

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**1. CONTRACT ID CODE  
UPAGE OF PAGES  
1 22. AMENDMENT/MODIFICATION NO.  
P000013. EFFECTIVE DATE  
03-Jul-20184. REQUISITION/PURCHASE REQ. NO.  
R5704618RCEX0195. PROJECT NO. (If applicable)  
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S0514A

NAVSUP FLC Norfolk, Code 200  
1968 Gilbert Street Ste 600  
Norfolk VA 23511-3392  
shawnta.wells@navy.mil 757-443-1419DCMA SAN DIEGO  
9174 Sky Park Court, Suite 100  
SAN DIEGO CA 92123-4353

SCD: C

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

R3 Strategic Support Group  
1050 B Avenue, Suite A  
Coronado CA 92118

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-11-D-6661 / N0018918F3011

10B. DATED (SEE ITEM 13)

09-Jun-2018

CAGE CODE  
4WRF7

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)

**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)  
PGI 213.302-3E. 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)

Andrew Bradley

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

Shawnta R Wells, Contracting Officer

15B. CONTRACTOR/OFFEROR

/s/Andrew Bradley

(Signature of person authorized to sign)

15C. DATE SIGNED

03-Jul-2018

16B. UNITED STATES OF AMERICA

BY /s/Shawnta R Wells

(Signature of Contracting Officer)

16C. DATE SIGNED

03-Jul-2018

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

## GENERAL INFORMATION

Accordingly, said Task Order is modified as follows:

I. The purpose of this modification is to de-obligate CLINs 8000 & 9000-9001 in the amount of [REDACTED] and to add funding in the amount of [REDACTED] to CLINs 8001 & 9002-9003.

II. All other contract terms and conditions remain unchanged.

A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8000	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]
8001	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]
9000	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]
9001	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]
9002	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]
9003	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8000	[REDACTED]	[REDACTED]	[REDACTED]
8001	[REDACTED]	[REDACTED]	[REDACTED]
9000	[REDACTED]	[REDACTED]	[REDACTED]
9001	[REDACTED]	[REDACTED]	[REDACTED]
9002	[REDACTED]	[REDACTED]	[REDACTED]
9003	[REDACTED]	[REDACTED]	[REDACTED]

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
8001		7/9/2018 - 7/8/2019
9002		7/9/2018 - 7/8/2019
9003		7/9/2018 - 7/8/2019

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 1 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

## 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	R699	Base Year Labor in accordance with the Performance Work Statement (O&MN,N) (O&MN,N)	6.0	MO	██████████	██████████
8001	R699	Base Year Labor in accordance with the Performance Work Statement (O&MN,N) (O&MN,N)	6.0	MO	██████████	██████████
8100	R699	Option Year 1 Labor in accordance with the Performance Work Statement (O&MN,N) Option	12.0	MO	██████████	██████████
8200	R699	Option Year 2 Labor in accordance with the Performance Work Statement (O&MN,N) Option	12.0	MO	██████████	██████████
8300	R699	Option Year 3 Labor in accordance with the Performance Work Statement (O&MN,N) Option	12.0	MO	██████████	██████████
8400	R699	Option Year 4 Labor in accordance with the Performance Work Statement (O&MN,N) Option	12.0	MO	██████████	██████████
8500	R699	FAR 52.217-8 Labor in accordance with the Performance Work Statement (O&MN,N) Option	6.0	MO	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R699	Base Year Travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Not to Exceed (NTE) ██████████ (O&MN,N)	1.0	LO	██████████
9001	R699	Base Year Other Direct Costs - Random Drug Testing. Not to Exceed (NTE) ██████ (O&MN,N)	1.0	LO	██████████
9002	R699	Base Year Travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Not to Exceed (NTE) ██████████ (O&MN,N)	1.0	LO	██████████
9003	R699	Base Year Other Direct Costs - Random Drug Testing. Not to Exceed (NTE) ██████ (O&MN,N)	1.0	LO	██████████
9100	R699	Option Year 1 Travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Not to Exceed (NTE) ██████████ (O&MN,N) Option	1.0	LO	██████████

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 2 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9101	R699	Option Year 1 Other Direct Costs - Random Drug Testing. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9200	R699	Option Year 2 Travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9201	R699	Option Year 2 Other Direct Costs - Random Drug Testing. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9300	R699	Option Year 3 Travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9301	R699	Option Year 3 Other Direct Costs - Random Drug Testing. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9400	R699	Option Year 4 Travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9401	R699	Option Year 4 Other Direct Costs - Random Drug Testing. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9500	R699	FAR 52.217-8 Travel: all travel must be in accordance with the Federal Travel Regulations and Performance Work Statement. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]
9501	R699	FAR 52.217-8 Other Direct Costs - Random Drug Testing. Not to Exceed (NTE) [REDACTED] (O&MN,N) Option	1.0	LO	[REDACTED]

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 3 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Explosive Ordnance Disposal Group ONE & TWO

#### Requirements Writer

#### 1. Background

Explosive Ordnance Disposal Group (EODGRU) ONE & TWO are Echelon IV commands under the Administrative Control (ADCON) of Commander, Navy Expeditionary Combat Command (NECC) and Navy Expeditionary Combat Command Pacific (NECCPAC), who serves as the Type Commander and Navy Expeditionary Combat Enterprise (NECE) lead. EODGRU's are responsible for organizing, manning, training, equipping and deploying EOD and Mobile Diving and Salvage (MDS) forces to support Fleet and Joint taskings. EOD and Mobile Diving and Salvage (MDS) forces eliminate ordnance hazards jeopardizing operations conducted in support of the National Military Strategy; clear harbors and approaches of obstacles; and salvage / recover ships, aircraft and weapons lost or damaged in the maritime environment.

To accomplish their mission, EODGRU ONE & TWO require the fiscal support to maintain their capabilities/requirements as described in the Required Operational Capabilities and Projected Operational Environments (ROC and POE) for Explosive Ordnance Disposal Group Forces, OPNAVINST F3501.9H, dated 20 April 2011. Over the past decade, Overseas Contingency Operations (OCO) funding augmented Operations, Maintenance and Navy (OM&N) appropriations to support equipment systems sustainment and replacement.

During this timeframe, some Table of Allowance (TOA) equipment systems were purchased and placed in operation without the supporting requirements documentation normally developed through the Joint Capabilities Integration Development System (JCIDS) process. This required documentation is beyond the scope and ability of EODGRU ONE and TWO command personnel. As a result, currently a large percentage of EOD TOA items do not have supporting requirements documents, which jeopardizes defendable resourcing. With the end of the Operation Iraqi Freedom (OIF), the winding down of Operation Enduring Freedom (OEF) and the consequent reduction of OCO funding, the Department of Defense (DoD) has refocused its efforts to achieve greater efficiencies and productivity in defense spending with a "Better Buying Power" initiative focusing on acquisition planning improvements. A key component of this initiative is Performance-Based Logistics (PBL) or Performance-Based Life Cycle Product Support. The end goal is to optimize system readiness through long-term product support arrangements via the appropriate Systems Command (SYSCOM). In order to establish Integrated Logistics Support (ILS) for TOA items, EOD is required to develop supporting requirements documentation for TOA items requiring Life Cycle Management (LCM) funding.

#### 2. Tasks

Each year a prioritized list of documents to be completed will be submitted. Realizing that new prioritization may occur; items up to 25% of the list may be removed or added in order to meet new and higher priority needs. At no time shall the total number of documents required exceed the original number of documents requested. The expectation is the completion of 1 document per quarter to equal 4 per coast for a total of 8 documents per year.

##### 2.1. Task 1 – Plan of Actions and Milestones (POA&M)

The contractor will be required to collaborate with stakeholders to identify, document and form a prioritized list of all project requirements. Organize project requirements into major task areas and determine sub-tasks to satisfy each requirement. The requested process shall consider task interdependencies, stakeholder involvement and the level of effort required. The contractor will develop a POA&M to be reviewed by key stakeholders and then refine as necessary to address feedback. The final POA&M should set the project direction and will be reviewed at In Progress Reviews (IPR) as required to keep EODGRU ONE & TWO abreast of project progress, approaching milestones, issues/concerns (risks) and recommended resolutions and mitigations.

##### 2.2. Task 2 – Stakeholder Engagement

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 4 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

The contractor will meet with EODGRU ONE & TWO to validate project scope, identify equipment systems to be documented, and conduct ongoing interviews and/or focus groups with Subject Matter Experts (SME) for each assigned capability. The focus of this task is to capture relevant operational, logistical and maintenance procedural data for the equipment and conduct in-depth analysis on the collected data. Throughout this process, SMEs will iteratively review all findings and conclusions of the contractor to ensure accuracy of results.

### **2.3. Task 3 – Documents Review**

The contractor will review any existing requirements documentation covering other EODGRU ONE & TWO equipment to ensure the deliverable requirements documents contain the requisite information and incorporate applicable standards.

### **2.4. Task 4 – Document Development and Submission**

The contractor will build an effective final product employing an iterative document development process. The contractor throughout the project will ensure that EODGRU ONE & TWO and other germane stakeholders have the opportunity to review the document structure and content to ensure it can be used as desired in the future. Results and analysis will be consolidated in a detailed final written document, containing an executive summary, assumptions, methodology, findings/conclusions and appendices. Sections within the main body of the report will incorporate the assigned elements of the 12-section Capability Production Document (CPD) structure outlined in the JCIDS process, as deemed applicable to the identified requirements. Potential Key Performance Parameters (KPP) and Key System Attributes (KSA) will be identified in conjunction with the client and key stakeholders. Consistent with the JCIDS Manual, the number of KPPs identified will be kept to a minimum to maintain program flexibility. Throughout the course of the project, IPRs will facilitate the discussion and review of findings, while also informing the documentation approach. With this process, the document naturally evolves over time and EODGRU ONE and TWO's expectations to ensure they are fully achieved. A summary brief is created for EODGRU ONE and TWO to present to stakeholders to ensure understanding of all key findings and facilitate discussions on future planning initiatives. The final deliverables, including appendices will be presented to EODGRU ONE and TWO prior to the end of each year. Additionally, previously submitted requirements document deliverables will be updated and shepherded throughout the approval process, as required.

## **3. Period of Performance**

The period of performance associated with this Performance Work Statement (PWS) shall be for a twelve (12) month base period, four (4) twelve (12) month option years, and one (1) six month option period to be exercised at the discretion of the Government.

## **4. Qualifications**

### **4.1 Education**

- Master's Degree
- Completion of Defense Acquisition University (DAU)
  - RQM 110, Core Concepts for Requirements Management
  - CLM041, Capabilities Based Planning
  - CLE063, Capability Maturity Model Integration

### **4.2 Experience**

- 15+ years of active duty military experience, to include experience at Joint and Headquarters levels
- 10+ years of experience in requirements/assessment management and Joint Capabilities Integration and Development System (JCIDS) processes at an echelon 2 or above command
- 10+ years of experience in professional writing/editing/document production
- 3-5 years of recent experience developing Navy specific requirements documents (RD), to include Letters of Requirements (LoR), Capability Development Documents (CDD) and Capability Production Documents (CPD)

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 5 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

### 4.3 Security Clearance

- All Contractor personnel associated with this PWS shall have a current Defense Security Service issued SECRET clearance and be ready to immediately begin performance at the time of proposal submission. Defense Security Service issued SECRET clearance must be maintained during the performance of this contract.
- All Contractors shall also have a current Secret Facilities clearance at the time of proposal submission.

### 4.4 Required Skills

- 5 years of knowledge of NECC force operating concepts and Science and Technology Objectives (STO)
- 5 years of experience performing analysis and developing JCIDS documents and Capabilities-Based Assessments (CBA) for Departments of the Navy, Army and Air Force
- 10 years of Experience briefing higher echelon commands up to the three and four star flag/general officer level
- 10 years of Expertise in statistics and operations research techniques
- 10 years of Experience in development of threshold and objective-level metrics to support Key Performance Parameters (KPP), Key System Attributes (KSA) and Additional Performance Attributes (APA)
- Demonstrated knowledge of project management/performance-based project management, quality control analysis and Department of Defense Architecture Framework (DoDAF) 2.0 architectures
- Demonstrated expertise of Navy acquisition programs, to include Abbreviated Acquisition Program (AAP) and SECNAV 5000.2
- Understanding of Navy training plans and systems
- 5 years of stakeholder engagement experience both through facilitating large working sessions and in one-on-one interviews
- 5 years of experience with MS Office suite

### 5. Places of Performance:

This PWS is for one contractor at each location below:

1. EODGRU ONE N8 – Fort Story, VA
2. EODGRU TWO N8– San Diego, CA

### 6. Travel

The need for travel associated with this PWS shall be determined in advance by the TPOC on a case-by-case basis and authorized by the COR. Travel shall be paid by the Contractor and reimbursed by the Government. Travel costs/expenses will be considered reasonable and allowable only to the extent that they do not exceed on a daily basis, the maximum per diem rates in effect at the time of the travel. Travel expenses include airfare, per diem, rental car, local travel and miscellaneous expenses as authorized by the Joint Travel Regulations (JTR). Costs for transportation may be based upon mileage rates, actual costs incurred or a combination thereof, provided the method used results in a reasonable charge. No mileage costs will be incurred when travel is within a 50-mile radius of the primary work location. The JTR, while not wholly applicable to contractors, shall provide the basis for the determination as to reasonable and allowable. Maximum use is to be made of the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. Exceptions to these guidelines shall be approved in advance by the Contracting Officer or his Designee.

### 7. Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

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

- (1) W, Lease/Rental of Equipment;

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 6 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

(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>.

### **8. Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information**

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

#### **APPLICABILITY**

This text applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

#### **ACCESS TO FEDERAL FACILITIES**

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Command’s Security Manager upon arrival to the Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

#### **ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager.

Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) or T5 or T5R equivalent investigation , which is a higher



CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 7 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

level investigation than the National Agency Check with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

#### **INTERIM ACCESS**

The Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

#### **DENIAL OR TERMINATION OF ACCESS**

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

#### **CONTRACTORS SECURITY REPRESENTATIVE**

The contractor shall designate an employee to serve as the Contractors Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractors Security Representative. The Contractors Security Representative shall be the primary point of contact on any security matter. The Contractors Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES**

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 8 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

appropriate protective measures are applied. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Command's Security Manager upon arrival to the command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM); Potential suitability or security issues identified may render the contractor employee ineligible for the assignment. An unfavorable determination is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DoD Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES**

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc. ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 9 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) or T1 investigation equivalent including a FBI fingerprint check prior to installation access.

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

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or T1 equivalent investigation, or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

\* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

### PWS ATTACHMENT

#### Historical Information – Personnel

#### Level of Effort

This Performance Work Statement is to obtain Document/Requirements Writer for a 12-month Base period plus four (4) 12-month Option Years on EODGRU-2 assets. Part 4 of the PWS addresses the type of work that may be required during the period of performance. The following historical information is provided to address the number of man-hours the government has used annually, in the past, in maintaining EODGRU-2 assets. This information does not represent the government's current need, but is to inform Contractors as to the amount of support that could be required.

POSITION	HOURS
Document Writer	████
Total	████

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 10 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

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

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 11 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## SECTION E INSPECTION AND ACCEPTANCE

### QUALITY ASSURANCE SURVEILLANCE PLAN

#### Purpose

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

#### **AUTHORITY**

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

#### **SCOPE**

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

#### **RESPONSIBILITIES**

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

**Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.

**Contracting Officer Representative** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.

#### **METHODS OF QA SURVEILLANCE**

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix (Attachment 1) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

**Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

**Random Monitoring** – Random monitoring shall be conducted if and when deemed necessary to ensure

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 12 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

compliance with the terms of the contract. The COR will conduct the random monitoring.

**Random Checks/Inspections** – Random checks will be conducted to ensure compliance with the terms of the contract. The COR will conduct the random monitoring.

### IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

### DOCUMENTATION

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract.

### ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

1. Critical performance processes and requirement. Development of Documents that will be used up the Chain of Command to ensure EOD Forces are properly equipped for future engagements as the battlespace and Tactics continue to evolve over time.

2. Performance Standards

- Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).
- Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.
- Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.

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

#### QASP MATRIX

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contract Deliverables	Contract Deliverables furnished as delineated in the	Inspection by the COR and TA	Quarterly for overall QC activities; As Required for	100% Compliance with the Contractor

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 13 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

	PWS		Corrective actions.	plan.
Services PWS Task	The contractor shall provide documented requirements written papers IAW Performance Work Statement (PWS)	Inspection by the COR and TA	Quarterly; As Required for Corrective Action	100% Compliance
Invoicing	Monthly Invoices per contract procedures are timely and accurate	Review and acceptance of the invoice	Monthly	100% accuracy required.
Safety Control	Safety activities, inspections, and corrective actions completed as required by SOP.	Inspection by the COR and TA	Quarterly for overall Safety activities; As Required for Corrective actions.	100% Compliance with the Contractor SOP.
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR and TA	Annual	All performance elements rated Satisfactory (or higher)

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

**Incentives/Disincentives:**

The COR will make an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR annual report, may result in termination of the contract and may also result in the loss of future Government contracts.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements. For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 14 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	7/9/2018 - 7/8/2019
8001	7/9/2018 - 7/8/2019
9000	7/9/2018 - 7/8/2019
9001	7/9/2018 - 7/8/2019
9002	7/9/2018 - 7/8/2019
9003	7/9/2018 - 7/8/2019

### CLIN - DELIVERIES OR PERFORMANCE

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

8000	7/9/2018 - 7/8/2019
8001	7/9/2018 - 7/8/2019
9000	7/9/2018 - 7/8/2019
9001	7/9/2018 - 7/8/2019
9002	7/9/2018 - 7/8/2019
9003	7/9/2018 - 7/8/2019

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

8100	7/9/2019 - 7/8/2020
8200	7/9/2020 - 7/8/2021
8300	7/9/2021 - 7/8/2022
8400	7/9/2022 - 7/8/2023
8500	7/9/2023 - 1/8/2024
9100	7/9/2019 - 7/8/2020
9101	7/9/2019 - 7/8/2020
9200	7/9/2020 - 7/8/2021
9201	7/9/2020 - 7/8/2021
9300	7/9/2021 - 7/8/2022
9301	7/9/2021 - 7/8/2022
9400	7/9/2022 - 7/8/2023
9401	7/9/2022 - 7/8/2023
9500	7/9/2023 - 1/8/2024
9501	7/9/2023 - 1/8/2024



CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 15 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Services to be performed hereunder will be provided at:

1. EODGRU ONE N8 – Fort Story, VA
2. EODGRU TWO N8– San Diego, CA

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 16 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: Jill H. Joscelyn

Address: NAVSUP Fleet Logistics Center (FLC) Norfolk  
1968 Gilbert St, Suite 600, Norfolk, VA 23511-3392

Phone: 757-443-1219

Email: [jill.joscelyn@navy.mil](mailto:jill.joscelyn@navy.mil)

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Ricky Jennings (Administrative Contract Officer)

Address: NAVSUP Fleet Logistics Center (FLC) Norfolk  
1968 Gilbert St, Suite 600, Norfolk, VA 23511-3392

Phone: 757-443-1456

Email: [ricky.jennings@navy.mil](mailto:ricky.jennings@navy.mil)

Name: Shawnta Wells (Administrative Contract Specialist)

Address: NAVSUP Fleet Logistics Center (FLC) Norfolk  
1968 Gilbert St, Suite 600, Norfolk, VA 23511-3392

Phone: 757-443-1419

Email: [shawnta.wells@navy.mil](mailto:shawnta.wells@navy.mil)

3. DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) is responsible for contract administration functions delegated by the PCO.

Not Applicable

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

Name: DFAS Cleveland (N68732)

Address:

Phone:

5. CONTRACTING OFFICERS REPRESENTATIVE/TASK ORDER MANAGER (COR/TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 17 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR/TOM requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR/TOM IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

Name: LCDR Michael Ogden  
Phone: 757-318-4400 x340  
Email: [michael.a.ogden@navy.mil](mailto:michael.a.ogden@navy.mil)

In the event that the COR/TOM named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR/TOM will be the responsibility of the alternate COR/TOM listed below:

ACOR/ATOM Name: -----N/A-----

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

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

Name: -----N/A-----

Address: -----

Phone: -----

(End of text)

**CONTRACT ADMINISTRATION PLAN (CAP)  
FOR FIXED PRICE CONTRACTS**

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

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 18 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

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

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

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

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

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 19 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

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

c. Invoice Review and Approval/Inspection and Acceptance

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

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

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

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

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

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

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

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

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

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 20 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

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

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

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

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

## **252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)**

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

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 21 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

**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.

**GOVERNMENT**

(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\*

Pay Official DoDAAC	N60951
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	Not Applicable

Ship To Code	Not Applicable
Ship From Code	Not Applicable
Mark For Code	Not Applicable
Service Approver DoDAAC	V55322
Service Acceptor DoDAAC	V55322



CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 23 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Accept at Other DoDAAC	V55322
LPO DoDAAC	V55322
DCAA Auditor DoDAAC	Not Applicable
Other DoDAAC(s)	Not Applicable

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

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

[Patrick.cave@navy.mil](mailto:Patrick.cave@navy.mil)

[Michael.a.ogden@navy.mil](mailto:Michael.a.ogden@navy.mil)

(g) WAWF point of contacts.

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 24 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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

**Not applicable**

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

**\*\*\*\*\*Per Procedures, Guidance, and Information (PGI) Section 204.7108, additional payment instructions can be found at the link below:**

**[https://www.acq.osd.mil/dpap/dars/pgi/pgi\\_htm/current/PGI204\\_71.htm#payment\\_instructions](https://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/current/PGI204_71.htm#payment_instructions)**

Accounting Data

SLINID	PR Number	Amount
8000	N4027318RC011AD	[REDACTED]
LLA :		
AA 1781804 60CC 252 4582A D 060951 2D C011AD		
9000	N4027318RC011AD	[REDACTED]
LLA :		
AA 1781804 60CC 252 4582A D 060951 2D C011AD		
9001	N4027318RC011AD	[REDACTED]
LLA :		
AA 1781804 60CC 252 4582A D 060951 2D C011AD		

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD P00001

8000	N4027318RC011AD	[REDACTED]
LLA :		
AA 1781804 60CC 252 4582A D 060951 2D C011AD		
8001	R5704618RCEX019	[REDACTED]
LLA :		
AB 1781804 70CC 251 57046 C 068688 2D CEX019 57046837MQXQ		
9000	N4027318RC011AD	[REDACTED]
LLA :		
AA 1781804 60CC 252 4582A D 060951 2D C011AD		
9001	N4027318RC011AD	[REDACTED]
LLA :		
AA 1781804 60CC 252 4582A D 060951 2D C011AD		
9002	R5704618RCEX019	[REDACTED]
LLA :		
AB 1781804 70CC 251 57046 C 068688 2D CEX019 57046837MQXQ		
9003	R5704618RCEX019	[REDACTED]
LLA :		
AB 1781804 70CC 251 57046 C 068688 2D CEX019 57046837MQXQ		

MOD P00001 Funding [REDACTED]  
Cumulative Funding [REDACTED]

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 25 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 26 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### REIMBURSEMENT OF TRAVEL COST (SEP 2015)

#### (a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

- Medical Examinations
- Immunization
- Passports, visas, etc.
- Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per Diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 27 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 28 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## SECTION I CONTRACT CLAUSES

**IN ADDITION TO THE TERMS AND CONDITIONS CONTAINED WITHIN THE SEAPORT-E MULTIPLE AWARD CONTRACTS (MACs), THE FOLLOWING CLAUSES/PROVISIONS ARE INCORPORATED BY REFERENCE:**

52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-16	Commercial and Government Entity Code Reporting	JUL 2016
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015
52.222-57	Representation Regarding Compliance With Labor Laws (Executive Order 13673)	DEC 2016
52.222-59	Compliance with Labor Laws (Executive Order 13673)	DEC 2016
52.222-60	Paycheck Transparency (Executive Order 13673)	OCT 2016
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014

**IN ADDITION TO THE TERMS AND CONDITIONS CONTAINED WITHIN THE SEAPORT-E MAC, THE FOLLOWING CLAUSES/PROVISIONS ARE INCORPORATED BY FULL TEXT:**

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 1 day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days 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 66 months.

(End of clause)

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.

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 29 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

**0344 - Management and Program Clerical and Assistance Series GS-12**

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

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

(End of clause)

CONTRACT NO. N00178-11-D-6661	DELIVERY ORDER NO. N0018918F3011	AMENDMENT/MODIFICATION NO. P00001	PAGE 30 of 30	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## **SECTION J LIST OF ATTACHMENTS**

Wage Determination

FORM DD254