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

### CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection Of Services Cost-Reimbursement (APR 1984)

### INSPECTION AND ACCEPTANCE (SERVICES) (OCT 1992)

Inspection and acceptance of services to be furnished hereunder shall be made, upon completion of the services, by the Contracting Officer's Representative (COR), or in the absence of the COR, the Alternate COR.

(End of Provision)

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 23 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

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

4000	8/15/2012 - 8/14/2013
6000	8/15/2012 - 8/14/2013
6001	8/15/2012 - 8/14/2013

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

4002	8/15/2013 - 4/4/2014
6002	8/15/2013 - 4/4/2014
7000	4/5/2014 - 8/14/2014
7001	8/15/2014 - 8/14/2015
9000	4/5/2014 - 8/14/2014
9001	8/15/2013 - 4/4/2014
9002	4/5/2014 - 8/14/2014
9003	8/15/2014 - 8/14/2015
9004	8/15/2014 - 8/14/2015

Services to be performed hereunder will be provided at (insert specific address and building etc.)

### PROGRESS AND FINANCIAL REPORTS

PROGRESS AND FINANCIAL REPORTS (FISC DET PHILA) (OCT 1992)

(a) Progress and Financial Reports. A monthly progress and financial report will be submitted to the Contracting Officer's Representative (COR) with a copy to the Contracting Officer. In addition, a separate report of the number of man-hours charged to the contract will be submitted monthly to the Contracting Officer.

(b) Technical Reports. Technical reports and conclusions reflecting the work accomplished under each task set forth in Section C of this contract will be prepared and delivered to the Government when and in the form required by the Contracting Officer's Representative, in accordance with Exhibit A .

(c) Final Delivery. The delivery date of the last of the above reports is not to be later than as specified in the applicable task order.



CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 24 of 33	FINAL
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## SECTION G CONTRACT ADMINISTRATION DATA

### Section G - Contract Administration Data

#### WAWF

SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site:  
<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	Routing Table	Contracting Officer Notes
WAWF Invoice Type	<b>COST</b>	-- Select 2-in-1 for FFP Services Only. -- Select Combo for Supplies, or Supplies AND FFP Services. -- Select Cost Voucher for all Cost Type Contracts. If none of the above applies, please call 1-800-559-WAWF (9293).
Contract Number	N00178-05-D-4600	-(Enter Contract Number)
Delivery Order Number	EX04	-(Enter DO Number)
Issuing Office DODAAC	N00189	-(Enter DODAAC of the activity issuing the contract.)
Admin Office DODAAC	S3912A	-(Enter Contract Admin Office DODAAC)
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)		-(Enter Inspector DODAAC (plus extension if applicable.))
Ship To DoDAAC (for Combo), Service Acceptor DODAAC (for 2 in 1), Service Approver DODAAC (Cost Voucher)	N48142	-(Enter DODAAC (plus extension, if applicable.))
Acceptance At Other		-(Enter Other Acceptance Address if different from above (plus extension if applicable))
Local Processing Office (Certifier)	N48142	- Enter LPO DODAAC (Local Admin) (plus extension, if applicable) or leave blank.
DCAA Office DODAAC (Used on Cost Voucher's only)	HAA211	-(Enter DCAA Office DODAAC when Applicable) - Check on DCAA website: <a href="http://www.dcaa.mil/">www.dcaa.mil/</a>
Paying Office DODAAC	<b>HQ0337</b>	- Enter Paying Office DODAAC located on Contract.)
Acceptor/COR Email Address	michelle.leblanc@navy.mil	-(Enter the Acceptor Email address for this Contract if applicable)

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 25 of 33	FINAL
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(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name                      E-mail Address                      Telephone Number

Michelle LeBlanc, [michelle.leblanc@navy.mil](mailto:michelle.leblanc@navy.mil), 703-614-3265

APPOINTMENT OF COR

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

Michelle LeBlanc, ASN(RD&A), DACM Office  
1000 Navy Pentagon  
Washington, DC 20350-1000  
[michelle.leblanc@navy.mil](mailto:michelle.leblanc@navy.mil)  
703-614-3265

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

N/A

(c) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order).

(d) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

SECURITY ADMINISTRATION

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security that will be required under this contract is **Secret** as designated on DD Form 254 attached hereto and made a part hereof.

The offeror shall indicate the name, address and telephone number of the cognizant security office;

Philadelphia Field Office (IOFNP)  
Defense Security Service  
2 International Plaza Suite 510  
Philadelphia, PA 19113-1514  
Main: 610-595-1870

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 26 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

Fax: 610-595-1874

The facilities to be utilized in the performance of this effort have been cleared to Secret level.

The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security required under this contract is Secret as designated on DD Form 254 attached hereto and made a part hereof.

Accounting Data

SLINID	PR Number	Amount
400001	N4814212RCDC001	828800.00
LLA :		
AA 1721804 12UD 250 48142 C 068892 2D CDC001 481422C2598Q		
Standard Number: N4814212RCDC001		
400002	N4814212RCDC001	575000.00
LLA :		
AB 1721804 12UD 250 48142 C 068892 2D CDC001 481422CT598Q		
Standard Number: N4814212RCDC001		
600001	N4814212RCDC001	29000.00
LLA :		
AA 1721804 12UD 250 48142 C 068892 2D CDC001 481422C2598Q		
Standard Number: N4814212RCDC001		
600101	N4814212RCDC001	5200.00
LLA :		
AA 1721804 12UD 250 48142 C 068892 2D CDC001 481422C2598Q		
Standard Number: N4814212RCDC001		

BASE Funding 1438000.00  
Cumulative Funding 1438000.00

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 27 of 33	FINAL
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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### Personal Identity Verification of Contractor Personnel (FAR 52.204-9)(Jan 2011)

- (a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
- (b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government;
- (1) When no longer needed for contract performance.
  - (2) Upon completion of the Contractor employee's employment.
  - (3) Upon contract completion or termination.
- (c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.
- (d) The Contractor shall insert the substance of clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

### Organizational Conflict of Interest

As a condition of award of this task order, the contractor's eligibility for future awards as a prime contractor or subcontractor may be restricted; therefore, this solicitation contains this proposed clause that specifies both the nature and duration of the proposed restriction.

(a) Purpose. This clause seeks to ensure that the contractor is not biased because of its current or planned interests (financial, contractual, or organizational) that relate to the work under this task order.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the services provided under the Performance Work Statement.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this task order shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs 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.

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 28 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. The decision to grant a waiver is solely within the discretion of the Contracting Officer. No waiver will be granted by the Contracting Officer with respect to restrictions related to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

(1) "Contractor," for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.

(2) "Affiliates" means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision making process concerning this contract.

(3) "Interest" means financial, contractual, or organizational interests

(e) Contracting restrictions. The Contractor agrees that during the term of this order, and for a period of 24 months thereafter that:

(1) Neither the Contractor nor its affiliates who performed under the task order shall:

(i) enter into any contract for the provision of services, supplies, or material related to a U.S. Department of Defense program for which the Contractor has provided support under the task order,

(ii) create for themselves any interest in the contractors providing services, supplies, or material related to a U.S. Department of Defense program for which the Contractor has provided support under the task order,

(iii) consult or discuss any aspect of work under the task order, unless required under the terms of the task order, with contractors providing services, supplies, or material related to a U.S. Department of Defense program for which the Contractor has provided support under the task order, or

(iv) furnish to the U.S. Government, either as a prime contractor or as a subcontractor, any services, supplies, or material related to a U.S. Department of Defense program for which the Contractor has provided support under the task order, or

(2) The Contractor further agrees that neither it nor its affiliates under a given task order will conduct a review nor make recommendations under the task order concerning any services, supplies, or material which is the product of work performed by the Contractor or its affiliates under any other contract.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 29 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, common law, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

- (1) a description of the new conflict of interest (e.g., corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;
- (2) a description of the work to be performed;
- (3) the dollar amount;
- (4) the period of performance; and
- (5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

#### NOTICE OF INCLUSION OF AN ORGANIZATIONAL CONFLICT OF INTEREST CLAUSE

This solicitation contains a clause entitled Organizational Conflict of Interest, pursuant to FAR subpart 9.5, which is to be included in any contract to be awarded hereunder.

The basis for including an Organizational Conflict of Interest clause is that, the successful contractor could, in the performance of the prospective task order, (1) obtain information or (2) prejudice research, analysis and information technology support, to give itself a competitive advantage in competing to fulfill future requirements.

Prospective quoters are requested to furnish with their quotations, information pertaining to any existing contract between the quoter and the companies engaged in furnishing to the United States Government any services or supplies pertaining to the work described in this solicitation which may have a bearing on any existing or potential conflict of interest within the meaning of the clause herein entitled "Organizational Conflict of Interest". Such information shall include:

- (1) the identity of the company,
- (2) a description of the work to be performed under the contract with the company or the relationship between the quoter and the company
- (3) the dollar amount of the contract or any other ownership interest
- (4) the period of performance
- (5) a description of the internal control taken by the quoter to avoid potential organizational conflict of interest, and
- (6) any other information requested by the contracting officer.

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 30 of 33	FINAL
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## SECTION I CONTRACT CLAUSES

### **09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

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

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

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

### **Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)**

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12.

This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance. The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

### **Non-Sensitive Positions**

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

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 31 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

Bureau of Investigation (FBI) fingerprint check prior to installation access.

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

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

### **Sensitive Positions**

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access.

To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

SF-85P Questionnaire for Public Trust Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

### **IT Systems Access**

When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date.

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security



CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 32 of 33	FINAL
----------------------------------	----------------------------	------------------	-------

Manager for guidance when reinvestigations are required.

### **Security Approval Process**

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

The following clauses are incorporated by reference:  
DFARS 252.227-7013 Technical Data-Commercial Items (DEC 2011)  
FAR 52.227-14 Rights in Data—General (Dec 2007)

CONTRACT NO. N00178-05-D-4600	DELIVERY ORDER NO. EX04	PAGE 33 of 33	FINAL
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## SECTION J LIST OF ATTACHMENTS

CAP/QASP

DD254

Applicable Documents