

## ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-12-D-6753		2. DELIVERY ORDER NO. FK05		3. EFFECTIVE DATE 2015 Sep 30		4. PURCH REQUEST NO. N3600115RC026FS		5. PRIORITY Unrated					
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Dorothy L Curling/Code 240.3 757-443-1955				7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)							
9. CONTRACTOR Aermor LLC 109 Main Street, Ste 3 Canton NC 28716-4440				10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS X SMALL X SMALL DISADVANTAGED X WOMEN-OWNED							
14. SHIP TO See Section D				15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.							
16. TYPE OF ORDER		DELIVERY/ CALL		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.							
		PURCHASE				Reference your furnish the following on terms specified herein.							
						ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
Aermor LLC				Penny President/CEO		28SEP2015							
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				
					BY: /s/Tara M Dean				26. DIFFERENCES				
					09/28/2015 CONTRACTING/ORDERING OFFICER								
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				
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR				
f. TELEPHONE					g. E-MAIL ADDRESS		FINAL						
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				34. CHECK NUMBER				
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL				35. BILL OF LADING NO.				
FULL													
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			

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## GENERAL INFORMATION

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R799	On-site support at NAVIDFOR N8 in the area of Littoral Combat Ship (LCS) and Guided Missile Destroyer (DDG) Combat Systems in accordance with the performance work statement (PWS). (O&MN,N)	12.0	MO		
8001	R799	On-site support at NAVIDFOR N8 in the area of Littoral Combat Ship (LCS) and Guided Missile Destroyer (DDG) Combat Systems in accordance with the performance work statement (PWS). (O&MN,N)  Option	12.0	MO		
8002	R799	On-site support at NAVIDFOR N8 in the area of Littoral Combat Ship (LCS) and Guided Missile Destroyer (DDG) Combat Systems in accordance with the performance work statement (PWS). (O&MN,N)  Option	12.0	MO		
8003	R799	On-site support at NAVIDFOR N8 in the area of Littoral Combat Ship (LCS) and Guided Missile Destroyer (DDG) Combat Systems in accordance with the performance work statement (PWS). (O&MN,N)  Option	12.0	MO		
8005	R799	TRAVEL IN ACCORDANCE WITH THE FEDERAL TRAVEL REGULATIONS (FTR) AND PERFORMANCE WORK STATEMENT ATTACHED HEREIN (O&MN,N)	1.0	LO		
8006	R799	TRAVEL IN ACCORDANCE WITH THE FEDERAL TRAVEL REGULATIONS (FTR) AND PERFORMANCE WORK STATEMENT ATTACHED HEREIN (O&MN,N)  Option	1.0	LO		
8007	R799	TRAVEL IN ACCORDANCE WITH THE FEDERAL TRAVEL REGULATIONS (FTR) AND PERFORMANCE WORK STATEMENT ATTACHED HEREIN (O&MN,N)  Option	1.0	LO		
8008	R799	TRAVEL IN ACCORDANCE WITH THE FEDERAL TRAVEL REGULATIONS (FTR) AND PERFORMANCE WORK STATEMENT ATTACHED HEREIN (O&MN,N)  Option	1.0	LO		

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement

#### Combat Systems Readiness Subject Matter Expert (SME) Support

##### 1.0 OBJECTIVE

In support of the Objective of Combat Systems Readiness SME Support, the Contractor shall provide qualified personnel to support Littoral Combat Ship (LCS) and Guided Missile Destroyer (DDG) Combat Systems Government scheduled and managed events with in-depth knowledge of advanced principles and current professional knowledge of theories and techniques.

The Contractor shall support the Navy Information Dominance Forces (NIDF) Requirements Directorate (N8) by providing necessary consulting, managerial, analytical and organizational skills. The Contractor support shall be knowledgeable of U.S. Navy Combat Systems and Tactical Data Links (TDL) to include AEGIS, Ship Self Defense System (SSDS), Total Ship Computing Environment (TSCE) and Link 16. Key areas:

Combat Systems and system elements including remote surveillance sensors (radars, electronic surveillance, and infrared) on future/developmental U.S. Navy Platforms.

- ○ Elements include but are not limited to Cooperative Engagement Capability (CEC), Identification Friend Foe (IFF), Common Datalink Management System (CDLMS), Close In Weapon System (CIWS), Electronic Surveillance Measures (SLQ-32), Battle Force Tactical Trainer (BFTT), Rolling Airframe Missile (RAM), NATO Sea Sparrow Missile (NSSM), NULKA, Gun Weapon Systems (GWS) and Undersea - Warfare (USW).
- Operational requirements.
- Developmental and Operational Testing processes.
- Fleet headquarters reviews and evaluations of Fleet Combat System programs and program elements.
- The Department of Defense (DoD) Planning, Programming and Budgeting Execution (PPBE) process.

Contractor personnel shall possess professional knowledge of LCS/DDG Combat Systems and communications and tactical data transfer technology, as applied in the fleet with TDL, CEC and Joint Tactical Information Distribution System (JTIDS), including C5 systems design principles, is required to function as a technical authority for area of responsibility and to design new systems, adapt existing systems and plan and direct participation in testing and evaluating new applications:

- Knowledge of state of the art information technology IT, information transfer mediums, LCS/DDG Combat System equipment and integrated information processing system trends is required for the analytical evaluation of systems proposed in response to C5 operational requirements.

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- Includes remote surveillance sensors, (airborne, maritime, land-based and space-based) such as over-the-horizon radars, infrared sensors and line-of-sight radars.

- Knowledge of LCS/DDG Combat Systems capabilities, IT operating systems and hardware parameters to assess the functional and cost effectiveness of proposed applications to new and precedent setting tactical C5 problems and projects.

- Familiarity with National, DoD and Navy procedures, regulations and practices for security protection of electrically processed and transmitted classified data is also required.

- Familiarity with overall military organizational structure, in particular, as applied to tactical operational needs and logistic support of tactical C5 is needed to permit the accurate development and statement of operational requirements. Such knowledge is also used to evaluate proposed systems with respect to the stated operational requirements.

## 2.0 TASKS

The Contractor shall provide on-site support to NIDF N8 in the area of LCS/DDG Combat System requirements. Specific tasks include supporting the NIDF N8 with the following:

- Provide afloat Combat Systems technical advice to leadership including policies, guidelines, manpower, training, tools, methods, and technologies focusing on current and potential problem areas.
- Recommend the objectives and course of action to be pursued in support of operations such as management structure, system design, testing, configuration management standards, training and maintenance.
- Provide analysis of data requirements, sources and alternatives to support planning relative to LCS/DDG Combat System capabilities, maintains close liaison with all activities designing and/or specifying design criteria for U.S. Navy LCS/DDG Combat Systems; and assesses the suitability, technical excellence and relevance of proposals impinging on entire area of responsibility.
- Coordinate reviews by the headquarters and fleet staffs of proposals being pursued outside the Navy to identify potential interoperability issues to ensure that implementation schedules provide for the logical evolution and economic sequence of planned Navy development:
  - Manage and coordinate LCS/DDG Combat System requirements in order to provide interoperable tactical IT systems that support Fleet operations.
  - Review and analyze Joint Capabilities Integration Documentation System (JCIDS) documents associated with LCS/DDG Combat Systems.
  - Evaluate and identify current Fleet training needs.
  - Provide configuration management and coordinate implementation of LCS/DDG Combat System upgrades to deploying Strike Groups.
  - Review and support OPNAV development of policies and implementation guidance for

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- standardization of shipboard systems capabilities, including software and interface requirements.
- Capture and document best practices and lessons learned.
  - Observe and identify capability gap, provide recommendations for systems and process improvement.
  - Gauge currency of knowledge; evaluate and identify if original requirement remains valid. Provide recommendations.
  - Document courses of action for resolving discovered integration issues with Fleet stakeholders and present a recommended course of action for resolution to NIDF leadership.
  - On behalf of NIDF N8, conduct liaison with various program sponsors and associated project offices to keep abreast of emerging systems and their possible impacts.
  - Assist in drafting operational requirements for joint combat systems to inject Fleet needs and to ensure interoperability of systems, timeliness of information transfer, allowable error rates and justifies areas of joint military operations that could benefit from being automated and/or included in LCS/DDG Combat Systems.
  - On behalf of NIDF N8, Collaborate with key C5 representatives of DoD component services, joint staff, and Coast Guard in proposed research that will result in the largest payoff.
  - Keep NIDF staff briefed on features of proposed enhancements and developmental efforts.
  - Review and support OPNAV development of policies and implementation guidance for standardization of shipboard systems capabilities, including software and interface requirements.
  - Conduct reviews of requirements, program, and planning documents (such as Capability Production Documents (CPD) and Fleet Modernization plans), identify and document integration issues (e.g. point papers) and coordinate results with relevant Fleet stakeholders.
  - Attend conferences/deliberations on behalf of NIDF with Navy, joint and allied commands concerning integrated objectives, information exchange and aspects of interoperability.
  - Function as the NIDF point of contact for obtaining technical direction and consultation in efforts bearing on interoperability with other ongoing C5 systems sponsored by DoD and allied nations.
  - Assist NIDF N8 in preparation and execution necessary for responding to all pertinent correspondence and official messages addressed to NIDF concerning LCS/DDG Combat System requirements.
  - When requested, attend official meetings on behalf of NIDF.
  - Perform studies both investigative and analytical when required for solving highly complex Combat System program issues. Decisions regarding what is to be done involve largely undefined issues and elements. Projects frequently require deviating from past approaches, and development of innovative methods to meet objectives without compromising design efficiency. Decisions determining how to resolve previously undefined problems relative to Combat Systems require expert analysis. Responsibilities include researching and presenting to NIDF

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cutting edge hardware/software systems capabilities to meet existing and future Combat System requirements.

### **3.0. SECURITY REQUIREMENTS**

All Contractor personnel shall be U.S. Citizens and will be required to have and maintain a GENSER/SECRET clearance. Personnel will be required to access Official Use, classified (GENSER), and proprietary material. Request for site visitation shall be forwarded to the Technical Point of Contact (TPOC) for authorization. All Contractor personnel will require a CAC.

### **4.0. GOVERNMENT RESOURCES**

Contractor shall work from NIDF, their office location, and onboard ships. The Government will provide access to NIDF personnel and alternate meeting location, as required, for Bi-weekly meetings and end of contract deliverable meeting. The Government will provide access to computers (NIPRNET and SIPRNET), both afloat and ashore, a work space when available, and basic office material (paper, supplies, copy machine, etc.).

### **5.0 TRAVEL**

Although primary work will be performed at Government facilities, the contractor may be required to travel.

Travel shall be in accordance with the Federal Travel Regulations (FTR). The COR/TOM shall approve all travel, in writing, prior to performance. Local travel will not be reimbursed.

### **6.0 DELIVERABLES & SCHEDULE**

The Government's inspecting and acceptance authority will be designated by Contracting Officer's Representative (COR) as the established point of contact (POC) for all deliverables. All written deliverables (e.g., monthly reports, additional reports and any other written communication) between the Contractor and the COR or designee will be delivered in at least one (1) paper copy and/or one (1) electronic copy. All deliverables shall specifically outline achievements made toward the completion of tasks. All deliverables shall meet professional standards and the requirements set forth in contractual documentation. ). All final deliverable submissions shall remain the property of the U.S. Government. All revisions will be due in the specified timeframe as identified by the Government. All methodologies and recommendations shall be reviewed and approved by the Government prior to submission/implementation.

- Weekly written communication: Via email to the COR to report status.
- Bi-weekly meeting with the COR at NIDF or contracting facility: Outline progress/status, issues, and way ahead.
- Provided by email and/or at Bi-weekly meeting, by the 10th working day of each month, the Monthly Progress Report will include, but not be limited to:

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- Contract Number, Task Order Number and Project Number
- Brief task description
- A narrative review of work accomplished during the reporting period and/or significant events
- Description of any travel or unique services provided
- Output progress measured against each task as assigned on the initial Government task kick off meeting
- Problem areas
- Perceived problems anticipated to prevent contractor/ government from completing specific tasks
- Anticipated activity for the next reporting period

## **7.0 PERIOD OF PERFORMANCE**

The period of performance is anticipated to be 30 September 2015– 29 September 2016 (base plus 3 one year option periods).

## **8.0 CONTRATOR IDENTIFICATION**

For all services provided under this PWS, the Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with all Government personnel. Additionally, Contractor personnel shall identify themselves as Contractor employees in telephone conversations, formal and informal written correspondence.

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

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

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

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

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."



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Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

(July 2013)

## Contractor Access to Federally Controlled Facilities

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.

### APPLICABILITY

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

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

### ACCESS TO FEDERAL FACILITIES

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

### ACCESS TO DOD IT SYSTEMS

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

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the

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

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

## **INTERIM ACCESS**

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

## **DENIAL OR TERMINATION OF ACCESS**

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

## **CONTRACTOR'S SECURITY REPRESENTATIVE**

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

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

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

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

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure

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investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

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

to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

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

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

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

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

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

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

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

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with

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Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

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

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

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX** **IDFOR LCS - DDG COMBAT SYSTEMS SUPPORT**

#### **1.0 PURPOSE**

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

#### **2.0 AUTHORITY**

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

#### **3.0 SCOPE**

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

#### **4.0 RESPONSIBILITIES**

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Contracting Officer's Representative (COR)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.

#### **5.0 METHODS OF QA SURVEILLANCE**

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP

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Matrix (Attachment 1) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.
- **Random Checks/Inspections** – Random checks will be conducted to ensure compliance with the Standard Operating Procedures (SOP). The CO or Technical Point of Contact (TPOC) will conduct the random monitoring.

## 6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

## 7.0 DOCUMENTATION

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the COR
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract administration team
- A record of all accepted receiving reports, required documentation with the submission of each receiving report and reviews.
- Memoranda for the record or minutes of any pre-performance meetings or conferences.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to the PWS.

## 8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

### QASP MATRIX (IDFOR LCS - DDG COMBAT SYSTEM SUPPORT)

Deliverable or Service Requirement	Performance Standard	Surveillance Method	Frequency	Acceptable Quality Level (AQL)	Incentives
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Contract Deliverables	Weekly and Monthly Activity reports and Monthly Financial reports are submitted as prescribed in the PWS. Reports provide any issues and concerns that need to be resolved as contained in the PWS.	Inspection by the COR	100% inspection of all contract deliverables.	>98% of deliverables submitted timely and without rework required.	FAR Clause 52.212-4
Performance Work Statement (PWS)	All work performed shall be performed in a timely and efficient manner, on or before the period of performance specified.	Inspection by the COR	Monthly written progress reports. Customer feedback.	>98% accuracy	FAR Clause 52.212-4
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	98% accuracy	FAR Clause 52.212-4
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)	FAR Clause 52.212-4

-If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

#### **INCENTIVES/DISINCENTIVES:**

The COR makes an annual report on Contractor Performance (CPARS or other annual report). The Contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in termination of the contract and may also result in the loss of future Government contracts. Additionally, the Contractor's failure to achieve satisfactory performance under the contract may also result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the Contractor. The Contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the Contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. \_



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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/30/2015 - 9/29/2016
8005	9/30/2015 - 9/29/2016

### CLIN - DELIVERIES OR PERFORMANCE

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

8000	9/30/2015 - 9/29/2016
8005	9/30/2015 - 9/29/2016

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

8001	9/30/2016 - 9/29/2017
8002	9/30/2017 - 9/29/2018
8003	9/30/2018 - 9/29/2019
8006	9/30/2016 - 9/29/2017
8007	9/30/2017 - 9/29/2018
8008	9/30/2018 - 9/29/2019

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative/ Task Order Manager: TBD

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

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

#### 2-in-1

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

## GOVERNMENT

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

Routing Data Table\*

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Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Inspect By DoDAAC	N36001
Ship To Code	N36001
Ship From Code	
Mark For Code	N36001
Service Approver (DoDAAC)	N36001
Service Acceptor (DoDAAC)	N36001
Accept at Other DoDAAC	
LPO DoDAAC	N36001
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

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

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

ACCEPTOR: SYBIL WRIGHT; 757-203-3087; [sybil.wright@navy.mil](mailto:sybil.wright@navy.mil)

LPO: PAMELA BORNES; 228-688-4884; [pamela.bornes@navy.mil](mailto:pamela.bornes@navy.mil)

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(g) WAWF point of contact.

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

ACCEPTOR: SYBIL WRIGHT; 757-203-3087; [sybil.wright@navy.mil](mailto:sybil.wright@navy.mil)

LPO: PAMELA BORNES; 228-688-4884; [pamela.bornes@navy.mil](mailto:pamela.bornes@navy.mil)

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

(End of clause)

## CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

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

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
  - a. All pre-award information, questions, or data;
  - b. Freedom of Information inquiries;

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- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: TARA DEAN  
TARA.DEAN@NAVY.MIL  
Phone: 757-443-1977

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

Name: DOROTHY CURLING  
DOROTHY.CURLING@NAVY.MIL  
Phone: 757-443-1955

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: N/A  
Address: -----  
-----  
-----  
Phone: -----

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

Name: DFAS Columbus Center,South Entitlement Operations

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: Laurence McGowan  
Address: [laurence.mcgowan@navy.mil](mailto:laurence.mcgowan@navy.mil)  
Phone: (757) 203-3369

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: N/A  
Address: -----  
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Phone: \_\_\_\_\_

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:
- Identifying contractor deficiencies to the COR;
  - Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
  - Identifying contractor noncompliance of reporting requirements;
  - Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
  - Reviewing contractor reports providing recommendations for acceptance/rejection;
  - Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
  - Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
  - Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: N/A

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

7. ORDERING OFFICER is responsible for:
- Requesting, obtaining, and evaluating proposals for orders to be issued;
  - Determining the estimated cost of the order is fair and reasonable for the effort proposed;
  - Obligating the funds by issuance of the delivery/task order;
  - Authorization for use of overtime;
  - Authorization to begin performance; and/or
  - Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- Type of order issued is limited by this contract to \_\_\_\_\_ pricing arrangements;
- No order shall be placed in excess of \$\_\_\_\_\_ without the prior approval of the PCO; and/or
- No order shall be placed with delivery requirements in excess of \_\_\_\_\_.

Name: N/A

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(End of text)

#### CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

- The Procuring Contract Office (PCO) is responsible for:
  - All pre-award duties such as solicitation, negotiation and award of contracts.
  - Any information or questions during the pre-award stage of the procurement.

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- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

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

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

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

a. Technical Interface

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

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

b. Contract Surveillance

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

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

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

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS

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

c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

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

e. Administrative Duties

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

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

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

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

Enclosure (1)

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

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

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any

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contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

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

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

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

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

#### Accounting Data

SLINID	PR Number	Amount
8000	N3600115RC026FS	
LLA :		
AA 1751804 60 CP 252 36001 068892 2D C077FS 360015LCSCBQ		

BASE Funding 115891.20  
Cumulative Funding 115891.20



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## SECTION H SPECIAL CONTRACT REQUIREMENTS

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

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

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

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

(End of clause)

#### MINIMUM INSURANCE REQUIREMENTS

IAW with 52.228-5, Insurance-Work on a Government Installation, the following are minimum insurance requirements as defined in FAR 28.307-2, Liability:

(a) Workers' compensation and employer's liability. Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers. (See 28.305(c) for treatment of contracts subject to the Defense Base Act.)

(b) General liability.

(1) The contracting officer shall require bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

(2) Property damage liability insurance shall be required only in special circumstances as determined by the agency.

(c) Automobile liability. The contracting officer shall require automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Aircraft public and passenger liability. When aircraft are used in connection with performing the contract, the contracting officer shall require aircraft public and passenger liability insurance. Coverage shall be at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

(e) Vessel liability. When contract performance involves use of vessels, the contracting officer shall require, as determined by the agency, vessel collision liability and protection and indemnity liability insurance.

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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.204-19	Incorporation by Reference of Representations and Certifications.	DEC 2014
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	MAY 2014
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	NOV 2013
252.204-7015	Disclosure of Information to Litigation Support Contractors	FEB 2014
252.225-7048	Export-Controlled Items	JUN 2013
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012

### CLAUSES INCORPORATED BY FULL TEXT

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 day ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 5 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 3 years.

(End of clause)

#### 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

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

**THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION**

**Labor Category - GS 12**

(End of clause)

**252.203-7999 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality**

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**Agreements (DEVIATION 2015-O0010)(FEB 2015)**

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

**(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect. (c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.**

**(d)(1) In accordance with section 743 of Division E, Title VIII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015, (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.**

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

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## **SECTION J LIST OF ATTACHMENTS**

Attachment I- CDR

Attachment II DD254

Attachment III - Wage Determination

Attachment IV Travel