

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7939		2. DELIVERY ORDER NO. N0024417F3002		3. EFFECTIVE DATE 2017 Apr 01		4. PURCH REQUEST NO. N5702517RC011CG		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 SCD: B		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		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, 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			Vicki 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 \$442,990.00	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 02/10/2017 CONTRACTING/ORDERING OFFICER		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER				
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			31. PAYMENT PARTIAL		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

The resulting task order shall be awarded as a Small Business (SB) FFP task order within SeaPort-e Southwest Zone 6.

The NAICS Code is 541330 and the size standard is \$38.5 Mil

The incumbent for this requirement is Strategic Data Systems dba SDS (N00178-14-D-7939-NW02).

All prime contractors shall provide evidence of VETS-4212 compliance.

In order to properly staff the evaluation process, all prime contractors who anticipate submitting a proposal shall send an email to [REDACTED] TWO DAYS prior to solicitation closing advising of their intent to submit a proposal.

Please consider the following suggestion for avoiding last-minute bid submission problems:

Verify your account's ability to submit the necessary bid information (either as a prime or subcontractor) well in advance of the closing time. This may be accomplished through the following steps:

1. Log-in to the portal and access the "View Events Details" page for this solicitation.
2. Click on "place New Bid" in the "Bids" section of the page. This will open the "Place New Bids" page.
3. Ensure your company's contract under which you are bidding (either your own as a prime or another's as a subcontractor) appears in the "Prime" drop-down listing.
4. If you are submitting a proposal as a prime, ensure the "Enter Pricing Info" button is visible and enabled. From here you may simply hit the "Cancel" button to return to the previous page.

If SeaPort-e does not respond as you believe it should, contact nvseasupport@aquilent.com for assistance.

Amendment 0001 - The purpose of this amendment is to modify the estimated labor table within Section L of the solicitation.

Amendment 0002 - The purpose of the amendment is to update Attachment 2 with the correct solicitation number.

Amendment 0003 - The purpose of the amendment is to update PWS Paragraph 4.1.

Amendment 0004 - The purpose of this amendment is to correct Section J of the solicitation.

Amendment 0005 - The purpose of this amendment is to clarify how to submit the Quality Control Plan (QCP) referenced under PWS paragraph 12.1. See Section L, Volume II, Factor I, Subfactor 2 for clarification.

Amendment 0006 - The purpose of this amendment is to change the estimated labor hours within Section L. The estimated hours for a full-time equivalent (FTE) is changed from 2,016 to 1,920.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R408	NALCOMIS Support Services Base Period (O&MN,N)	1.0	LO	██████████	██████████
8100	R408	NALCOMIS Support Services Option Year 1 (O&MN,N) Option	1.0	LO	██████████	██████████
8200	R408	NALCOMIS Support Services Option Year 2 (O&MN,N) Option	1.0	LO	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	NALCOMIS Travel and Material Base Period (O&MN,N)	1.0	LO	██████████
9100	R408	NALCOMIS Travel and Material Option Year 1 (O&MN,N) Option	1.0	LO	██████████
9200	R408	NALCOMIS Travel and Material Option Year 2 (O&MN,N) Option	1.0	LO	██████████

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

COMMANDER NAVAL AIR FORCE U. S. PACIFIC FLEET

INFORMATION TECHNOLOGY TECHNICAL SUPPORT SERVICES

1.0 INTRODUCTION

The Commander Naval Air Force U. S Pacific Fleet (CNAP) N6 C5I department requires contractor support to provide Information Technology (IT) services to CNAP units located Naval Base Coronado (NBC) San Diego CA and Naval Air Station (NAS) Fallon, Nevada to support of the Naval Aviation Logistics Command Management Information System (NALCOMIS) operations.

2.0 BACKGROUND

2.1 CNAP N6 C5I Management

2.1.1 The mission of CNAP is to support the U.S. Pacific Fleet and the Unified Commands by providing combat ready U.S. Naval Aviation Forces which are fully trained, properly manned, interoperable, well maintained and supported. The CNAP N6 Force C5I Officer is responsible for the administration and management of force information systems, communications, and fleet command and control systems, and management of all programs that address the operational aspects of C5I related systems in support of warfare commander staffs embarked on carriers, carrier air wings, type wings and other CNAP shore commands.

2.2 Naval Aviation Logistics Information System (NALCOMIS)

2.2.1 NALCOMIS is an automated information system that provides aviation maintenance and material management personnel with timely, accurate and complete information on which to base daily decisions. NALCOMIS provides a modern, real time, responsive, computer based management information system. NTCSS Optimized Organizational Maintenance Activity NALCOMIS (OOMA) and NTCSS Optimized Intermediate Maintenance Activity NALCOMIS (OIMA) provide an effective MIS capability to satisfy various function requirements of the NAMP. It provides O-level and I-level activities with timely and accurate information for the day-to-day management of assigned aircraft and equipment, and allow the organization the capability manage maintenance and supply processes by allowing system users to enter, collect, process, store, review, report and interface data required. NALCOMIS OIMA provides the capability to manage maintenance and supply functions and processes by allowing system users to enter, collect, process, store, review, and report information required by the organization. These processes include engine and SE repair, material requisitions, repairables management, AWP management, personnel assignment and deployment, sub-custody of equipment, use of resources, and additional miscellaneous functions at the IMA and Aviation Support Department/ Division (ASD). NALCOMIS OOMA interfaces with NALCOMIS OIMA for turn-in MAFs and requisitions. NALCOMIS OOMA interfaces both directions with NALCOMIS OIMA for requisition requirements, requisition status, requisition queries, and turn-in WO data.

3.0 SCOPE

The contractor will provide all labor, travel and material associated with providing Information Technology Technical Support Services for the Naval Aviation Logistics Command Management Information System (NALCOMIS) operations consisting of systems inventory, configurations and hardware repair.

4.0 REQUIREMENTS

4.1 NALCOMIS/RSUPPLY Operations Support. The contractor shall provide the following: Support designated as Information Assurance Technician (IAT) Level I (Computer Operator). Contractors designated in this position will require a baseline certification, (A+, Network+, SSCP, CCNA-Security or higher) as well as OS certification training on Computing Environment (Windows Server 2003 or higher). Contractor designated IAT Level II positions (Computer Specialist) requires a baseline certification (GSEC, Security+, SSCP, CCNA-Security or higher) as well as OS certification or training on Computing Environment (Red Hat Enterprise Linux 5.0 or above).

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A list of baseline certifications can be found at: <http://iase.disa.mil/iawip/Pages/iabaseline.aspx>. For contractor position tasks to support Optimize Intermediate Maintenance Activity (OIMA) will require Computing Environment OS training certificate on Microsoft Windows Server 2003 or higher and Red Hat Linux within 6 months of contract. For contractor position tasks to support Optimize Organizational Maintenance Activity (OOMA) will require Computing Environment OS training certificate on Microsoft Windows Server 2003 or higher. OS training certificates required within 6 months of contract. Contractor personnel will agree, as a "condition of employment," to obtain the appropriate certification for this position, agree to release certification qualification(s) to the Department of Defense, and sign a Privileged Access Agreement, acknowledge user/administrative responsibilities commensurate with privileged access.

4.1.1 The contractor shall provide daily NALCOMIS/RSUPPLY Computer system administration/management and configuration as follows:

4.1.1.1, The contractor shall perform daily system operations, such as customer service support, database maintenance, backups, restores, scheduling, and processing reports IAW NTCSS system administrator (SA) guides.

4.1.1.2 The contractor shall perform monthly inventory, IA reporting, and applying system patches\IAVA's per NTCSS system administrator (SA) guides.

4.1.2 The contractor shall provide NALCOMIS OOMA Squadron level host computer hardware and configuration support.

4.1.2.1 The contractor shall troubleshoot faulty systems; perform diagnostics and system repair (historically, this is needed 3-4 times per week, however, it can be more or less frequent).

4.1.2.2 The contractor shall research and request spare parts quarterly with bi-weekly reconciliation. Additionally, when identified, the contractor shall research and request parts in high demand approximately 4-5 times per year. All spare part orders shall be submitted to COR for approval prior to order being placed. Such orders shall include item nomenclature, stock number (if applicable), manufacturer part number, quantity, unit price, extended price, and source.

4.1.2.3 The contractor shall manage and maintain servers ready for issue (RFI) and spare parts inventory in support of Pacific Fleet aviation squadrons (daily). Contractor shall also manage and maintain system inventory, -custody and sub-custody of servers to all sites (daily).

5.0 PERSONNEL REQUIREMENTS

5.1 Key Personnel: There are no key personnel for this task order.

5.2 Special Qualifications: The contractor is responsible for ensuring all employees in designated DOD Information Assurance Management (IAM) and Information Assurance Technical (IAT) positions possess and maintain professional certification per DOD Directive 8570.1\8570.01M Information Assurance Training during the execution of this contract.

5.3 The contractor is responsible for ensuring all employees are able to lift up to 50lbs at any given moment.

5.4 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are labeled as contractor products (contractor determines labeling method) or that contractor participation is appropriately disclosed. All contractor personnel will be required to obtain and wear government issued Identification Card (ID) in the performance of this service.

6.0 SECURITY REQUIREMENTS

6.1 Contractor personnel performing work under this contract are not required to have or maintain a security clearance. All hardware/software, system data, information and spaces are unclassified.

6.1.2 Contractor personnel performing requirements of this PWS shall meet Common Access Card (CAC)

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eligibility requirements to meet NMCI and DOD IT system, installation, and building access requirements. Contractor employees shall have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLCC) Personnel Security Investigation (PSI) prior to performing the requirements of this PWS. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and government personnel work products that are obtained or generated in the performance of this task order.

6.2 Physical Security. The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities will be locked up and -all equipment and material inventories accounted for.

6.2.1 Key Control. The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

6.2.1.1 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

6.2.1.2 The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

6.2.1.3 Lock Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

7.0 DATA RIGHTS

7.1 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

8.0 PERFORMANCE LOCATIONS AND HOURS OF OPERATION

8.1 The work to be performed under this contract will be performed at the following locations:

Location	Address
NAS Fallon	4755 Pasture Rd, Bldg. 25, Fallon, NV 89496
Naval Base Coronado	Bldg. 7, Quentin Roosevelt Blvd, NAS North Island San Diego, CA 92135

8.2 Hours of Operation: The contractor is responsible for conducting business between the hours of 0600 – 2230 hour at the NAS Fallon NV location, and between the hours of 0700 – 1630 at the NAS North Island location. Historically, contractor personnel have worked two shifts at the NAS Fallon Location: 0600 – 1430 and 1430 – 2230.

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8.2.1 For both locations, the contractor is responsible for conducting business Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

8.3 The contractor is not required to provide services on federal holidays. The federal holidays are: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

9.0 TRAVEL REQUIREMENTS

9.1 Contractor travel may be required, as approved in advance by the COR, during the performance of this task order. All estimated travel will conform to the current Federal Travel Regulations (FTR). Travel expenses invoiced to the Government will be in accordance with the FTR; the Government will not reimburse expenditures that exceed the FTR.

9.2 Approval: The contractor shall be required to travel in and about the San Diego, CA area. At the direction of the COR, the contractor may be required to support activities outside the San Diego area. The contractor shall inform the COR, in writing, of the estimated total travel costs prior to any travel outside the San Diego area. Such travel will require special approval of the COR.

9.3 For planning purposes, travel historically has been required to provide hardware repair support for NALCOMIS servers at COMNAVAIRPAC commands located NAS Lemoore and NAS Whidbey Island. Travel has been for one (1) person, 3 days, and has originated from San Diego.

10.0 Government Furnished Property/Equipment (GFP/E)

10.1 The Government will provide the necessary workspace/standard office furnishings and equipment for the contractor staff assigned to government facilities to provide the support outlined in the PWS, to include desk space, telephones, computers, access to NMCI, and other items necessary to maintain an office environment.

10.1.1 Utilities: All utilities in the facility will be available for the contractor's use in performance of tasks outlined in this PWS. If utilities are furnished, the following is required: The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

10.1.2 Equipment: The contractor will have access to computers, scanners, fax machines, printers, and telephones.

11.0 CONTRACT DELIVERABLES: The contractor shall provide and submit the following deliverables:

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Contractor Monthly Invoice (Amount being billed to the contract for the month)	Monthly by the 5th of every month	1 copy by the 5th of every month	PDF	COR and ACOR via email
Financial Summary Report (How much was spent on contract per employee)	Monthly by the 5th of every month	1 copy by the 5th of every month	Excel Spreadsheet	COR and ACOR via email

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Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Performance Status Report (Employee performance inputs for the month)	Monthly by the 5th of every month	1 copy by the 5th of every month	Word Document	COR and ACOR via email
Travel/Trip Report	Completion of Trip	3 work days upon completion of travel	Word Document	COR and ACOR via email

12.0 QUALITY SURVEILLANCE AND PERFORMANCE STANDARDS

12.1 Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. Quality Control Plan (QCP) shall be submitted with the proposal package on or before the Solicitation close date. QCP shall be included in the evaluation process. Any proposed change to the QCP after contract award, shall be submitted by contractor to Contracting Officer Representative (COR) for further forwarding and approval by the Contracting Officer.

12.2 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

12.3 Performance Requirements Summary/Quality Assurance Surveillance Plan

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Standard	Performance Threshold	Method of Surveillance
The contractor will operate and manage NALCOMIS/ RSUPPLY Computer systems. (PWS 4.1, 4.11)	System available 99% during working hours per month.	Timely delivery of products to meet dates set by CNAP N42 management to comply with new CATV contract requirements.	100% inspection
The contractor will perform NALCOMIS system maintenance such as backups, security patches and software update. (PWS 4.1, 4.11)	100% of maintenance accomplished	0%	100% inspection
The contractor will perform maintenance and repair to squadron NALCOMIS Host computer systems (PWS Ref 4.1.2)	Systems are repaired and shipped to commands within 2 working days of standard	2 late system repair and shipments per quarter	100% inspection

13.0 GENERAL INFORMATON

13.1 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference

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convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

13.2 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

14.0 APPLICABLE PUBLICATIONS/INSTRUCTIONS

14.1 The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

PUBLICATION/INSTRUCTION NUMBER	PUBLICATION/INSTRUCTION TITLE
SECNAVINST M-5510.30	DON Personnel Security Program Instruction
SECNAVINST 5510.36A	DON Information Security Program (ISP)
SECNAV M-5510.36	Department of the Navy (DON) Information Security Program and IA PUB 5239.22
NAVSO P-5239-04	Information Systems Security Manager (ISSM) Guidebook
DOD Directive 8570.1	Assurance Training, Certification, and Workforce Management, 14 August 2004
DOD Directive 8570.01M	Assurance Training, Certification, and Workforce Management, 19 December 2005
DODI 8500 ½	IA Control Check List
DODI 8551.1	Ports, Protocol and Services Management
DISA STIGs	Applicable Security Technical Implementation Guides

15.0 HISTORICAL DATA/ESTIMATED WORKLOAD

Historical workload information for NAS Fallon NV

1. Contractor provides System Administration functions on NTCSS Patriot servers
2. Interfaces with 3 home guard and 6 visiting OOMA servers
3. Supports and maintains 160 to 220 user accounts (depending on training squadrons present)

Historical workload information for NBC Coronado CA

1. Contractor maintains and manages hardware support for all west coast sites for over 300 OOMA Servers in 3 different server models at 15 FRC sites, 18 ships, and over 100 flying squadrons
2. Provides repair support services in excess of \$125,000 worth of server components; provides remote technical

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support, and inventory management.

3. Procure repair parts in support of NALCOMS server Break/Fix. A list of hardware repair parts has been provided that the Contractor will use to procure hardware to repair and restore failed servers. Ordering material and receiving material will be managed by the contractor.

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SECTION D PACKAGING AND MARKING

Packaging and Marking shall be in accordance with Section D of the Seaport-e Multiple Award contract.

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SECTION E INSPECTION AND ACCEPTANCE

Services will be inspected and accepted at Government locale.

52.242-15 Stop-Work Order (AUG 1989)

52.246-4 - Inspection of Services - Fixed Price (AUG 1996)

52.247-34 - FOB Destination (NOV 1991)

252.246-7000 - Material and Inspection Receiving Report (MAR 2008)

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	4/1/2017 - 3/31/2018
9000	4/1/2017 - 3/31/2018

CLIN - DELIVERIES OR PERFORMANCE

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

8000	4/1/2017 - 3/31/2018
9000	4/1/2017 - 3/31/2018

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

8100	4/1/2018 - 3/31/2019
8200	4/1/2019 - 3/31/2020
9100	4/1/2018 - 3/31/2019
9200	4/1/2019 - 3/31/2020

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

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer:

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

Contract Specialist:

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

Contracting Officer's Representative (COR):

[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

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requests and receiving reports in WAWF for this contract/order:

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

2-in-1

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

N57025

(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	N57025
Ship To Code	N57025
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N57025
Service Acceptor (DoDAAC)	N57025
Accept at Other DoDAAC	N57025
LPO DoDAAC	N57025
DCAA Auditor DoDAAC	HAA05B
Other DoDAAC(s)	N/A

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

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

Acceptor: [REDACTED].

LPO: [REDACTED]

(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.

N/A

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

(End of clause)

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The government point-of-contact for all contractual matters is:

Contracts Specialist



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

1. The Procuring Task Order Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of task orders.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in task order terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302, except those areas otherwise designated as the responsibility of the Task ordering Officer's Representative (COR) or someone else herein.
3. The Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of this task order prior to final payment to the contractor.
4. The paying office is responsible for making payment of proper invoices after acceptance is documented.
5. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the task order. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic task order between the contractor and any other person be effective or binding on the government. If in the opinion of the contractor, an effort outside the scope of the task order is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a task order change. The COR duties are as follows:
 - a. Technical Interface
 - (1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of task order requirements; milestones to be met within the general terms of the task order or specific subtasks of the task order; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the task order. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.
 - (2) The COR is prohibited from issuing any instruction which would constitute a task order change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.
 - b. Task Order Surveillance
 - (1) The COR shall monitor the contractor's performance and progress under the task order.
 - (2) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of

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

(3) The COR shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When task order performance is taking place at a government location, the COR shall also monitor contractor employees performing under the task order with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the task order. A record of such personal observations should be kept and reports and/or personal observations of the COR.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the task order you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible task order, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of task order performance. Subsequent CPARS covering any task order option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

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

2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR may request DCAA to take a payment offset on questioned costs, when documentary evidence or personal observations do not support submitted invoices.

The COR shall notify DCAA when questioned costs have been resolved with the contractor. The COR will ensure that DCAA conducts floor checks and/or timecard checks when actual monitoring is not feasible. The COR will be cognizant of the invoicing procedures and the prompt payment due dates detailed elsewhere in the task order.

(3) The COR shall work with the Contractor to obtain and execute a final voucher no more than 60 days after completion of task order performance. The COR shall ensure that the voucher is clearly marked as a "Final Voucher."

d. Task Order Modifications.

(1) The COR is responsible for developing the performance work statement for change orders, technical direction letters (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed performance work statement.

(2) Once the Task Ordering Officer has requested and received the contractor's proposal the COR shall review and evaluate the contractor's proposal and furnish comments and recommendations.

e. Administrative Duties

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

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

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

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

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

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

i. Written Report/Task Order Completion Statement

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any task order option and 60 days after task order completion. The report shall include a written statement that services were received in accordance with the task order terms and that the task order is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor. For task orders where technical direction letters (TDLs) are issued, one consolidated report which addresses all actions under the task order may be submitted.

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

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

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

a. Identify contractor deficiencies to the COR.

b. Review task order deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

c Assist in preparing the final report on contractor performance for the applicable task order in accordance with the format and procedures prescribed by the COR.

d. Identify task order noncompliance with reporting requirements to the COR.

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

f. Review invoices for the appropriate mix of types and quantities of labor, materials, and other direct costs, and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the performance work statement, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

5252.242-9404 REPORTING REQUIREMENTS (JAN 1992)

A status report shall be submitted on a monthly basis to the Procuring Contracting Officer, Contracting Officer's Representative, Ordering Officer (if applicable) and Administrative Contracting Officer. The report shall provide the

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number of hours expended, the total cost incurred to date, data status and delivery status.

5252.243-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

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

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

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's.

In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

CONTRACTUAL AUTHORITY AND COMMUNICATIONS

(a) Functions: The Contracting Officer for this task order is identified on the cover page and in Section G. Only the Contracting Officer can change the task order and the Contracting Officer maintains primacy over the task order. The Contracting Officer is a warranted Contracting Officer of the Fleet Logistics Center, San Diego, CA. Unless otherwise noted, all references to "Contracting Officer" in the text of this task order refer to the Task Order Contracting Officer. The Government reserves the right to administratively transfer authority over this task order 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.

Accounting Data

SLINID	PR Number	Amount
8000	N5702517RC011CG	[REDACTED]
LLA :		
AA 1771804 70AE 257 57025 H 068688 2D C011CG 570257D101QD		
Standard Number: N5702517RC011CG		
9000	N5702517RC011CG	[REDACTED]
LLA :		
AA 1771804 70AE 257 57025 H 068688 2D C011CG 570257D101QD		
Standard Number: N5702517RC011CG		

BASE Funding [REDACTED]
Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, Notice of Total Small Business Set-aside, 52.219-3, Notice of Total HubZone Set-aside, 52.219-18, Notification of Competition Limited to Eligible 8(a) Concerns, and 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-aside, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-E MACs.

ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

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

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) 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>.

TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS

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. A contractor whose work involves access to sensitive unclassified information warrants a judgment 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

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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.

LIABILITY INSURANCE LIMITS

Pursuant to the terms of the clause FAR 52.228-5, Insurance--Work on a Government Installation, following are the kinds and minimum amounts of insurance required: General liability: bodily injury liability insurance coverage written on the comprehensive form of policy--\$500,000 per occurrence.

Automobile liability insurance written on the comprehensive form of policy for bodily injury and property damage liability covering the operation of all automobiles operated in the United States and used in connection with performing the contract--\$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

Aircraft public and passenger liability when aircraft are used in connection with performing the contract--\$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be \$200,000 multiplied by the number of seats or passengers, whichever is greater.

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE

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

[REDACTED]

In the event of a conflict between a TDL and this contract, the contract shall control.

- (b) When, in the opinion of the contractor, a technical direction calls for effort outside the contract statement of work, the Contractor shall notify the COR and the Contracting Officer thereof in writing within two (2) working days of having received the technical direction in question. The Contractor shall undertake no performance to comply with

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the technical direction until the matter has been resolved by the Contracting Officer through formal contract modification or other appropriate action.

(c) Oral technical directions may be given by the COR only in emergency circumstances, and provided that any oral technical direction is reduced to writing by the COR within two (2) working days of its issuance.

(d) Amendment to a TDL shall be in writing and shall include the information set forth in paragraph (b) above. A TDL may be amended orally only by the COR in emergencies; oral amendments shall be confirmed in writing within two (2) working days from the time of the oral communication amending the TDL by a TDL modification.

(e) Any effort undertaken by the Contractor pursuant to oral or written technical directions issued other than in accordance with the provisions herein shall be at the Contractor's risk of not recovering related costs incurred and corresponding proportionate amount of fixed fee, if any.

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

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

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

5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – "DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)" dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

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Non-Sensitive Positions

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements: Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

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

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

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

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

Sensitive Positions

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLIC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

SF-85P Questionnaire for Public Trust Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

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

IT Systems Access

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

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

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Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM).

Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

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

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

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

(End of clause)

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SECTION I CONTRACT CLAUSES

All the provisions and clauses of Section I in accordance with the basic SeaPort-e MAC contract for Firm Fixed Price Task Orders shall apply to this task order plus the following:

- 52.204-2** Security Requirements (AUG 1996)
- 52.204-7** System for Award Management (JUL 2013)
- 52.204-9** Personnel Identity Verification of Contract Personnel (JAN 2011)
- 52.204-10** Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2015)
- 52.219-8** Utilization of Small Business Concerns (OCT 2014)
- 52.222-4** Contract Work Hours and Safety Standards Act - Overtime Compensation (MAY 2014)
- 52.222-17** Non-displacement of Qualified Workers (MAY 2014)
- 52.222-41** Service Contract Labor Standards (May 2014)
- 52.222-43** Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment (MAY 2014)
- 52.222-46** Evaluation of Compensation For Professional Employees (FEB 1993)
- 52.223-5** Pollution Prevention and Right-to-Know Information (MAY 2011)
- 52.223-6** Drug-Free Workplace (MAY 2001)
- 52.223-10** Waste Reduction Program (MAY 2011)
- 52.228-7** Insurance-Liability to Third Persons (MAR 1996)
- 52.237-2** Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
- 52.245-1** Government Property (APR 2012)
- 52.245-9** Use and Charges (APR 2012)
- 252.203-7000** Requirements Relating to Compensation of Former DoD Officials (SEP 2011)
- 252.204-7005** Oral Attestation of Security Responsibility (NOV 2001)
- 252.204-7008** Compliance with Safeguarding Covered Defense Information Controls (DEC 2015)
- 252.204-7009** Limitations on the Use or Disclosure of Third-Party Contractor Information (DEC 2015)
- 252.204-7012** Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2015)
- 252.211-7007** Reporting of Government-Furnished Property (AUG 2012)
- 252.223-7004** Drug-Free Work Force (SEP 1988)
- 252.223-7006** Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials – Basic (SEP 2014)
- 252.227-7013** Rights in Technical Data -- Noncommercial Items (FEB 2014)
- 252.227-7016** Rights in Bid or Proposal Information (JAN 2011)
- 252.227-7017** Identification and Assertion of Use, Release, or Disclosure Restrictions (JAN 2011)
- 252.227-7028** Technical Data or Computer Software Previously Delivered to the Government (JUN 1995)
- 252.227-7030** Technical Data -- Withholding of Payment (MAR 2000)
- 252.227-7037** Validation of Restrictive Markings on Technical Data (JUN 2013)
- 252.231-7000** Supplemental Cost Principles (DEC 1991)
- 252.239-7009** Representation of Use of Cloud Computing (AUG 2015)
- 252.239-7010** Cloud Computing Services (AUG 2015)
- 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)

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252.245-7004 Reporting, Reutilization, and Disposal (SEP 2016)

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

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

This Statement is for Information Only: It is not a Wage Determination

Employee Class	Monetary Wage -- Fringe Benefits
Computer Specialist	GS-11
Computer Operator	GS-09

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 1 day prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1 day before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

52.252-2 - CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://farsite.hill.af.mil>

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SECTION J LIST OF ATTACHMENTS

Attachment 1a - Wage Determination Churchill County, Nevada

Attachment 1b - Wage Determination San Diego County, California