

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7939		2. DELIVERY ORDER NO. NW03		3. EFFECTIVE DATE 2016 Aug 01		4. PURCH REQUEST NO. N5702516RC058CG		5. PRIORITY Unrated		
6. ISSUED BY NAVSUP FLC San Diego, Code 200 3985 Cummings Road San Diego CA 92136-4200			CODE N00244	7. ADMINISTERED BY DCMA SAN DIEGO 9174 Sky Park Court, Suite 100 SAN DIEGO CA 92123-4353			CODE S0514A	8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>		
9. CONTRACTOR Strategic Data Systems dba SDS 610 West Ash Street #1100 San Diego CA 92101			CODE IKKU1	FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus OH 43218-2381			CODE HQ0339	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. PURCHASE 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.										
Strategic Data Systems dba SDS					Victoria Barker Director, Operations					
NAME OF CONTRACTOR			SIGNATURE		TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> 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: _____			25. TOTAL \$2,222,113.40	26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN										
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:								
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE					g. E-MAIL ADDRESS					
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			31. PAYMENT PARTIAL		34. CHECK NUMBER		35. BILL OF LADING NO.	
					31. PAYMENT 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

Award of Task Order N00178-14-D-7939-NW03 incorporates Strategic Data Systems Proposal N00024-16-R-3261 dated 29 June 2016.

FLC San Diego Code 240 Contract Negotiator Contract Negotiator [REDACTED]

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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	R499	Information Technology Program Support Services for COMNAVAIRPAC - Basic (O&MN,N)	12.0	MO	██████████	██████████
8001	R499	Information Technology Program Support Services for COMNAVAIRPAC - Option Year One (O&MN,N) Option	12.0	MO	██████████	██████████
8002	R499	Information Technology Program Support Services for COMNAVAIRPAC - Option Year Two (O&MN,N) Option	12.0	MO	██████████	██████████
8003	R499	Travel - NAS Lemoore, CA (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	1.0	EA	██████████	██████████
8004	R499	Travel - NAS Fallon, NV (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	4.0	EA	██████████	██████████
8005	R499	Travel - Whidbey Island, WA (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	2.0	EA	██████████	██████████
8006	R499	Travel - Kaneohe Bay, HI (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	3.0	EA	██████████	██████████
8007	R499	Travel - Atsugi and Yokosuka Japan (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	4.0	EA	██████████	██████████
8008	R499	Travel Option 1 - NAS Lemoore, CA (Annual) IAW PWS Paragraph 7.3 (O&MN,N) Option	1.0	EA	██████████	██████████
8009	R499	Travel Option 1 - NAS Fallon, NV (Annual) IAW PWS Paragraph 7.3 (O&MN,N) Option	4.0	EA	██████████	██████████
8010	R499	Travel Option 1 - Whidbey Island, WA (Annual) IAW PWS Paragraph 7.3 (O&MN,N) Option	2.0	EA	██████████	██████████
8011	R499	Travel Option 1 - Kaneohe Bay, HI (Annual) IAW PWS Paragraph 7.3 (O&MN,N) Option	3.0	EA	██████████	██████████
8012	R499	Travel Option 1 - Atsugi and Yokosuka Japan (Annual) IAW PWS Paragraph 7.3 (O&MN,N) Option	4.0	EA	██████████	██████████
8013	R499	Travel Option 2 - NAS Lemoore, CA (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	1.0	EA	██████████	██████████

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Option				
8014	R499	Travel Option 2 - NAS Fallon, NV (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	4.0	EA	██████████	██████████
		Option				
8015	R499	Travel Option 2 - Whidbey Island, WA (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	2.0	EA	██████████	██████████
		Option				
8016	R499	Travel Option 2 - Kaneohe Bay, HI (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	3.0	EA	██████████	██████████
		Option				
8017	R499	Travel Option 2 - Atsugi and Yokosuka Japan (Annual) IAW PWS Paragraph 7.3 (O&MN,N)	4.0	EA	██████████	██████████
		Option				

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

COMNAVAIRPAC INFORMATION TECHNOLOGY SUPPORT SERVICES

PERFORMANCE WORK STATEMENT

1.0 Introduction

Director C5I (N6) provides Information Technology (IT); Information Systems (IS); Command; Control; Communications; Computer; Combat Systems; and Intelligence (C5I) Systems support to the Commander, Naval Air Forces U.S. Pacific Fleet (CNAP) headquarters and subordinate commands. Support ensures CNAP activities are properly manned, trained, equipped, and maintained to meet operational requirements through active coordination with geographic and numbered fleet commanders, Systems Commands, Program Executive Offices/Program Managers, Navy Cyber Forces Command, Naval Network Warfare Command, Carrier Strike Group staffs, internal CNAP staff codes and subordinate staffs/commands. Establishes, executes, and enforces policies; provides services and oversight to support fleet IT/IS/C5I requirements development; conducts operations; provides security; and ensures life cycle support to maintain a secure and reliable communication/computing environment, which supports CNAP's worldwide mission.

1.1 Organization to be supported COMMANDER NAVAL AIR FORCE, U.S. PACIFIC FLEET SAN DIEGO, CA 92135-7051.

1.2 Scope

The scope of this Performance Work Statement (PWS) is to provide operational support services to the Commander Naval Air Forces Pacific Fleet (COMNAVAIRPAC). IT support encompasses six aircraft carriers, five carrier air wings, four carrier strike groups, six type wings, Training Commands and approximately 90 air squadrons and ashore units.

2.0 Objective

The objective of this requirement is to provide on-site systems analysis, engineering, integration, migration, and logistical support services to assist COMNAVAIRPAC Force Information Systems Division in the implementation of the following:

- Navy standard Integrated Shipboard Network System (ISNS)
- Consolidated Afloat Network and Enterprise Services (CANES)
- Navy Marine Corps Intranet (NMCI)
- Next Generation Network (NGEN)
- One-Net (OCONUS) networks
- Community of Interest (COI) (legacy, tactical and training networks)

Support includes:

Analysis and acquisition support of hardware and software, integration and migration support services for deployable squadrons, management and network solution analysis, and operation and management of the video teleconferencing (VTC) sites for the COMNAVAIRPAC and subordinate command activities, ashore and afloat. Advanced tactical training of Naval Air Forces at the individual,

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unit, and air wing levels. Development and publication of tactics, techniques and procedures (TTPs), direct tactical Subject Matter Expert support to Combatant Commanders (COCOM).

2.1 Clearances

A security clearance of SECRET is required for all Contractor employees except NAWDC System Administrators who will require TOP SECRET clearance with access to SENSITIVE COMPARTMENTALIZED INFORMATION (TS/SCI) granted. All Contractor personnel must be US citizens and shall be fluent in the English language as exemplified in their written and verbal skills.

2.2 Privacy Act

Work on this project requires that Contractor personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations. Contractor personnel are expected to sign a Non-Disclosure Form.

3.0 Tasks Description

COMNAVAIRPAC requires information technology life-cycle management, knowledge management, budget and logistical support, portal design, and technical troubleshooting support for the CNAP HQ, CVN's, Air Wings, Squadrons, and Tactical Commanders.

The Contractor's specific tasks are covered under 10 primary functions: Ashore Enterprise Network Support, Budget Analysis and Shipping & Receiving Support, Deployable Support, Knowledge Management (KM) Support, HQ IT/VTC Support, IT Lifecycle Support, Cyber Security and Communication Security (COMSEC) Compliance Support, Strike Group and Afloat Support, Portal Design & Technical Troubleshooting Support and NAWDC Information Assurance Officer (IAO) and Secret Tactical Training Network (STTN) System Administration.

3.1 Ashore Enterprise Network Support

3.1.1 Navy Marine Corps Intranet (NMCI) Order Processing: Support includes the following: (Approximately 40-50 times monthly).

3.1.1.1 Reviews all Enterprise Knowledge Management (eKM) requests which contains an NMCI Order Justification Form (OJF) from CNAP subordinate commands for Navy Marine Corps Intranet (NMCI) new IT services request. All new requests are forwarded using the electronic eKM System.

3.1.1.2 Validates that each electronic request containing an OJF is complete and the IT services requested actually meets the needs of the command.

3.1.1.3 Ensures that the justification statement for the request complies with COMPACFLT guidelines and updates the approval workflow to ensure proper routing of each request;

3.1.1.4 Enters request data into the CNAP service add/delete tracker. Verifies that the service request has been approved and that the appropriate CPF Customer Technical Representatives (CTR) has submitted the order into the NMCI Enterprise Tool (NET) and that the order has been advanced to eMarketplace (eMP)(Approximately 40-50 monthly).

3.1.1.5 Tracks that all necessary information has been provided to deliver the ordered NMCI service when it is approved in eMP (approximately 40-50 monthly). Report to COMPACFLT CTR that requested services have been delivered

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(approximately 40-50 monthly).

3.1.2 NMCI Move, Add, change (MAC) Processing: Support includes the following: (Approximately 20-30 daily).

3.1.2.1 Reviews daily requests and approves all fleet commands MAC requests to relocate seats or other ordered NMCI services submitted using HP Service Manager (HPSM) Tool;

3.1.2.2 Ensures that submitted MAC requests will fulfill the command's required goal and that all necessary information is provided or validated Follows-up with submitter if MAC request is used incorrectly; Provides training to new MAC submitters and updates to all submitters advising them of policy and procedure changes (training provided for new personnel upon arrival); Reviews and submits Embark MAC requests to deploy squadrons or detachments as needed (each Squadron submits approximately 3-4 Deployable MACs 3-4 times annually, each MAC deploys 75-125 NMCI workstations); Advises CNAP N62 Deployable Manager when these MAC requests are received or updated.

3.1.3 NMCI Issue Resolution: Support includes the following: (Approximately 1-2 occasions monthly).

3.1.3.1 CNAP fleet commands ITPOC personnel will notify the CNAP N62 work center when they are unable to resolve ongoing network or user issues. Provides ITPOC personnel training and information based on knowledge and experience to resolve issue. (Training to be provided via web tools and Power Point brief).

3.1.3.2 Escalate ongoing and unresolved issues to the CNAP N61 Division Officer and appropriate CPF CTR personnel when issue has already been submitted but not resolved by the NMCI Helpdesk.

3.1.4 NMCI Infrastructure Projects: Support includes the following: (Approximately 85-100 projects annually)

3.1.4.1 Works with CNAP HQ and fleet commands in conjunction with CPF CTR, Navy NMCI Program Office (SPAWAR PMW-205) to validate, process, and deliver approximately 85 - 100 NMCI infrastructure upgrades, server connections, Community of Interest (COI) for legacy networks and projects requiring engineering solutions, etc. and other types of connectivity in response to new military construction (MILCON) projects annually; Meets monthly, or as required, with command representatives and/or Naval Facilities (NAVFAC) program managers to identify the requirements for MILCON projects. Contactor will assist command ITPOC in drafting Inside Plant (ISP) IT Infrastructure requirements into a Statement of Objectives and submits them to COMPACFLT (CPF) Customer Technical Representative (CTR) NMCI personnel to obtain a project rate card. Once approved, NMCI will generate a project cost (rate card). The contractor will review the rate card to insure that it meets in intended requirements or provide recommendations to the CNAP N62 Division Officer and then submit to CPF CTR for pre-approval process before project is entered into Request to Award Tool (RAPT) for processing/negotiating to award by PMW-205 and NMCI, The contractor ensures command provide deliverables to the CPF CTR (ATOs, Boundary Change Request and topology).

3.1.4.2 Contractor will track the commands awarded contract orderable contract line item number (CLIN) that have been submitted and approved through the eKM tool;

3.1.4.3 Works with requiring Commands, CPF CTR personnel, NMCI project delivery team to complete the delivery of the requested connectivity upgrades.

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3.1.5 Regional Inventory Tracking System (RITA): (Biannual Requirement)

3.1.5.1 Coordinate with 186 subordinate commands to complete biannual RITA inventories in accordance with COMPACFLT guidelines.

3.1.6 Navy Information Dominance Approval System (NAV-IDAS) (Approximately 5-6 daily reviews).

3.1.6.1 Reviews and provides recommendations to the CNAP N62 Division Officer for subordinate activities purchase/funding IT Procurement Request (ITPR) request submitted into the online tool Navy Information Dominance Approval system (NAV-IDAS) to validate the requirement or offer alternate solutions: Checks forms for completeness and that all additional supporting documents including waivers are included with submission. The contractor will track ITPRs to final approval and report status.

3.1.7 One-Net Process: Support includes the following: (Approximately 5-7 times monthly)

3.1.7.1 Reviews Request for Change (RFC) requests from CNAP OCONUS subordinate commands for One-Net services;

3.1.7.2 Validates that each request is required and meets the needs of the requiring command. Assist the command ITPOC by providing recommendations in preparing justification statements for compliance with COMPACFLT guidelines.

3.1.7.3 Enter each requested services into the CNAP service add/delete tracker for One-Net services. Verify that the service request has been approved and that the appropriate One-Net Local Network Service Center (LNSC) Representatives have submitted the order and provide tracking information

3.1.7.4 Tracks that all necessary information has been provided to deliver the ordered One-Net service when it is approved.

3.1.8 One-Net Issue Resolution: Support includes the following: (Approximately 1-2 occasions monthly)

3.1.8.1 CNAP fleet commands ITPOC personnel will notify the CNAP N62 work center when they are unable to resolve ongoing network or user issues. Provides ITPOC personnel training and/or information based on knowledge and experience to resolve issue;

3.1.8.2 Escalates problem to appropriate CPF One-Net personnel when an issue has already been submitted but not resolved by the LNSC Helpdesk.

3.1.9 One-Net Projects: Support includes the following: (Approximately 15-20 projects annually)

3.1.9.1 Works with OCONUS commands ITPOCs in conjunction with LNSC personnel and the One-Net Program Office (SPAWAR PMW-205) to validate, process, and deliver network infrastructure installs and upgrades, service connections, Community of Interest (COI) (legacy networks, project requirements, engineering solutions). and other types of connectivity in response to new military construction (MILCON) projects;

3.1.9.2 Work with Command ITPOC creating initial One-Net project documents and submits them to One-Net Program Office. Ensures commands provide deliverables (ATOs, Boundary Change Request and topology).

3.1.9.3 Participate in project touch point meetings with the requiring command

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and One-Net LNSC to complete the delivery of infrastructure installs or upgrades.

3.1.10 TYPE WING Support: Support includes the following:

3.1.10.1 Submits MAC requests (Approximately 150-200 monthly), initiates/validates eKM service order requests, works with squadron ITPOC personnel to identify, resolve, and elevate as needed any NMCI or procurement issues, leads gathering of information in response to DON/CPF/CNAP/TYPEWING data calls, assists with procurement of required hardware (toner, monitors, etc.) for squadrons, coordinates NMCI surge projects like hardware/software tech refreshes, aids the deployment process, and supports TYPE WING unique projects (MILCON projects, new squadron start-ups, air-frame upgrades, new Program of Record system deliveries).

3.1.10.2 Provide input to CNAP N62 and TYPEWING N6 in execution of daily operations, long range planning and project management supporting CNAP commands.

3.1.10.3 Communicate weekly with the CNAP N62 Deployables Manager to keep the TYPEWING and Squadron ITPOCs informed in the development of deployable solutions and interoperability with the Ashore Enterprise Networks and Afloat Networks in coordination with Deployable Support. (Weekly Discussion).

3.1.10.4 Work and Squadron ITPOCs coordinating pre-deployment and post-deployment TYCOM level coordination of Deployable Support to CNAP commands entering and leaving the Ashore Enterprise Network environment. (Approximately 20-30 Deployments Annually for each TYPEWING).

3.1.10.5 Provides input for the Development of N62 draft annual budget for next fiscal year based on purchases from current year and forecast of foreseeable requirements.

3.1.10.6 Maintain CNAP SharePoint Project/Tasks tracker to provide update information to CNAP N6 leadership. (Reviews weekly).

3.1.10.7 Participates in working groups for IT Services processes reviews (monthly) and weekly project touch point meetings, monitoring report status and coordinating schedules.

3.1.10.8 Provides monthly updates to all Deployable Switch Transmit Boundary (DSTB) and Fly Away Kits (FAK) IAW CPF's DSTB/FAK request for use, IA updates, life cycle refresh, inventory requirements and CONOPS changes as directed by COMPACFLT.

3.1.10.9 Tracks deployable process support for N62 Far East Commands and detachments using ONE NET deployable. (Approximately 3-4 times annually).

3.1.10.10 Coordinates with Local Network Service Center (LNSC) in Far East to ensure services required for deployable connectivity to ONE NET for squadrons and detachments. (Approximately 3-4 times annually).

3.1.10.11 The contractor shall review and provide recommendations to the assigned TYPE WING N6 for approximately 5-7 monthly purchase/funding IT Procurement Request (ITPR) requests submitted via the online tool Navy Information Dominance Approval System (NAV-IDAS). Review and provide recommendations in accordance with DOD, DON, CPF, CNAP Policy and directives; Checks form for completeness and that all additional supporting documents including waivers are included with submission and forward to COMNAVAIRPAC N6, once recommendation for approved is forwarded to COMPACFLT, track and follow

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up until final approval is received from COMPACFLT. If updates/adjustments are required the ITRP will be returned to the command submitter to resolve issues impeding ITPR approval; Provides training and support to aid authorized subordinate command users with ITPR submissions.

3.1.10.12 Provide command level ITPOC training for Navy Enterprise Tool (NET), and NMCI/NGEN and CPF policy and processes. (Training to be conducted monthly).

3.1.10.13 Conduct RITA spot check on subordinate commands IAW COMPACFLT guidelines, (10% of each TYPEWING activities and 10% of their assets listed in the commands RITA inventory are required to be inspected annually.

3.2 Budget Analysis and Shipping & Receiving Support - (Key Personnel)

3.2.1 The Budget Analysis will execute the approved COMNAVAIRPAC N6 spending plan and prepare all required budget monthly reports.

3.2.2 Provide input and recommendations in the preparation of semi-annual budget submissions for the COMNAVAIRPAC N6 Department.

3.2.3 Maintain accountability for all material and equipment shipments and provide quarterly shipping and receiving report the COMNAVAIRPAC N6A.

3.2.4 Responsible for maintaining procurement specialists accounts (3). Responsible for ensuring procedures and policies are followed for each procurement purchase and verification of accounts balance.

3.2.5 Process Procurement Request for IT equipment and services purchase and funding approval for COMNAVAIRPAC Headquarters, 109 Shore Activities CVWs/TYPEWINGS and Squadrons, and Afloat Staff's and CVNs. (Approximately 25-30 procurements monthly).

3.2.6 Formulate a forecasted Programming Budget Information System - Information Technology (PBSI-IT) budget plan for the COMNAVAIRPAC N6 Department. The forecasted budget is a (5) plan for programming MILCON projects requiring IT equipment and services, Life Cycle Management, Data Center requirements, and the Master Aviation Plan (MAP) IT requirements.

3.2.7 Compiles cost figures used in analyzing and forecasting funding needs and monitor obligation rates. Provide advice and recommendations to the COMNAVAIRPAC N6 on matters pertaining to allotted distribution and budgetary funding (COMPACFLT Spring budget data call and Presidential Budget (PBFY)).

3.2.8 Provides input and recommends for periodic reprogramming of funds, in accordance with obligation trends, through use of a wide range of analytical methods (e.g. cost-benefit analysis, cost effectiveness, supply and demand data, as well as trend analysis).

3.2.9 Using the online tool Navy Information Dominance Approval System (NAV-IDAS) The Budget Analysis will review each request for new Hardware/Software or IT Service and provide acknowledgement that each submission is complete and when required the appropriate code identifying a Data Center code or PBIS-IT code is accurate and that the appropriate funding is programed and available. (Approximately 45-50 reviews monthly).

3.3 Deployable Support

3.3.1 Coordinates the deployment and integration of Air Wing deployable Information Systems into a Shipboard Network System (ISNS, CANES, etc.) and

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non-Navy network environments. (Approximately 25-30 deployments annually).

3.3.2 Coordinates the deployment and migration of Air Wing organizational and personnel data using Network Attached Storage (NAS) devices. (Approximately 25-30 deployments annually).

3.3.3 Performs Information System assists/assessments on all afloat and shore activities.

3.3.4 Manages and tracks deployable Information System hardware and software requirements. (Approximately 25-30 deployments annually).

3.3.5 Maintain the IT Lifecycle Management tracker for deployable Technical Training Equipment (TTE), applications, databases, legacy networks and servers. Provide annual review with the N62 Division Officer.

3.3.6 Track that RITA Inventory annual spot checks are being conducted IAW COMPACFLT guidelines. Coordinate with each TYPEWING N6 and document that RITA annual inventory spot checks on subordinate commands are being conducted and TYPEWINGS have verified Squadron Regional Inventory Tracking Application Inventory is accurate (Required to Spot Check 10% of activities and 10% of assets listed on the commands RITA Inventory).

3.3.7 Coordinates NMCI Pack Up Kit (PUK) delivery and replenishment for deploying/deployed commands. (Approximately 25-30 times a year).

3.3.8 Coordinates MAC submissions for deployable hardware swap (Hard Drives) to refresh software and security patching. Each MAC must be submitted IAW NMCI Guide to Deploy process timelines when returning from deployment to the NMCI environment (Approximately 1-2 times annually).

3.3.9 Coordinates security scans for deployable Information Systems re-joining the Ashore Enterprise Network. (Approximately 25-30 times annually).

3.3.10 Conduct deployable planning meetings for each CCSGs, CVWs, and squadrons 90, 60, 30, and 5 days prior to scheduled deployment. (Approximately 25-30 time annually).

3.3.11 Provide input and annual reviews to CNAP Deployable Instruction and Deployable Checklist for all IT services and systems requirements to embark during deployments (JMPS, NALCOMIS).

3.3.12 Coordinate and conduct annual onsite training for Network Attach Storage (NAS) shore requirements, update and maintain NAS Standard Operating Procedures (SOP).

3.3.13 Participate in the SPAWAR System Center San Diego PMW205 NMCI/ONE-Net Deployable Working Group Weekly Touch Point meetings. The meeting provides an update of ongoing hardware and software issues when NMCI/ONE-Net embarkable workstations and systems transitioning from Shore to Sea to Shore or, Shore to Shore. It also offers a venue to voice upcoming maintenance and life cycle modernization events scheduled for a specific platform that may impact transitioning Carrier Strike Groups, Air Wings, and Squadrons.

3.4 Knowledge Management Support

3.4.1 Provides advice and assistance in planning and coordinating resource, organizational, and leadership requirements to successfully implement

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Knowledge Management (KM). (Approximately 5 working group assignments annually).

3.4.2 Provides advice, assistance and direction to cross-functional teams to deliver projects within the constraints of schedule, budget, and scope. (Approximately 5 working group assignments annually).

3.4.3 Provides guidance and support to KM personnel throughout the Area of Responsibility (AOR).

3.4.4 Performs process analysis, improvement, reengineering, and training utilizing various KM processes and tools. (Approximately 5 working group assignments annually).

3.4.5 Conducts KM assessments for planning and managing projects that promote collaboration and knowledge sharing. (Approximately 5 working group assignments annually).

3.4.6 Develops KM programs to assess and improve knowledge and information flows throughout the command. (Provide basic KM Practices training at Command Indoc).

3.4.7 Develops and promulgate business rules to improve all command knowledge intensive processes.

3.5 HQ IT Support

3.5.1 Responds to IT trouble calls (Approximately 350-400 monthly) to determine extent of problem and take/coordinate corrective actions to include IT services and phone lines.

3.5.2 Initiates Move Add Change Requests (MACs) for staff personnel. (Approximately 40-50 Monthly).

3.5.3 Actively involved in all computer/printer life cycle refreshes for CNAP staff and acts as a liaison between refresh coordinator and COMPACFLT CTR. Tracks all issues that occur during refresh and make appropriate daily reports to the COMPACFLT CTR and inform the CNAP N61. (Approximately 150 NMCI Machines refreshed annually).

3.5.4 Coordinates with CNAP Departmental ITPOCs to conduct annual wall-to-wall Information System inventories.

3.5.5 Maintains the headquarters' Regional Inventory Tracking Application (RITA) database and maintain compliance IAW CPF reporting schedule. (RITA Inventory is a biannual requirement).

3.5.6 Ensures all legacy printing equipment and other peripherals with vendor services are functional at all times. This shall include troubleshooting printer specific problems, replacing toner, until Managed Print services are delivered.

3.5.7 Manages user permissions, security groups, file shares and resource mailboxes while monitoring and maintaining shared user space. (Approximately 40-50 changes weekly)

3.5.8 Conducts an annual audit of phone lines supporting CNAF HQ spaces. Coordinate phone trouble calls with Base Phone Service Desk, log all calls and track until resolved.

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3.5.9 Supports video teleconferences (Approximately 45 - 55 weekly) for customers at all levels of military and civilian organization, to include Flag/SES. Operate, manage and schedule the Video Teleconferencing suites for the COMNAVAIRPAC HQ Flag Staff. Support includes being responsible, reliable, on time, and customer focused. Providing support for unclassified and classified video teleconferencing equipment.

3.5.10 Performs troubleshooting and coordinates with equipment maintenance contractor for equipment casualties and scheduled upgrades. Report all technical issues to CNAP N6, N6A, and N61 Division Officer.

3.5.11 Loads presentations onto laptops or other computers to ensure relevant material are easily available and accessible to presenters. Set up and adjust audiovisual equipment to meet needs as requested. Manage, control and operate custom conference room systems to include sourcing different video, audio and data sources as needs to support conferences. (Approximately 15-20 times monthly).

3.5.12 Diagnoses audiovisual problems during conferences and presentation. Perform troubleshooting on failing hardware (Polycom HDX7000/HDX8000) and attached equipment, connections, cameras, cabling, microphones, speakers and monitors. Identify defective hardware or failing equipment to CNAP N61 management. Coordinates and requests support or replacement parts from manufactures or third party support vendors. Operates, configures and maintains multiple video projectors integrated in command auditorium, and conference rooms. Orders and installs lamp replacements for portable projector units' configuration settings and cabling.

3.5.13 Coordinates with other VTC technicians and customers and conference room owners and updates the master VTC schedule calendar with date, time, location, and VTC dial in information, ensures via master schedule that there are no meeting conflicts and maintain lead time for set up and testing prior to each conference. Monitors, tracks and document all conference-scheduling, documents for monthly metrics reporting. (Approximately 45-55 weekly)

3.5.14 Coordinates with VTC bridge service providers: NMCI, COMPACFLT, SPAWAR Systems, NCTS, Work with AT&T, NCTS and telephone vendors to ensure ISDN lines are in good working condition, conduct testing and troubleshooting for ISDN connections when required.

3.5.15 Provides instruction for customers to operation the VTC suites custom conference room audio and video equipment, for muting conferences, changing camera angles, and sourcing briefs to monitors display, and touch panel controls.

3.5.16 Performs biannual inventory of CNAP N6 audiovisual equipment including projectors, screens, microphones, speakers, mouse pointers; ensures proper paper work is filled out for users checking out equipment, and ensures that is equipment is in good working order when returned to CNAP N6.

3.5.17 Maintains accurate listings of customer video teleconferencing spaces to include all ISDN lines used for video teleconferencing and record update and maintains an inventory listing of all video teleconferencing equipment to include make, model, of codecs, integrated video and audio components.

3.5.18 Writes, develops, maintains, and conducts annual review of standard operating procedures for multiple video teleconferencing suites. (Report annual review completion to CNAP N61 Division Officer.

3.5.19 Maintain and provide hands on training (Approximately once quarterly)

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for CNAP staff use on a public address system and all its components. Ensures equipment is in good working order and ready for the next conference or event.

3.5.20 Administer and manage HQ Access Control System (ACS). Support includes:

3.5.21 Installation, configuration, operation and maintenance of hardware and software systems and infrastructure for: COMNAVAIRPAC Access Control System (ACS). (One ACS Server that provides access control to four COMNAVAIRPAC Building).

3.5.22 Routine Maintenance and repair service. The Contractor shall be responsible for performing all routine maintenance and repair work required to maintain the ACS in the condition prescribed by the original equipment manufacturers recommended guidelines and warranty requirements where the warranty remains in force. Report completion of maintenance or repair to CNAP N61 Division Officer.

3.5.23 Work closely with ACS Sponsor to address various trouble calls; and communicate with the business and stakeholders the severity, resolution, and estimated resolution time for each ACS related incident. All reports to be made to the CNAP N61 Division Officer.

3.5.24 Establish an Equipment/Hardware Upkeep schedule: to include, but not limited to cleaning, alignment, configuration, and adjustment of all installed components. Report completion of maintenance/upkeep to CNAP N61 Division Officer.

3.5.25 Create and maintain programmatic and technical documentation to insure efficient planning and execution.

3.5.26 Manage and document the system configurations IAW DISA STIGs and checklists.

3.5.27 Document and ensure that audit log review process and backup schedule and retention timetables are consistent with DoD, DoN, and other applicable security policies to detect anomalies and preservation for forensic analysis if required. Report completion of audit log review to the CNAP N61 Division Officer.

3.5.28 Maintain and update hardware/software inventory of ACS assets to include spare parts inventory. Provide completed inventory to the CNAP N61 Division Officer.

3.5.29 Develop Plan of Action and Milestones (POA&M) to manage items requiring remediation/ corrective actions throughout the lifecycle of the system. (Provide to CNAP N64 IAM).

3.5.30 Participate in test coordination and operational review of all ACS applications and hardware.

3.5.31 Review existing Standard Operating Procedures (SOPs) and manuals related to ACS annually. Develop additional SOPs, as applicable.

3.5.32 Evaluate and document technical infrastructure including dependencies on hardware configurations, protocols, and database parameters.

3.5.33 Provide representation through the Certifications & Accreditation process, acting as an advisor and agent until COMNAVAIRPAC receives an approved Authority to Operate (ATO) or until completion of the contract.

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3.5.34 Other IT Lifecycle tasks as assigned by the Project Sponsor and Manager.

3.5.35 Ensure critical network security updates are applied monthly.

3.5.36 Maintain software licensing as required by the manufacturer.

3.6 Information Technology Lifecycle Support - (Key Personnel)

3.6.1 Reviews and evaluates COMNAVAIRPAC's system accreditation packages in accordance with Department of Defense (DoD) and Department of the Navy (DoN) policies. Works with COMNAVAIRPAC's Information Assurance Manager (IAM) and COMPACFLT's Information Assurance (IA) team for the completion and validation of all Certification and Accreditation (C&A) packages for COMNAVAIRPAC associated systems. (Approximately 40+ accreditation packages evaluated annually).

3.6.2 Tracks and reports the status of Information Technology projects supporting COMNAVAIRPAC and subordinate commands. Ensures that all reporting and registration requirements for new software and hardware requirements are in accordance with DoD and DoN policy. (Approximately 10-15 Projects processed annually).

3.6.3 Reviews compliance assessment and submittal of all IT Lifecycle reports to COMNAVAIRPAC's IAM. (Approximately 40+ compliance reviews conducted annually).

3.6.4 Maintains an IT Lifecycle Management tracker for all functional areas within a COMNAVAIRPAC Portal environment. (Tracker to be posted on CNAP SharePoint and updated monthly).

3.6.5 Performs IT Procurement Request (ITPR) reviews for COMNAVAIRPAC and subordinate command requests; and provides recommendation based on IA policy to the CNAP IAM. (Approximately 5-7 monthly).

3.6.6 Tracks and coordinates Navy Enterprise Data Center (NEDC) consolidation efforts for all COMNAVAIRPAC owned systems. Coordinates meetings with various stakeholders to ensure NEDC objectives are achieved. (Approximately 5-7 NEDC reviews annually).

3.6.7 Organizes and facilitates Monthly IT Lifecycle Management meetings to address Information Assurance (IA) policy, Certification and Accreditation (C&A) tracking and to address project manager's questions and concerns. (Approximately 40+ Information Systems reviewed monthly).

3.6.8 Provides C&A training to COMNAVAIRPAC HQ and subordinate commands to facilitate the creation and documentation of C&A packages within the Navy's Enterprise Mission Assurance Support Service (eMASS) and any other applicable databases. Assists users in creating required accounts for C&A websites and databases. (Provides training to Staff and subordinate commands as military rotation/turnover requires).

3.6.9 Collaborates with other technical C&A leads, field services technicians, project managers and data center operations, and technical subject matter specialists to ensure CNAP IAM is provide expertise in security design and implementation for COMNAVAIRPAC's emerging IT requirements.

3.7 Cybersecurity & COMSEC Compliance Support

3.7.1 Provide administrative support in the CNAP Information Assurance Manager

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(IAM, CNAP N64 Division Officer) tracking and reporting Cybersecurity compliance of CNAP HQ and subordinate commands; delivers guidance and awareness of security policies, standards and requirements in cross-functional project settings and through development and delivery of formal and informal information security training.

3.7.2 Develops information security risk and compliance processes, procedures and performance metrics; delivers regular and ad-hoc reports and briefings to senior management, and other audiences. (Approximately 30 data calls annually).

3.7.3 Develops, maintains, and conducts annual review of documentation related to security processes, systems, procedures and events. (Approximately 10-15 reviews annually).

3.7.4 Performs IT Procurement Request (ITPR) reviews on COMNAVAIRPAC systems and provide approval recommendation to CNAP N64 Division Officer. (Approximately 24 reviews annually).

3.7.5 Tracks and reports to CNAP IAM, the compliance of Cybersecurity related annual training requirements for 125,000 COMNAVAIRPAC and subordinate command users until all are compliant.

3.7.6 Tracks and consolidates monthly for CNAP IAM, all Cybersecurity reporting requirements for 50+ COMNAVAIRPAC Information Systems within Vulnerability Remediation Asset Manager (VRAM) or other required databases.

3.7.7 Tracks and assists the CNAP N64 (IAM/EKMS Inspector) in coordinating COMNAVAIRPAC Cybersecurity and COMSEC inspections and Technical Assist Visits (TAVs). (Approximately 10 inspections conducted annually).

3.7.8 Tracks and report monthly compliance of Cybersecurity Workforce certification and training requirements for 186 COMNAVAIRPAC's subordinate commands using Total Workforce Management System (TWMS) or other required databases. Report commands out of compliance to the CNAP IAM (N64) upon discovery.

3.8 Strike Group and Afloat Support.

3.8.1 Submits MAC requests, initiates/validates eKM service order requests, works with squadron ITPOC personnel to identify, resolve, and elevate, any NMCI or procurement issues. Leads gathering of information in response to DON/CPF/CNAP/STRIKEGROUP/CVN data calls, assists with procurement of required hardware (toner, monitors, KVMs, etc.) for squadrons, coordinates NMCI surge projects like hardware/software tech refreshes, aids the deployment process, and supports STRIKEGROUP unique projects (MILCON projects, new CSG start-ups, etc.)

3.8.2 Provide input to N63 in execution of daily operations, long range planning and project management supporting CNAP STRIKE GROUPS and Afloat Commands.

3.8.3 Provide input and recommendations in the development of deployable solutions and interoperability with the Ashore Enterprise Networks and Afloat Networks in coordination with Deployable Support.

3.8.4 Provides pre-deployment and post-deployment TYCOM coordination with Deploying STRIKE GROUPS entering and leaving the Ashore Enterprise Network to the Afloat CANES Network and returning to the NMCI environment. (Approximately 10 - 12 times annually).

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3.8.5 Provide input to the N63 in the development of N63 draft annual budget for next fiscal year based on purchases from current year and forecast of foreseeable requirements.

3.8.6 Maintains CNAP SharePoint Project/Tasks tracker to provide update information to CNAP N6 leadership. (Approximately 20-25 tasked tracked and reported on monthly).

3.8.7 Participates in monthly C4I Afloat working group and touch point meetings, monitoring report status and coordinating schedules.

3.8.8 Provides support for N63 for Far East commands and detachments for deployable needs required for ONE NET connectivity and support. (Approximately 4-5 deployments monthly).

3.8.9 Coordinates with Local Network Service Center (LNSC) in Far East to ensure services required for deployable connectivity to ONE NET are planned and managed locally for Strike Group support.

3.8.10 The contractor shall review all purchase/funding ITPR and provide recommendations for each request submitted via the online NAV-IDAS tool. Verify that the Strike Group and Afloat requirement are in accordance of DOD, DON, CPF, and CNAP Policy and directives, offer alternate solutions. Reviews form for completeness and additional supporting documents including waivers are included with submission and forward to COMPACFLT; Additionally, Provides training and support to aid Strike Group and Afloat command users with ITPR submissions.

3.8.11 Provide Afloat IA/Cyber Support.

3.8.11.1 Develop monthly reports on CVN IA/Cyber compliance metrics from VRAM and WSUS reports provided by the program office. (Approximately 60 times annually).

3.8.11.2 Coordinate with CVN IAMs to determine accuracy of status in VRAM and coordinate with SPAWAR Program office for resolution of trouble tickets. (Approximately 60 times annually).

3.8.11.3 Provide spot check / annual CVN IA/Cyber compliance by performing onsite visits to San Diego, Pacific North West, and Yokosuka Japan CVNs reviewing and providing feedback to instructions and Standard Operating Procedures (SOPs) IAW Navy and DoD checklists and directives. (Approximately 5 spot checks annually).

3.8.11.4 Coordinate training between program office and CVN on CVN/IA Cyber topics to include inventory management, Vulnerability Remediation Asset Manager (VRAM), Host Base Security System (HBSS), Windows Server Update Service (WSUS) and Anti-Virus. (Approximately 15-20 training events annually).

3.8.11.5 Coordinate with CNAP Information Assurance Manager (IAM) (N64) on Information Assurance Vulnerability Alert (IAVA), Computer Network Defense (CND) and Computer Tasking Order (CTO) compliance tracking and data calls for CVNs. (Approximately 20 - 25 annually)

3.8.11.6 Provide TYCOM onsite visits to ensure CVNs comply with Computer Security Inspection and Compliance Program (CSICP)/US Fleet Cyber Command directed Cyber Security Inspections and associated checklists. (Approximately 5 visits annually).

3.8.11.7 Coordinate with N64 on expiring CVN site ATOs and work with sites to

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submit and review packages. (Approximately 12 events annually).

3.9 Portal Design & Technical Troubleshooting Support

3.9.1 Develops new web pages, implements required changes/updates, modifies web pages with new capabilities or corrections as needed, maintains unclassified/classified SharePoint portals including public-facing websites, and provides other technical support for Commander, Naval Air Force, Pacific/Atlantic. (Approximately 200-250 times annually)..

3.9.2 Creates and customizes complex applications to enhance website capability based on business needs. (Approximately 20-25 times annually).

3.9.3 Writes complex scripts within the browser to enhance site functionality. Ensures web pages are functional, and conducts tests to verify user functionality. (Approximately 20-25 times annually).

3.9.4 Assists U.S. Fleet Forces Command, iNAVY, and Commander, Pacific Fleet to resolve complex production support problems by identifying issues and recommending solutions. (Approximately 600-650 annually).

3.9.5 Provides SharePoint registration and support for end-users and site administrators. Investigates issues and resolves problems including escalation if necessary. (Approximately 2000-2500 time annually)

3.9.6 Works with end-users to address requirements, usability, accessibility, and change requests to ensure website functionality. Identifies issues and recommend solutions. (Approximately 400-450 time annually).

3.9.7 Researches, tracks, and understands new web technologies to provide enhanced technical solutions. (Approximately 20-25 times annually).

3.9.8 Provides one-on-one user training on an as-needed basis. (Approximately 50 times annually).

3.10 NAWDC System Support

3.10.1 Information Assurance Officer (IAO) - (Key Personnel)

3.10.1.1 Provides recommendations to the government in the performance of vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. (Approximately 4 hours of a 40 hour week).

3.10.1.2 Provides recommendations to assist the government with translating cyber security requirements into technical solutions and analyze system configurations to determine and improve security posture. This includes collaboration with other agency's government engineers on technical network designs and recommending secure risk mitigation solutions. (Approximately 4 hours of a 40 hour week).

3.10.1.3 Provide technical, engineering and analytical expertise for network security policy development and implementation within the assigned complex. (Approximately 4 hours of a 40 hour week).

3.10.1.4 Provide recommendations to government representatives/stakeholders on network security and defense issues and enforcement of network security and vulnerability mitigation policies and procedures. (Approximately 1 hour of a 40 hour week).

3.10.1.5 Provide recommendation and technical guidance as the local

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registration authority for issuance, suspension and revocation of DoD public key infrastructure certificate common access cards (CAC). (Approximately 1 hour of a 40 hour week).

3.10.1.6 Review translation of Host Based Security Systems (HBSS), local monitor results into technical solutions, and analyze system configurations to determine and improve security posture. Deploy and Integrate the HBSS onto multiple classified and unclassified production networks. (Approximately 1 hour of a 40 hour week).

3.10.1.7 Provide recommendation assisting government with Joint Worldwide Intelligence Communications System (JWICS) set up at NAWDC and coordination with Office of Naval Intelligence (ONI)/USFF to ensure network connectivity. (Approximately 2 hours of a 40 hour week).

3.10.1.8 Provides input and recommendations to assist the Government Information Assurance Manager (IAM) as an IAT Level III & Information Systems Security Engineer (ISSE) with providing security awareness and making recommendations for all classified and unclassified networks and information systems. (Approximately 4 hours of a 40 hour week).

3.10.1.9 Coordinate security measures including analysis, periodic testing, evaluation, verification, penetration testing, and accreditation development and maintenance of traditional, non-standard, and embedded information system installations. (Approximately 2 hours of a 40 hour week).

3.10.1.10 Perform assessments and sustainment audits of multiple traditional and tactical network solutions using DoD 8570, Information Assurance Support Environment (IASE) Security Technical Implementation Guide (STIG), Secure Configuration compliance Validation Initiative (SCCVI) (Retina), DISA Gold Disk, Security Content Automation Protocol (SCAP) , and Assured Compliance Assessment Solution (ACAS) (Nessus) tools vulnerability scanners. (Approximately 1 hour of a 40 hour week).

3.10.1.11 Provide recommendations to Government customer and IA team to develop an IA Program that meets all DoD security requirements as implemented by the Department of Defense. (Approximately 4 hours of a 40 hour week).

3.10.1.12 Create and maintain multiple classified and unclassified accreditation documentation in eMASS. (Approximately 2 hours of a 40 hour week).

3.10.1.13 Work with operations and support staff to ensure device compliance and deployment with IASE STIG and commercial best practices. (Approximately 4 hours of a 40 hour week).

3.10.1.14 Deploy and integrate Prism Microsystems Event Tracker centralized logging application onto multiple classified and unclassified production networks to provide real-time threat analysis/network monitoring capabilities. (Approximately 2 hours of a 40 hour week).

3.10.1.15 Provide recommendation to the configuration control board to ensure that all network or system changes do not affect the overall security posture of networks. (Approximately 1 hour of a 40 hour week).

3.10.1.16 Work with engineering personnel to develop, test, and integrate information assurance products including firewalls, intrusion detection systems, and other security solutions. (Approximately 2 hours of a 40 hours week).

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3.10.2 NAWDC Secret Tactical Training Network System Administrators

3.10.2.1 Maintains NAWDC computer network architecture and infrastructure. (Approximately 8 hours of a 40 hour week).

3.10.2.2 Installs, configures, and maintains NAWDC IT systems including network servers, hubs, routers, client stations, peripheral devices, attached storage, network fiber and wirelines, encryptions, firewalls, stand-alone systems, and switches. (Approximately 2 hours of a 40 hour week).

3.10.2.3 Maintains and updates documentation on system configuration, repairs, hardware, and software licenses and all other information required to maintain Authority to Operate. (Approximately 2 hours of the 40 hour week).

3.10.2.4 Performs network management and maintenance functions including inventory control of computer assets, software and hardware configuration management, user training, and help desk operation. (Approximately 4 hours of a 40 hour week).

3.10.2.5 Diagnoses and resolves IT system problems. Provide helpdesk support to NAWDC network users. Performs troubleshooting procedures and documents technical support advice. Conduct Tier 2 level network software and hardware corrective actions. Conduct enterprise-level fault identification, system level fault analysis, fault isolation, and repair in support of the NAWDC IT capabilities. (Approximately 1 hour of a 40 hour week).

3.10.2.6 Monitors NAWDC STTN and JWICS IT system status including capacity, availability, serviceability, and recoverability. Perform corrective and preventative maintenance as required. Perform IT system and data back-ups and recovery procedures. (Approximately 4 hours of a 40 hour week).

3.10.2.7 Installs, tests, and maintains patches; and upgrades operating systems, firmware, and application software. (Approximately 2 hours of a 40 hour week).

3.10.2.8 Implements, manages, and troubleshoots group policies, active directory, certificate services, Radius, and DNS. (Approximately 4 hours of a 40 hour week).

3.10.2.9 Maintain and manage VMware Products including ESXi and vCenter. (Approximately 1 hour of a 40 hour week).

3.10.2.10 Provide knowledge and technical insight in the areas of Windows server, VMware products, and group policies, etc. (Approximately 1 hour of a 40 hour week).

3.10.2.11 Adhere to and assists in implementing the information assurance policies, principles, and practices established by the NAWDC Information Assurance Manager. (Approximately 1 hour of a 40 hour week).

3.10.2.12 Manages accounts, network rights, and access to NAWDC non-NMCI systems and networks; assigns or changes user accounts, and resets passwords. Provides account creation support for NAWDC NMCI accounts. (Approximately 4 hours of a 40 hour week).

3.10.2.13 Configures and operates NAWDC SECRET and TS/SCI VTCs. (Approximately 2 hours of a 40 hour week).

3.10.2.14 Employs Assured Compliance Assessment Solution (ACAS) to perform network scans. Works with Information Assurance Manager to patch

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vulnerabilities discovered on network devices. Ensures network devices are properly patched IAW with Information Assurance Vulnerability Plan.
(Approximately 2 hours of a 40 hour week).

3.10.2.15 Ensure all network devices comply with Defense Information Systems Agency's (DISA) Security Technical Implementation Guides (STIGs).
(Approximately 2 hours of a 40 hour week).

4.0 Deliverables

4.1 The Contractor shall provide the deliverables listed below. Deliverables shall be prepared in contractor format where not otherwise specified by the Government. Deliverables shall be provided to the Contracting Officer Representative (COR)/Task Order Manager (TOM). All final deliverable submissions shall remain the property of the U.S. Government. In the event revisions are required to any of the following deliverables, it shall be at no additional cost to the Government. All revisions will be due in the specified timeframe as identified by the Government.

4.2 Monthly Status Reports -These reports shall document the work performed under the PWS and contain an accurate, up-to-date summary account of tasks completed during the month; tasks on going during the month; tasks to be worked during the next month; and any outstanding issues and/or technical accomplishments. These reports shall be submitted no later than the 5th workday of every month for the previous month's information.(In accordance with CDRLs 0001, 0002, 0003 and 0004)

4.3 Quarterly Reports - These reports shall document the work performed under the PWS and contain an accurate, up-to-date summary account of tasks completed during the Quarter; tasks on going during the quarter; tasks to be worked during the next quarter; and any outstanding issues and/or technical accomplishments. These reports shall be submitted no later than the 5th workday of every quarter (January, April, July, October) for the previous Quarters' information. (In accordance with CDRLs 0005 and 0006)

4.4 Biannual Reports/Inventory - The report shall document the work performed under the PWS and contain an accurate, up-to-date summary account of tasks completed during the Biannual period; tasks on going during the biannual period; tasks to be worked during the biannual period; and any outstanding issues and/or technical accomplishments. These reports shall be submitted no later than the 5th workday of every biannual period (January and July) for the previous biannual period's information. (In accordance with CDRLs 0007 and 0008)

4.5 Annual Reports/Inventory - The report shall document the work performed under the PWS and contain an accurate, up-to-date summary account of tasks completed during the annual period; tasks on going during the annual period; tasks to be worked during the next annual period; and any outstanding issues and/or technical accomplishments. These reports shall be submitted no later than the 15th workday of the annual period (January) for the previous annual period's information. (In accordance with CDRLs 0009, 0010, and 0011)

4.6 Trip Reports - The report shall include Subject, Executive Summary, Action Items, Actions, Location, Dates, Command Representatives, Attendees, Purpose, Key Take-away. These reports shall be submitted by the third day of return.
(In accordance with CDRL 0012)

5.0 Government Furnished Items and Services

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The requiring activity will provide workspace, fixed telephone services, and document reproduction capability required for operation of the tasks.

6.0 Contractor Furnished Items and Services-None.

7.0 Other Information - None.

7.1 Hours of Work

7.1.1 Contractor personnel are expected to conform to client agency normal business hours, Monday through Friday from 0800-1630, with the exception of Federal holidays. Exceptions to this are the NAWDC support personnel who will be working on a 40-hour week on a flexible schedule Dependent upon the number of Air Wings and Squadron receiving training at NAS Fallon NV (Approximately 3 - 4 times annually).

7.2 Place of Performance

Support functions, as addressed above, will be performed at Government facilities as detailed below:

- * Ashore Enterprise Network Support - NAS North Island, CA
- * HQ IT and ACS HQ System Support - NAS North island, CA
- * VTC Support, (NAS North Island, CA)
- * Budget Analysis/Shipping & Receiving - NAS North Island, CA
- * Deployable Support - NAS North Island, CA
- * Knowledge Management - NAS North Island, CA
- * Information Technology Lifecycle support - NAS North island, CA
- * Cyber Security and COMSEC Compliance Support - NAS North Island, CA
- * Portal Design and Troubleshooting- COMNAVAIRPAC, NAS North Island, CA
- * Strike Group and Afloat Support - NAS North Island, CA
- * Ashore Enterprise Network and Deployable (VAQ/VP Type Wing Support) - NAS Whidbey Island, WA
- * Ashore Enterprise Network and Deployable (VP Type Wing Support) - PATRECONWING TWO Kaneohe Bay, HI
- * Ashore Enterprise Network and Deployable (HSM Type Wing Support) - NAS North Island, CA
- * Ashore and Enterprise Network and Deployable (HSC Type Wing Support) - NAS North Island, CA
- * Ashore and Enterprise Network and Deployable (VFA Type Wing) - NAS Lemoore, CA
- * Ashore Deployable Integration/Facilities Network Infrastructure Support - NAS Fallon, NV
- * NAWDC Information Assurance Officer - NAS Fallon, NV
- * NAWDC System Support - NAS Fallon, NV

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7.3 Travel

Contractor personnel will be required to travel outside the San Diego area to attend meetings and conduct site visits in support of this contract.

Contractor personnel will not be issued a government travel credit card.

Travel expenses and travel arrangements will be made either by the contactor personnel or by their employer. Contactor personnel will follow their employer/vendor travel policies and procedures.

The contractor shall be required to travel periodically within the continental U.S. and OCONUS. Travel to U.S. Naval vessels at sea may also be required. Travel will originate from San Diego, CA. Contractor personnel shall be authorized travel expenses consistent with the provisions of the Joint Travel Regulation (JTR). Anticipated travel in support of this requirement includes one person, for five days, one annual trip to NAS Lemoore CA, one person, for five days, four annual trips to NAS Fallon NV, one person, for five days, two annual trips to NAS Whidbey Island WA, one person, for five days, three annual trips to MCBH Kaneohe Bay HI, one person, for seven days, four annual trips to Atsugi, Yokosuka Japan. Travel to U.S. Naval vessel at sea may be required to observe IT related testing and review and make assessments and recommendation to CNAP government representatives.

7.4 Current IT Working Environment- Hardware

- * IBM PC Compatible Workstations and Laptops
- * Network Attached Storage device
- * NTCSS servers (OOMA Servers)
- * UNIX Servers
- * SQL Servers
- * Scanners
- * Laser and inkjet printers
- * Video Teleconferencing equipment
- * IBM Blade Servers
- * Windows Servers
- * ACS System Server
- * Polycom HDX7000
- * Polycom HDX8000

7.5 Software Operating Systems

- * Windows XP
- * Windows 7

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- * HP Unix 11.31
- * COMPOSE, 2.X/3.X
- * Microsoft SharePoint Server 2010
- * Windows Server 2012

7.6 Applications

- * Oracle RDBMS
- * Microsoft Office 2010 & 2013 (Word, Excel, Access, PowerPoint)
- * MS Internet Explorer 8, 10 and 11
- * Visio 2003 and 2007
- * Vulnerability Remediation Access Management (VRAM)
- * Assured Compliance Assessment Solution (ACAS)
- * PRISIM Microsystem Event Tracker
- * ADOBE Pro
- * MS Project

7.7 Networking Topologies

- * Windows Networking
- * Ethernet
- * ATM networks
- * Gig Ethernet Networks
- * Defense Data Network (DDN)
- * NIPRNET
- * SIPRNET
- * Internet and Intranet
- * GCCS
- * DCGS-N
- * JRE
- * TMPC
- * JWICS

8.0 Information Assurance Contractor Training and Certification

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The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including:

8.0.1 DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

8.0.2 Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions. DoD 8570.01-M Mandates that all Military, Civilian and Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems.

9.0 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 via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- * W, Lease/Rental of Equipment;
- * X, Lease/Rental of Facilities;
- * Y, Construction of Structures and Facilities;
- * S, Utilities ONLY;
- * 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>.

10.0 Resumes

Resumes for Key Personnel will be a part of the evaluation process. Resumes shall be provided to the Contracting Officer (KO) and the COR/TOM.

10.1 Key Personnel/Positions are:

- * 10.1.1 Budget Analysis and Shipping & Receiving Support
- * 10.1.2 Information Technology Lifecycle Support

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* 10.1.3 NAWDC Information Assurance Officer (IAO)

11.0 Key Personnel

During the first ninety days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide any necessary information. After the initial 90-day period, the Contractor shall submit the information to the Contracting Officer at least 15 days prior to making any permanent substitutions for any contractor personnel. No personnel substitutions will be executed without Government approval by the COR/TOM. The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. All proposed substitutes must have qualifications that are equal to or higher than the qualifications required of the person to be replaced.

12.0 Personnel Qualifications

Due to the nature of this requirement, special attention shall be made to the skills, qualification and experience levels of the personnel that will be employed by the successful Offer. All Contractor personnel shall meet the minimal experience, educational, and other background requirements as set forth below and be fully capable of performing their work in an efficient and reliable manner. Personnel assigned to this contact must keep current on the respective technologies associated with this contract.

13.0 Security

13.0.1 The Contractor shall have access to Government data for the accomplishment of work under this agreement. Contractor will be required to have access to the Navy Marine Corps Intranet (NMCI) in support of this PWS, requiring issuance of a Common Access Card (CAC) by the government.

13.0.2 Contractor personnel with access to NMCI must comply with current DoD mandated Information Technology (IT) training requirements. The current training requirements are:

COURSE TITLE

FREQUENCY

-- DOD Cyber Awareness Challenge v2

(DOD-IAA-V12.0)

Annual

Navy Knowledge On-line <http://www.nko.navy.mil>

-- Privacy and Personally Identifiable Information (PII) Awareness

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(DOD-PII-2.0)

Annual

Navy Knowledge On-line <http://www.nko.navy.mil>

-- Records Management in the DON: Everyone Responsibly (DOR-RM-010-1.1)

Annual

Navy Knowledge On-line <http://www.nko.navy.mil>

13.1 Security Requirements: A SECRET security clearance is required for the performance of these tasks. All tasks identified by NAWDC require a Top Secret clearance with access to SENSITIVE COMPARTMENTALIZED INFORMATION (TS/SCI).

13.1.1 Contractor personnel working under this task order must possess a SECRET security clearance for access and/or exposure to classified information in support of the requirements of this contract. The Contractor Facility Security Officer (FSO) is responsible for processing investigations for clearance eligibility on all assigned contractor employees. Contractor employees with Temporary (Interim) access will not be issued a Contractor Access Card (CAC) until proof of a favorable return of fingerprints or the investigation is completed and a final clearance determination is rendered.

13.1.1.1 The Government will sponsor a contractor to obtain Top Secret FCL if the contractor does not already have Top Secret FCL. The NAWDC IAO and STTN System Administrator may have a Secret Clearance at the start of task order. The IAO and STTN System Administrator will be escorted into areas that require a higher clearance until a Top Secret FCL is in place.

13.1.2 The contractor FSO will enter the contractor employee in the Joint Personnel Adjudication System (JPAS) and submit a visit request to JPAS SMO Code N570254. The Contractor FSO must also submit a Visit Authorization Letter (VAL). The VAL is required to validate the contractors employment and for CAC issuance. The JPAS visit request and VAL must be provided prior to the contractor reporting to the command for the contracted assignment. The VAL must be sent via encrypted or password protected email to the COMNAVAIRPAC Security Manager and the COMNAVAIRPAC Trusted Agent Sponsorship System Trusted Agent (TASS TA) provided below, and will include the following information:

13.1.2.1 Contractor's company name, address, telephone number, assigned CAGE Code, certification of the level of facility security clearance, contract number and expiration date.

13.1.2.2 Government Sponsor.

13.1.2.3 Name, date and place of birth, and citizenship of the employee(s).

13.1.2.4 Contractor employee(s) email address (for CAC issuance).

13.1.2.5 Certification of the employees' personnel security clearance (type of clearance, date clearance granted, type of investigation and date investigation completed) and any special access authorizations required for the visit.

13.1.2.6 Purpose of the visit.

13.1.3 Once the contractor employee has been properly vetted, an application

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for a Contractor's access Card (CAC) will be initiated by a DoD Trusted Agent (TA) via the Trusted Agent Sponsorship System (TASS). The CAC will be used to gain physical access to DoD installations and logical access to DoD information assurance resources. This access will include Sensitive But Unclassified (SBU) and Personally Identifiable Information (PII). When the CAC is no longer required, the Contractor or Program manager will recover the CAC from the Contractor employee and return the CAC to the CNAP DoD TASS Trusted Agent (TA) or sponsor.

13.1.4 The contractor shall comply with all applicable DoD security regulations, policies and procedures during the performance of this task order. The contractor shall not disclose and must safeguard Classified Information, Procurement Sensitive Information, Computer Systems (Hardware) and data, Privacy Act Data, Sensitive But Unclassified (SBU) information and all other government work obtained or generated in the performance of this contract. Contractor personnel on site will participate in all Government activity security awareness training. The Contractor FSO shall refer to and follow the National Industrial Security Program Operating Manual (NISPO) DoD 5220.22-M and applicable Government security policies for security guidance.

- DoD 5200.1R Information Security Program

- DoD 5200.2-R Personnel Security Program

13.1.5 The COMNAVAIRPAC Security Manager is Mr. Chris Bruebaker; Email address: Christopher.bruebaker@navy.mil; telephone: (619) 767-1534.

13.1.6 The TASS TA for this contract is Ms. Ashley Cooper, CNAP N01F/ABMO. Email address: ashley.cooper@navy.mil; telephone: (619) 545-1551

13.2 All information or data developed under this contract belongs to and is the property of the U.S. Government and shall be marked and handled as For Official Use Only (FOUO). The contractor shall comply with all applicable DOD security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and government personnel work products, which are obtained or generated in the performance of this task order. The Trustworthiness clause is applicable to this task order. Contract security requirements are defined in the contract DD254, Contract Security Classification Specification. The contractor shall comply with all applicable DOD security regulations and procedures during performance of this task order. The contractor shall not disclose and must safeguard sensitive information, computer systems and data, privacy act data and government work products obtained or generated in performance of this task order. Contractor facility and all contractual personnel providing services under this contract must have clearances at time of start date.

13.2.1 Disclosure of Information: Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the express prior written agreement of the Contracting Officer. The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

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13.2.2 Limited Use of Data: Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government Contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or Contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon written approval of the Contracting Officer (CO).

13.2.3 The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the Government between the Contractor and the data owner that provides for greater rights to the contractor.

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SECTION D PACKAGING AND MARKING

1.0 GENERAL

There is no packaging or marking requirements for the services to be provided in response to the Task Order unless otherwise indicated by the Contracting Officer Representative (COR). All requirements for packaging and marking of documents associated with these services shall be packaged, packed and marked in accordance with Section D of the MAC contract.

2.0 DATA PACKAGE LANGUAGE

2.1 All unclassified data shall be prepared and submitted in accordance with Technical Exhibit(s) 001-006

2.2 Classified reports, data, and documentation shall be prepared for shipment (if required) in accordance with National Industrial Security Programming Operating Manual (NISPOM), DoD 5220.22-M dated January 1995.

3.0 MARKING OF REPORTS

3.1 All reports delivered by the Contractor to the Government under this Task Order shall prominently show on the cover of the report the following information:

3.1.1 Name and business address of the Contractor

3.1.2 Contract Number

3.1.3 Task Order Number

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

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be performed in accordance with the basic MAC contract. In accordance with Section E of the MAC contract, all cost reimbursement MAC terms are incorporated at the Task Order level for any ordered items. These include the following clauses from Section E of the MAC contract:

52.246-4 Inspection of Services-Fixed Price

52.247-34 FOB Destination

252.246-7000 Material Inspection and Receiving Report

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	8/1/2016 - 7/31/2017
8003	8/1/2016 - 7/31/2017
8004	8/1/2016 - 7/31/2017
8005	8/1/2016 - 7/31/2017
8006	8/1/2016 - 7/31/2017
8007	8/1/2016 - 7/31/2017

CLIN - DELIVERIES OR PERFORMANCE

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

8000	8/1/2016 - 7/31/2017
8003	8/1/2016 - 7/31/2017
8004	8/1/2016 - 7/31/2017
8005	8/1/2016 - 7/31/2017
8006	8/1/2016 - 7/31/2017
8007	8/1/2016 - 7/31/2017

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

8001	8/1/2017 - 7/31/2018
8002	8/1/2018 - 7/31/2019
8008	8/1/2017 - 7/31/2018
8009	8/1/2017 - 7/31/2018
8010	8/1/2017 - 7/31/2018
8011	8/1/2017 - 7/31/2018
8012	8/1/2017 - 7/31/2018
8013	8/1/2018 - 7/31/2019
8014	8/1/2018 - 7/31/2019
8015	8/1/2018 - 7/31/2019
8016	8/1/2018 - 7/31/2019
8017	8/1/2018 - 7/31/2019

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

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COMNAVAIRPAC SAN DIEGO CA

Murry Street, Building 11, NAS North Island

San Diego, CA 92135

Commander, Strike Fighter Wing Pacific (CSFWP)/N6

001 K Street

NAS Lemoore, CA

Lemoore, CA 93246

Naval Aviation Warfighting Development Center

4755 Pasture Road

NAS Fallon, NV 89496-5000

COMPATWING TWO

BOX 64001, BLDG 6468, RM 111

6468 MOKAPU RD

MCBH KANEOHE BAY, HI 96863

COMVAQWINGPAC Whidbey Island WA

1130 W Storm Lane

Building 2753

Oak Harbor, WA

98278-4929

F2 DELIVERY OF DATA (OCT 1992)

Place and time of delivery of data shall be as specified on the Contract Data Requirements List (CDRLs) 001 -012 which are listed on Technical Exhibit(s) 001 - 006 attached to this this task order section J of the solicitation and resultant task order, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

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

SECTION G CONTRACT ADMINISTRATION DATA

G24 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (FAR 52.204-9) (JAN 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

CONTRACTUAL AUTHORITY AND COMMUNICATIONS (JUN 2011)

(a) Functions: The Contracting Officer for this contract is identified on the basic contract. Only the Contracting Officer can change the basic contract, and the Contracting Officer maintains primacy over the contract and all its task orders. The Contracting Officer of this Task Order is a warranted Contracting Officer of the Fleet Logistics Center, San Diego, CA. Unless otherwise noted, all references to "Contracting Officer" or "Task Order Manager (TOM)" in the text of this task order and the basic contract refer to the Task Order Contracting Officer. The Government reserves the right to administratively transfer authority over this task order from the individual named below to another Contracting Officer at any time.

(b) Authority: The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the Contracting Officer's. The Contractor shall not comply with any order, direction or request of Government personnel – that would constitute a change - unless it is issued in writing and signed by the Contracting Officer. No order, statement, or conduct of any Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause of this task order and no adjustment will be made in the task order price to cover any increase in charges incurred as a result thereof.

(c) The Task Order Contracting Officer is:

[REDACTED]
[REDACTED]
[REDACTED]

(d) The Task Order Negotiator is:

[REDACTED]
[REDACTED]
[REDACTED]

Alternative Point of Contact is:

[REDACTED]
[REDACTED]
[REDACTED]

(e) Ombudsman for the Fleet Logistics Center, San Diego CA is:

[REDACTED]

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[REDACTED]

[REDACTED]

(f) Contracting Officer Representative is:

[REDACTED]

[REDACTED]

[REDACTED]

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).

(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.

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(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	
Pay Official DoDAAC	HQ0339
Issue By DoDAAC	N00244
Admin DoDAAC	S0514A
Inspect By DoDAAC	n/a
Ship To Code	n/a
Ship From Code	n/a
Mark For Code	n/a
Service Approver (DoDAAC)	n/a
Service Acceptor (DoDAAC)	N57025
Accept at Other DoDAAC	n/a
LPO DoDAAC	N57025
DCAA Auditor DoDAAC	n/a

(*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.



(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.

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

(End of clause)

252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

Accounting Data

SLINID PR Number

Amount

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8000 N5702516RC058CG [REDACTED]
LLA :
AA 1761804 70AE 257 57025 H 068688 2D C058CG

8003 N5702516RC058CG [REDACTED]
LLA :
AA 1761804 70AE 257 57025 H 068688 2D C058CG

8004 N5702516RC058CG [REDACTED]
LLA :
AA 1761804 70AE 257 57025 H 068688 2D C058CG

8005 N5702516RC058CG [REDACTED]
LLA :
AA 1761804 70AE 257 57025 H 068688 2D C058CG

8006 N5702516RC058CG [REDACTED]
LLA :
AA 1761804 70AE 257 57025 H 068688 2D C058CG

8007 N5702516RC058CG [REDACTED]
LLA :
AA 1761804 70AE 257 57025 H 068688 2D C058CG

BASE Funding [REDACTED]
Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

NAVSUP 5252.203-9401 NOTIFICATION OF USE OF FORMER/RETIRED MILITARY AND/OR SENIOR EXECUTIVE SERVICE PERSONNEL (Dec 2009)

If the contractor intends to use the services of a former or retired Flag or General Officer, or former or retired member of the Senior Executive Service in the performance of this contract and/or any task order issued under this contract, the contractor shall notify the contracting officer of the name of such individual including a description of the services such individual will be performing, the military branch from which individual retired or separated, and their rank or SES position at time of separation. Such notification shall be provided in writing prior to performance of services under the contract and/or task order by such individual.

NAVSUP 5252.237-9400 SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992)

- (a) The offeror agrees to assign to the contract those persons whose resumes, personnel data forms or personnel qualification statements were submitted as required in Section L to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.
- (b) The offeror agrees that: during the contract performance period, no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the contracting officer and provide the information required by paragraph (d) below.
- (c) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.
- (d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications equal to or higher than the qualifications of the person being replaced.
- (e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required for paragraph (d) above. The additional personnel shall have qualifications greater than or equal at least one (1) of the individuals proposed for the designated labor category.
- (f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.
- (g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

N00244H001 TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS (MAY 2004) (FLCSD)

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although these contracts are not classified and therefore contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. Contractors

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whose work involves access to sensitive unclassified information warrants a judgement of an employee's trustworthiness. Therefore, all personnel accessing DON computer systems must undergo a National Agency Check to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the contractor employees. The following addresses those requirements for Trustworthiness Security:

--Each contractor employee will have a favorably completed National Agency Check (NAC).

--If contractor personnel currently have a favorably adjudicated NAC the contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year.

--If no previous investigation exists the contractor personnel will complete the requirement for a Trustworthiness NAC.

--In accordance with NAVSUPINST 5239.1A, if the contractor employee is a Foreign National prior approval of the Network Security Officer (NSO) is required. Access may be granted to Foreign Nationals who have a need to know and at least one of the following applies:

(a) Foreign National is employed by DOD, or

(b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or

(c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity.

The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Personnel Security Questionnaire (EPSQ) SF 85P. The EPSQ software can be downloaded at the Defense Security Service (DSS) website <http://www.dss.mil/epsq/index.htm>. The contractor should provide the completed EPSQ electronically (electronic mail/diskette) to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (DSS) who will conduct the NAC.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information.

Trustworthiness determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required. The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

ORGANIZATIONAL CONFLICT OF INTREST

A. INTRODUCTION

In accordance with Federal Acquisition Regulations (FAR Part 9.5), both the contractor and the Contracting Officer have an affirmative duty to identify and mitigate actual and potential organizational conflicts of interest. The contract requires the contractor, herein defined, to provide management support, professional consulting services, in

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particular, the task order calls for the contractor to provide engineering and technical direction, as defined in FAR Part 9.505-1. In addition, the contractor will be providing other administrative support that may include accessing and/or preparing budget information; accessing and/or preparing documents containing Privacy Act information. These services will be provided to Commander Naval Air Forces. The purpose of this "Organizational Conflict of Interest" clause ("OCI Clause" or "clause") is to ensure that the opinions and recommendations provided in this task order are inherently reliable and non-biased; and it will also ensure that information received or developed during performance of this task order will not be improperly exploited to affect competition or released in contravention of the Trades Secret Act or the Privacy-Act.

B. DEFINITIONS

- (1) "Contractor" means the firm awarded this contract or task order;
- (2) "Offeror" means any firm engaged in, or having a known or prospective interest in, participating as an offeror in response to any solicitation related to or resulting from the procurement;
- (3) "Affiliates" means employees, agents, or officers of the Contractor, its subsidiaries or parent companies, and first tier subcontractors involved in performance of this task order;
- (4) "Interest" means organizational or financial interest;
- (5) "Term of this task order" means the period of performance of any task order issued with this restriction, including any extensions thereto; and
- (6) "Contracting Officer" is the warranted Government official signing this contract or task order; he or she will be identified by name and will be signing the contract or task-order provision incorporating this Organizational Conflict of Interest clause.

C. WARRANTY AGAINST EXISTING CONFLICTS OF INTEREST

By submitting a proposal in response to this task order, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation requiring it to provide products/services to be evaluated under this task order. By submitting a proposal in response to this task order, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation where access to listed program business sensitive information, budgetary information, or technical documentation may give it an unfair advantage in developing a competitive proposal for that solicitation, or the contractor may be unable or potentially unable to render impartial assistance or advice to the Government, or the Contractor is otherwise not considered objective or impartial. [In no event may the contractor refuse to provide services/support in accordance with contract terms because of a potential or actual organizational conflict of interest that could affect future competitive acquisitions.]

D. PROSPECTIVE RESTRICTIONS ON CONTRACTING:

The Contractor agrees that until such time as the current task order is completed, plus one year, neither it nor its affiliates shall not: a) propose in response to any requirements arising out of this task order; b) create for themselves an interest in any contract related to or resulting from the current task order; or, c) consult or discuss with any potential offeror any aspects of work under the task order.

E. RESTRICTIONS ON DISCLOSURE

The Contractor agrees and understands that it may have access to business sensitive information, to include, but not limited to budget estimates, allocations/appropriations data, project or program cost estimates, and task order cost estimates. Contractor and its affiliates shall not, under any circumstances, disclose or exploit in any way data used or accessed during the course and scope of this task order. Further, Contractor shall abide by the restrictions imposed by the Privacy-Act clause, incorporated herein by reference: FAR 52.224-1, Privacy Act Notification. FAR 52.224-2, Privacy Act.

The Contractor shall have each and every employee accessing information that is subject to these restrictions sign a "non-disclosure agreement." These agreements shall be maintained by the Contractor and shall be available for review/submission to the contracting officer or ordering officer upon request. These non-disclosure agreements must be maintained by the Contractor for the life of the task order plus five-years (5). Before destroying these documents,

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the Contractor must contact the Contracting Officer for further guidance – these documents may still be documentary evidence to be preserved in the case of litigation. In which case, the documents may have to be maintained in perpetuity. If for some reason, the documents cannot be maintained for the time frames set forth above, the contractor should notify the Contracting Officer for further guidance and possible release to the Navy.

In accordance with FAR 9.505-4, Contractor may access third-party procurement sensitive or trade-secret information after execution of an agreement with the third-party agreeing to protect the information from unauthorized use or disclosure. Contractor shall immediately notify the Contracting Officer if it has been tasked to access such data; and, it shall promptly execute an agreement with any third-party providing that data, prior to reviewing, manipulating or otherwise, accessing such data. If no agreement is reached (copy to be furnished to the contracting officer), the Contractor shall cease and desist any further actions resulting in accessing third party trade-secret information and contact the Contracting Officer for further guidance. Under no circumstances shall any such data be commercially exploited and/or otherwise released to any party without the express approval of the Contracting Officer. Contractor agrees to put this clause, or one in substantial conformance to this clause, in its subcontractors when, as indicated, the subcontractor or its employees will be providing the services identified herein. A subcontractor may therefore be bound by the terms and conditions of this OCI clause.

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SECTION I CONTRACT CLAUSES

52.204-2 Security Requirements (AUG 1996)

52.217-5 Evaluation of Options (JUL 1990)

52.219-1 Notice of Total Small Business Set-aside (OCT 2014)

52.222-46 Evaluation of Professional Employees (FEB 1993)

52.224-1 Privacy Act Notification (APR 1984)

52.224-2 Privacy Act (APR 1984)

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

52.243-1 Changes in Fixed Price (AUG 1987)

52.245-1 Government Property (APR 2012)

52.245-9 Use and Charges (APR 2012)

52.246-20 Warranty of Services (MAY 2001)

52.249-2 Termination for Convenience of the Government (Fixed-Price) (APR 1984)

252.211-7007 Reporting of Government Furnished Property (AUG 2012)

252.245-7001 Tagging, Labeling, and Marking of Government-Furnished Property (APR 2012)

252.245-7002 Reporting Loss of Government Property (APR 2012)

252.245-7003 Contractor Property Management System Administration (APR 2012)

252.245-7004 Reporting, Reutilization, and Disposal (MAR 2015)

252.243-7001 Pricing of Contract Modification (DEC 1991)

252.204-7012 Safeguarding of Unclassified Controlled Technical Information (NOV 2013)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a **Firm Fixed Price** (FFP) task order resulting from this solicitation.

52.232-18 AVAILABILITY OF FUNDS (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)

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

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(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice 1 day of its intent prior to the expiration of the task order. The preliminary notice does not commit the Government to an extension.

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

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

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SECTION J LIST OF ATTACHMENTS

Attachment 1 DD254 Security Classification Specification

Attachment 2 Quality Assurance Surveillance Plan

Exhibit One Contract Data Requirements List (CDRL) 001 and 002

Exhibit Two CDRL 003 and 004

Exhibit Three CDRL 005 and 006

Exhibit Four CDRL 007 and 008

Exhibit Five CDRL 009 and 010

Exhibit Six CDRL 011 and 012