

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE  
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PAGE OF PAGES  
1 3

2. AMENDMENT/MODIFICATION NO.  
37

3. EFFECTIVE DATE  
16-Jan-2019

4. REQUISITION/PURCHASE REQ. NO.  
1300592542

5. PROJECT NO. (If applicable)  
N/A

6. ISSUED BY CODE

N64498

7. ADMINISTERED BY (If other than Item 6)

CODE

S3915A

NAVAL SURFACE WARFARE CENTER PHILA  
NSWCPD

DCMA PHILADELPHIA  
700 ROBBINS AVENUE, BLDG. 4-A, P.O.  
BOX 11427  
PHILADELPHIA PA 19111-0427

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

McKean Defense Group, LLC  
1 Crescent Drive, Suite 400  
Philadelphia PA 19112-1015

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4078-EHP9

10B. DATED (SEE ITEM 13)

23-Feb-2011

CAGE CODE OPT02

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ ] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(\*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[X] D. OTHER (Specify type of modification and authority)  
IAW FAR 43.103b

E. IMPORTANT: Contractor [ ] is not, [ X ] is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible )  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

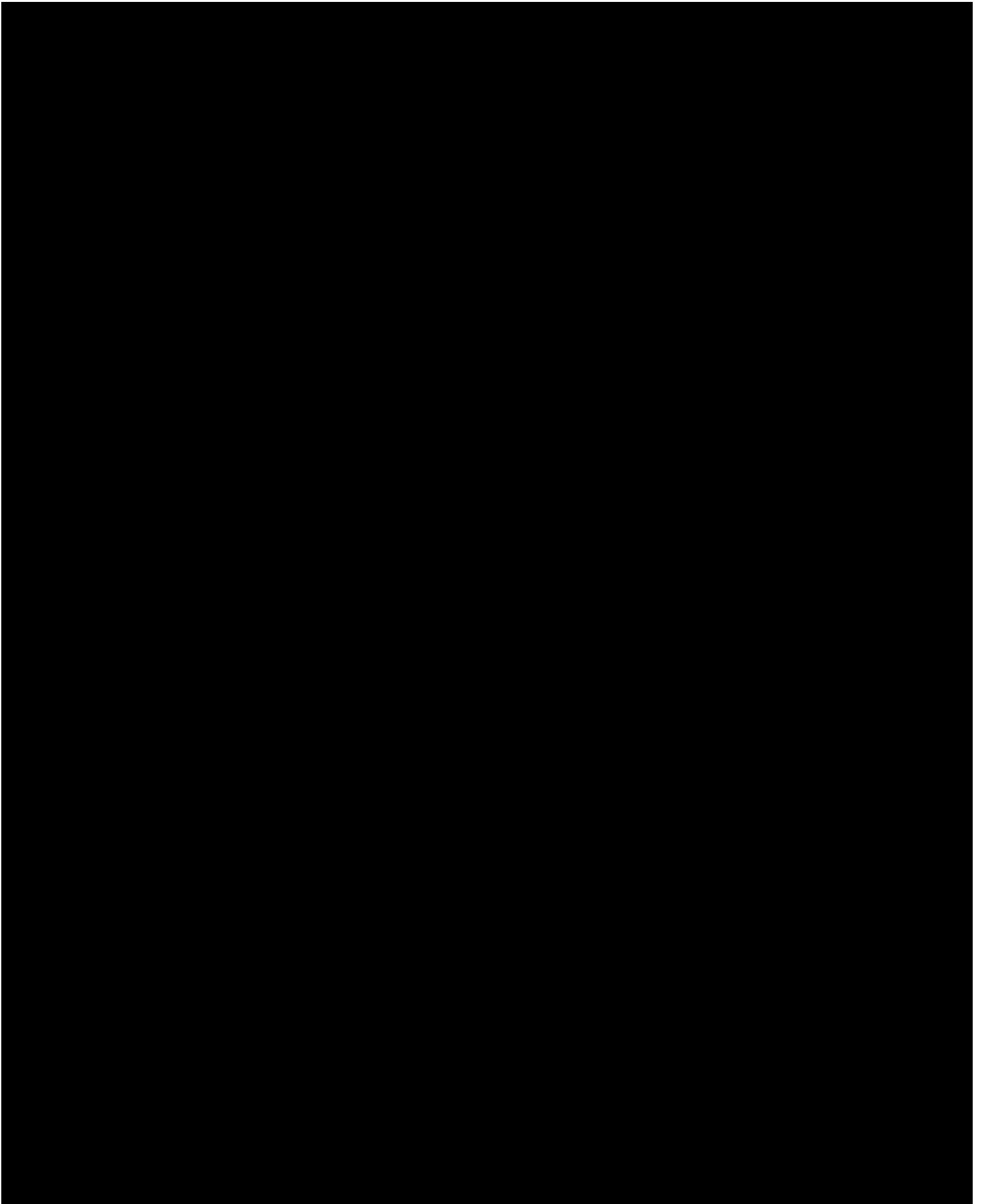
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STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

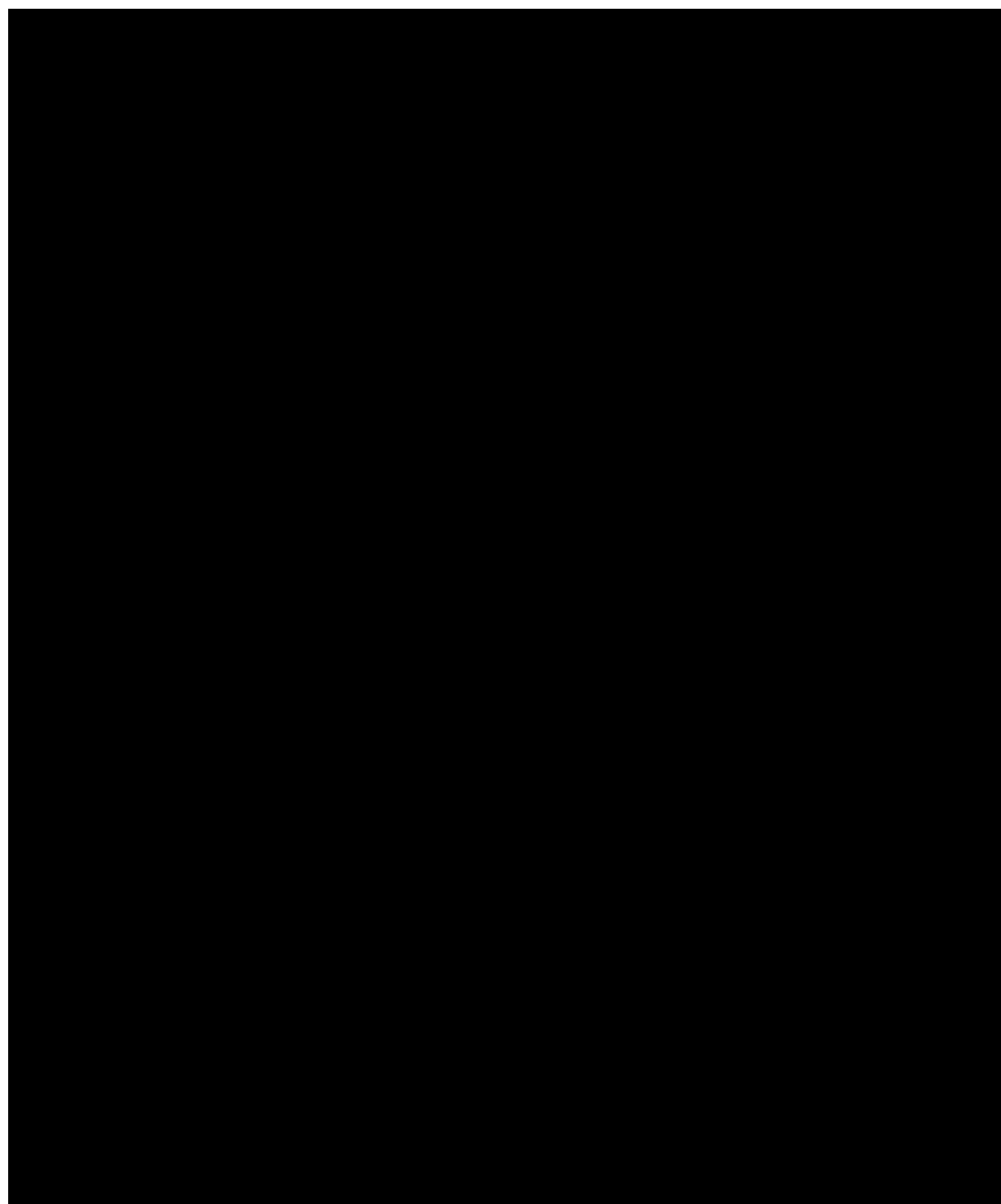
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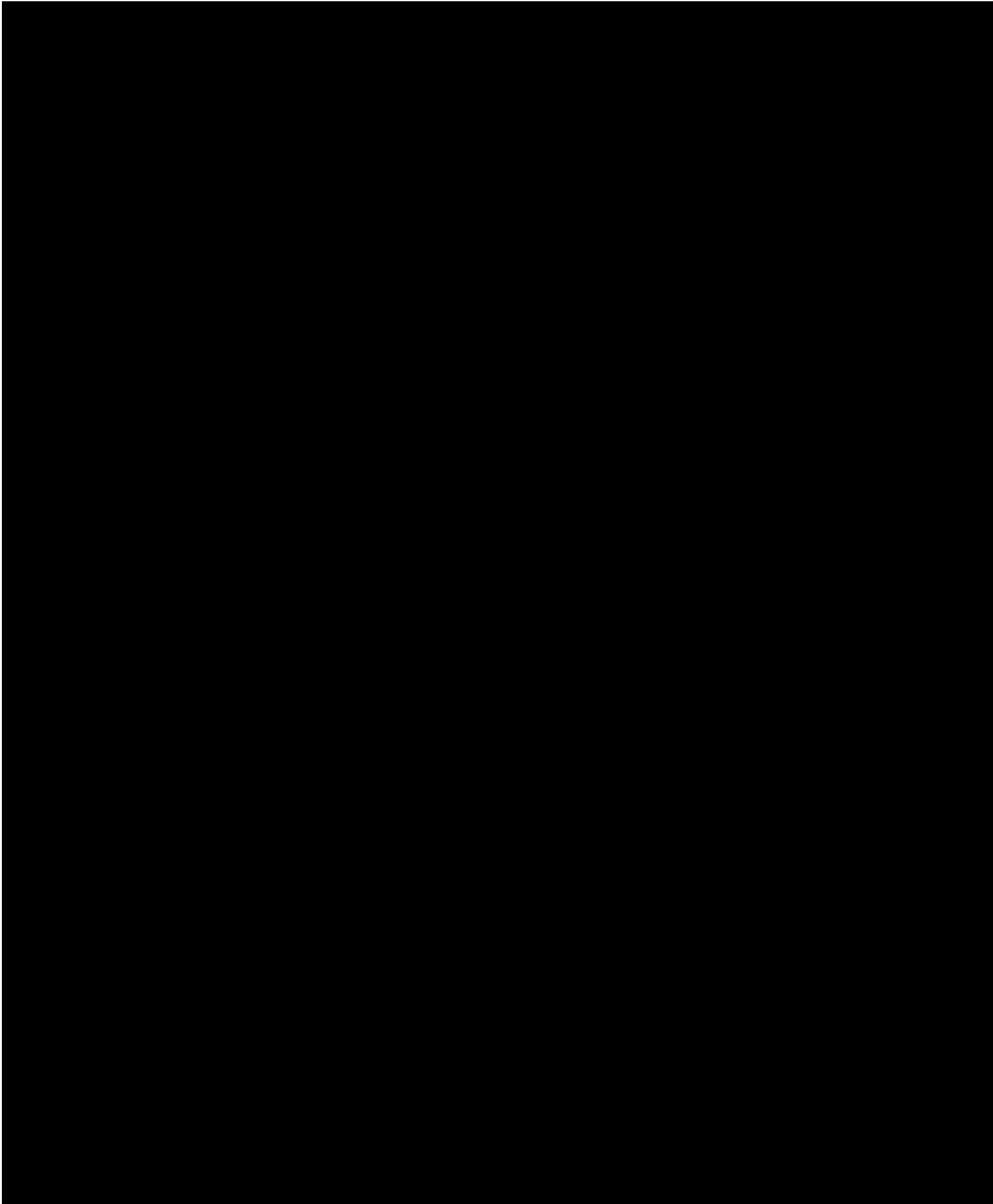
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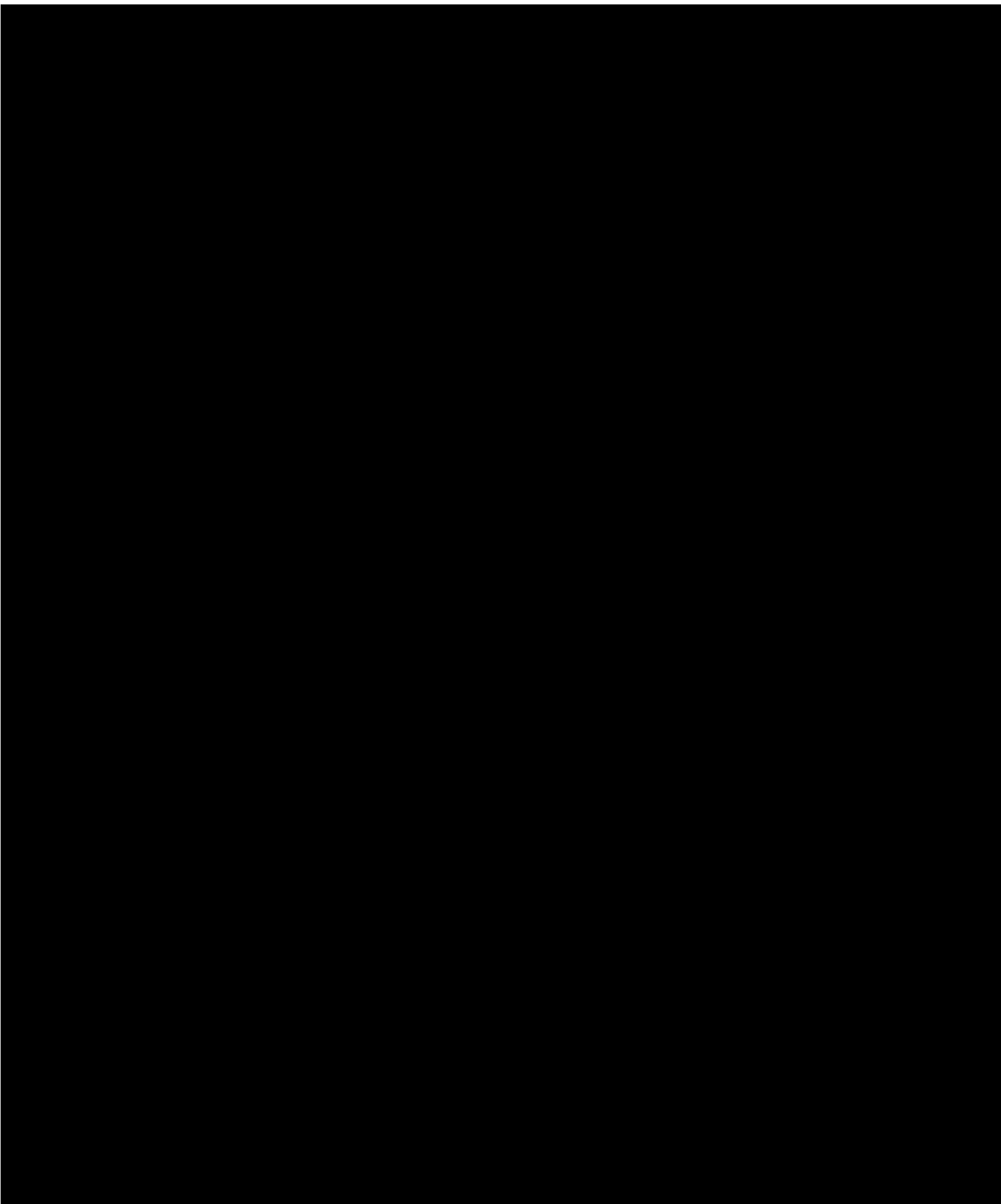
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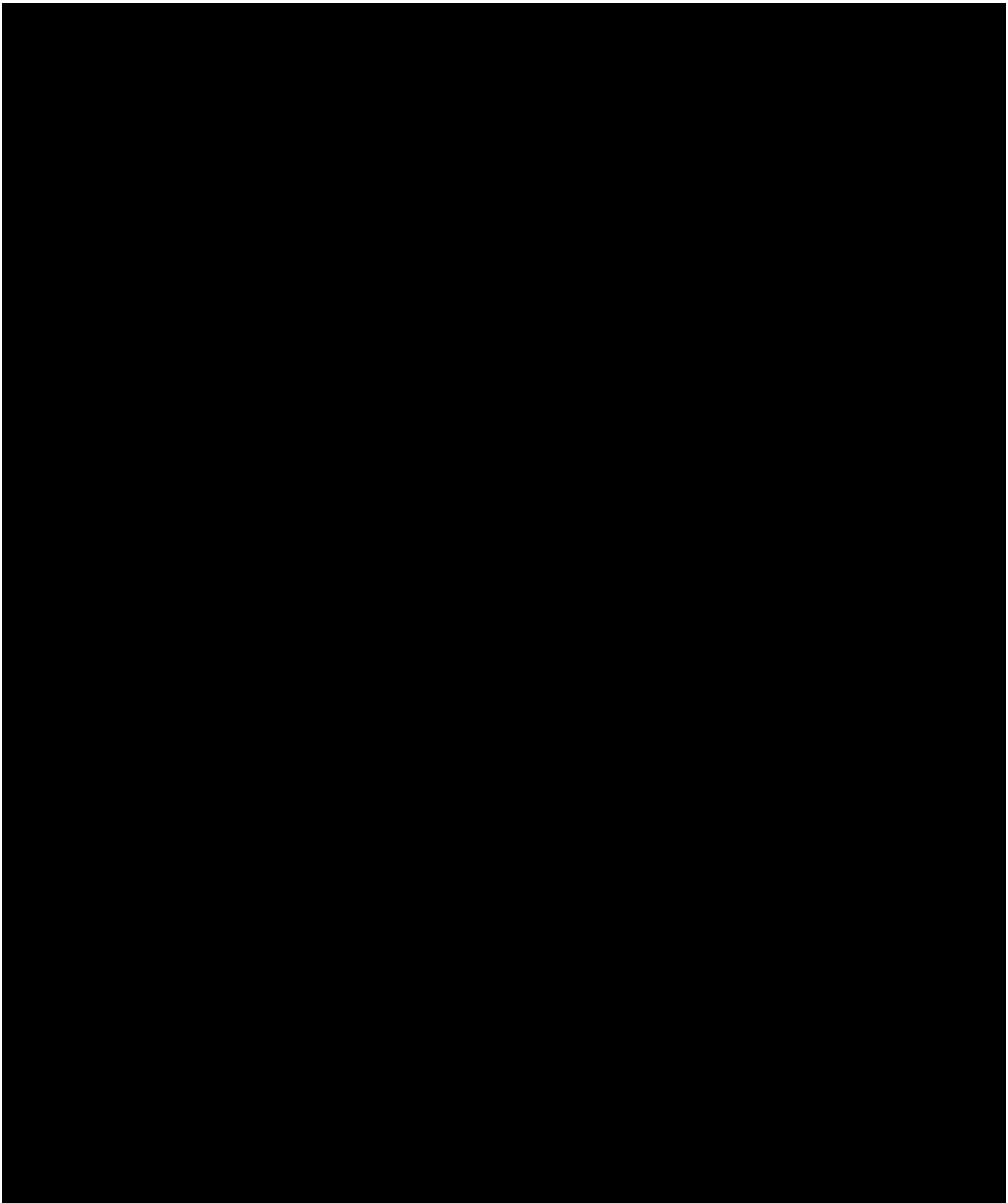
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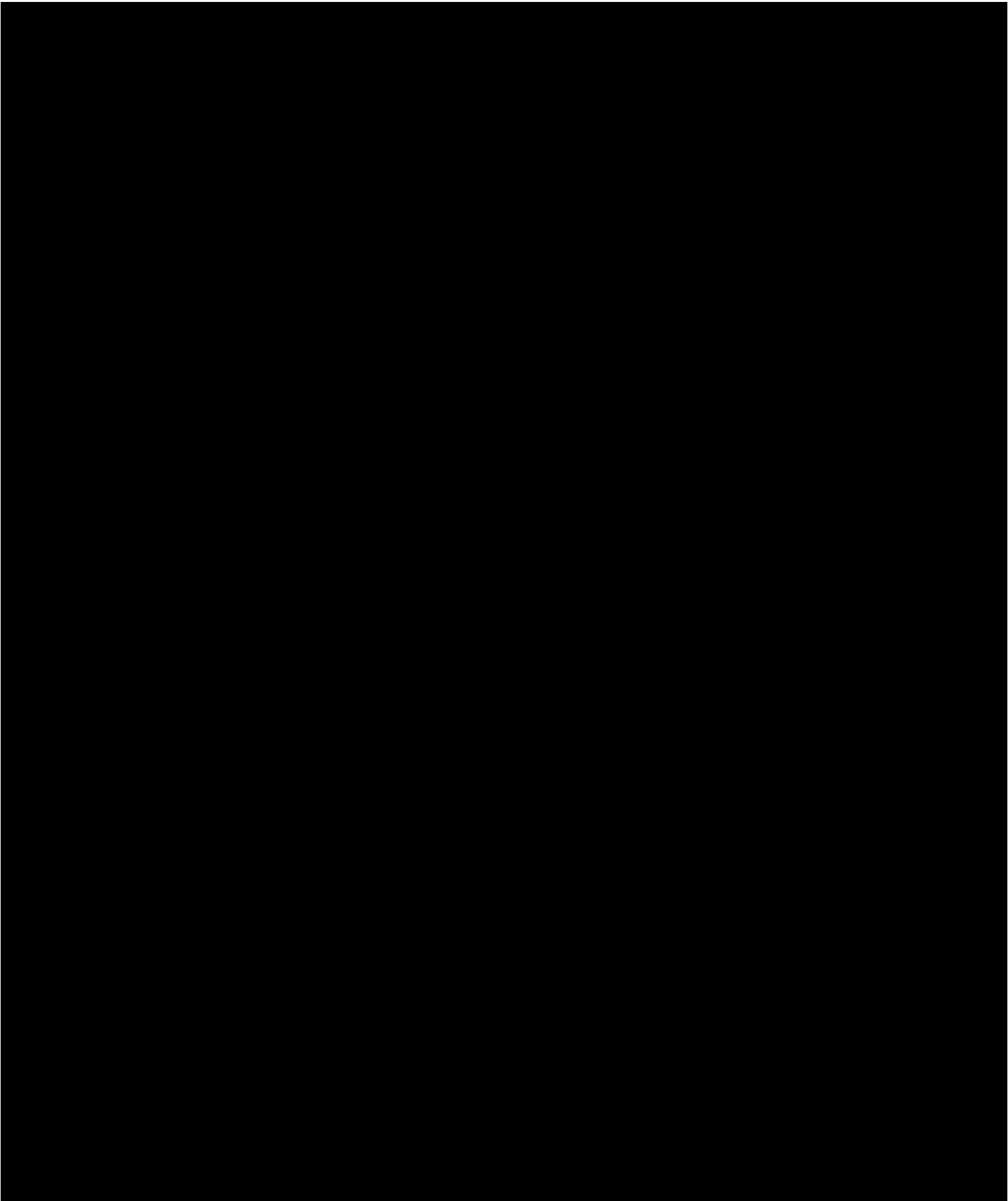
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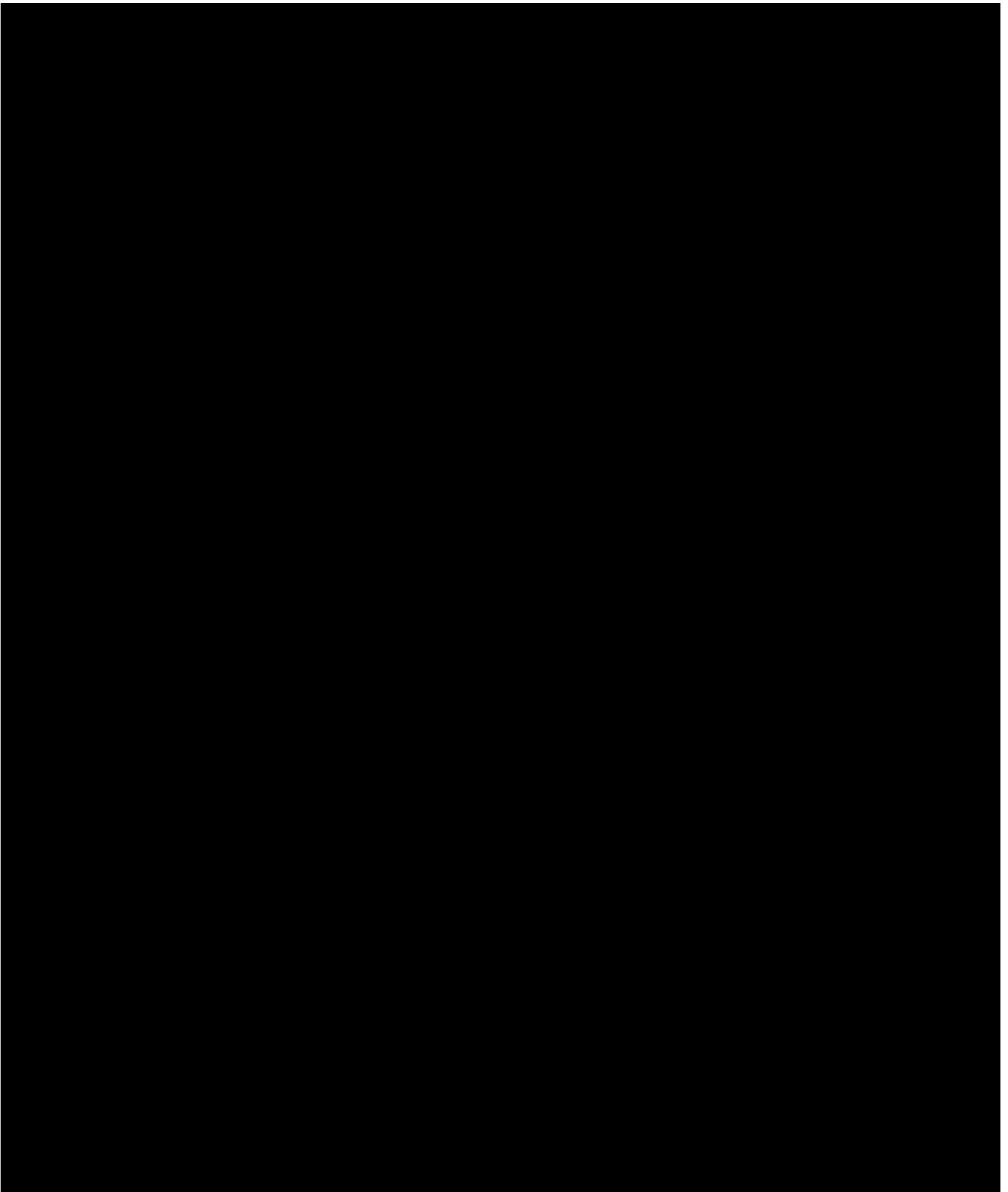


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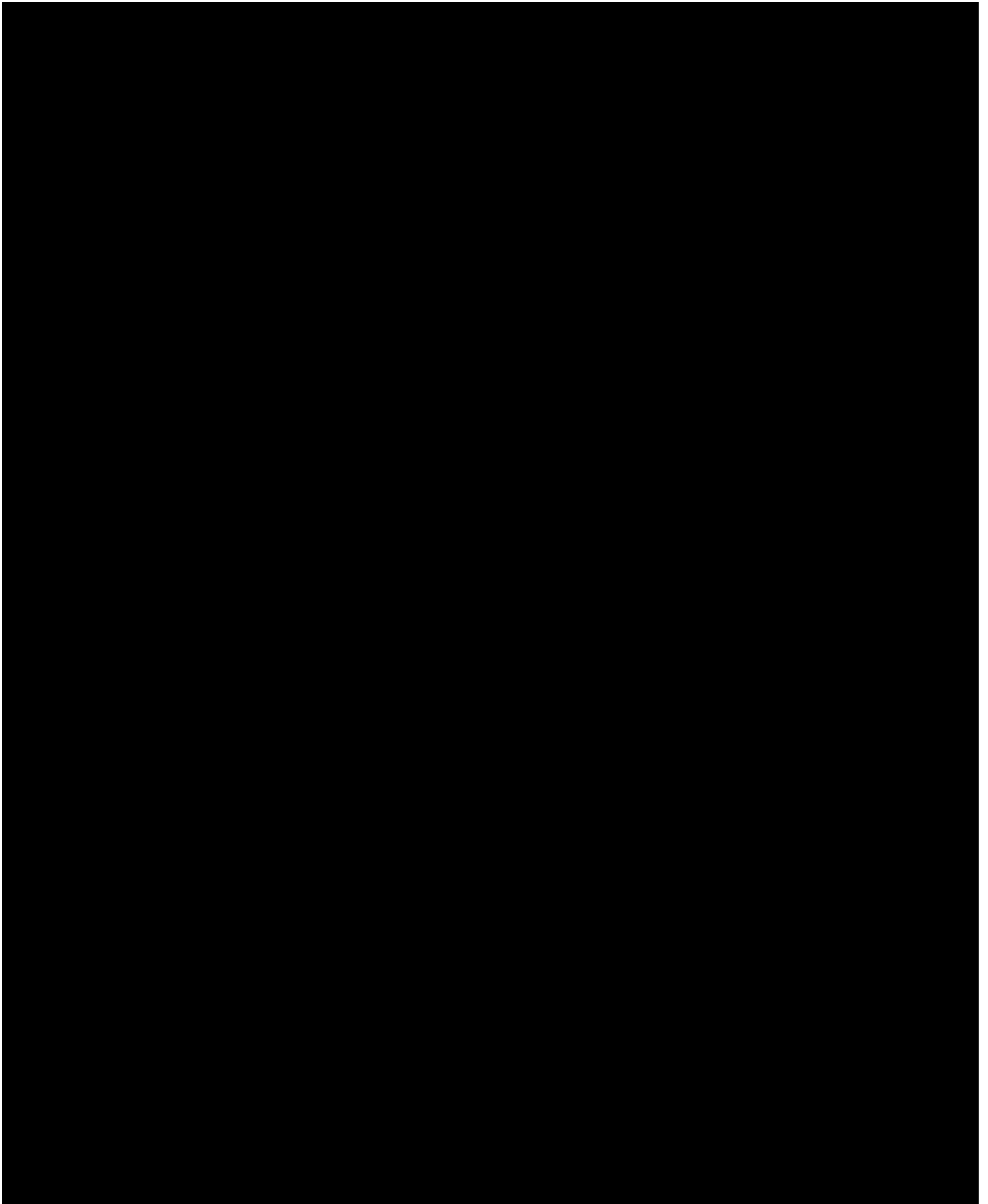




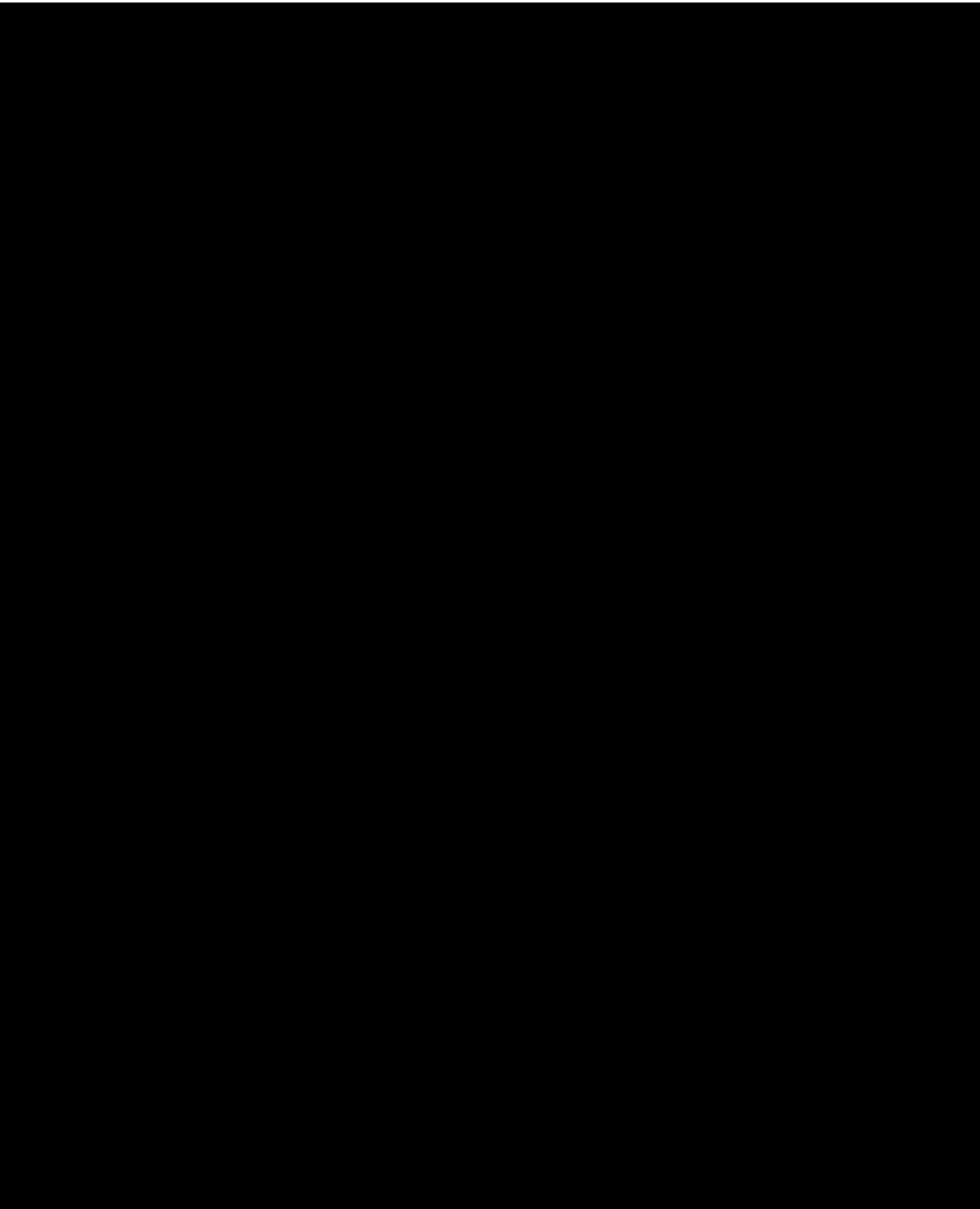
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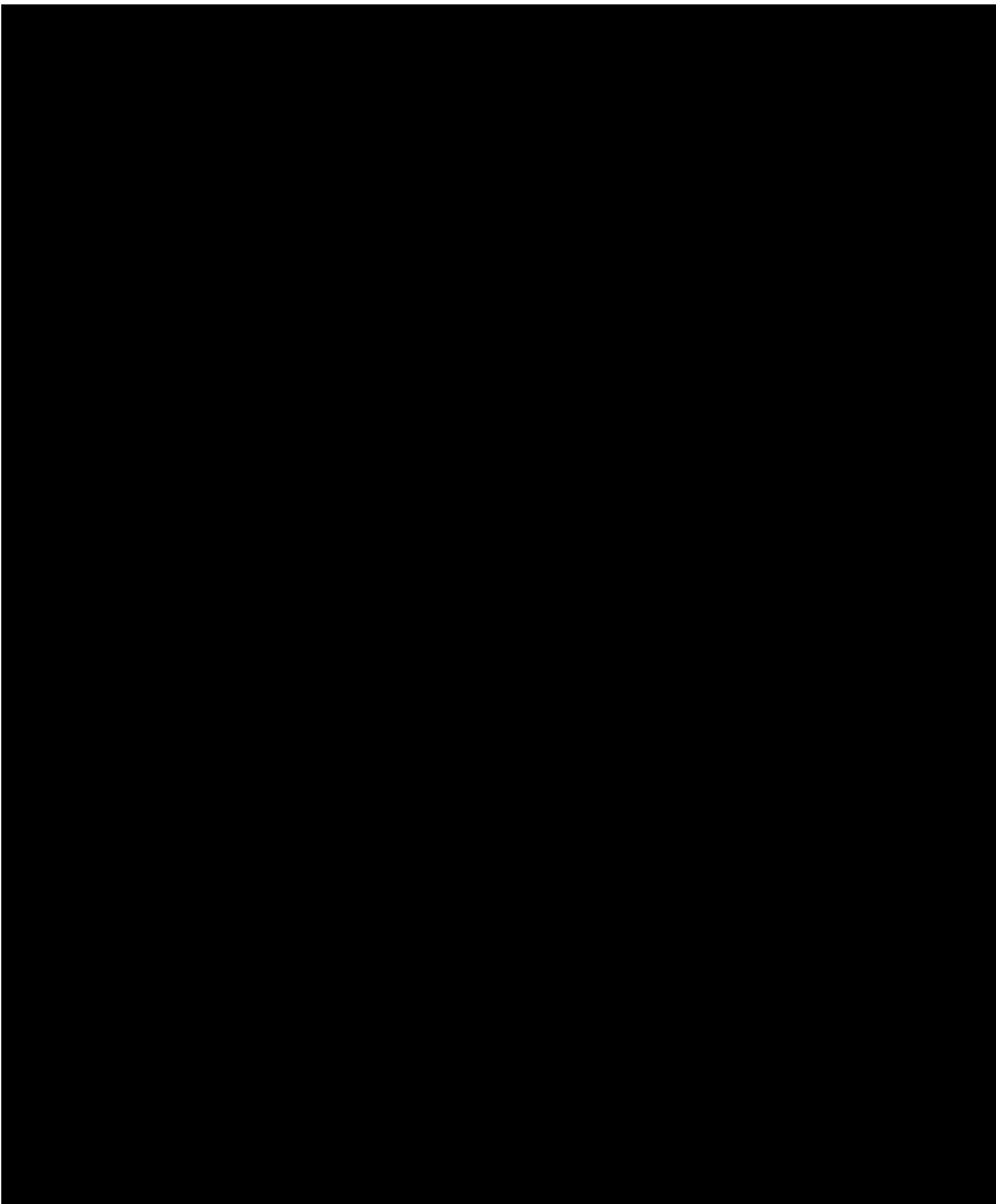
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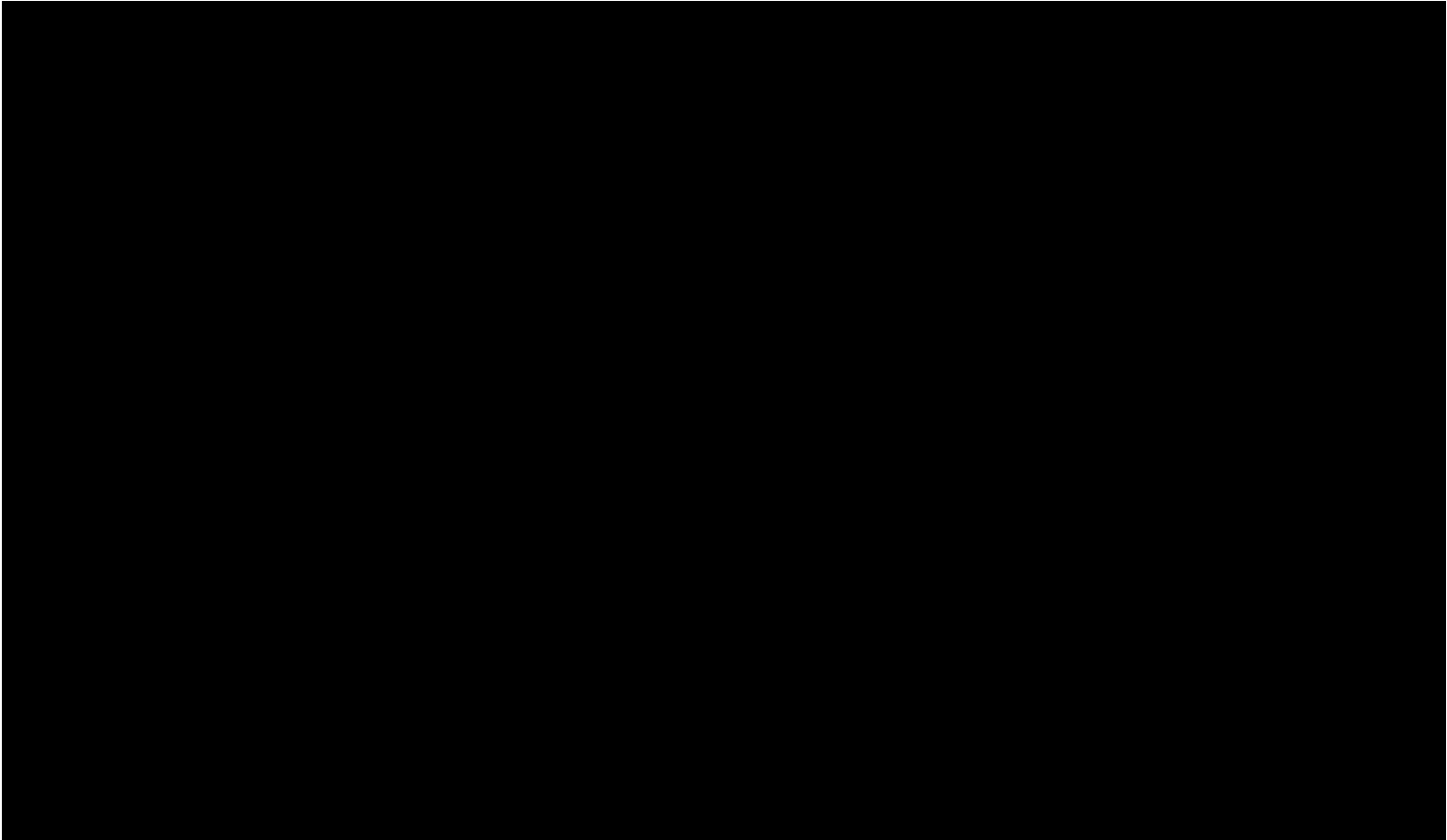
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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **NSWCCD- RDT&E NETWORK AND NMCI/NGEN SUPPORT**

The services to be performed under this task order are considered performance based and will be evaluated by the Government in accordance with Clause No. CAR-H09 - Performance-Based Acquisition Evaluation Procedures for a Seaport-e Task Order (MAY 2007).

#### **1. INTRODUCTION**

The Naval Surface Warfare Center, Carderock Division (NSWCCD) requires the assistance of a contractor to provide long-term support for (1) the operation, maintenance, and enhancement of the RDT&E Network hardware and cable, (2) Computer Operations and Production Control, (3) Navy Marine Core Intranet (NMCI) administration and Next Generation Enterprise Network (NGEN) administration, and (4) Customer Support, at its Philadelphia, PA, West Bethesda, MD, and remote detachment sites.

This statement of work addresses the operation, maintenance, and design of the RDT&E network; file server, VTC, and help desk support; operation and production control; and support in the administration of the NMCI contract and NGEN. The detail provided below is presented to give the contractor an overview of the requirements associated with providing required support.

#### **2. GENERAL TASK AREAS**

This task order requires that the contractor shall accomplish work within the following general areas:

##### **Task Area 1: Network Operation and Maintenance Services**

The contractor shall provide the necessary labor and material to provide operation and maintenance services for a RDT&E network that supports data, voice, and video applications. The network employs Ethernet, optical, and wireless technologies. The services to include troubleshooting and diagnostic testing of network equipment to determine the cause of network problems/failures and repairing those problems/failures in a timely manner. Troubleshooting and repair services are required on all the network equipment which includes, but is not limited to, file servers, blade servers, communications servers, routers, bridges, hubs, switches, firewalls, VPNs, power supplies, modems, CSU/DSU units, UPSs, network interface cards, terminal servers, and cable plant (twister pair and fiber). Approximately 4,000 devices are connected and communicate on the network.

##### **Task Area 2: Engineering Services**

The contractor shall provide engineering services to support the overall network architecture and data, voice, and video applications operating on the network. Engineering services to include: review and analysis of application requirements; engineering planning and design assistance; equipment and component recommendation, and screening for standards compliance; installation and testing support to include verification and validation; documentation preparation /review/analysis; engineering-level monitoring of the network which includes such things as determining cause of slowed network traffic, predicting bottlenecks in advance, resolving addressing conflicts, developing and maintaining an IT inventory and incorporate a formal configuration process; and improve design to virtual LAN architecture to ensure performance and enforce proper security controls.

##### **Task Area 3: Design/Installation of Network Extensions and Enhancements**

The contractor shall design, install, test, and validate network extensions or modifications. The design shall include installation drawings that show the proposed cable and equipment closet locations and list of material required to complete the task. Upon approval, the contractor will provide materials and schedule technicians to perform work within agreed upon time frame. The design shall be compatible with the electrical, physical, and environmental limitations of the site. The contractor shall conduct

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validation testing and review installer test reports after the installation of a network extension to determine compliance with the design/contract specifications and report any discrepancy to the Task Order Manager (TOM) for further action.

#### Task Area 4: Telecommunications Services

The contractor shall provide engineering services for obtaining and troubleshooting various capacity leased lines and associated equipment such as CSU/DSU, line monitors, smart jacks, and ISDN components. The contractor shall assist in provisioning new service: submitting Requests for Service (RFS), Telecommunications Service Requests (TSR's) and research Delayed Service Reports (DSR's) when necessary. Collect, develop, and document new long-haul requirements. Ensure all circuit information is current and no inadvertent interruption of service occurs. Prepare circuit diagrams, update service agreements, and keep long-haul management folders on file for inspections and for troubleshooting purposes. Coordinate discontinue action on circuits no longer required by the governments. Maintain inventory of circuits.

#### Task Area 5: Server/System Administration

The contractor shall provide the necessary labor to provide server administration for approximately 65 servers at the West Bethesda and Philadelphia sites. Server/system administration shall include the following:

- Providing installation, configuration, integration, user registration, file backups, troubleshooting and problem resolution for servers associated with network operations and administration, firewall, and corporate applications.
- Providing installation, configuration, integration, file backups, troubleshooting and problem resolution for Storage Area Networks.
- Providing installation, configuration, integration, user registration, file backups, security patches, troubleshooting and problem resolution for collaborate environment, i.e, SharePoint and/or Lotus Notes.
- Administration, configuration, backup and restore and problem resolution for database servers.
- Installation of security patches on servers, remediation of vulnerabilities and reporting of patch compliance. Advise on security patches and remediation.
- Assisting the government in identifying future requirements to keep the network current.
- Performing routine audits of systems and software, adding, removing, or updating user accounts information, resetting passwords.
- Answering technical queries, responsibility for security, documenting system configuration, and performance tuning.
- Supporting servers and Windows domain for Common Access Card authentication. Support use of alternate tokens for administrative access to servers.

#### Task Area 6: User Support

The contractor shall provide the necessary labor and material to operate a customer support Help Desk for approximately 3,500 network users at the Philadelphia, PA, and West Bethesda, MD, sites and detachments in Bremerton, WA, Bayview, ID, Norfolk, VA, Memphis, TN, Cape Canaveral, FL, and Dania, FL. Help Desk support to detachments is remote; no on-site customer help support required. Site visits may be required to upgrade network equipment.

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Help Desk services shall include the following:

- Provide first-level usage support for locally developed applications deployed within NSWCCD.
- Design, plan, implement, and use database management software to add, delete, and update user information.
- Test and evaluate newly integrated software and modifications to current system and application software.
- Provide guidance to the Division's scientific and engineering community which utilize the provided networking, security, and other system services.
- Troubleshoot user problems to determine whether they are hardware, software, procedural, or communication related and routing the problem to the correct support party for resolution.
- Monitor Division-wide systems on a daily basis to find and correct problems with disk usage, hardware, and software. Post outage/maintenance updates to users through email or Intranet Web pages.
- Produce reports from Help Desk database software for management.
- Track usage and problem history through Help Desk software.
- Install devices on the network including activating the network port, configuring the device on the network, installing standard software configurations, and updating databases with device information.
- On-site Help Desk staffing required during normal business hours, from 0600 to 1800 EST, at West Bethesda and Philadelphia sites.

#### Task Area 7: Video Telecommunications (VTC) / Audio Visual (AV)

The contractor shall provide support for: Video Teleconferencing (VTC) Operations, Conference Room Support, and Audio/Visual (AV) Support, at the West Bethesda and Philadelphia sites.

VTC/AV services shall include the following:

- Provide VTC Daily Operations, set up the equipment and the VTC bridge for VTC sessions, establish the connection to the remote site or sites, operate the VTC/AV equipment (includes monitors, speakers, cameras, and microphones), and monitor meetings to completion.
- Set up and tear down equipment in the conference rooms; portable audio system, arrange tables, chairs, easels, etc. to meet the user's requirements.
- Support installation and configuration of new VTC and A/V hardware and the reconfiguration of existing hardware. Equipment may be added to the existing VTC or A/V configuration, the contractor is responsible for installing and configuring this new hardware. The contractor shall be responsible for making configurations changes (new ISDN numbers, additions to the speed dial menu or VCR recording settings, etc).
- Provide maintenance, troubleshooting and repair services for the VTC, A/V and conference room systems. The contractor will troubleshoot problems with the equipment including connection issues, usage of peripheral equipment associated with each system, and audio or visual problems. Interface with the hardware maintenance provider to resolve any equipment malfunctions and provide status to government TOM.
- Respond to requests for support of on going VTCs and conferences, such as changes of VTC and A/V equipment, room configurations, and similar requests.



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- Perform a variety of technical and administrative support duties to include maintaining a current inventory of all VTC, A/V, and conference room equipment (make, model, serial number, software version, account names, and passwords); assisting with general office administration duties that are associated with the operation of a conference support group (i.e. - answering the telephone, photocopying, faxing, emails, room & bridge scheduling, maintaining VTC, A/V and conference room supplies); providing support to conference attendees in the form of photocopying, media transfers and other clerical requirements.

- Hours of VTC/AV support are from 0630-1700 EST. On occasion, special events may have extended hours or run during a weekend, for which approved overtime will be provided by the TOM.

#### Task Area 8: Continuity of Operations Plan (COOP)

The contractor will provide a COOP Facilitator in support of NAVSEA's COOP Site I at West Bethesda. Tasks to be performed by COOP Facilitator shall include the following:

- Develop, implement and maintain administrative documentation to include answering NMCI/NGEN data calls, review monthly NMCI/NGEN preinvoices, maintain access controls, perform inventories, maintain NAVSEA Communications, perform TACLANE and KIV7 updates, manage SIPRNET accounts, SOPs, access lists, daily sign off procedures for safe/conduit.

- Develop, implement and maintain COMSEC procedures.

- Maintain COMSEC equipment and COMSEC proficiency.

- Develop, implement and maintain procedures to manage consumables.

- Develop, implement and maintain procedures for Periodic Functional Assurance Tests. Perform scheduled testing of equipment and have equipment repaired as needed.

- Develop, implement and maintain procedures for deployment of equipment per NAVSEA's requirements. On an established schedule, deploy equipment and test equipment in designated areas. Deployed equipment will include NMCI/NGEN standard and classified seats.

- Ensure that NMCI/NGEN workstations are current with patches and software updates for COOP event.

- During COOP trails and actual events support during non-business hours may be required for which approved overtime will be approved by the TOM. No more than two (2) COOP trails per year are expected.

#### Task Area 9: Unclassified Data Recovery Services

Occasionally, computer hard drives fail and require data recovery. The contractor shall provide unclassified data recovery services for user PC hard drives. The contractor shall obtain non-disclosure agreements for data, before taking possession of hard drive for data recovery.

#### Task Area 10: High Performance Computing

The contractor shall provide computational and user support for NSWCCD's High Performance Computers. Computer support shall include maintenance of classified and unclassified clusters, installation of patches, maintenance and backup of Storage Array Networks (SANs), maintenance of user accounts and audit logs. Support shall also include installation of computational software and maintenance of workstations that access computational software on clusters. Contractor shall provide COMSEC support of classified equipment, where necessary.

#### Task Area 11: Operations and Production Control

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The contractor shall provide computer operations services in support of business data processing. Computer operations services includes system monitoring, trouble shooting, and processing required to update files. Computer operations requires that the functions be coordinated among and between different computer systems and jobs be submitted in the correct sequence and that processing be monitored to ensure all runs are processed correctly. Business data processing requirements at NSWCCD are subject to a great deal of fluctuations as new system capabilities are added, and as the Division's information requirements change. Currently, the major data processing requirements are related to locally developed NMCI applications, the locally developed Corporate Database, the Industrial Logistics Support Management Information System (ILSMIS), the Standard Labor Data Collection and Distribution Application (SLDCADA), the Defense Travel System (DTS) and the Defense Industrial Facility Management System (DIFMS). The contractor shall provide 24x5 coverage. Overtime, per TOM approval, permitted on emergent or leave situations.

#### Task Area 12: Documentation of Network Infrastructure

The contractor shall research, document and create CAD drawings for the RDT&E network cabling at site. Building drawings shall be Government Furnished Property (GFE) with network cable plant added as a layer to these drawings.

#### Task Area 13: Technical Writing

The contractor shall write technical documentation such as user manuals, reports, documentation, presentations, proposals, outlines, and summaries.

#### Task Area 14: NMCI/NGEN Support

The contractor shall provide labor and material to support NMCI/NGEN administration at NSWCCD West Bethesda, Philadelphia, and remote detachment sites. Support shall include the following:

- Customer support on contract line (CLIN) options, submitting Move/Add/Changes, ordering policies, and general NMCI/NGEN policies.
- Perform data entry into Navy standard and local unique systems.
- Generate reports for management analysis.
- Gather metrics for status reporting.
- Maintain NSWCCD user information to ensure NMCI/NGEN orders reflect current user data such as name, organizational code, physical location and gathering data where required.
- Track problem reporting and resolution.
- Coordinate NMCI/NGEN service delivery to remote site locations.
- Gather and maintain NMCI/NGEN documentation and signed agreements.
- Update data resident on local NMCI/NGEN web site.

#### Task 15: Programmatic Support and Financial Management

Contractor shall assist in financial analysis and management and preparation of presentation materials for the Navy. Office management support to include maintaining classified and unclassified libraries and inventory; preparing and maintaining all security-related documentation, including System Security Authorization Agreement (SSAA); supporting and tracking budget planning and execution information; and maintaining facility access roster.

#### Task 16: Administrative Support

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Contractor shall provide on-site administrative services and support assistance as directed including word processing, copy and file letters, reports, memos, travel orders, travel vouchers, and other similar types of documents. Maintain currency of correspondence procedures in accordance with our local instructions. All correspondence shall be proofread, edited, and corrected for errors in format and grammar. Contractor shall maintain master calendar and coordinating arrangements for presentation/meetings in Code 3410 Conference Rooms; perform timekeeping functions using SLDCADA; entering purchase requests into ILSMIS; help support network account information on SAAR forms. Also enter data into various computerized databases and tracking systems and create spreadsheets and graphs based on the information contained in these systems; and manage office supplies.

#### Task 17: 24 by 7 Help Desk Support

Contractor is to provide 24 by 7 emergency Help Desk support during high priority testing or processing periods. The 24 by 7 coverage will be scheduled with the contractor when testing or processing is planned and a network outage or server down time lasting until the next business day would impact the desired testing or processing schedule. The government will request the 24 by 7 coverage a minimum of two days in advance of the required coverage. The government estimates no more that 8 weeks total required emergency coverage.

During non-business hours, in which the on-site Help Desks are not physically staffed, the contractor is to provide a call number for Help Desk support on emergent computer/network problems. Per approval, a VPN connection may be allowed to resolve issues remotely. Staff providing after hours Help Desk support must be local to the Philadelphia and/or West Bethesda general commuting areas. After hours support staff must have standard business hours Help Desk experience for the site. See Task 6 for User Support requirements.

For VPN access, the contractor is required to provision a static IP address at remote end (to the Philadelphia and/or West Bethesda general commuting areas) for personnel providing after hours Help Desk support. Government to provide no more than two (2) laptops for VPN access at each of the Philadelphia and West Bethesda sites. Contractor personnel in possession of government laptop shall enforce all IT security requirements for the computer. Laptops to contain no Privacy or Personal information.

### 3. MATERIALS/EQUIPMENT

Unless the TOM makes Government-owned equipment available for use, the contractor shall provide tools and test equipment necessary to install/repair/troubleshoot network wiring such as OTDR, cable scanners, ladders, and the like.

### 4. PLACE OF PERFORMANCE

The contractor shall primarily perform work in support of this contract at NSWCCD, West Bethesda, MD and Philadelphia, PA. Occasional travel may be required between West Bethesda, Philadelphia and other NSWCCD detachments (Bremerton, WA, Bayview, ID, Norfolk, VA, Memphis, TN, Cape Canaveral, FL, and Dania, FL). It is anticipated that one or two individuals may travel five (5) times a year in support of the detachments.

On-site office space shall be made available to the contractor in performance of this task order as required. Contractor personnel may also work at the contractor's off-site location when deemed appropriate and specified by the Task Order Manager. Adjustments to the daily working hours may be approved by the Task Order Manager to ensure efficient and effective operations.

### 5. SECURITY AND SAFETY REQUIREMENTS

Due to the possible sensitive work and areas in which work may be performed, all contractor personnel

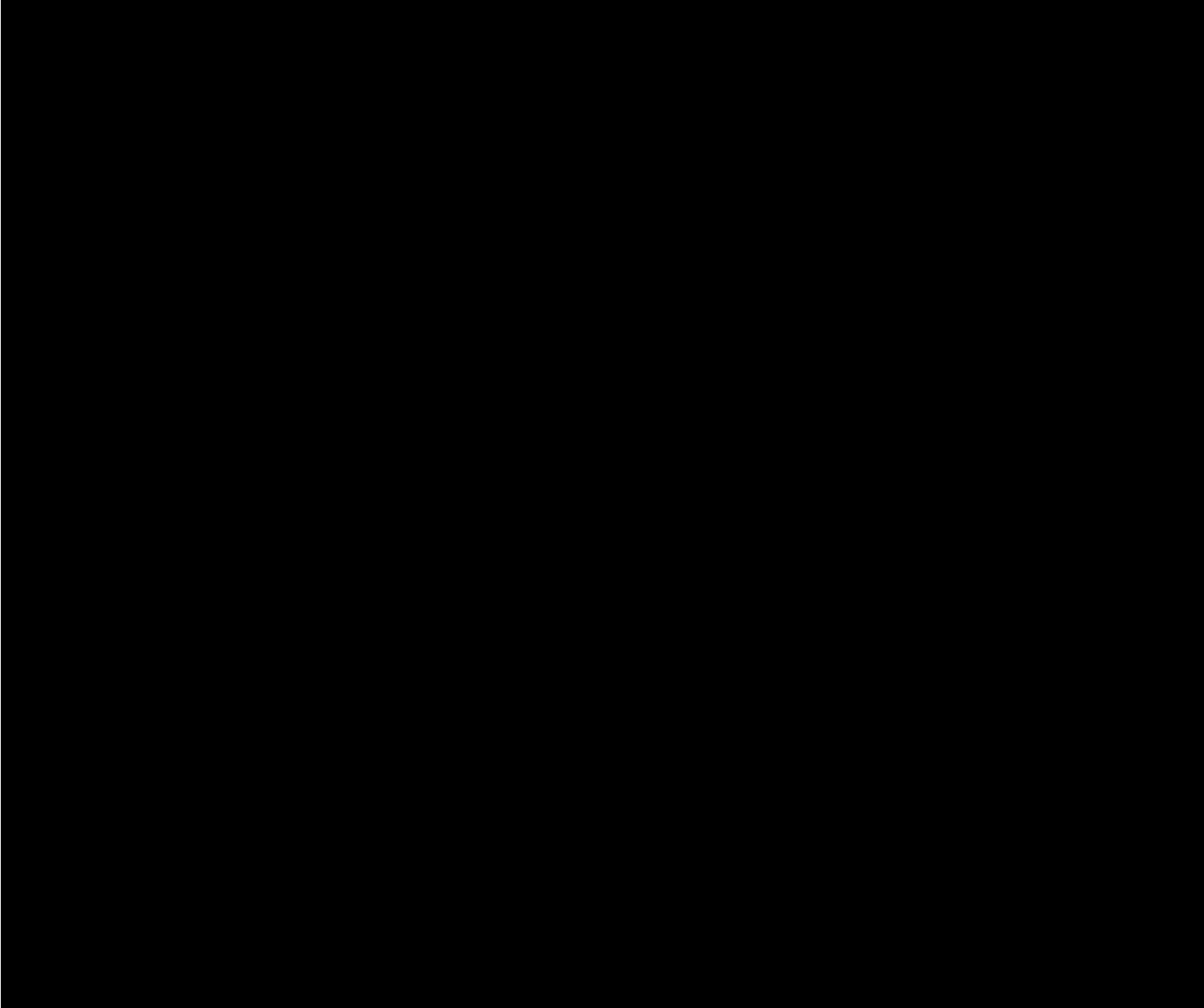
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are required to have a SECRET security clearance. Certain contractor personal operating classified equipment may require a COMSEC assignment letter in accordance with the DD Form 254.

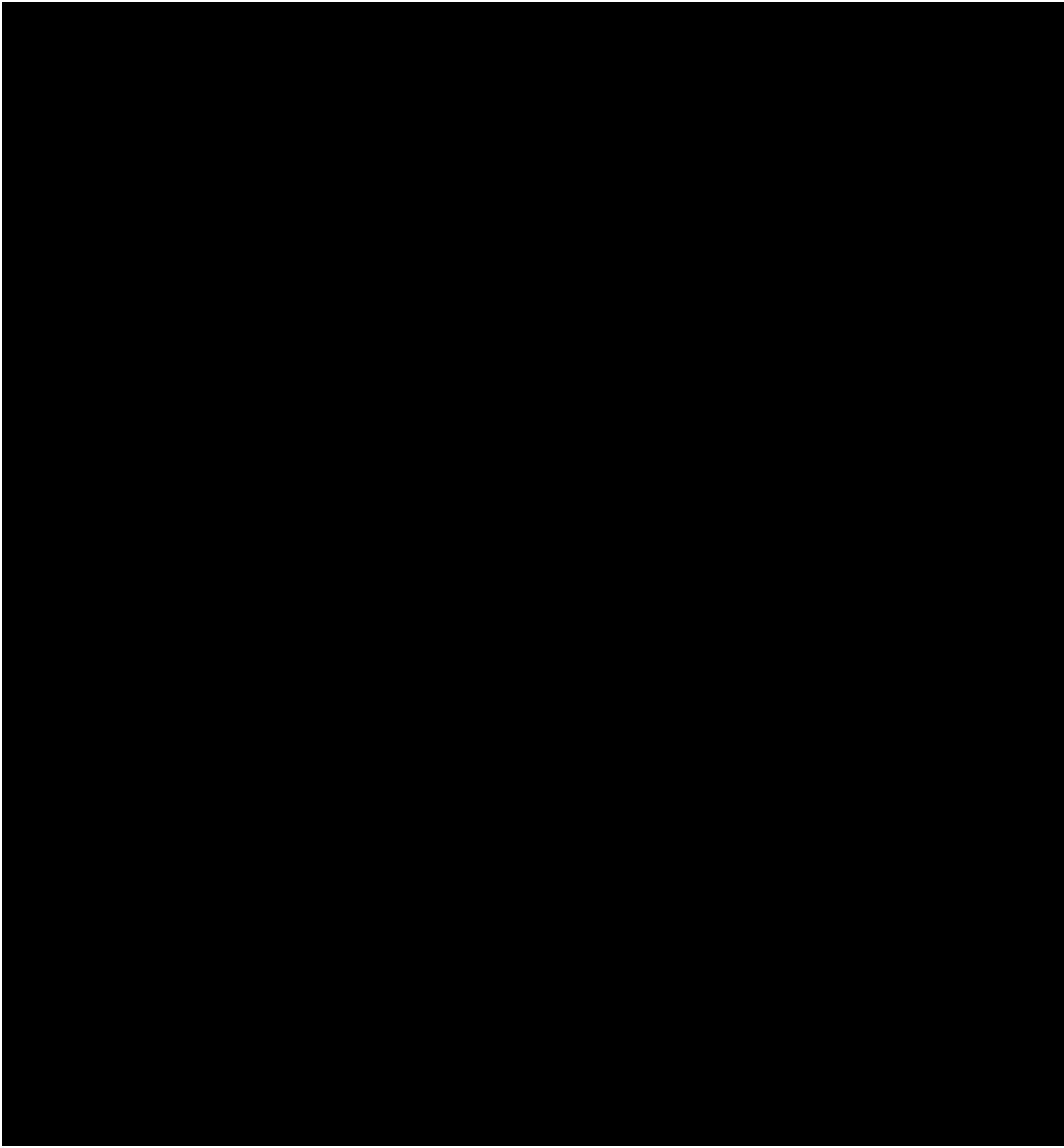
The contractor shall comply with all NSWCCD Security and Occupational Safety and Health regulations.

#### 6. NAVY INFORMATION ASSURANCE (IA) WORK FORCE REQUIREMENTS

Contractor personnel accessing information systems shall meet applicable training and certification requirements set forth in DoD 8570.01M and SECNAV M-5239.2. The contractor is responsible to ensure that personnel possess and maintain the proper and current Information Assurance (IA) certifications in accordance with DoD 8570.01M and the Computing Environment/Operating System (CE/OS) certifications in accordance with SECNAV M-5239.2 shown in the following table:



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## 9. CONTRACTOR PERSONNEL REQUIREMENTS

### 9.1 KEY PERSONNEL LABOR CATEGORIES AND THE GOVERNMENT'S TARGET EDUCATION AND EXPERIENCE

The following represents the Government's target education and technical experience for the Key Personnel labor

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categories required to support the Statement of Work (SOW) tasking. The target specialized experience included as part of the desired qualification should have been obtained in the fields of endeavor indicated by the applicable labor categories listed below and may have been gained concurrently unless otherwise specified.

#### Contract Manager (key personnel)

The Contract Manager should have a Bachelors degree in computer science, information technology, communications systems management or an equivalent technical degree from an accredited college. This individual should have fifteen years of general facilities management experience, ten years of which is desired in project management in support of network management projects. This experience should include the following:

- Planning and directing tasks
- Determining resource requirement and costs
- Preparing schedules
- Assigning work to subordinates
- Monitoring progress of task and preparing progress reports
- Reviewing products before they are delivered
- Communicating with all levels of management orally and in writing

#### Project Manager (key personnel)

The Project Manager should have a Bachelors degree in computer science, information technology, electrical engineering, communications systems management or an equivalent technical degree from an accredited college. This individual should have eight years experience managing a team on network projects and possess knowledge in Ethernet LANs, enterprise network architecture and design, multi-level server design, and WAN approaches. Expertise in Microsoft Project and a CISSP, GLSC or CISM IA WF certification are required. The Project Manager will be the technical lead and on-site manager for the contract effort. The Project Manager will be located at the West Bethesda site, but will be responsible for managing personnel at both the Philadelphia and West Bethesda sites. Experience should include the following:

- Planning and directing tasks
- Determining resource requirements and costs
- Assigning work to subordinate
- Reviewing products before delivered
- Monitoring progress of tasks and preparing progress reports (metrics)
- Communicating with all levels of management (both orally and in writing)
- Monitoring progress of task and preparing progress reports
- Management of network designs, installations, implementation of standards, and conversion and migration methodologies to enhanced network technologies

#### Senior Operations Engineer (key personnel)

The Senior Operations Engineer should have a bachelor's degree in computer science, information technology, electrical engineering, communications management, or an equivalent technical degree from an accredited college. This individual should have eight years combined experience in computer and networking project management to support Local Area Networks which include Ethernet (10BaseT and Gigabit), Fiber Optics, wireless, network installations, client/host configurations, and network systems trouble shooting, testing and repair. The Senior Operations Engineer shall possess CISA, CISSP, GSE or SCNA IA WF and a CCNP (preferred) or MCITP-EA CE/OS certifications. Experience should include the following:

- Resolving complex problems that impact system availability
- Monitoring network performance and recommending improvements

#### Senior Communications Engineer (key personnel)

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The Senior Communications Engineer should have a bachelors degree in electrical engineering, information technology, computer science, or an equivalent technical degree from an accredited college. This individual should have five (5) years of basic electronics or technical communications experience, of which three (3) years should be experience in LAN environment, and two (2) years experience in LAN management. The Senior Communications Engineer shall possess CISA, CISSP, GSE or SCNA IA WF and CCNP CE/OS certifications and should have experience with Ethernet networking. Extensive knowledge of and experience with hardware and software products and operating systems is desired as are strong organizational, communication, and managerial skills.

#### Senior Systems Engineer (key personnel)

The Senior Systems Engineer should have five (5) years experience operating a Microsoft Windows domain. Extensive experience in all aspects of hardware and software pertaining to Microsoft server products and with Microsoft domains in a multiple site architecture is desired. The Senior Systems Engineer shall possess GSEC, Security+, SCNP or SSCP IA WF and MCITP-EA (preferred) or MCSE W2K3 CE/OS certifications. This individual should have strong organizational, communication, and managerial skills.

### 9.2 NON-KEY PERSONNEL LABOR CATEGORIES AND THE GOVERNMENT'S MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

The following represents the Government's minimum education and technical experience for non-key personnel required to support the Statement of Work. The offeror shall certify that all employees proposed for non-key personnel labor categories meet or exceed the minimum education and technical requirements specified for each non-key category. Resumes are not required for the non-key personnel categories listed below:

#### Communications Engineer

The Communication Engineer shall have an associates degree in electrical engineering, computer science, communications management, or an equivalent technical degree from an accredited college. This individual shall have five (5) years combined experience in computer and networking to support Ethernet (10BaseT and Gigabit), fiber optics, wireless, network installations, client-server configurations, and network systems troubleshooting, testing and repair. This individual shall be proficient in TCP/IP protocols and experience with supporting surveying and coordinating physical moves of network drops. The Communications Engineer shall possess GSEC, Security+, SCNP or SSCP IA WF and MCITP-SA (preferred), MCSE W2K3 or Linux CE/OS certifications.

#### Database Administrator

The Database Administrator shall have a Bachelor's degree in, computer science, information technology, communications management, or an equivalent technical degree from an accredited college. Expertise in database administration, backup and recovery, database optimization, and trouble shooting. Knowledge of design issues for interfacing front-end servers to databases. Expertise in database design with a proficiency in SQL Server. Familiarity with collaboration tools, for example, Microsoft Office SharePoint Server and/or Lotus Notes. The Database Administrator shall possess GSEC, Security+, SCNP or SSCP IA WF and MCITP-SA (preferred), MCSE W2K3 or Linux CE/OS certifications.

#### Project Engineer

The Project Engineer shall have a Bachelor's degree in computer science, information technology, communications management, or an equivalent technical degree from an accredited college. Six years combined experience in computer and networking projects related to Local Area Networks and infrastructure management. Shall have general understanding of systems architecture and design, WAN and LAN topologies, Windows domain

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structure, configuration management, and information and network security. The Project Engineer must possess a GLSC, CISSP or CISM IA WF certification and experience leading a team to meet project goals and deadlines.

#### System Analyst/Administrator

Microsoft Certified Systems Engineer shall have three (3) years experience administering a MS Windows domain. Shall have extensive knowledge of and experience with installation, configuration, integration, user registration, file backups, troubleshooting and problem resolution for servers associated with network operations and administration, firewall, and RDT&E applications. The System Analyst/Administrator shall possess GSCE, Security+, SCNP, or SSCP IA WF and MCITP-SA or MCSE W2K3 CE/OS certifications.

#### Customer Support Representative

The Customer Support Representative shall have at least two years experience interfacing with users and system and/or application programmers or similar work and two years experience in evaluating and using mini and micro software and hardware. This individual shall have the ability to learn to use and understand the operation of the customer support Help Desk software. The Customer Support Representative shall have A+, Network+ or SSCP IA WF and MCDST (WXP), MCP WXP or MCSA W2K3 CE/OS certifications.

#### Software Engineer

The Software Engineer shall have a bachelors degree in electrical engineering, computer science, communications management, or an equivalent technical degree from an accredited college. This individual shall have expertise in software design using object-oriented methodologies. Proficient in .NET, C++, Java, and/or Perl. Demonstrated expertise in development of Web applications; proficient in HTML, CSS, Javascript, Ajax and expertise in database design with a proficiency in Oracle 10g. The Software Engineer must possess GSEC, Security+, SCNP or SSCP IA WF and MCSA W2K3 or MCITP-SA W2K8 CE/OS certifications.

#### UNIX/Linux Engineer

The UNIX/Linux Engineer shall have a bachelors degree in electrical engineering, information technology, or computer science or equivalent technical degree from an accredited college. UNIX/Linux system administration with five (5) years experience. Strong communication, teamwork, and customer relational skills. Strong technical problem solving skills. This individual shall have an understanding of security and network/distributed computing concepts, and an ability to write and maintain UNIX and Perl shell scripts. Expertise in LDAP, NSF, DNS, and SSH. The UNIX/Linux Engineer shall have GSEC, Security+, SCNP or SSCP IA WF and Linux+ CE/OS certifications and be a RedHat Certified Engineer, possess a Linux Professional Institute Certification or equivalent.

#### Information Assurance Technician

The Information Assurance Technician shall have a minimum of three (3) years experience in computer security. Knowledgeable in patching Windows and UNIX/Linux machines. Ability to trouble-shoot machines and networking issues to determine why patches may not install. Familiar with commercial IA scanning tools for accessing security posture of machines. Experience with Microsoft WSUS, plus general understanding of using Group Policy Objects to implement security requirements on Windows workstations. Knowledge in antivirus products and expertise in configuring firewalls. Familiarity with DoD STIGs (Security Technical Implementation Guides). The Information Assurance Technician shall have GSEC, Security+, SCNP or SSCP IA WF and MCSA W2K3, MCITP-SA or MCSE, MCITP-EA CE/OS certifications.

#### Senior Operator

The Senior Operator shall have an associate's degree in computer science, information technology, or equivalent technical degree or equivalent experience. Four years of experience with operation of medium to large scale time-sharing IT systems with 1.5 years experience as senior operator. Knowledge of operational procedures on



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UNIX systems and current of previous Windows systems required. Knowledge of daily, week, monthly and quarterly batch processing requirements of ILSMIS, SLDCADA, ASSET, DIFMS and the Defense Travel System preferred.

#### Senior Installer

The Senior Installer shall have Associates Degree in electrical engineering, information technology, computer science, or an equivalent technical degree preferred. BICSI certification preferred. Four years experience in installing and testing networks which include 10BaseT (STP and UTP), multi and single mode fiber optic cable, and voice systems. Two years experience supervising network installations and testing. Experience shall include:

- Planning and directing installation tasks
- Determining resource requirements
- Documenting installations and schedules
- Assigning, monitoring and evaluating work of subordinates
- Monitoring progress of work and reporting of potential problems
- Communicating with all levels of management (oral and written)

#### Installer

The Installer shall have a high school diploma or equivalent and two years experience in installing Ethernet and fiber optic networks, network components and network interface devices. This experience shall include running, connecting, and terminating 10BaseT (STP and UTP), multi and single mode fiber optic cable, voice, and installing network interface devices.

#### Senior VTC Technician

The Senior VTC Technician shall have five years experience in each of the following: VTC and A/V equipment operation from multiple manufactures; VTC and A/V industry standards; WAN technologies as they apply to VTC operations; Developing and implementing communication tools for use between remote sites; Microsoft Office (Word, Power Point, Excel, Access, and Outlook); PC operations and technology; Employee management and supervisory skills; TANDBERG Certified Technical Expert required.

#### VTC Technician

The VCT Technician shall have two years experience in each of the following: VTC and A/V equipment operation from multiple manufactures; VTC and A/V industry standards; WAN technologies, as they apply to VTC operations; Microsoft Office (Word, Power Point, Excel, Access, and Outlook); PC operations and technology; TANDBERG Certified Technical Associate required.

#### Continuity of Operation Plan (COOP) Facilitator

The COOP Facilitator shall have a bachelor's degree in computer science, information technology, electrical engineering, communications systems management or an equivalent technical degree from an accredited college. Support operation of computer equipment in COOP; maintain supplies. Knowledgeable in TACLANE support and able to fulfill COMSEC requirements. Additional required technical certifications to include Microsoft Certified Technology Specialist, or above.

#### Technical Writer

The Technical Writer shall have a bachelor's degree in English or Communications. Four years relevant experience. The ability to document technical programs, plans, designs, operations and procedures.

#### CAD Operator

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The CAD Operator shall have three years experience in creating and producing automated drawing documentation of engineering plans and schematics, signal flow diagrams and electrical facilities for local area networks, computer systems and grounding systems. Requirements include understanding of subject systems performance characteristics, design limitations and specifications. Proficient in AutoCad. Experienced in reading blueprints and wiring schematics, and in operating scanners, printers, plotters, and drawing reproduction equipment.

#### Program Analyst

The Program Analyst shall have five years of IT financial and facility management support experience and a working knowledge of management support for classified high performance computing systems and facilities. Shall have a working knowledge of DoD and DoN personnel, physical, and information security policy and requirements.

#### Administrative Support

Administrative Support shall have high school diploma and three years experience providing administrative support to an engineering organization responsible for Information Technology. This includes word processing, filing, tracking man-hours/time, preparing correspondence reports/forms and presentations, arranging travel, scheduling meetings and teleconferencing services. Proficient in Microsoft Word, Excel, and PowerPoint. Desired ability includes use of Defense Travel System (DTS), Standard Labor Data Collection and Distribution System (SLDCADA), and Industrial Logistics Support Management Information System (ILSMIS).

#### Data Analyst

The Data Analyst shall have two years or more college experience. Demonstrated ability in analyzing large data sets and producing reports. Experience in hardware/software procurement and inventory control. Expertise in Microsoft Excel and Microsoft Access, with a working knowledge of Microsoft Visual Basic and/or Microsoft .NET. Knowledge of Oracle 10g or later data base structures.

#### Senior Customer Service Representative

The Senior Customer Service Representative shall have two years or more college experience preferred. Roles and responsibilities similar to Activity Customer Technical Representative (ACTR) supporting NMCI/NGEN contract, including:

- Document and track seat order and delivery status
- Promulgates changes and information to users regarding the NMCI contract
- Validate delivery order versus order CLINs
- Customer Support
- Validate personnel profile in NET
- Familiar with NMCI contract
- Financial reporting to divisional management
- Oversee Move/Add/Change(MAC) process

This individual shall also have the ability to professionally interface with NMCI personnel (Site Manager, MCI Base Operations) on deployment and support issues. Expertise in NMCI policies and managing NMCI data. Experience with Navy web (Navy Enterprise Tool) and database tools (MS Excel) to manage NMCI data. Shall have acceptable writing skills to develop documentation and procedures. The Senior Customer Service Representative shall have acceptable customer service skills as well as oral and written communication skills.

#### Customer Service Representative

The Customer Service Representative shall have two years or more college experience. Ability to understand NMCI contract and provide support to Activity Customer Technical Representatives (ACTRs). Provide customer support on NMCI policies and issues. Ability to manage NMCI data using Navy web and database tools. Expertise in Microsoft Excel. The Customer Service Representative shall have acceptable customer service skills as well as

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oral and written communication skills.

#### **HQ C-2-0065 SOFTWARE DEVELOPMENT REQUIREMENTS (NAVSEA)**

(a) The contractor shall define a general Software Development Plan (SDP) appropriate for the computer software effort to be performed under this contract. The SDP shall, at a minimum:

- (1) Define the contractor's proposed life cycle model and the processes used as a part of that model. In this context, the term "life cycle model" is as defined in IEEE/EIA Std. 12207.0;
  - (2) Contain the information defined by IEEE/EIA Std. 12207.1, section 5.2.1 (generic content) and the Plans and Procedures in Table 1 of IEEE/EIA Std. 12207.1. In all cases, the level of detail shall be sufficient to define all software development processes, activities, and tasks to be conducted;
  - (3) Identify the specific standards, methods, tools, actions, strategies, and responsibilities associated with development and qualification;
  - (4) Document all processes applicable to the system to be acquired, including the Primary, Supporting, and Organizational life cycle processes as defined by IEEE/EIA Std. 12207 as appropriate. Such processes shall be equivalent to those articulated by CMMI®;
  - (5) Include the content defined by all information items listed in Table 1 of IEEE/EIA Std. 12207.1, as appropriate for the system and be consistent with the processes proposed by the developers;
  - (6) Adhere to the characteristics defined in section 4.2.3 of IEEE/EIA Std. 12207, as appropriate;
  - (7) Describe the overall life cycle and include primary, supporting, and organizational processes based on the work content of this contract;
  - (8) Be in accordance with the framework defined in IEEE/EIA Std. 12207.0, including, but not limited to, defining the processes, the activities to be performed as a part of the processes, the tasks which support the activities, and the techniques and tools to be used to perform the tasks;
  - (9) Contain a level of information sufficient to allow the use of the SDP as the full guidance for the developers. In accordance with section 6.5.3a of IEEE/EIA Std. 12207.1, such information shall at a minimum contain, specific standards, methods, tools, actions, reuse strategy, and responsibility associated with the development and qualification of all requirements, including safety and security.
- (b) The SDP shall be delivered to the Government for concurrence under CDRL and shall not vary significantly from that proposed to the Government for evaluation for award. The contractor shall follow the Government concurred with SDP for all computer software to be developed or maintained under this effort. Any changes, modifications, additions or substitutions to the SDP also require prior Government concurrence.

#### **CAR-C02 ON-SITE ENVIRONMENTAL AWARENESS (AUG 2009)**

(a) The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

(b) The contractor shall ensure that each contractor employee reads the document entitled, "Carderock Division Environmental Policy and Commitment" within 30 days of commencing performance at NSWCCD-SSES. This document is available at

[https://crlwebappdev.dt.navy.mil/intranet/documents/policy/Environmental Policy.pdf](https://crlwebappdev.dt.navy.mil/intranet/documents/policy/Environmental%20Policy.pdf)

(c) The contractor shall ensure that each contractor employee who will be resident at NSWCCD-SSES completes the Environmental Management System (EMS) Awareness training within 30 days of commencing performance at NSWCCD-SSES. This document is available at

[https://crlwebappdev.dt.navy.mil/intranet/esh/documents/Contractor EMS Awareness Training.doc](https://crlwebappdev.dt.navy.mil/intranet/esh/documents/Contractor%20EMS%20Awareness%20Training.doc)

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### **CAR-C03 ON-SITE SAFETY AWARENESS (AUG 2009)**

(a) The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

(b) The contractor shall ensure that each contractor employee reads the document entitled, "Carderock Division Occupational Safety and Health Policy Statement" within 30 days of commencing performance at NSWCCD-SSES. This document is available at: <https://crbewebappdev.dt.navy.mil/intranet/documents/policy/OccupationalSafety.pdf>

(c) The contractor shall ensure that each contractor employee who will be resident at NSWCCD-SSES completes the Voluntary Protection Program (VPP) Awareness Training within 30 days of commencing performance at NSWCCD-SSES. This document is available at: [https://crbewebappdev.dt.navy.mil/intranet/esh/documents/VPP Awareness Training for Contractors.doc](https://crbewebappdev.dt.navy.mil/intranet/esh/documents/VPP%20Awareness%20Training%20for%20Contractors.doc)

(e) The contractor shall submit their OSHA 300 Logs (injury/illness rates) within 30 days of commencing performance at NSWCCD-SSES for review by the Safety Office (Code 022). If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment will be performed by Code 022 to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional PPE or training will be required.

(f) The contractor shall post their OSHA 300 Logs in a conspicuous place where employee notices are customarily posted immediately upon commencing performance at NSWCCD-SSES.

(g) Applicable contractors shall submit Total Case Incident Rate (TCIR) and Days Away, Restricted and Transfer (DART) rates for the past three years within 30 days of commencing performance at NSWCCD-SSES for review by the Safety Office (Code 022). A contractor meets the definition of applicable if its employees worked 1,000 hours or more in any calendar quarter on site and were not directly supervised in day-to-day activities by the command.

(h) The contractor shall report all work-related injuries/illnesses that occurred while working at NSWCCD-SSES to the Safety Office (Code 022).

(i) The contractor shall ensure that all contractor work at NSWCCD-SSES is in accordance with the Occupational Safety and Health (OSH) Program Manual (NAVSSESINST 5100.14). The OSH Program Manual is available at: <https://crbewebappdev.dt.navy.mil/intranet/instr/s5100-14g.htm>

### **CONTRACTOR PERSONNEL IDENTIFICATION**

In the performance of this contract, contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and formal and informal written correspondence, including email correspondence.

Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

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The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil> <<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> <<https://doncmra.nmci.navy.mil>> .

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## SECTION F DELIVERABLES OR PERFORMANCE

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

1000	2/2/2009 - 2/1/2014
3000	2/2/2009 - 2/1/2014
4000	2/23/2011 - 2/22/2012
4100	2/23/2012 - 6/30/2013
4200	2/23/2013 - 1/30/2015
4300	2/22/2014 - 4/13/2015
4400	4/14/2015 - 12/16/2016
4500	4/14/2015 - 11/22/2016
6000	2/23/2011 - 2/22/2012
6100	2/23/2012 - 6/30/2013
6200	2/23/2013 - 1/30/2015
6300	2/23/2014 - 4/13/2015
6400	4/14/2015 - 12/16/2016
6500	4/14/2015 - 11/22/2016

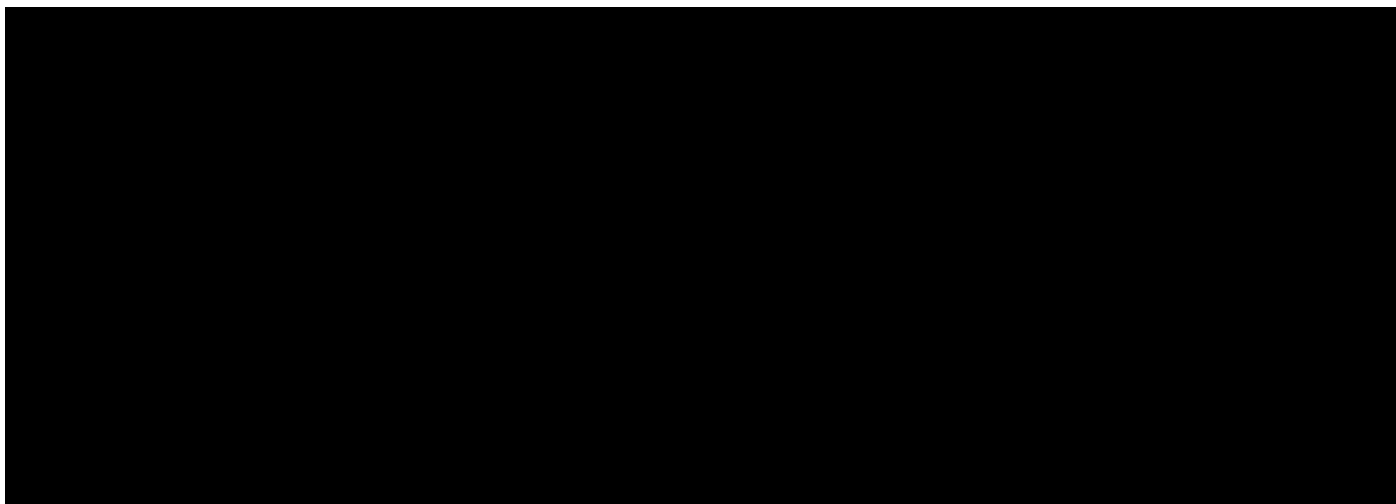
### CLIN - DELIVERIES OR PERFORMANCE

#### 52.211-8 TIME OF DELIVERY (JUN 1997)

(a) The Government requires delivery to be made according to the following schedule:

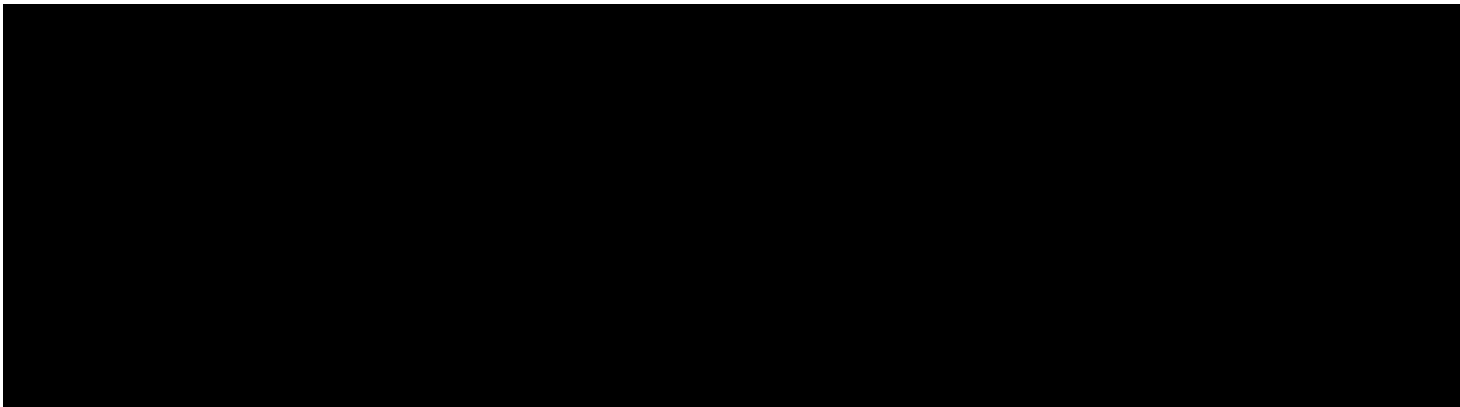
ITEM NO.	QUANTITY	WITHIN DAYS AFTER DATE OF TASK ORDER
1000 and 3000	All	Five (5) years thereafter

(End of clause)





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**HQ G-2-0007 INVOICE INSTRUCTIONS (NAVSEA) (JAN 2008)**

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

Type of Document (*contracting officer check all that apply*)

- Invoice (FFP Supply & Service)
- Invoice and Receiving Report Combo (FFP Supply)
- Invoice as 2-in-1 (FFP Service Only)
- Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)
- Receiving Report (FFP, DD250 Only)

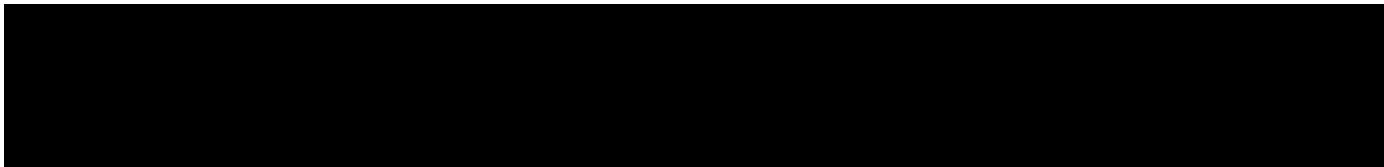
DODAAC Codes and Inspection and Acceptance Locations (*contracting officer complete appropriate information as applicable*)

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Admin DODAAC	<u>S3915A</u>
Pay Office DODAAC	<u>HQ0037</u>
Inspector DODAAC	<u>N/A</u>
Service Acceptor DODAAC	<u>N/A</u>
Service Approver DODAAC	<u>N00167</u>
Ship To DODAAC	<u>See Section F</u>
DCAA Auditor DODAAC	<u>HAA721</u>
LPO DODAAC	<u>N/A</u>
Inspection Location	<u>See Section E</u>
Acceptance Location	<u>See Section E</u>

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on "Send More Email Notification" and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.



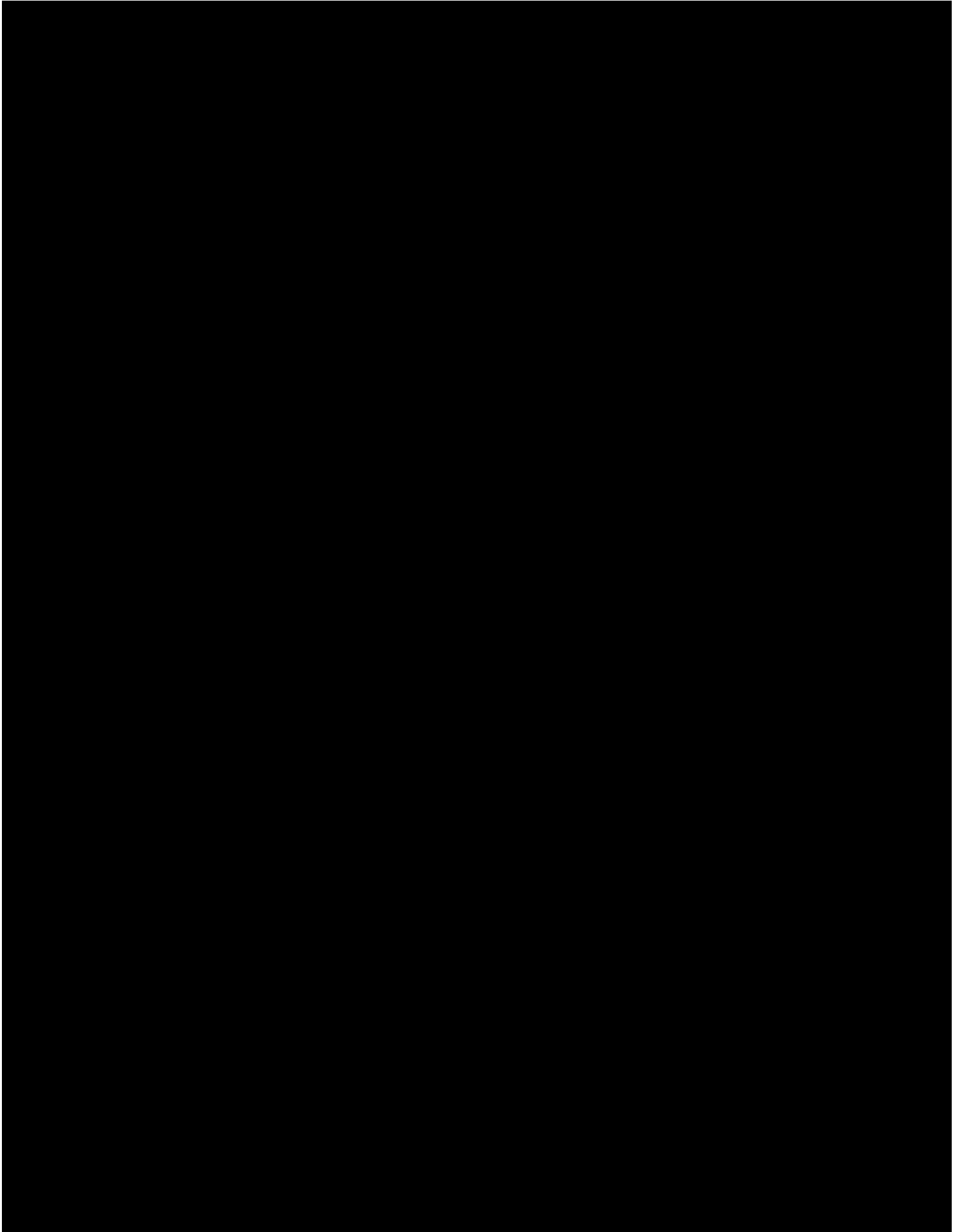
(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) The WAWF system has not yet been implemented on some Navy programs; therefore, upon written concurrence from the cognizant Procuring Contracting Officer, the Contractor is authorized to use DFAS's WInS for electronic end to end invoicing until the functionality of WInS has been incorporated into WAWF.

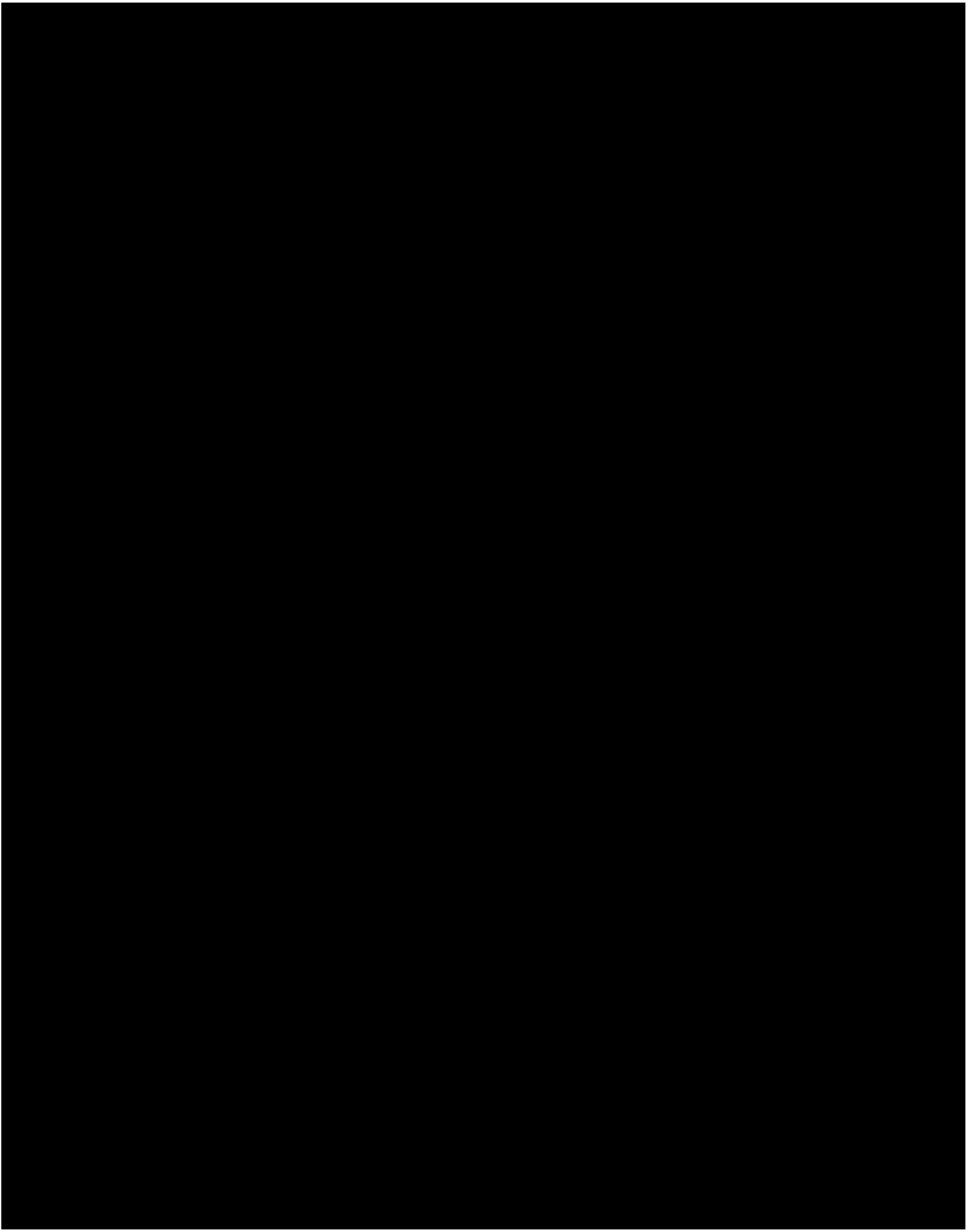
(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NSWCCD WAWF point of contact at (301) 227-5419.

(End of Clause)

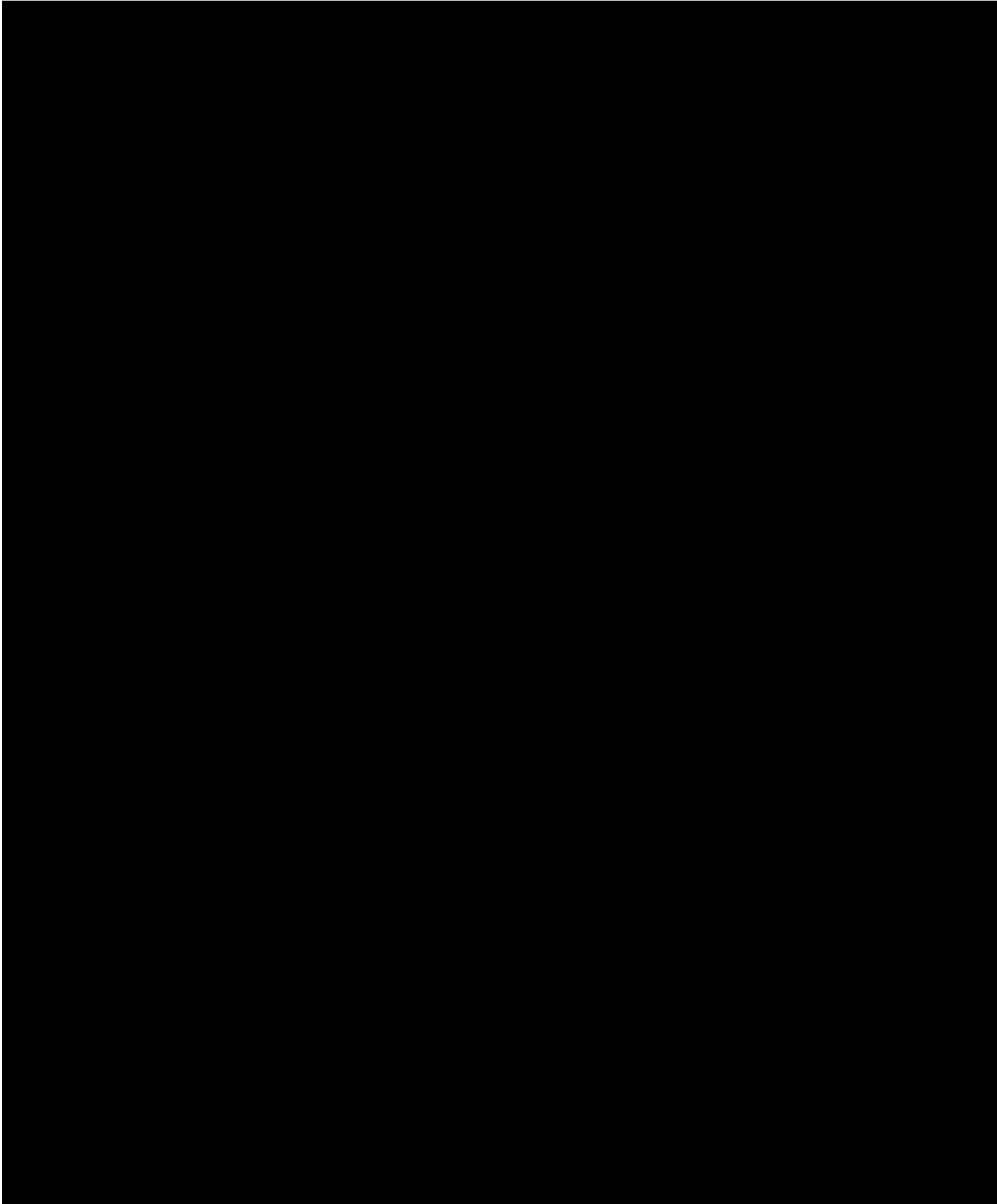
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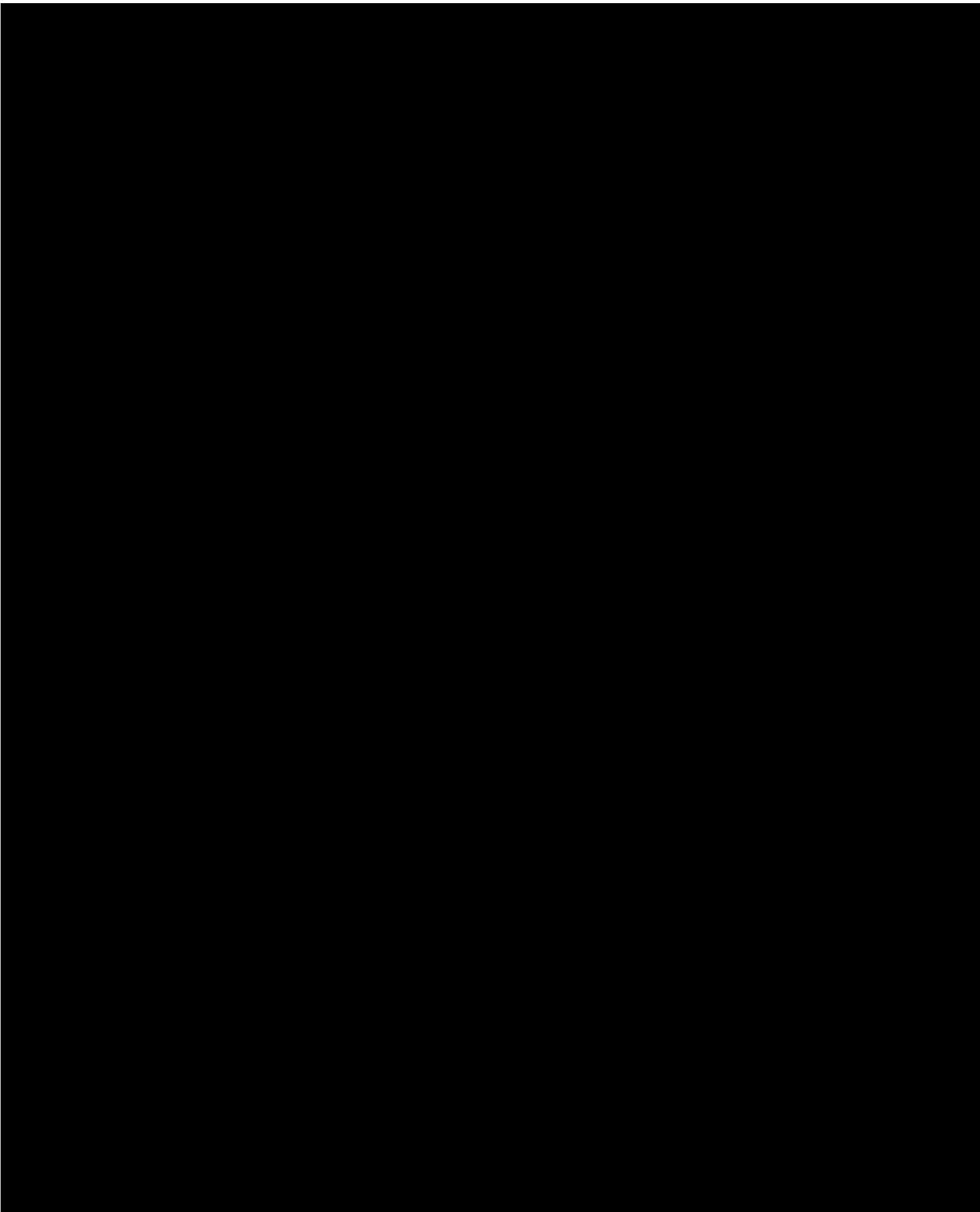
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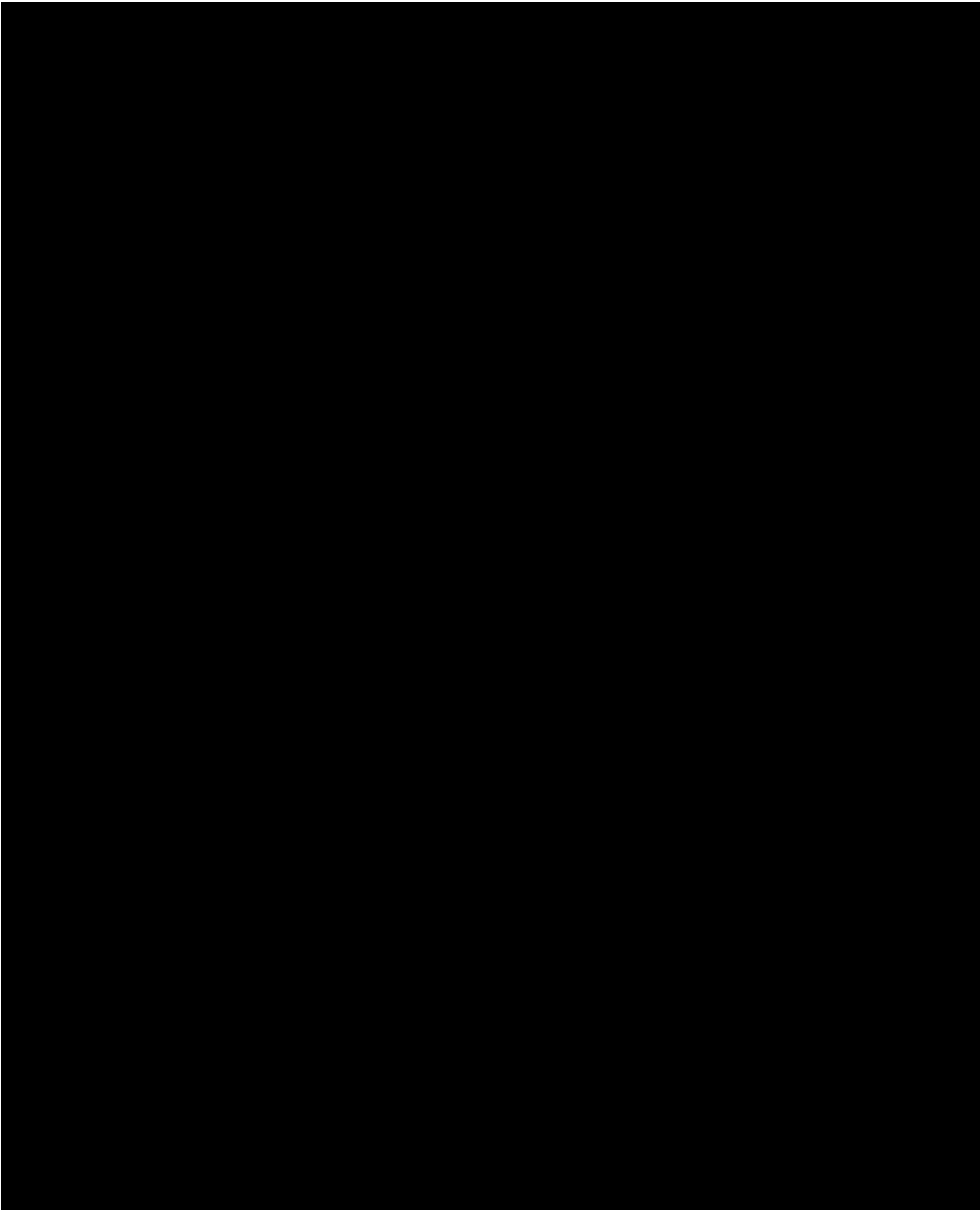
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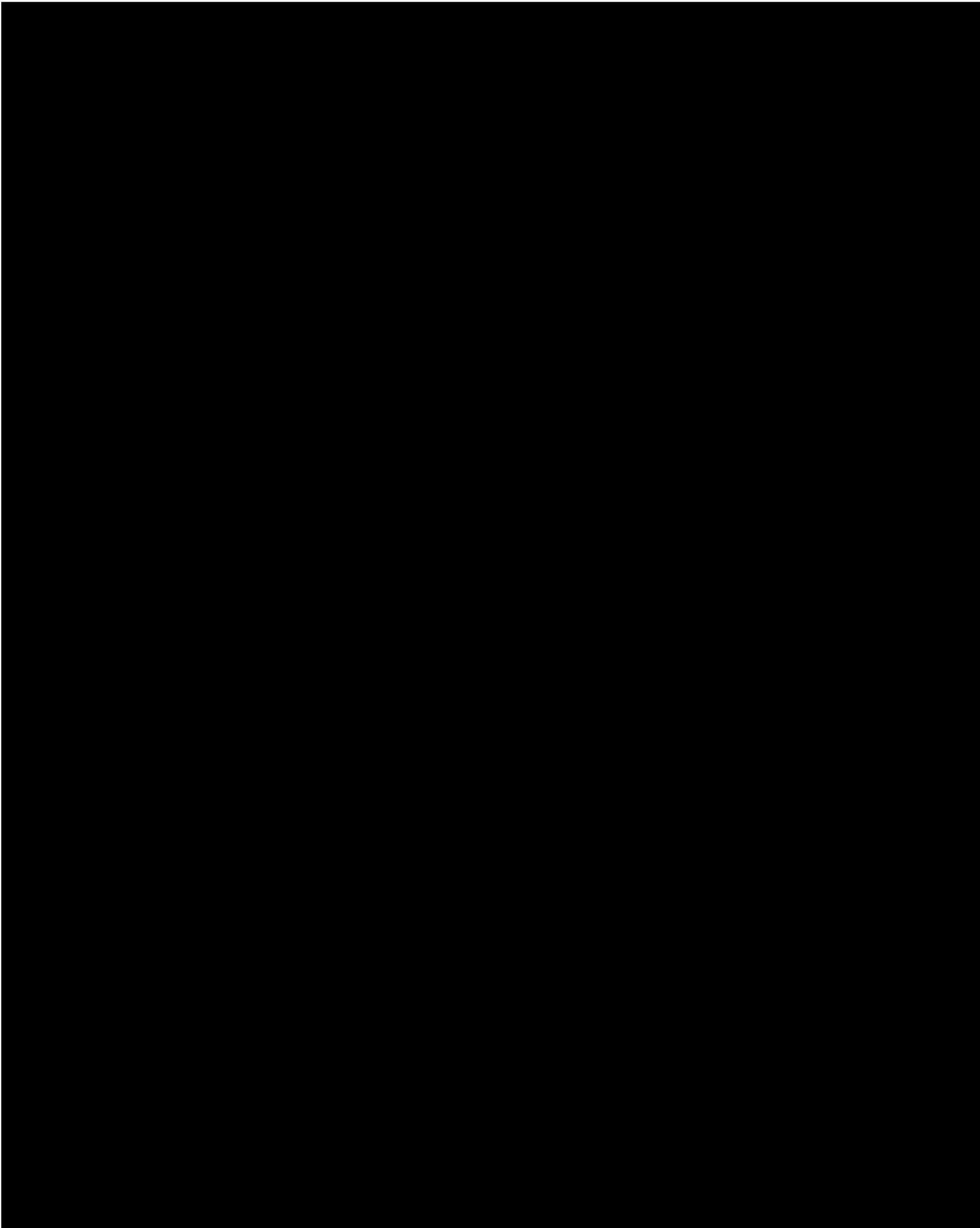
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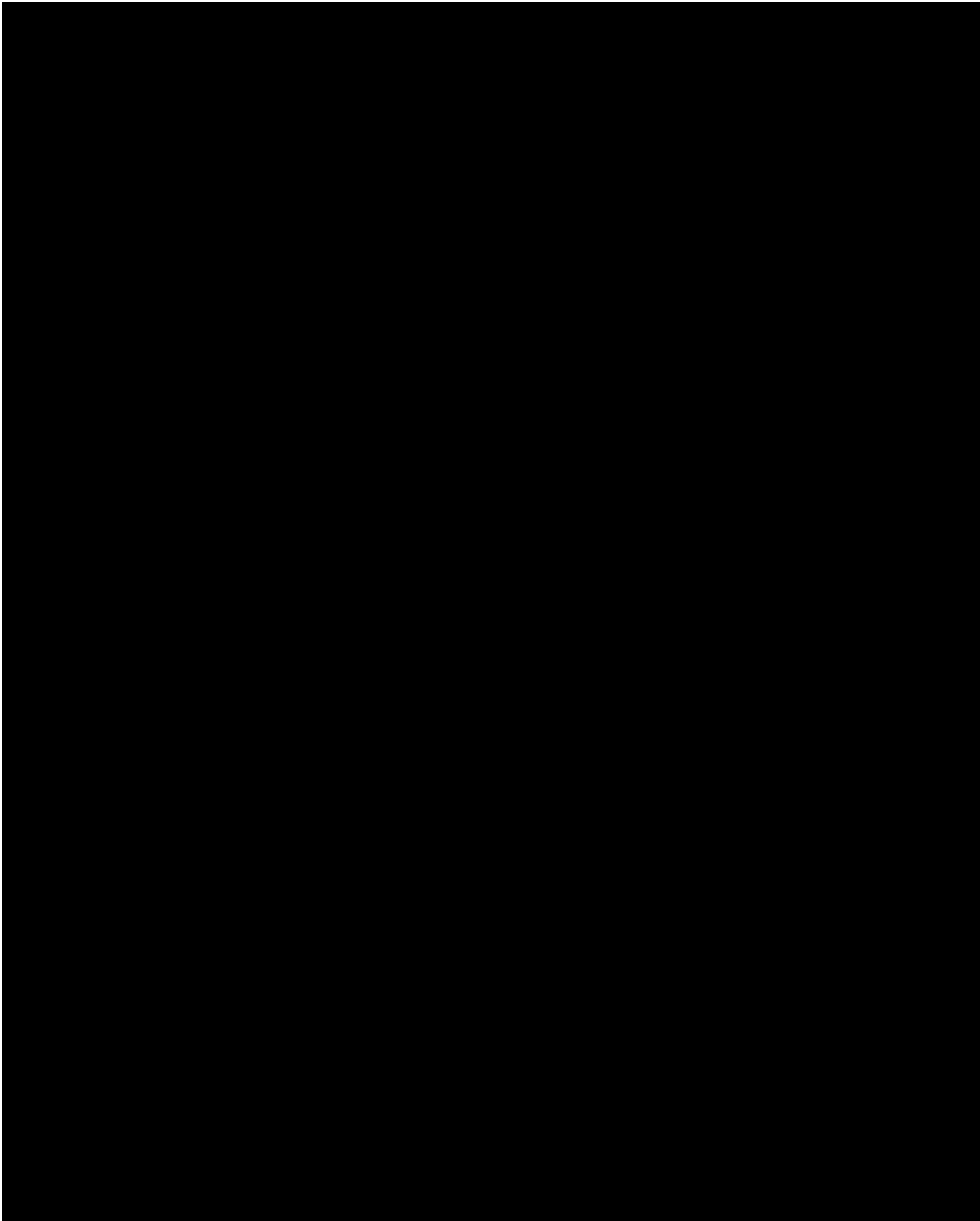


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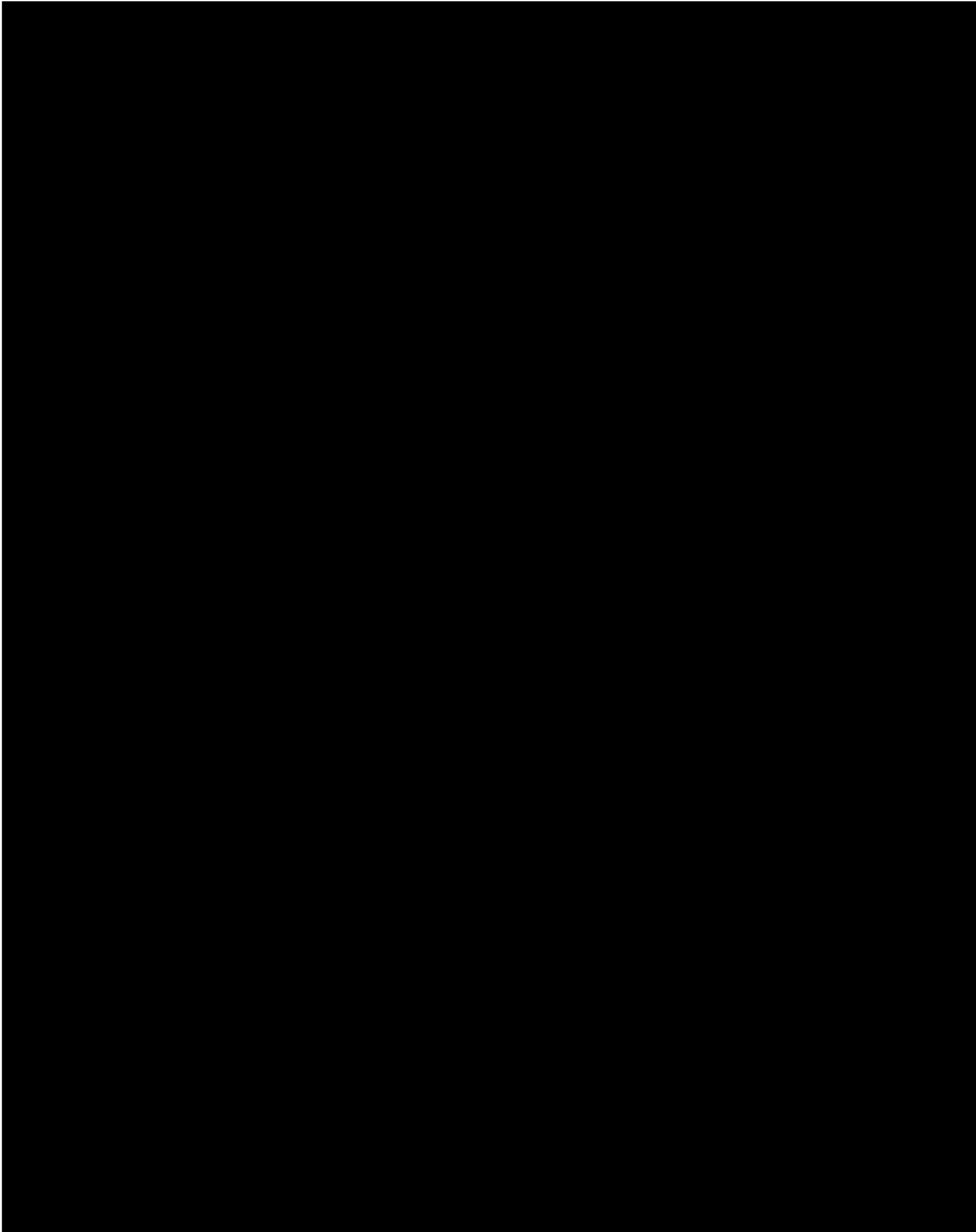




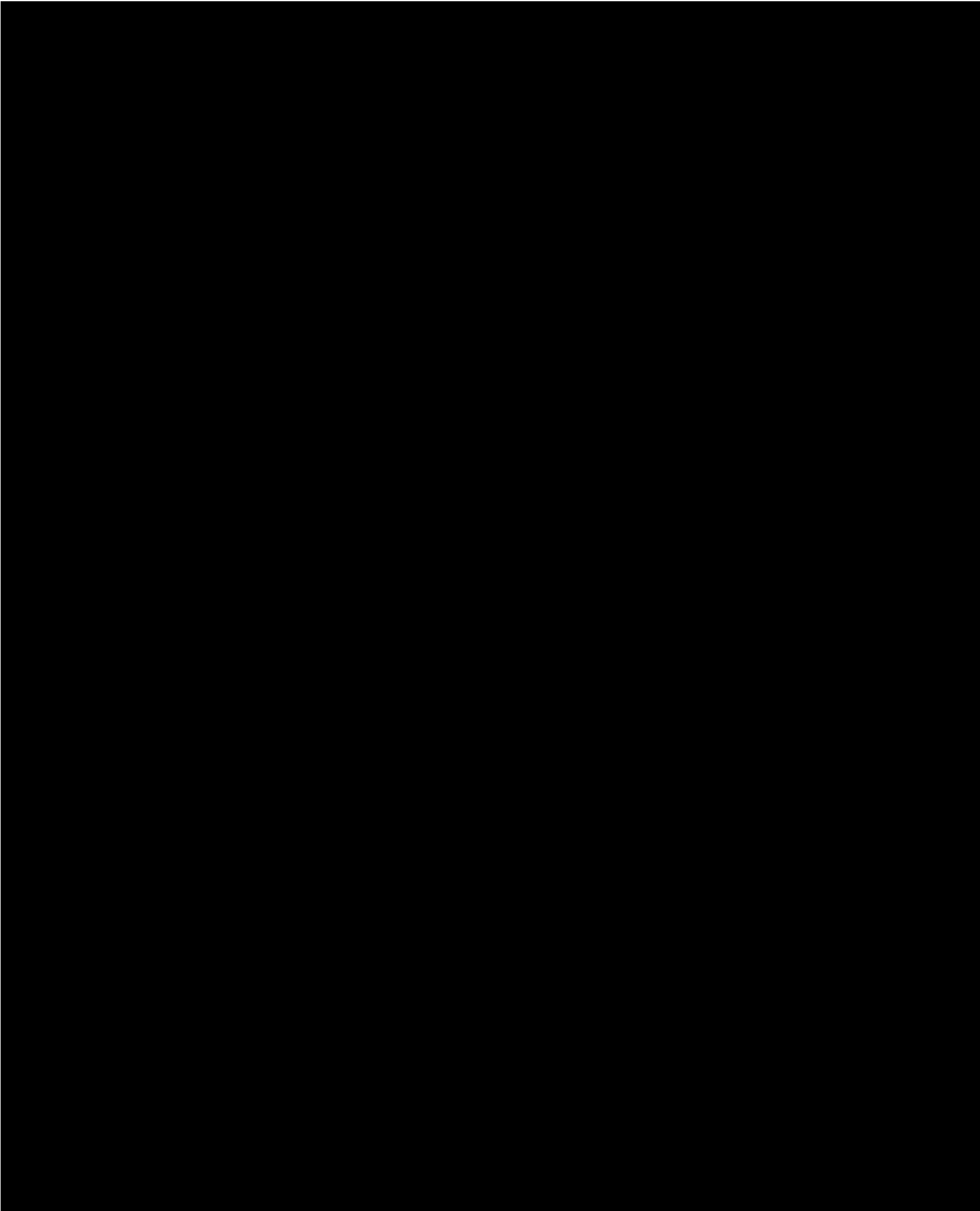
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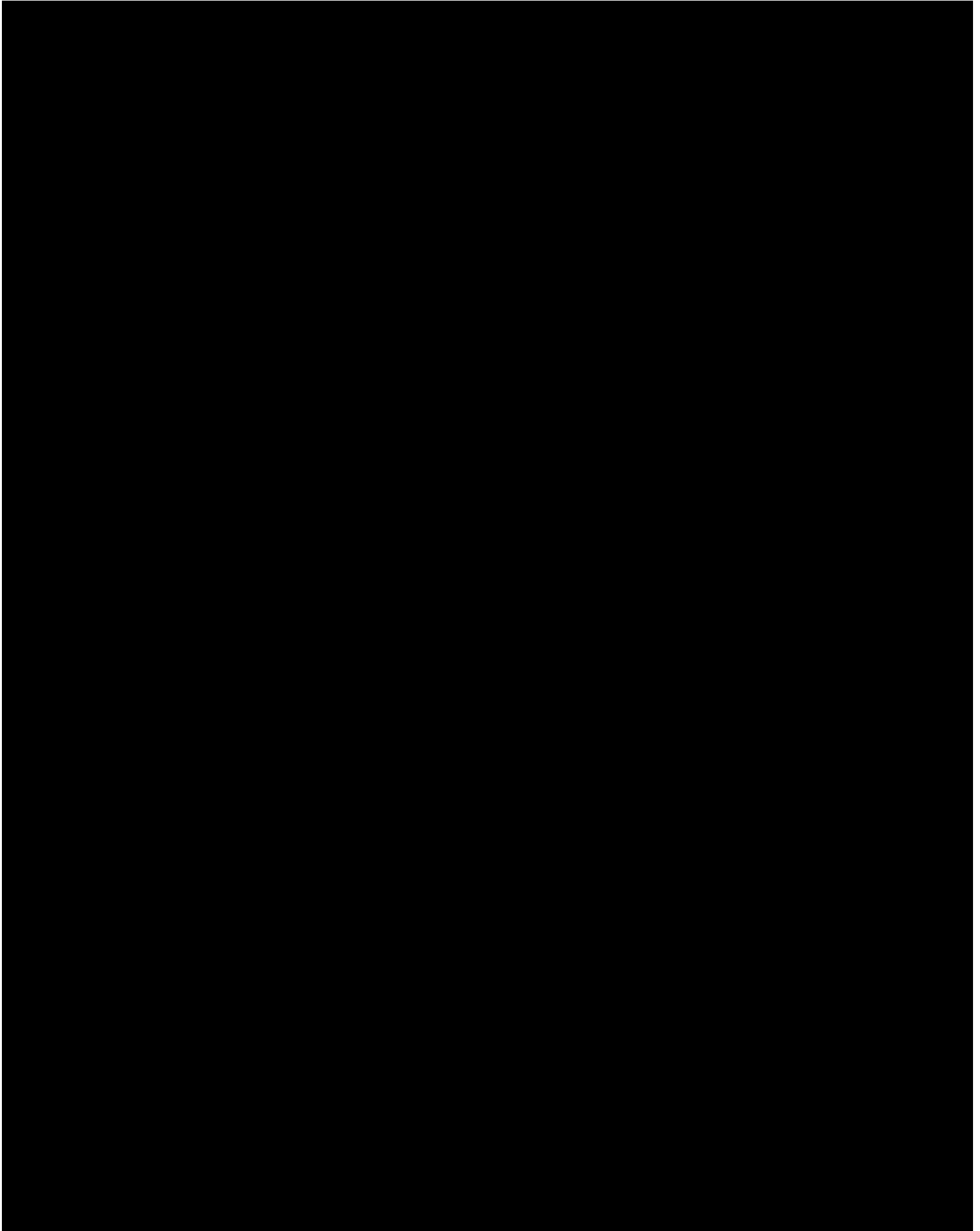
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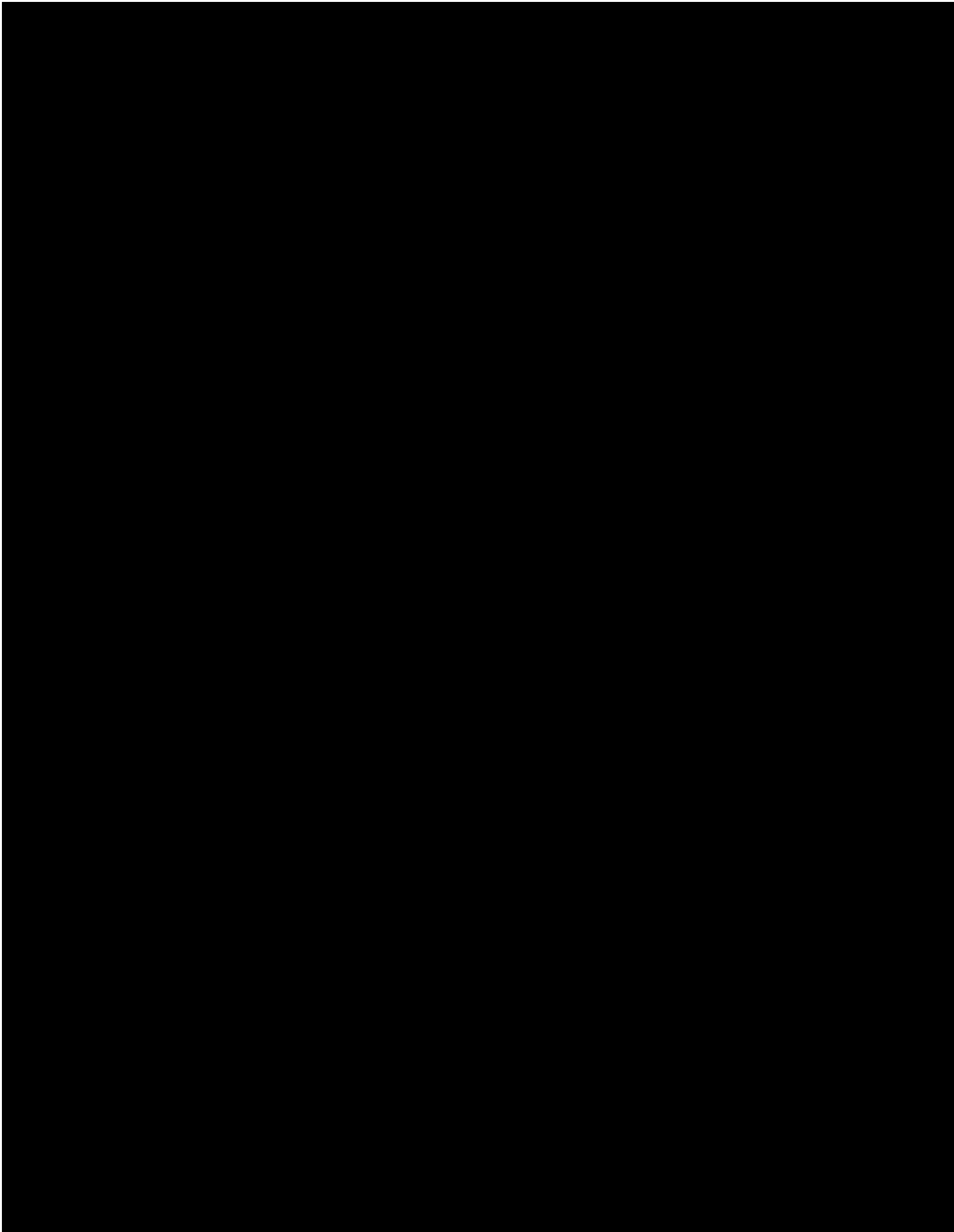
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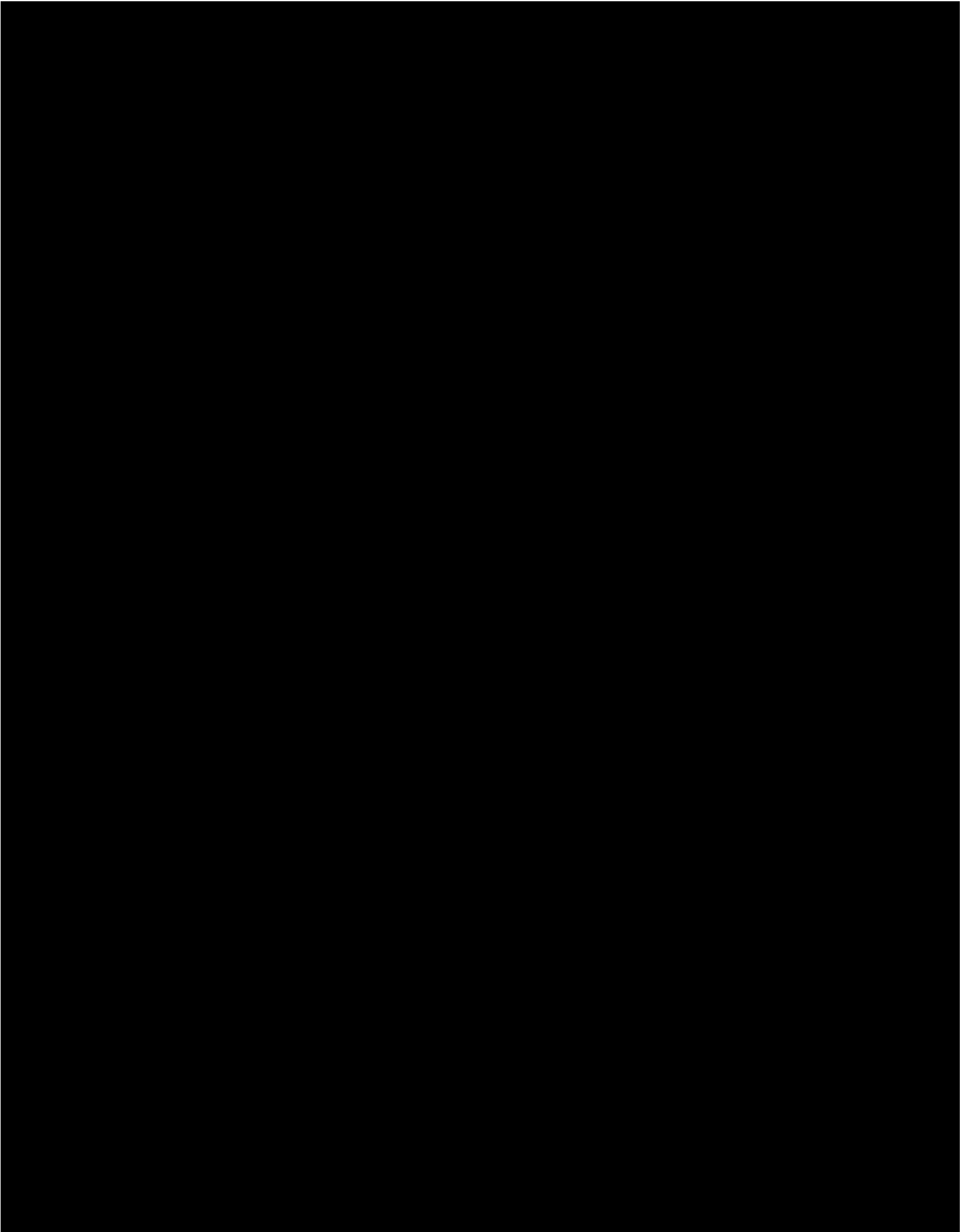
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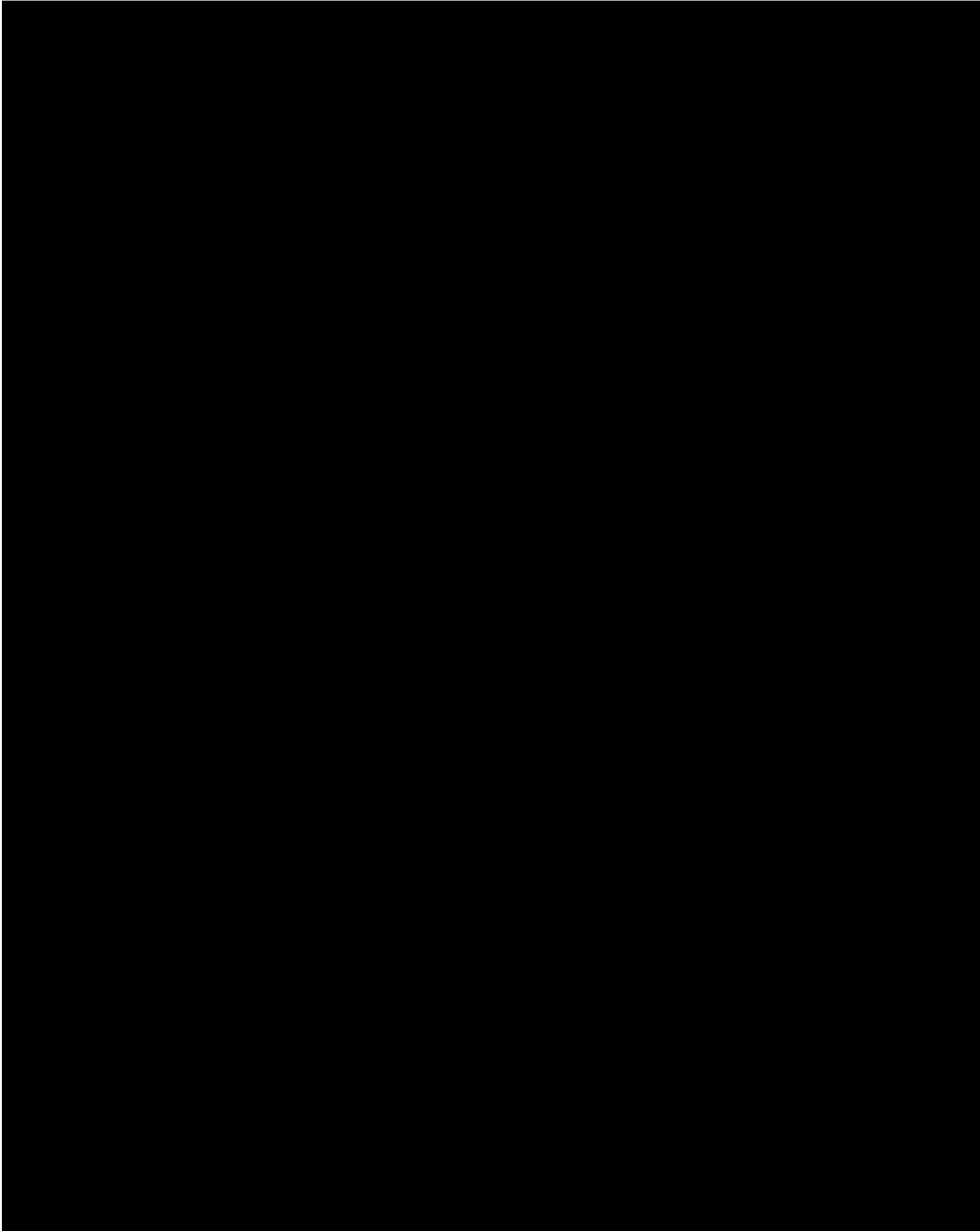
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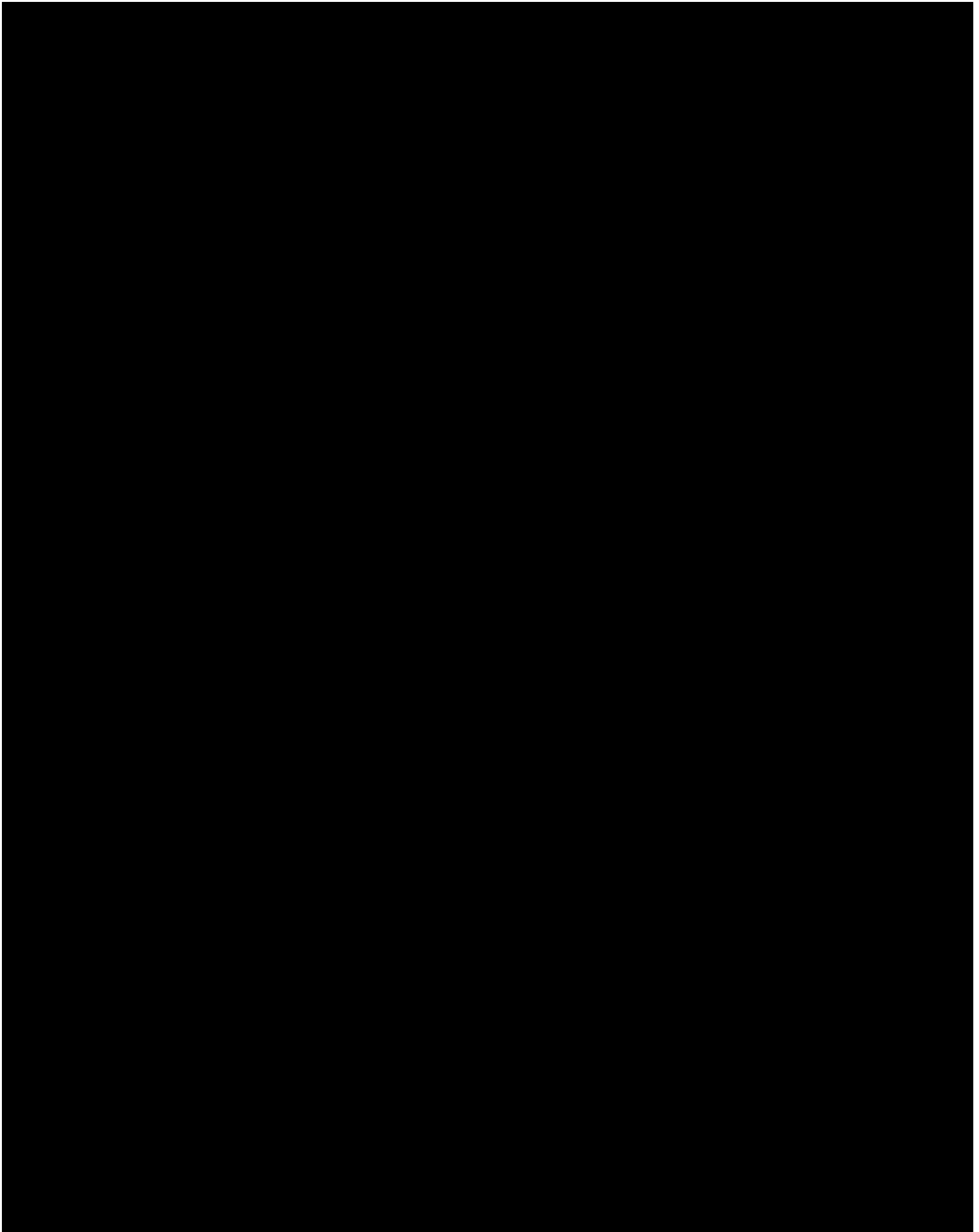
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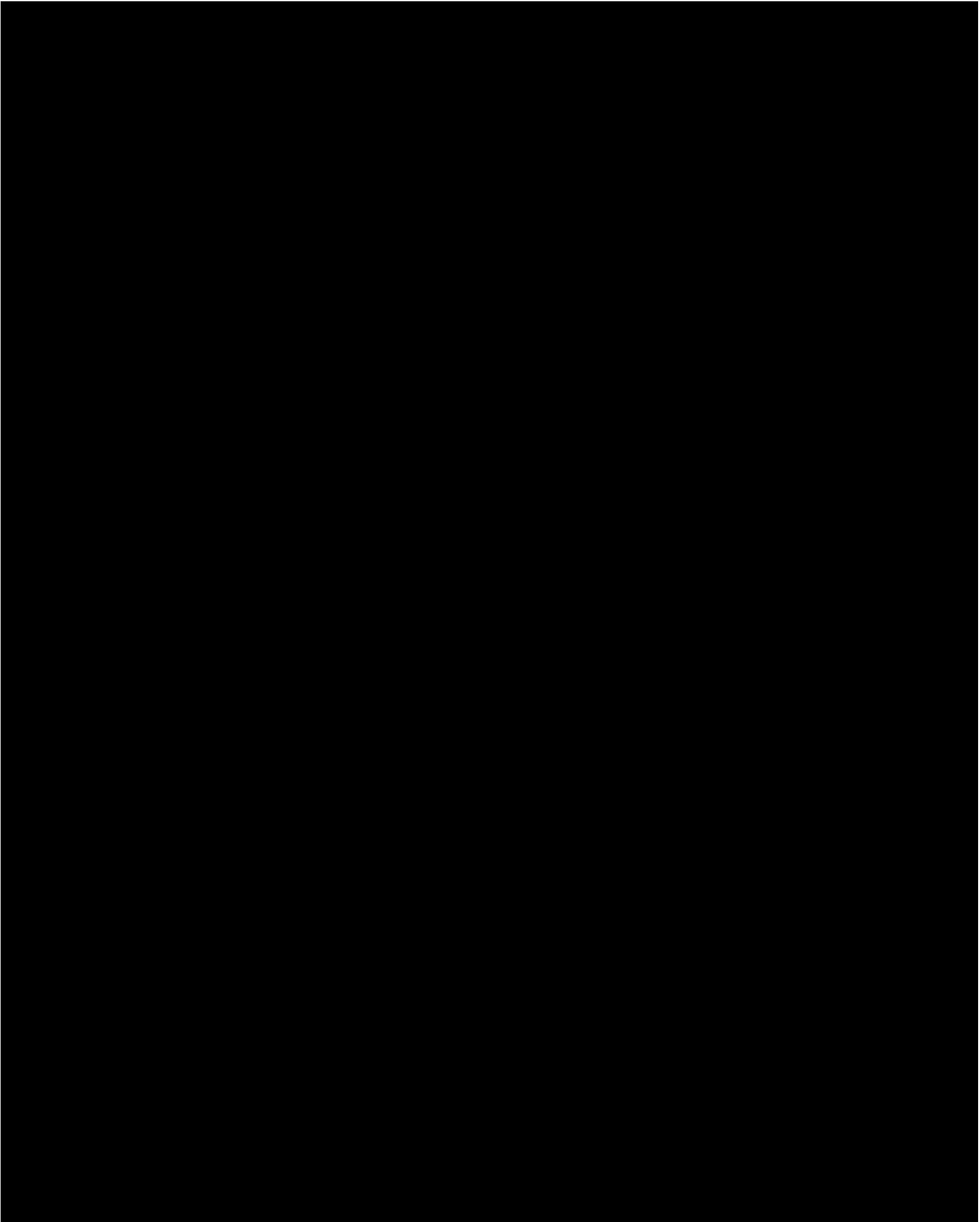


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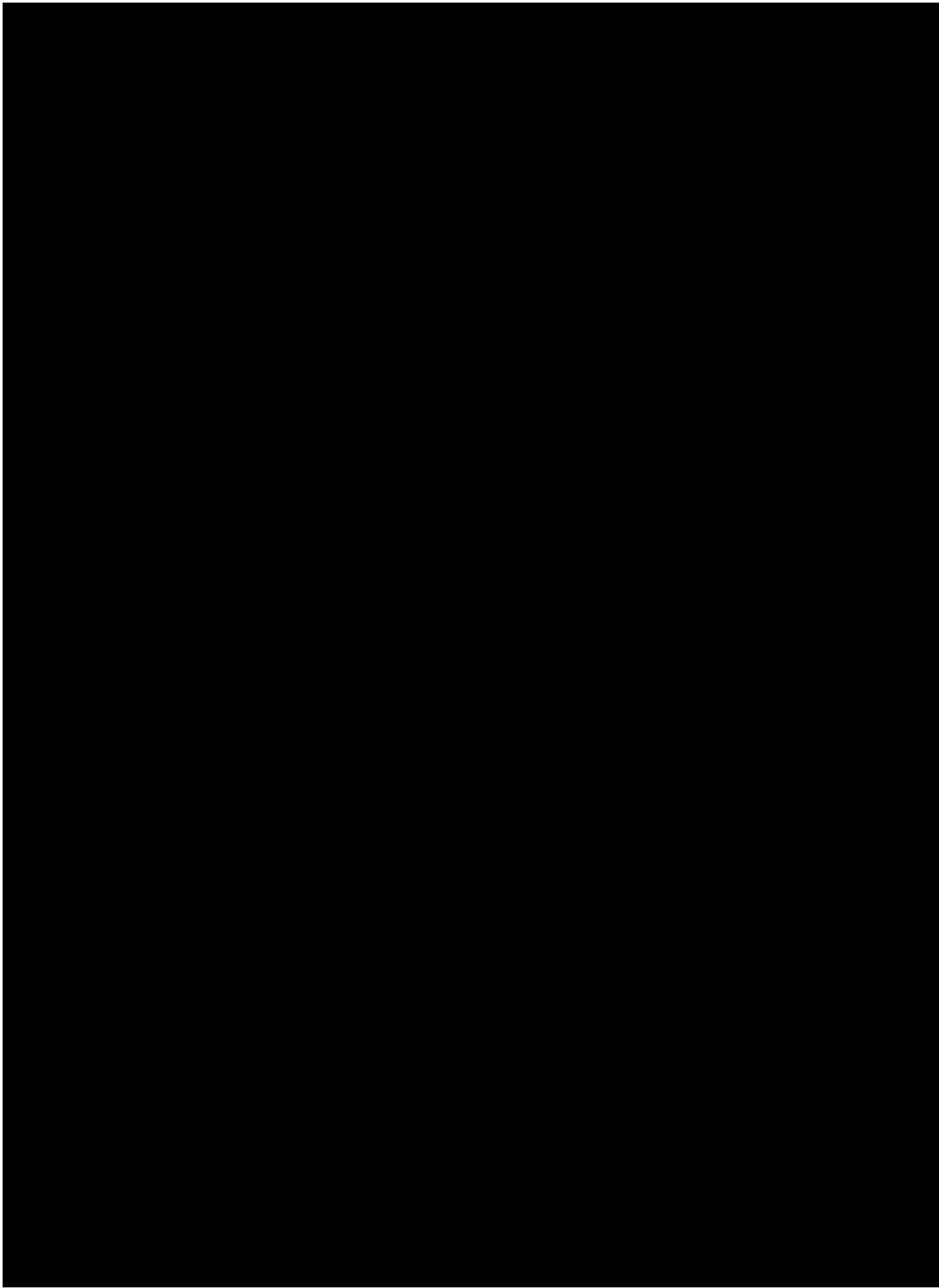




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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### **5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)**

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

**(End of Text)**

CAR-H09 Performance-Based Acquisition Evaluation Procedures for a SeaPort e Task Order (MAR 2006) (NSWCCD)

(a) Introduction: The contractor's performance on this task order will be evaluated by the Government, in accordance with this task order clause. The first evaluation will cover the period ending twelve months after the date of task order award with successive evaluations being performed for each twelve-month period thereafter until the contractor completes performance under the task order. Based on the evaluation results, the PCO will assign an overall performance rating in accordance with paragraph (b) of this clause. The purpose of the evaluation is to determine remedies that may be invoked due to "Unsatisfactory" performance. If the PCO assigns an "Unsatisfactory" performance rating for the period evaluated, the PCO may take unilateral action, in accordance with clause 52.246-5 entitled "Inspection of Services-Cost Reimbursement", dated Apr 1984, in Section E of the base contract, to provide for a fee reduction covering the performance period evaluated. This clause provides the basis for evaluation of the contractor's performance and for determining if the fee amount should be reduced due to "Unsatisfactory" performance.

(b) Performance Ratings: The Government will evaluate the contractor's performance of the Statement of Work under the task order for each twelve month period of performance, using the measurable performance standards set forth in the Performance Requirements Summary Table in the SOW, or elsewhere in the task order, and the PCO

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will assign one of the following ratings:

- (1) Excellent
- (2) Very Good
- (3) Satisfactory
- (4) Unsatisfactory

The standards associated with these ratings are given in the following Table 1.

Table 1: Overall Performance Ratings

For The Evaluation Period

Overall Performance Rating	Standard
Excellent	“Excellent” ratings for all performance evaluation criteria.
Very Good	A combination of “Excellent” and “Satisfactory” ratings determined by the PCO to exceed Satisfactory” overall.
Satisfactory	A minimum of “Satisfactory” ratings for all performance evaluation criteria.
Unsatisfactory	A rating of “Unsatisfactory” for one or more performance evaluation criteria.

(c) Evaluation Objective: The purpose of the evaluation and the inclusion of a remedy to the Government for unsatisfactory contractor performance under this task order is to ensure that the Government receives at least “Satisfactory” overall performance.

(d) Performance Evaluation Criteria: The contractor’s performance will be evaluated on an annual basis using the criteria and standards provided for each task objective in the Performance Requirements Summary Table, and considering the criterion in Tables 2 through 4 of this task order clause.

(e) Organization: The performance evaluation organization consists of the Procuring Contracting Officer (PCO), who will serve as the Evaluation Official, and the Task Order Manager (ToM).

(1) ToM: The ToM will provide ongoing performance monitoring, evaluate task performance based on the task order Performance Requirements Summary, prepare the evaluation report, including a recommended overall performance rating, and submit the report to the PCO for final decision within thirty days after the end of the evaluation period. The ToM will maintain the written records of the contractor’s performance so that a fair and accurate evaluation is made.

(2) Procuring Contracting Officer (PCO): The PCO is responsible for properly administering the performance evaluation process, maintaining the official performance evaluation file, and making the decision about the overall performance rating and whether to reduce the fee if performance is rated as unsatisfactory.

(f) Evaluation Schedule: Each performance evaluation will cover the previous twelve months of performance. The Government will evaluate all work under the task order performed by the contractor during the twelve-month period. Following each evaluation period, the PCO (or Contract Specialist if so designated by the PCO) and the ToM will hold a meeting with the contractor’s Senior Technical Representative to review performance under the task order during the previous twelve months, including overall trends, specific problem areas, if any, and their

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resolution. Other Government and contractor personnel may also participate as deemed appropriate.

(g) Contractor's Self-Evaluation: The contractor may also submit a Self-Evaluation Report for consideration. The report must include an overall performance rating for the task order, covering the evaluation period, and may include whatever information the contractor deems relevant to support that rating. The report shall not exceed two (2) pages in length.

(h) Performance Evaluation: The PCO will make the decision on the overall performance rating for the work performed under the task order within thirty days after receipt of the evaluation report from the ToM. The decision will be based upon the ToM's recommendations, the contractor's comments, including any Self-Evaluation Report, and any other information deemed relevant by the PCO. The PCO shall resolve disagreements between the ToM's recommendations and the contractor's comments/report regarding the evaluation. The PCO will provide a copy of the evaluation report, including the overall rating, to the contractor within five working days after completion of the evaluation.

(i) Contractor's Review of the Evaluation Report: Contractors shall be given a minimum of 15 calendar days to submit comments, rebut statements, or provide additional information. The PCO shall consider the contractor's submission and respond as appropriate. Although the PCO will consider the contractor's comments, rebuttals, or additional information, the PCO may, or may not, change the overall rating. The decision to change the rating based on contractor input at this stage is solely at the discretion of the PCO.

(j) This performance evaluation does not replace any other requirement for evaluating contractor performance that may be required by the base contract, such as a Contractor Performance Assessment Reporting System (CPARS) report, or a Task Order Performance Evaluation (TOPE).

TABLE 2: TASK PERFORMANCE EVALUATION CRITERIA AND STANDARDS

Criterion	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Task Performance	Work product fails to meet Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table (see SOW or elsewhere in the Task Order).	Work product routinely meets Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table (see SOW or elsewhere in the Task Order).	Work product frequently exceeds Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table (see SOW or elsewhere in the Task Order).
Staffing	Contractor provides marginally qualified or unqualified personnel. Lapses in coverage occur regularly.	Contractor provides qualified personnel. Lapses in coverage may occasionally occur and are managed per individual task order policy.	Contractor provides highly qualified personnel. Contractor reassigns personnel to ensure proper coverage. Actual lapses in coverage occur very rarely, if ever, and are managed per individual task order policy. Contractor ensures staff training remains current.
Timeliness	Contractor frequently misses deadlines, schedules, or is slow to respond to government requests or is non-responsive to government requests.	Contractor routinely meets deadlines, schedules, and responds quickly to government requests.	Contractor always meets deadlines, schedules, and responds immediately to government requests.

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Customer Satisfaction	Fails to meet customer expectations	Meets customer expectations.	Exceeds customer expectations.
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TABLE 3: CONTRACT MANAGEMENT PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Problem Resolution	Problems are unresolved, repetitive, or take excessive government effort to resolve.	Problems are resolved quickly with minimal government involvement.	Problems are non-existent or the contractor takes corrective action without government involvement.
Responsiveness	Contractor's management is unresponsive to government requests and concerns.	Contractor's management is responsive to government requests and concerns.	Contractor's management takes proactive approach in dealing with government representatives and anticipates Government concerns.
Communications	Contractor often fails to communicate with government in an effective and timely manner.	Contractor routinely communicates with government in an effective and timely manner.	Contractor takes a proactive approach such that communications are almost always clear, effective, and timely.

TABLE 4: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS

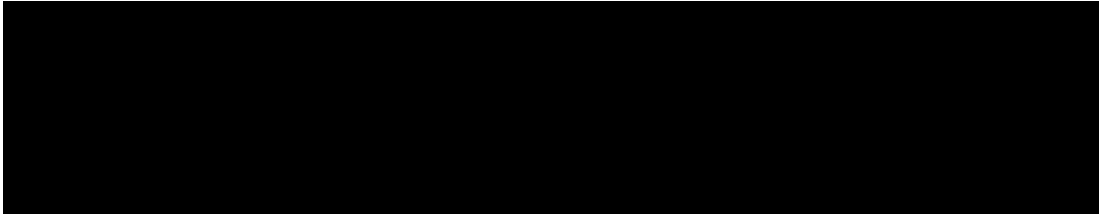
CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
CostManagement	Contractor routinely fails to complete the effort within the originally agreed to estimated cost, i.e. cost overruns frequently occur.	Contractor routinely completes the effort within the originally agreed to estimated cost. Contractor provides measures for controlling all costs at estimated costs. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.	Reductions in direct costs to the Government below contract estimated costs are noteworthy. Contractor provides detailed cost analysis and recommendations to Government for resolution of problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.
CostReporting	Reports are generally late, inaccurate incomplete or unclear.	Reports are timely, accurate, complete and clearly written. Problems and/or trends are addressed, and an analysis is also submitted.	Reports are clear, accurate, and pro-active. Problems and/or trends are addressed thoroughly, and the contractor's recommendations and/or corrective plans are implemented and effective.

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See Attachment CAR-H10 PERFORMANCE REQUIREMENTS SUMMARY TABLE

#### H-5 TASK ORDER PROCESS

J. Ombudsman Description. In accordance with FAR 16.505(a)(7), no protest under FAR Subpart 33.1 is authorized in connection with PCO decisions regarding fair opportunity or the issuance of a TO under this contract, except for a protest on the grounds that a TO increases the scope, period, or maximum value of the contract. The Local Warfare Center Site Deputy for Small Business has been designated as the NAVSEA and related Program Executive Offices Ombudsman for this contract. The NAVSEA Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the NAVSEA Ombudsman must be forwarded to:



#### 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 Task Order.

#### 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)

- (a) Definition. "Small business concern" as used in this clause, means a concern, including its affiliates, that 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.
- (b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected. (2) Any award resulting from this solicitation will be made to a small business concern.
- (c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

#### CAR H11 – CONTRACTOR PERSONNEL SECURITY REQUIREMENTS (JAN 2010)

- a. In accordance with SECNAV M-5510.30 Chapters 5 and 6, all Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site are designated Non-Critical Sensitive/IT-II positions, which require an open investigation or favorable adjudicated National Agency Check (NACLC) by the Industrial Security Clearance Office (DISCO). Investigations should be completed using the SF- 85 Form and the SF-87 finger print card. An interim clearance can be granted by the company Security Officer and recorded in the

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Joint Personnel Adjudication System (JPAS). An open investigation or favorable adjudication is required prior to issuance of a Common Access Card (CAC) card or a badge providing access to NSWCCD sites and buildings. If an unfavorable adjudication is determined by DISCO all access will terminated.

b. Within 30 days after contract award, the Contractor shall submit a list of all Contractor personnel, including subcontractor employees, who will have access to DON information systems and/or work on-site at one of the NSWCCD sites. The Contractor shall e-mail [acquisition\\_nswccd.fct@navy.mil](mailto:acquisition_nswccd.fct@navy.mil) to obtain the excel file that outlines the required format and content of the list. The Contractor will provide each employee's first name, last name, contract number, the NSWCCD technical code, work location, whether or not the employee has a CAC card and/or swipe card, the systems the employee can access (i.e., NMCI, RDT&E), and the name of the Contractor's local point of contact, phone number and email address. The excel file shall be submitted via email to [acquisition\\_nswccd.fct@navy.mil](mailto:acquisition_nswccd.fct@navy.mil) and the Contracting Officer's Representative (COR) or Task Order Manager (TOM). Throughout the period of performance of the contract, the Contractor shall immediately provide an updated spreadsheet to [acquisition\\_nswccd.fct@navy.mil](mailto:acquisition_nswccd.fct@navy.mil) and the COR/TOM when any Contractor personnel changes occur.



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## SECTION I CONTRACT CLAUSES

The Organizational Conflict of Interest provision of the base contract is hereby invoked for this task order.

The Clause 52.237-3, Continuity of Service, is hereby invoked for this task order.

### 52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$0 or the overtime premium is paid for work --

(End of Clause)

### ACCESS TO PRIVACY INFORMATION

Personnel on this contract may have access to privacy information. The contractor shall comply with 52.244-1 Privacy Act Notification and 52.224-2 Privacy Act.

#### 52.224-1 -- Privacy Act Notification.

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C.552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of Clause)

#### 52.224-2 -- Privacy Act.

(a) The Contractor agrees to --

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies --

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this subparagraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)

(1) "Operation of a system of records," as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) "Record," as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) "System of records on individuals," as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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CLAUSE 252.239-7001 - INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION  
(JAN 2008)

(a) 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—

(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

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

(b) Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

(End of clause)

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## **SECTION J LIST OF ATTACHMENTS**

Performance Requirement Summary Table

DD Form 254 - Security Requirements