

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-12-D-6753		2. DELIVERY ORDER NO. FK03		3. EFFECTIVE DATE 2015 Sep 16		4. PURCH REQUEST NO. 1300468531		5. PRIORITY DO-C9					
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Richard A Mateljan/245 757-443-1336			CODE N00189		7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151			CODE S2404A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>			
9. CONTRACTOR Aermor LLC 109 Main Street, Ste 3 Canton NC 28716-4440			CODE 5ZDW0		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS				
							12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL X SMALL DISADVANTAGED X WOMEN-OWNED				
							13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G						
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338				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			<i>Penny A. Morgan</i>			Penny President/CEO			16SEP2015				
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/Carolyn O Johnson-Lawrence				09/16/2015		26. DIFFERENCES			
				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

This is a new requirement, therefore no incumbent contract information can be provided.

Travel Costs

All travel costs shall be in accordance with FAR part 31 and the Joint Travel Regulations (JTR). Invoices shall include actual costs incurred. Airfare shall be based on the lowest price available. The contractor is not authorized to preform any travel that is not in conjunction with this contract.

This solicitation includes travel costs at a not to exceed (NTE) amount, which is to be established in Section B, as follows:

CLIN 8004:

CLIN 8005:

CLIN 8006:

CLIN 8007:

LEVEL OF EFFORT

The estimated Level of Effort for the subject requirement is identified in the table below. Please note that this is government-generated information and should be used for information purposes only. The requirement is performance-based and will be issued with a firm fixed-price monthly rate.

Labor Category	Estimated Hours Year	Estimated EFT Year
Senior Warfare T&E Specialist	2080	1
Total Year	2080	1

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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	R405	The contractor is to provide Submarine Acoustic Rapid Commercial-off-the-Shelf ((COTS) Insertion (ARCI) Sonar Program services in accordance with the attached Performance Work Statement (RDT&E)	12.0	MO		
8001	R405	The contractor is to provide Submarine Acoustic Rapid Commercial-off-the-Shelf ((COTS) Insertion (ARCI) Sonar Program services in accordance with the attached Performance Work Statement (RDT&E)	12.0	MO		
		Option				
8002	R405	The contractor is to provide Submarine Acoustic Rapid Commercial-off-the-Shelf ((COTS) Insertion (ARCI) Sonar Program services in accordance with the attached Performance Work Statement (RDT&E)	12.0	MO		
		Option				
8003	R405	The contractor is to provide Submarine Acoustic Rapid Commercial-off-the-Shelf ((COTS) Insertion (ARCI) Sonar Program services in accordance with the attached Performance Work Statement (RDT&E)	12.0	MO		
		Option				
8004	R405	Base Year Travel NTE (RDT&E)	1.0	LO		
8005	R405	Option Period I Travel NTE (RDT&E)	1.0	LO		
		Option				
8006	R405	Option Period II Travel NTE (RDT&E)	1.0	LO		
		Option				
8007	R405	Option Period III Travel NTE (RDT&E)	1.0	LO		
		Option				

N/A

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

Submarine Acoustic Rapid Commercial-off-the-Shelf (COTS) Insertion (ARCI) Sonar Program (AN/BQQ-10)

1. Background and Scope. The AN/BQQ-10(V) Submarine Sonar System provides the U.S. Navy undersea superiority through significant acoustic processing upgrades to all U.S. submarines. The program is executed as a spiral development model which delivers new Advanced Processing Build (APB) tactical software intended to improve US Submarine acoustic performance by taking full advantage of the latest state of the art COTS processing hardware called a technical insertion (TI). The APB process couples advanced algorithms developed in academia, small businesses, and Navy laboratories with Prime Contractor engineering integration and test, resulting in early algorithm testing, software reuse, and reduced lead time from algorithm concept to fleet introduction. The AN/BQQ-10 APB processes provide an economical and rapid method of verifying and validating new signal processing and display algorithms for use in combat system upgrades.

The AN/BQQ-10(V) Submarine Sonar System employs a System of Systems approach to integrate acoustic (i.e., wet-end) sensors with advanced signal processing, algorithms, displays and trained operators in order to maximize the crew's ability to expand long-range and area search capabilities, conduct sea-control missions in the open ocean and/or gain access to and sustain access in the littoral battle space.

The system improvement process begins with an annual review of capability gaps which are defined and prioritized by the Submarine Tactical Requirements Group and endorsed by the Commander, Submarine Force. The AN/BQQ-10 program commenced operational test and evaluation (OT&E) for TI-10/APB-11 during FY-2013/14. TI-14/APB-13 started test preparations in FY-14/15 with OT&E events planned for FY-15/16.

Specific support tasking is provided below. Deliverables called out will be submitted in accordance with COMOPTEVFORINST 3980.2 (series) Operational Test Director (OTD) Manual (<http://www.public.navy.mil/cotf/Pages/home.aspx>) and specified COTF timelines. For deliverables without specific timelines, the contractor will consult the OTD for completion

deadlines.

Scope of Tasking. Contractor will provide technical, analytical, and administrative support to Commander, Operational Test and Evaluation Force (COMOPTEVFOR) in the definition, conduct, and analysis of structured Operational Test and Evaluation (OT&E) of the AN/BQQ-10 program (Test and Evaluation Identification Number (TEIN) 0908-08).

a. Place of Performance. Work shall be performed at both the contractor's site and the customer location. The customer location is:

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

The contractor shall comply with COMOPTEVFORINST 5239 (series), with specific regard to non-government hardware and software.

b. Period of Performance. Base year: 365 days from date of award plus three additional option years to support future Advanced Processor Builds (APBs).

c. Travel requirements (Projected).

Base Year

Location	# of Trips	# of Days Each Trip
Washington, DC	3	2
Newport, RI	2	3
Pearl Harbor, HI	1	5
Laurel, MD	2	2

Option Year 1

Location	# of Trips	# of Days Each Trip
Washington, DC	3	2
Newport, RI	2	3
Pearl Harbor, HI	1	5
Laurel, MD	2	2
San Diego, CA UNDERWAY	1	7

Option Year 2

Location	# of Trips	# of Days Each Trip
Washington, DC	3	2
Newport, RI	2	3
Pearl Harbor, HI	1	5
Laurel, MD	2	2

Option Year 3

Location	# of Trips	# of Days Each Trip
Washington, DC	3	2
Newport, RI	2	3
Pearl Harbor, HI	1	5
Laurel, MD	2	2
San Diego, CA UNDERWAY	1	7

2. AN/BQQ-10 Operational Test and Evaluation Milestones

- a. AN/BQQ-10 APB-11 OT&E all phases – Fiscal Year FY15
- b. AN/BQQ-10 APB-13 OT&E all phases – FY15 through FY16
- c. AN/BQQ-10 APB-15 OT&E all phases – FY17 through FY19

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3. Specific Tasking. The contractor shall provide support in evaluating the operational effectiveness and suitability of the AN/BQQ-10 System in accordance with the procedures and formats prescribed by COMOPTEVFORINST 3980.2(series) OTD Manual or other references cited by the OTD Manual (<http://www.public.navy.mil/cof/Pages/home.aspx>). Data requirements associated with the following tasks are cited in this paragraph and detailed in the OTD Manual.

a. Documentation Review

(1) Review program documentation, including but not limited to: Required Operational Capability (ROC)/Predicted Operational Environment (POE), Concept of Operations (CONOPS), Operational Requirements Documents (ORD), Test and Evaluation Master Plan (TEMP), Initial Capabilities Document (ICD), Capability Development Document (CDD), and Capability Production Document (CPD), Navy System Training Plan, manning documents, Program Acquisition Logistics Support Plan (ALSP), training manuals, and operator and maintenance manuals, and provide comments.

(2) Provide input to all parts of the TEMP (in working sessions, through comment letters, etc.) derived from familiarity with other program documentation (Mission Need Statement (MNS), ORD, ICD/CDD/CPD, Cybersecurity strategy, Office of Naval Intelligence (ONI) Capstone Threat Assessment (TA), etc.).

b. Test Planning Support

(1) Assist in the development of critical operational issues (COI) and integrated evaluation framework (IEF) for operational testing (OT), developmental testing (DT) assists, early operational assessments (EOA), operational assessments (OA), independent operational test and evaluation (IOT&E), and follow-on test and evaluations (FOT&E), and compile data necessary to draft the test plans (both integrated and operational).

(2) Conduct background research and provide analytical support and recommendations for the development of data collection plans for testing.

(3) Assist with development of Mission Based Test Design (MBTD) and Integrated Evaluation Framework (IEF) including detailed Design of Experiments (DOE) based statistical testing

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methodology.

- (4) Contractor shall prepare Database Output reports based on completed MBTD steps.
- (5) Assist with development and review of APB-specific Risk Assessments based on initial and final detailed APB-specific Statements of Functionality.
- (6) Draft Test and Evaluation Master Plan (TEMP) comments on future TEMP changes or revisions. Draft additions to TEMP Parts III and IV and the DOE appendix.
- (7) Devise test matrices and procedures to satisfy OPTEVFOR testing objectives.
- (8) Determine data reduction/reconstruction requirements (including hardware and software resources necessary for the collection and storage); identify facilities which can provide this processing; prepare appropriate documentation to support the required service(s).
- (9) Determine test range requirements to support OT&E; research locations that can provide adequate ground truth data for metric evaluation; coordinate schedules and assets for OT&E events.
- (10) Draft Test Plan (TP) in COMOPTEVFOR format and provide comments on changes made to the draft TPs during staffing at OPTEVFOR.
- (11) Attend test preparation meetings and teleconferences with the OTD in various locations and provide a summary of events.
- (12) Provide assistance as necessary on TP briefs.
- (13) As directed by the OTD, review and prepare documentation related to the Verification, Validation, and Accreditation (VV&A) of Modeling and Simulation (M&S) tools.

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(14) Provide support in maintaining an M&S database which consists of the version and accreditation status of all M&S used in testing.

(15) Provide support in conducting liaison with model proponents, V&V agents, developing agencies, Navy laboratories, service Cryptologic Agencies, Navy operational commands, other U.S. Government agencies, and hardware/software contractors to ensure that M&S IOT&E requirements are adequately addressed to permit timely and effective accreditation of M&S in support of IOT&E.

c. Test Operations Support

(1) Assist OTD as required in briefing test participants, emphasizing the objectives of the test event and specific data-gathering requirements.

(2) Observe demonstrations and test events as appropriate with OTD, collect test data, and provide a summary of the events in standard OPTEVFOR Six-Part Paragraph format. This may include up to 10 days of underway time.

d. Test Analysis and Reporting

(1) Perform data reduction and preliminary analysis of data to ensure data validity prior to more detailed data processing.

(2) Correlate data using appropriate statistical techniques to analyze operational effectiveness and suitability.

(3) Provide detailed review of automated event playback reconstruction results, generate required results tables and matrices, and correlate data using appropriate statistical techniques to analyze operational effectiveness and suitability.

(4) Draft OT final reports and submit for staffing at OPTEVFOR within 60 days after completion of testing.

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(5) Draft Quick Reaction Assessment (QRA) report as applicable and submit for staffing at OPTEVFOR.

(6) Provide comments on changes made to the draft reports during staffing at OPTEVFOR.

(7) Provide assistance and Subject Matter Expert (SME) support during post-test iterative process meetings, reviews, and briefings, and support final test report briefs.

e. Program Management Support

(1) Attend program review meetings and teleconferences with OTD in various locations to provide SME technical support and assist in coordination with the program office. Provide a summary of events of these meetings to the OTD.

(2) Provide the OTD with trip reports and monthly reports including the progress of work on assigned tasks, conferences/meetings attended, work plans and expenditure of funds during the month. Provide an annual summary report 30 days after the end of the base or option year.

(3) Provide support in coordinating developing agencies, Navy and University laboratories, and Navy Operational hardware/software contractor activities to ensure that OT&E requirements are adequately addressed to permit timely and effective testing.

(4) Ensures continuity with project details is maintained, and that all operational, technical, and analytical issues and objectives have been addressed.

(5) Contractor must ensure official markings, downgrading instructions and distribution statements are correctly used on all documents applicable.

4. Personnel Qualifications. Successful accomplishment of this task requires a combination of program management and test and evaluation of undersea weapons system skill sets.

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- a. Within the last two years, all personnel shall:
- 1) Demonstrate experience with Developmental Testing (DT), Integrated Testing (IT), Operational Testing and Evaluation (OT&E), and/or Follow-on Test and Evaluation (FOT&E).
 - 2) Demonstrate experience relevant to the Subsurface Warfare area to support test and evaluation of the AN/BQQ-10 system.
 - 3) Demonstrate familiarity with, but not limited to the references listed in the OTD Manual.
 - 4) Demonstrate experience in developing test criteria and Test and Evaluation Master Plans per DoD standards.
 - 5) Demonstrate ability to apply analytical methodologies to evaluate the operational effectiveness and suitability of combat systems, weapon systems, and combat support systems.
 - 6) Possess U.S. citizenship.
 - 7) Possess a minimum security clearance of Secret.
 - 8) Demonstrate familiarity with MS-Office software.
- b. Personnel supporting task evaluation of the operational effectiveness and suitability of the AN/BQQ-10 System shall:
- 1) Have a minimum of 5 year's experience operating and/or maintaining the AN/BQQ-10 system.

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- 2) Have current working knowledge of US Navy submarine combat control, to include:
 - a) Imaging
 - b) Sonar
 - c) Weapon systems to include APB and TI variances as well as platform variances.
 - d) Current (within the last 24 months) knowledge of submarine tactics (including Anti-Submarine Warfare (ASW)
 - e) Anti-Surface Warfare (SUW)
 - f) Strike and Intelligence, Surveillance, and Reconnaissance (ISR)
 - g) Experience and understanding of the AN/BQQ-10 maintenance practices, procedures, documentation and programmatic history.
 - h) Detailed knowledge of Cybersecurity test requirements and submarine Cybersecurity systems.
- 3) Possess AN/BQQ-10 experience encompassing at a minimum the most recent APB versions under test purview (currently APBs 06, 07, 09, 11, and 13).
- 4) Have a understanding of OPTEVFOR test strategies for AN/BQQ-10 and experience with the following;
 - a) AN/BQQ-10 operation
 - b) Data collection, and exercise management at underwater instrumented ranges (i.e., Atlantic Undersea Test & Evaluation Center (AUTEC), Pacific Missile Range Facility (PMRF).
 - c) Operations of the TB-16/34 and TB-29 towed arrays, the Lightweight Wide Aperture Array (LWWAA) and Low Cost Conformal Array (LCCA).
 - d) Operational test design and test planning experience for AN/BQQ-10 testing to include:
 - i. IEF generation using the OPTEVFOR IEF development tool
 - ii. DOE process supporting operational testing utilizing the statistical methods for incremental development programs that rely on a continuous build-test-build cycle to accumulate test data across multiple build-test cycles
 - iii. TEMP development for incremental development programs that rely on a continuous build-test-build cycle with tailored testing of partial mission area test execution across multiple build-test cycles
 - iv. TP development including combined multi-program Test Plans

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v. Test execution techniques and understanding of ARCI metrics to support APB to APB performance comparisons and test data and metric translations for all current APB versions under testing purview (currently APBs 06, 07, 09, 11 and 13).

vi. Final operational test report generation including tailoring prior year APB test results to match current year analysis and reporting requirements to support multi-year APB comparisons

vii. Accreditation Plan development, Verification and Validation (V&V) plan review, and V&V Report review to support generation of an Accreditation Plan and Accreditation Report for implementation of M&S to supplement APB testing utilizing SIMII/SSTORM and Acoustic Engineering Measurement Program (AEMP) laboratory based system installations

5) Possess a current working knowledge in the use of test analysis tools, specifically the Visual Interactive System for Training and Analysis (VISTA) application for exercise reconstruction.

6) Possess a current working knowledge of the Linux operating system and software development languages for example; Impacts of Linux coding on ARCI Operations.

7) Be physically qualified in accordance with OPNAVINST 6420.1 series, Physical Requirements for Non-Submarine Personnel Embarked on Submarines (<http://doni.daps.dla.mil/OPNAV.aspx>), and able to go underway on US submarines for up to 10 days at a time.

c. Personnel supporting program management for this task must

1) Must have 8 years (within the last ten years) of experience in planning and organizing work tasks, developing test plans, collecting data, and performing reconstruction and analysis for the test and evaluation or tactical operations related efforts. Of the 8 years, four must be in a project or program management capacity.

2) Must have current working knowledge of the Navy and multi-service missions, operations, logistics, management, and organizational responsibilities.

3) Must have working knowledge of the DoD 5000 series and SECNAVINST 5000 series

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instructions.

4) Must have demonstrated the ability to interact effectively within the naval community and have a demonstrated ability to communicate the results of the operational analysis to sponsoring activities and decision makers.

5. Security Clearance.

a. Required. A minimum security clearance of SECRET is required for personnel supporting this task. Current access authorization for Alternative Compensatory Control Measures (ACCM) for both SEAWOLF and VIRGINIA Class submarines is required for personnel supporting this task.

b. Any personnel proposed to work on this effort shall already possess the necessary clearances to immediately begin performance at the time of task award.

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List of Acronyms

ACCM – Alternative Compensatory Control Measures

AEMP – Acoustic Engineering Measurement Program

AN/BQQ-10 – Sonar System

A – Army

N – Navy

B – Underwater Mobile (Submarine)

Q – Sonar and Underwater Sound

Q – Special or Combination

10 – 10th Series

APB – Advanced Processing Build

ARCI –Acoustic Rapid Commercial-off-the-Shelf Insertion

ASW – Anti-Submarine Warfare

AUTEC – Atlantic Underwater Test and Evaluation Center

CDD – Capability Development Document

COI – Critical Operational Issue

COMOPTEVFOR – Commander Operational Test and Evaluation Force

CONOPS – Concept of Operations

COTF – Commander Operational Test and Evaluation Force

COTS – Commercial Off the Shelf

CPD – Capability Production Document

DA – Decision Authority

DOE – Design of Experiments

DT – Developmental Testing

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EOA – Early Operational Assessment

FY – Fiscal Year

IEF – Integrated Evaluation Framework

ICD – Initial Capabilities Document

ISR – Intelligence, Surveillance, and Reconnaissance

LCCA – Low Cost Conformal Array

LWWAA – Light Weight Wide Aperture Array

MBTD – Mission Based Test Design

MNS – Mission Need Statement

MOE – Measure of Effectiveness

MOS – Measure of Suitability

M&S – Modeling and Simulation

OA – Operational Assessment

ONI – Office of Naval Intelligence

OPORDS - Operation Orders

OPTEVFOR – Operational Test and Evaluation Force

ORD – Operational Requirements Document

OT – Operational Testing

OTD – Operational Test Director

OT&E – Operational Test and Evaluation

POE - Predicted Operational Environment

PMRF – Pacific Missile Range Facility

QRA – Quick Reaction Assessment

ROC - Required Operational Capability

SIMII/SSTORM – Modeling program for Submarines

SME – Subject Matter Expert

SUW – Anti-Surface Warfare

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TA – Threat Assessment

TEIN – Test and Evaluation Identification Number

TEMP – Test and Evaluation Master Plan

TI – Technical Insertion

TP – Test Plans

US – United States

VISTA – Visual Interactive System for Training and Analysis

VV&A – Verification, Validation and Accreditation

V&V – Verification and Validation

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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

1. 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 and on the subsequent task orders issued there under. The intent is to ensure that the contractor performs in accordance with performance metrics set forth in the contact documents, for in the contract and that the government only pays for the acceptable level of services received.

2. Authority

Authority for issuance of this QASP is provided under Contract Section E, Inspection and Acceptance, which provides for inspections and acceptance of the articles services, and documentation called for in task orders to be accomplished by the Contracting Officer or his/her duly authorized representative.

3. Scope

The QASP is put in place to provide Government surveillance oversight of the Contactor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contact or task order. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan.

4. Government Resources

The following definitions for government resources are applicable to this plan:

Contracting Officer – A person duly appointed with the authority to enter into, administer, or terminate contracts and make related determinations and findings on behalf of the government.

Task Order Manager (TOM) – An individual designated in writing by the Contracting Officer to act as his/her authorized representative to assist in administering a contract. The source and the authority for a TOM is the Contracting Officer. TOM limitations are contained in the written letter of appointment.

5. Responsibilities

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

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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 who assures the Contractor receives impartial, fair, and equitable treatment under contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the contractor's performance.

Task Order Manger (TOM) – The TOM is responsible for technical administration of the project and assures proper government surveillance of the contractor's performance. The TOM is not empowered to make any contractual commitments nor to authorize any contractual changes on the governments behalf. Any changes that the TOM deems may affect contact, price, terms, or conditions shall be referred to the contracting Officer for action.

6. Methods of Quality Assurance (QA) Surveillance

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

Customer Feedback – Customer feedback may be obtained from random customer complaints. Appropriate forms will be made available by the TOM for the customer. 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 TOM.

Inspections – Each phase of the services rendered under the contract is subject to the Government inspection during the contractors operations and after completion of a task. Inspections may be routine functions performed by the TOM, or performed by others outside of the Commander Operational Test and Evaluation Force (COMOPTEVFOR) command. The contractor shall not substitute Government Inspection for effective quality control. Government inspections may be conducted in an unannounced manner by the TOM or other individuals designated outside the COMOPTEVFOR organization. The TOM shall maintain each Contract Discrepancy Report (CDR), a copy of which will be provided to the contractor. Within three days, the contactor shall reply in writing to the CDR's by stating reason's for the unsatisfactory performance(s) and shall identify the corrective action(s) that will be taken to prevent reoccurrences.

Performance Evaluation Meetings – During the first two months of the contract performance, the Contractor's Project Manager will meet weekly with the TOM. Such meetings will be conducted at least monthly thereafter. The purpose of these meetings will be to review the contractors performance and to/will include the issuance of any CDR(s) issued during the period. A mutual effort will be made to resolve all problems identified.

QA Surveillance Items

The following PBSC items are identified within the performance based statement of work presented in section J of the solicitation as an attachment and are to be monitored under this

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QASP:

a. Documentation Review

Measurement/Metric: Accuracy and Timeliness

Performance Standard: Accuracy - No rejected reports due to major discrepancy

Timeliness - Delivery to the Operational Test Director (OTD) as defined in the OTD Manual (<http://www.public.navy.mil/cotf/Pages/home.aspx>), unless otherwise agreed upon in advance with the OTD.

Maximum Error Rate: Accuracy – 3%

Timeliness – One Business Day.

b. Test Planning Support

Measurement/Metric: Accuracy and Timeliness

Performance Standard: Accuracy - No rejected reports due to major discrepancy

Timeliness: Submission to the OTD as defined in the OTD Manual, unless otherwise agreed upon in advance with the OTD.

Maximum Error Rate: Accuracy – 3%

Timeliness – One Business Day.

c. Test Operations Support

Measurement/Metric: Accuracy and Timeliness

Performance Standard: Accuracy - No rejected reports due to major discrepancy

Timeliness: Submission to the OTD as defined in the OTD Manual, unless otherwise agreed upon in advance with the OTD.

Maximum Error Rate: Accuracy – 3%

Timeliness – One Business Day.

d. Test Analysis and Reporting

Measurement/Metric: Accuracy and Timeliness

Performance Standard: Accuracy - No rejected reports due to major discrepancy

Timeliness: Submission to the OTD as defined in the OTD Manual, unless otherwise agreed upon in advance with the OTD.

Maximum Error Rate: Accuracy – 3%

Timeliness – One Business Day.

e. Program Management Support

Measurement/Metric: Accuracy and Timeliness

Performance Standard: Accuracy - No rejected reports due to major discrepancy

Timeliness: Submission to the OTD as defined in the OTD Manual, unless otherwise agreed upon in advance with the OTD.

Maximum Error Rate: Accuracy – 3%

Timeliness – One Business Day.

Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Standard	Measure of Measurement	Performance Metrics	Task Order Linkage Reference
Documentation Review	Accuracy	No rejected inputs due to major discrepancy.	3% error rate	SOW Para 3.a

	Timeliness	As defined in the OTD Manual unless otherwise agreed upon with OTD.	1 Working Day	
Test Planning Support	Accuracy	No rejected inputs due to major discrepancy.	3% error rate	SOW Para 3.b
	Timeliness	As defined in the OTD Manual unless otherwise agreed upon with OTD.	1 Working Day	
Test Operations Support	Accuracy	No rejected inputs due to major discrepancy.	3% error rate	SOW Para 3.c
	Timeliness	As defined in the OTD Manual unless otherwise agreed upon with OTD.	1 Working Day	
Test Analysis and Reporting	Accuracy	No rejected inputs due to major discrepancy.	3% error rate	SOW Para 3.d
	Timeliness	As defined in the OTD Manual unless otherwise agreed upon with OTD.	1 Working Day	
Program Management Support	Accuracy	No rejected inputs due to major discrepancy.	3% error rate	SOW Para 3.e

	Timeliness	As defined in the OTD Manual unless otherwise agreed upon with OTD.	1 Working Day	
Annual Summary Report	Accuracy	No rejected inputs due to major discrepancy.	3% error rate	SOW Para 3.e
	Timeliness	As defined in the OTD Manual unless otherwise agreed upon with OTD.	1 Working Day	

7. Documentation

The TOM will, in addition to providing documentation to the Contracting Officer, maintain a complete Quality Assurance file. All such records will be retained for the life of the contract. Information in the Quality Assurance file will be considered when completing the annual Contractor's Performance Assessment reporting System (CPARS) report.

Acronym List

AWG – Analysis Working Group

CDR - Contract Discrepancy Report

COI – Critical Operational Issue

COMOPTEVFOR – Commander Operational Test and Evaluation Force

TOM –Task Order Manager

CPARS – Contractor's Performance Assessment Reporting System

IEF – Integrated Evaluation Framework

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MBTD – Mission Based Test Design

M&S – Modeling and Simulation

OPTEVFOR – Operational Test and Evaluation Force

OTD – Operational Test Director

OT&E – Operational Test and Evaluation

PBSC - Performance Based Service Contract

QASP - Quality Assurance Surveillance Plan

SERB – System Evaluation Review Board

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/18/2015 - 9/17/2016
8004	9/18/2015 - 9/17/2016

CLIN - DELIVERIES OR PERFORMANCE

Services to be performed hereunder will be provided in accordance with Performance Work Statement.

Period of Performance will contain a base year with three (3) twelve month option periods, beginning from date of award.

The anticipated period of performance is as follows:

8000	9/18/2015 - 9/17/2016
8001	9/18/2016 - 9/17/2017
8002	9/18/2017 - 9/17/2018
8003	9/18/2018 - 9/17/2019
8004	9/18/2015 - 9/17/2016
8005	9/18/2016 - 9/17/2017
8006	9/18/2017 - 9/17/2018
8007	9/18/2018 - 7/17/2019

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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 in 1

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

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

NA

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(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
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Pay Official DoDAAC	
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	N57023
LPO DoDAAC	N57023
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

MULTIPLE INVOICES AND PAYMENTS ARE PERMITTED

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(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.

Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(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.

NAME: Nicole Von Der Heyde
EMAIL: nicole.vonderheyde@navy.mil
PHONE: (757) 282-5546

(Contracting Officer: Insert applicable information or “Not applicable.”)

(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).

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Name: Carolyn O. Johnson-Lawrence
Address: NAVSUP FLC Norfolk Contracting Office Norfolk Office

1968 Gilbert Street,

Suite 600

Norfolk, VA 23511-3392

Phone: 757-443-1622

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: Richard Mateljan
Address: NAVSUP FLC Norfolk Contracting Office Norfolk Office

1968 Gilbert Street,

Suite 600

Norfolk, VA 23511-3392

Phone: 757-443-1336

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

Name:
Address: TO BE COMPLETED AT TIME OF AWARD
Phone:

5. CONTRACTING OFFICER REPRESENTATIVE (COR)/TASK ORDER MANAGER (TOM) 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/TOM 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/TOM 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.**

NAME: Nicole Von Der Heyde
EMAIL: nicole.vonderheyde@navy.mil
PHONE: (757) 282-5546

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(End of text)

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**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 Representative (COR)/Task Order Manager (TOM) or someone else herein.

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

4. The COR/TOM 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/TOM duties are as follows:

a. Technical Interface

(1) The COR/TOM 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/TOM is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO or CAO.

(2) The COR/TOM is prohibited from issuing any instruction which would constitute a contractual change. The COR/TOM 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 or CAO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR/TOM shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR/TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR/TOM must be able to distinguish between surveillance (which is proper and

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

(3) The COR/TOM will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR/TOM should determine the factors causing the delay and report them to the PCO or CAO, 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/TOM is responsible for monitoring the recovery and keeping the PCO or CAO 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 or CAO) 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/TOM is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR/TOM 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/TOM must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR/TOM 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/TOM must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

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

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

d. Contract Modifications. The COR/TOM 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/TOM 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/TOM 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/TOM must take prompt action to provide the PCO or CAO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

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

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

h. Standards of Conduct. The COR/TOM 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/TOM is responsible for timely preparation and submission to the PCO or CAO, of a written, annual evaluation of the contractor's 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/TOM 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/TOM. 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/TOM.

b. Review contract deliverables, recommend acceptance/rejection, and provide the COR/TOM 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/TOM.

d. Identify contract noncompliance with reporting requirements to the COR/TOM.

e. Review contractor status and progress reports, identify deficiencies to the COR/TOM, and provide the COR/TOM with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

f. Review invoices and provide the COR/TOM with recommendations to facilitate COR/TOM certification of the invoice.

g. Provide the COR/TOM 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/TOM subsequent to any interface between the TA and contractor.

Accounting Data

SLINID PR Number

Amount

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-----8000 1300468531

LLA :
AA 1741319 H5XY 251 SB401 0 050120 2D 000000

8004 1300468531
LLA :
AA 1741319 H5XY 251 SB401 0 050120 2D 000000

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

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 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

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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 NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC 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. 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

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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 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.

(End of text)

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.203-3 Gratuities APR 1984

52.203-15 Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 JUN 2010

52.204-9 Personal Identity Verification of Contractor Personnel JAN 2011

52.204-13 System for Award Management Maintenance JUL 2013

52.209-2 Prohibition on Contracting with Inverted Domestic Corporations—Representation DEC 2014

52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters JUL 2013

52.209-10 Prohibition on Contracting With Inverted Domestic Corporations DEC 2014

52.217-5 Evaluation Of Options JUL 1990

52.222-19 Child Labor -- Cooperation with Authorities and Remedies JAN 2014

52.222-40 Notification of Employee Rights Under the National Labor Relations Act DEC 2010

52.223-18 Encouraging Contractor Policies To Ban Text Messaging While Driving AUG 2011

52.232-39 Unenforceability of Unauthorized Obligations JUN 2013

52.232-40 Providing Accelerated Payments to Small Business Subcontractors DEC 2013

52.237-2 Protection of Government Buildings, Equipment, and Vegetation APR 1984

52.237-3 Continuity of Services JAN 1991

52.239-1 Privacy or Security Safeguards AUG 1996

252.201-7000 Contracting Officer's Representative DEC 2001

252.204-7003 Control of Government Personnel Work Product APR 1992

252.209-7004 Subcontracting with Firms That Are Owned or Controlled By the Government of a Country That is a State Sponsor of Terrorism DEC 2014

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports JUN 2012

252.232-7010 Levies on Contract Payments DEC 2006

252.243-7002 Requests for Equitable Adjustment DEC 2012

252.244-7000 Subcontracts for Commercial Items JUN 2013

252.203-7000 Requirements Relating to Compensation of Former DoD Officials SEP 2011

252.204-7005 Oral Attestation of Security Responsibilities NOV 2001

252.204-7012 Safeguarding of Unclassified Controlled Technical Information NOV 2013

252.204-7015 Disclosure of Information to Litigation Support Contractors FEB 2014

252.223-7006 Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials SEP 2014

252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel JUN 2013

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252.239-7017 Notice of Supply Chain Risk NOV 2013

252.239-7018 Supply Chain Risk NOV 2013

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 of contract expiration provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1 day 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 4 years.

(End of clause)

52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran--Representation and Certifications. (DEC 2012)

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

Person--

(1) Means--

(i) A natural person;

(ii) A corporation, business association, partnership, society, trust, financial institution, insurer, underwriter, guarantor, and any other business organization, any other nongovernmental entity, organization, or group, and any governmental entity operating as a business enterprise; and

(iii) Any successor to any entity described in paragraph (1)(ii) of this definition; and

(2) Does not include a government or governmental entity that is not operating as a business enterprise.

Sensitive technology--

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically--

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

(b) The offeror shall email questions concerning sensitive technology to the Department of State at

CISADA106@state.gov.

(c) Except as provided in paragraph (d) of this provision or if a waiver has been granted in accordance with 25.703-4, by submission of its offer, the offeror—

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(1) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(2) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies; and

(3) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(d) Exception for trade agreements. The representation requirement of paragraph (c)(1) and the certification requirements of paragraphs (c)(2) and (c)(3) of this provision do not apply if—

(1) This solicitation includes a trade agreements notice or certification (e.g., 52.225-4, 52.225-6, 52.225-12, 52.225-24, or comparable agency provision); and

(2) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(End of provision)

252.203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV

2011)

(a) Definition. Covered DoD official is defined in the clause at 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake activities on behalf of the offeror for any resulting contract, are presently in compliance with all post-employment restrictions covered by 18 U.S.C. 207, 41 U.S.C. 2101-2107, and 5 CFR parts 2637 and 2641, including Federal Acquisition Regulation 3.104-2.

(End of provision)

252.203-7999 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL

CONFIDENTIALITY 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.

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(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)

252.209-7992 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX

LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2015

APPROPRIATIONS (DEVIATION 2015-OO0005) (DEC 2014)

(a) In accordance with sections 744 and 745 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds made available by this or any other Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

5252.243-9400 Authorized Changes Only By The Contracting Officer (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.

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(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:

Carolyn O. Johnson-Lawrence

1968 Gilbert Street

Suite 600

Code 245

Norfolk, VA 23511

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SECTION J LIST OF ATTACHMENTS

Attachment 1: DD254