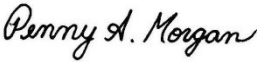


ORDER FOR SUPPLIES OR SERVICES (FINAL)

PAGE 1 OF

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1. CONTRACT NO. N00178-12-D-6753		2. DELIVERY ORDER NO. N0018917F3010		3. EFFECTIVE DATE 2017 Apr 17		4. PURCH REQUEST NO. N5702317RC00042		5. PRIORITY Unrated	
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Samantha A Kleintank/245.1 757-443-1959				7. ADMINISTERED BY DCMA HAMPTON 2000 Enterprise Parkway, Suite 200 Hampton VA 23666		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		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			
16. TYPE OF ORDER DELIVERY/ CALL PURCHASE		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. 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 Morgan, President		6 April 2017			
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 BY: /s/Catherine T Purvis		25. TOTAL 26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN INSPECTED RECEIVED				ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:		04/06/2017 CONTRACTING/ORDERING OFFICER			
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE				g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE		34. CHECK NUMBER		35. BILL OF LADING NO.	
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		31. PAYMENT PARTIAL FULL		34. CHECK NUMBER		35. BILL OF LADING NO.	
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	R408	Web Application Subject Matter Expert Services (RDT&E)	12.0	MO		
8001	R408	Travel (RDT&E)	1.0	LO		
8002	R408	Web Application Subject Matter Expert Services (RDT&E)	12.0	MO		
		Option				
8003	R408	Travel (RDT&E)	1.0	LO		
		Option				
8004	R408	Web Application Subject Matter Expert Services (RDT&E)	6.0	MO		
		Option				
8005	R408	Travel (RDT&E)	1.0	LO		
		Option				

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

1. Scope

PHEONIX - Project for Holistic Evaluation of Objectives for Navy test Information Exchange. The PHEONIX project is a vision of the command to better communicate internally and externally with stakeholders to support the end to end testing process. Streamlining communication and business processes internally is a primary objective but being able to share test data with our stakeholders at the various COCOMs is the ultimate vision. PHEONIX is divided into a short term and long term goals. The short term goals are geared toward streamlining internal processes, creating new processes and creating seamless communication between all internal processes. Also as a part of the short term goals, the facilitating of better sharing of data with external partners is to be accomplished. Contractor will provide technical and analytical support to Commander, Operational Test and Evaluation Force (COMOPTEVFOR). In the ever increasing complex environment of Naval test and evaluation, opportunities to share system evaluation information early will result in improvements to system under test design and support that can be implemented in a more cost effective manner earlier in the acquisition lifecycle. Collaboration and information sharing among the systems commands and COMOPTEVFOR is a key to such improvement. Areas of improvement for information sharing have been identified at COMOPTEVFOR which, when completed, will increase the efficiency and robustness of operational test designs, reports and improve the opportunity of testing in an integrated fashion. In addition, information technology improvements to existing information systems supporting the Warfare Capability Baseline program can improve the potential for documenting current Fleet warfare capability gaps.

1.1 Place of Performance: Unless required to support mission accomplishment, work shall primarily be performed at the customer's site. If the number of personnel exceeds onsite capabilities, work will be expected to be performed offsite. The customer location is:

Commander, Operational Test and Evaluation Force

7970 Diven Street

Norfolk, VA 23505-1498

1.1.1. While onsite at COMOPTEVFOR, the contractor shall comply with COMOPTEVFORINST 5239 (series), with specific regard to non-government hardware and software.

2. Travel

2.1 Travel to the below locations will be required throughout the course of this contract. One (1) trip per location will be required during each year of the contract.

2.2 Travel Instructions: Ensure all Contractors supporting this requirement meet the minimum requirements of the COMUSFLTFORCOM/COMPACFLCINST 6320.3A, dtd 07May13, Medical Screening for U.S. Government Civilian Employees, Contractor Personnel, and Guests Prior to Embarking Fleet Units. Any travel OCONUS by the Contractor will need to review the Foreign Clearance Guide at <http://www.fcg.pentagon.mil> and select the country of intended travel. The following locations are:

Location	# of Trips	# of days each Trip	Persons in Attendance
<i>Patuxent River, MD</i>	<i>1</i>	<i>4</i>	<i>1</i>
<i>China Lake CA</i>	<i>1</i>	<i>10</i>	<i>1</i>
<i>San Diego CA</i>	<i>1</i>	<i>10</i>	<i>1</i>

3. Milestones

3.1 Each milestone event will be defined by the PHEONIX government WIPT prior to the start of the Sprint (Software Development Phase), each Sprint will consist of:

3.1.1 3 weeks of development

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3.1.2 1 week of testing/re-factoring

3.1.3 2 weeks of review and planning for next Sprint event

3.2 The following milestone dates are based on achievement of the first milestone event

3.2.1 Complete Sprint One – (Five Weeks from Time of Award)

3.2.2 Complete Sprint Two – Jul 2017

3.2.3 Complete Sprint Three – Aug 2017

3.2.4 Complete Sprint Four – Nov 2017

3.2.5 Complete Sprint Five – Jan 2018

3.2.6 Complete Sprint Six – Mar 2018

3.2.7 Complete Sprint Seven – Dec 2018

3.2.8 Complete Sprint Eight – February 2019

4. Specific Tasking/Deliverables

The contractor shall provide Web Application Subject Matter Experts (SME) to maintain, develop and update COMOPTEVFOR test and evaluation web-applications, Microsoft Structured Query Language (SQL) databases. All support efforts provided herein shall conform to methods and policies described in the OPTEVFOR Operational Test Directors Manual (COTFINST 3980.2A), the OPTEVFOR Analysts Handbook and Divisional Best Practices. Deliverables will be in a COTF approved technical format and understandable by all intended audiences. These references can be found at: (www.cotf.navy.mil)

4.1 Web-Application Database Management:

4.1.1 Design, develop and maintain new features of the multi-tier web-based application hosted on the COMOPTEVFOR classified and unclassified networks (MS SQL and Windows servers). Design and develop User Interfaces using ASP.NET, HTML/DHTML, JavaScript, and CSS.

4.1.1.1 Design mockups and wireframes. Provide informed recommendations for design and layout, behavior and functionality of websites through general knowledge of User Interface (UI) best practices.

4.1.1.2 Design, develop and modify existing Warfare Capability Baseline (WCB) Web Applications/database systems

4.1.2 Secure application and database servers using Secure Technical Implementation Guide (STIG) and Information Assurance Vulnerability Management (IAVM) provided by Defense Information Systems Agency (DISA); these guidelines can be found at: <http://iase.disa.mil/stigs/Pages/index.aspx>

4.1.2.1 Quarterly (minimum 4) update all security measures to maintain **100%** STIG compliance.

4.1.3 Evaluate databases for technical clarity, formatting and compliance with current policies and guidance from DOD, Navy, and COMOPTEVFOR, to ensure testing requirements are identified and met. Test process, policies and guidance can be found at: (www.cotf.navy.mil), <http://www.doncio.navy.mil/Policy.aspx>, and <http://dodcio.defense.gov/Initiatives/Cybersecurity/CS.aspx>

4.1.4 Evaluate and recommend relational database design (Sprint Phase) changes to reduce complexity and increase flexibility.

4.1.5 Ensure all facets of the web application meets programming standards throughout the entire Software Development Life Cycle (SDLC). Produce specifications and write program code. Programming standards can be found at: <http://www.w3.org/standards/webdesign/>

4.1.6 The contractor shall construct an operator training document. The document shall include screen shots of the corresponding pages from the MBTD tool.

4.1.7 The contractor shall conduct training with COTF personnel and COTF designated external personnel. This

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training shall be conducted within COTF spaces as well as external organizations including VX-1, VX-9, VMX-1 and SYSCOM organizations.

4.1.8 The contractor shall conduct quarterly Fix Review meetings with the PHEONIX program manager and his designees to identify software deficiencies and enhancements.

4.1.9 The contractor shall document identified system deficiencies and enhancements in a contractor maintained backlog database.

4.1.10 The contractor shall implement corrective software fixes to address the identified deficiencies and enhancements.

4.1.11 The contractor shall implement and integrate OPTEVFOR Design of Experiments randomization analysis tools into the MBTD tool.

4.1.12 The contractor shall continuously update the MBTD Tool deficiencies module to align with MBTD tool style standards

4.1.13 The contractor shall implement a deficiency to test phase tagging schema within the MBTD tool.

4.1.14 The contractor shall implement a system design to link common data between the WCB module and the MBTD module.

4.1.15 The contractor shall develop a MBTD/Test plan database archiving schema

4.1.16 Apply business relevant solutions to complex software and technological issues within the scope of the requirement to ensure each Sprint milestone is achieved.

4.1.17 Demonstrate prior knowledge of Agile Software methodology which includes:

4.1.17.1 Adaptive planning

4.1.17.2 Evolutionary development

4.1.17.3 Early delivery

4.1.17.4 Continuous improvement

4.1.17.5 Rapid and flexible responses to change

4.1.18 Perform updates to the command web-application backlog database based on necessary changes required to maintain the system. Updates include enhancements and software fixes to support Division personnel based on documented change requests approved by the Phoenix project manager.

4.1.19 Create program code, acting as a participating member of the COMOPTEVFOR PHEONIX Working Integrated Process Team (WIPT), which integrates all current and future applications.

5. Qualifications

5.1 Possess U.S. citizenship.

5.2 Possess a Secret security clearance.

5.3 Minimum of three years' experience within the last five years providing web-application software development, bug resolution, issuing release notes, and creating release patches on operational test processes and policy programs. Test process and policies can be found at: (www.cotf.navy.mil)

5.4 Experience administering and maintaining MS Windows network servers that support COTF MBTD test design processes. Test process and policies can be found at: (www.cotf.navy.mil)

5.5 The offeror shall have a minimum of three years' experience within the last five years and is currently designated as a qualified DON Cybersecurity workforce (CSWF) member. The Guidance for the DON CSWF can be found at: (SECNAV M-5239.2 Dated June 2016).

5.5.1 The offeror is currently designated as a member of the COMOPTEVFOR Cyber Security Workforce (CSWF).

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5.6 Minimum of three years' experience within the last five years writing code that will continue to support PHEONIX and is compatible with existing MBTD program code.

5.7 The offeror shall have a minimum of two years' experience within the last three years working with the DISA STIGs. These guidelines can be found at: (<http://www.disa.mil/>)

5.8 The offeror shall have a minimum of two years' experience within the last three years developing accreditation packages to achieve system Authority to Operate (ATO)s from the Navy Accreditation Office (NAO).

5.9 The offeror must have a minimum of 5 years' experience with developing SQL databases and associated SQL queries and reports and possess a clear understanding of the Mission Based Test Design process and its associated databases. Test process and policies can be found at: (www.cotf.navy.mil)

5.10 The offeror shall provide experience with the Software Development Life Cycle (SDLC) "Waterfall" and "Agile" Methodologies and a clear understanding of how it relates to the COMOPTEVFOR process and procedure. Test process, policies and methodologies can be found at: (www.cotf.navy.mil), (<http://agilemanifesto.org/>)

5.11 The offeror shall provide a clear understanding and demonstrate experience with software requirements analysis and requirement document-writing using a demonstrated knowledge of Systems Engineering principles.

5.12 The offeror shall provide a minimum of three years' experience within the last five years and a clear understanding of the MBTD systems and possess the demonstrated ability of recommending design modifications based on the study of current practices. Test process, practices and policies can be found at: (www.cotf.navy.mil)

5.13 The offeror shall provide a minimum of 3 years' experience and proficient knowledge in the following software methodologies: Microsoft (MS) C++/ C#, ASP.NET, Javascript, XML(XSDs), HTML5, CSS3, Java, MS Visual Basic for Applications (VBA), MS SQL Server, MS Access, AJAX and Telerik Controls.

6. Security Clearance

A minimum security clearance of **SECRET** is required for personnel supporting this task. Any personnel proposed to work on this effort shall be eligible for necessary clearances to immediately begin performance at the time of task award.

List of Acronyms

COMOPTEVFOR	commander operational test and evaluation force
CSS	cascading style sheets
DOD	department of defense
HTML	hypertext markup language
DHTML	dynamic hypertext markup language
IA	information assurance
IOT&E	integrated operational test and evaluation
MBTD	mission based test design
MS	microsoft
OTC	operational test coordinator
OTD	operational test director
PHEONIX	project for holistic evaluation of objectives for navy test information exchange
SDLC	software development life cycle
SME	subject matter expert
SQL	structured query language

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WIPT

working integrated process team

5237.102-90 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

“The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract **for the WEB-APPLICATION DATABASE MANAGEMENT SUPPORT SERVICES** 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>.

(End of text)

All travel costs shall be in accordance with FAR Part 31 and the Joint Travel Regulations (JTR). Invoices shall include actual costs incurred. The Contractor is not authorized to perform any travel that is not in conjunction with this Task Order. It is the Department of the Navy (DON) policy not to allow a charge of profit or fee on reimbursable items. The Government will make no reimbursements for a contractor's local travel. In no instance shall the contractor exceed the amount specified in the contract for travel expenses. This solicitation includes travel costs at a not to exceed (NTE) amount, which is established in Section B.

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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

The Task Order Manager (TOM) identified in Section G is the only person empowered to inspect and accept work under this task order. Upon completion of all work and final submission of all data items, the contractor's Senior Technical Representative shall prepare and sign a Certificate of Final Acceptance memorandum, and submit it to the TOM for signature. The contractor shall include the fully signed memorandum with its final invoice.

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	4/17/2017 - 4/16/2018
8001	4/17/2017 - 4/16/2018

CLIN - DELIVERIES OR PERFORMANCE

8000: 17 APRIL 2017 - 16 APRIL 2018

8001: 17 APRIL 2017 - 16 APRIL 2018

8002: 17 APRIL 2018 - 16 APRIL 2019

8003: 17 APRIL 2018 - 16 APRIL 2019

8004: 17 APRIL 2019 - 16 OCTOBER 2019

8005: 17 APRIL 2019 - 16 OCTOBER 2019

Services to be performed hereunder will be provided at:

Commander, Operational Test and Evaluation Force
7970 Diven Street
Norfolk, VA 23505-1498

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SECTION G CONTRACT ADMINISTRATION DATA

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-N-1

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

See schedule

(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*

Field Name in WAWF

Data to be entered in WAWF

Pay Official DoDAAC

HQ0251 (DFAS Columbus)

Issue By DoDAAC

N00189

Admin DoDAAC

N00189

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Service Acceptor (DoDAAC)

N57023 (COMOPTEVFOR)

LPO DoDAAC

N57023 (COMOPTEVFOR)

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

LS1 Patricia Appleby, **757-282-5546 ext 3270**, patricia.appleby@cotf.navy.mil

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

See (f)(5)

(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;
- 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: **Catherine Purvis**

Address: **NAVSUP FLC NORFOLK**

1968 Gilbert Street Suite 600

Norfolk, VA 23511

Phone: **(757) 443-1352**

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: **Samantha Kleintank**

Address: **NAVSUP FLC Norfolk**

1968 Gilbert Street, Suite 600

Norfolk, VA 23511-3392

Phone: **(757) 443-1959**

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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: **PLEASE REFERENCE FAR clause 252.232-7006 above**

Address: -----

Phone: -----

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: **Timothy Burrows**

Address: **Commander, Operational Test and Evaluation Force**

7970 Diven Street

Norfolk, VA 23505

Phone: **757-282-5546 Ext 3136**

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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: -----

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:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. 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:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

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

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

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Address: NAVSUP FLC NORFOLK

1968 Gilbert Street Suite 600

Norfolk, VA 23511

(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.

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

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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 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.

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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 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.

SECURITY ADMINISTRATION

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;

Mr. Kevin Smith

Special Security Officer/ Command Security Manager

Operational Test & Evaluation Forces

757-282-5546 ext. 3204

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

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security clearance.

Accounting Data

SLINID	PR Number	Amount
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-----8000

LLA :

AA 1761319 2685 251 57023 0 068892 2D C00042

Standard Number: N5702317RC00042

8001

LLA :

AA 1761319 2685 251 57023 0 068892 2D C00042

Standard Number: N5702317RC00042

BASE Funding Cumulative
Funding

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (Jan 2017)

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 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) or T5 or T5R equivalent investigation, which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, an investigation suitable for High Risk national security 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 Command’s Security Manager at least 30 days prior to the individual’s start

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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 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. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions 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 as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation 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 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.

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Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Command's Security Manager upon arrival to the 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 Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM); Potential suitability or security issues identified may render the contractor employee ineligible for the assignment. An unfavorable determination 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 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 DoD 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 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) or T1 investigation equivalent 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 Written Inquiries (NACI) or T1 equivalent investigation, 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 I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities
52.204-2	Security Requirements
52.204-9	Personal Identity Verification of Contractor Personnel
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards
52.203-19 Statements	Prohibition on Requiring Certain Internal Confidentiality Agreements or
52.204-13	System for Award Management Maintenance
52.204-18	Commercial and Government Entity Code Maintenance
52.209-6 Suspended, or	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Proposed for Debarment
52.219-6	Notice Of Total Small Business Set-Aside
52.219-8	Utilization of Small Business Concerns
52.219-13	Notice of Set-Aside of Orders
52.222-3	Convict Labor
52.222-17	Nondisplacement of Qualified Workers
52.222-21	Prohibition Of Segregated Facilities
52.222-26	Equal Opportunity
52.222-35	Equal Opportunity for Veterans
52.222-36	Equal Opportunity for Workers with Disabilities
52.222-37	Employment Reports on Veterans
52.222-40	Notification of Employee Rights Under the National Labor Relations Act
52.222-50	Combating Trafficking in Persons
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving
52.225-13	Restrictions on Certain Foreign Purchases
52.232-33	Payment by Electronic Funds Transfer--System for Award Management
52.232-39	Unenforceability of Unauthorized Obligations
52.232-40	Providing Accelerated Payments to Small Business Subcontractors
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation
52.237-3	Continuity Of Services
52.245-1	Government Property

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52.245-9	Use and Charges
252.201-7000	Contracting Officer's Representative
252.203-7000	Requirements Relating to Compensation of Former DoD Officials
252.203-7002	Requirement to Inform Employees of Whistleblower Rights
252.204-7003	Control Of Government Personnel Work Product
252.204-7005	Oral Attestation of Security Responsibilities
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism
252.211-7007	Reporting of Government-Furnished Property
252.222-7007	Representation Regarding Combating Trafficking in Persons
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials
252.225-7048	Export-Controlled Items
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports
252.232-7010	Levies on Contract Payments
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel
252.239-7010	Cloud Computing Services
252.239-7017	Notice of Supply Chain Risk
252.239-7018	Supply Chain Risk
252.243-7002	Requests for Equitable Adjustment
252.244-7000	Subcontracts for Commercial Items
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property
252.245-7002	Reporting Loss of Government Property
252.245-7003	Contractor Property Management System Administration
252.245-7004	Reporting, Reutilization, and Disposal
252.247-7023	Transportation of Supplies by Sea

CLAUSES INCORPORATED BY FULL TEXT

52.204-21 Basic Safeguarding of Covered Contractor Information Systems (52.204-21) (Jun 2016)

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

Covered contractor information system means an information system that is owned or operated by a contractor that processes, stores, or transmits Federal contract information.

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Federal contract information means information, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including information provided by the Government to the public (such as on public Web sites) or simple transactional information, such as necessary to process payments.

Information means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).

Information system means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (44 U.S.C. 3502).

Safeguarding means measures or controls that are prescribed to protect information systems.

(b) Safeguarding requirements and procedures.

(1) The Contractor shall apply the following basic safeguarding requirements and procedures to protect covered contractor information systems. Requirements and procedures for basic safeguarding of covered contractor information systems shall include, at a minimum, the following security controls:

(i) Limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems).

(ii) Limit information system access to the types of transactions and functions that authorized users are permitted to execute.

(iii) Verify and control/limit connections to and use of external information systems.

(iv) Control information posted or processed on publicly accessible information systems.

(v) Identify information system users, processes acting on behalf of users, or devices.

(vi) Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems.

(vii) Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse.

(viii) Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals.

(ix) Escort visitors and monitor visitor activity; maintain audit logs of physical access; and control and manage physical access devices.

(x) Monitor, control, and protect organizational communications (i.e., information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems.

(xi) Implement subnetworks for publicly accessible system components that are physically or logically separated from internal networks.

(xii) Identify, report, and correct information and information system flaws in a timely manner.

(xiii) Provide protection from malicious code at appropriate locations within organizational information systems.

(xiv) Update malicious code protection mechanisms when new releases are available.

(xv) Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.

(2) Other requirements. This clause does not relieve the Contractor of any other specific safeguarding requirements

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specified by Federal agencies and departments relating to covered contractor information systems generally or other Federal safeguarding requirements for controlled unclassified information (CUI) as established by Executive Order 13556.

(c) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (c), in subcontracts under this contract (including subcontracts for the acquisition of commercial items, other than commercially available off-the-shelf items), in which the subcontractor may have Federal contract information residing in or transiting through its information system.

(End of clause)

OPTION TO EXTEND SERVICES (FAR 52.217-8) (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 1 DAY.

(End of clause)

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

(a) The Government may extend the term of this task order by written notice to the Contractor within 1 days prior to the end of the period of performance; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1 days before the task order expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed thirty (30) months.

(End of clause)

AVAILABILITY OF FUNDS (FAR 52.232-18) (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

Authorized Changes Only By The Contracting Officer (5252.243-9400) (Jan 1992)

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

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

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

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NAME: Catherine Purvis

ADDRESS: 1968 Gilbert Street, Norfolk, VA 23511

TELEPHONE: 757-443-1352

(End of Clause)

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SECTION J LIST OF ATTACHMENTS

Attachment 1: Quality Assurance and Surveillance Plan

Attachment 2: Quality Assurance and Surveillance Plan Matrix

Attachment 3: DD 254