

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
J

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
11

3. EFFECTIVE DATE
14-Aug-2017

4. REQUISITION/PURCHASE REQ. NO.
N4027317RC058AD

5. 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 757-443-1419

DCMA 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-FK01

10B. DATED (SEE ITEM 13)

07-Jul-2014

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)

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)
FAR 52.217-8

E. IMPORTANT: Contractor is not, 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)

James R. Loiselle, Director of Contracts

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

Jill H Joscelyn-Smith, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

/s/James R. Loiselle
(Signature of person authorized to sign)

15-Aug-2017

BY /s/Jill H Joscelyn-Smith
(Signature of Contracting Officer)

15-Aug-2017

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

Accordingly, said Task Order is modified as follows:

I. The purpose of this modification is to exercise FAR Clause 52.217-8 Option to Extend Services for six (6) months from 17 August 2017 to 16 February 2018 in the amount of \$ [REDACTED].

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 (\$)
8301	O&MN,N	0.00	[REDACTED]	[REDACTED]
9301	O&MN,N	0.00	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8301	0.00	[REDACTED]	[REDACTED]
9301	0.00	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From	To
8301		8/17/2017 - 2/16/2018
9301		8/17/2017 - 2/16/2018

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R425	Logistics and Maintenance support services in accordance with the attached Performance Work Statement (O&MN,N)	12.0	MO	██████████	██████████
8002	R425	Additional AA&E support services (Task #7) for the Base Year in accordance with the attached Performance Work Statement. (O&MN,N)	11.0	MO	██████████	██████████
8101	R425	Logistics and Maintenance support services in accordance with the attached Performance Work Statement (O&MN,N)	12.0	MO	██████████	██████████
8201	R425	Logistics and Maintenance support services in accordance with the attached Performance Work Statement (O&MN,N)	12.0	MO	██████████	██████████
8301	R425	Logistics and Maintenance support services in accordance with the attached Performance Work Statement (O&MN,N)	6.0	MO	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	R425	Other Direct Costs (ODCs) in support of this requirement shall be in accordance with the attached Performance Work Statement (PWS) and all travel costs shall be reimbursed based on actual receipts and in accordance with the Joint Travel Regulations (JTR). NTE ██████████ (O&MN,N)	1.0	LO	██████████
9101	R425	Other Direct Costs (ODCs) in support of this requirement shall be in accordance with the attached Performance Work Statement (PWS) and all travel costs shall be reimbursed based on actual receipts and in accordance with the Joint Travel Regulations (JTR). NTE ██████████ (O&MN,N)	1.0	LO	██████████
9201	R425	Other Direct Costs (ODCs) in support of this requirement shall be in accordance with the attached Performance Work Statement (PWS) and all travel costs shall be reimbursed based on actual receipts and in accordance with the Joint Travel Regulations (JTR). NTE ██████████ (O&MN,N)	1.0	LO	██████████
9301	R425	Other Direct Costs (ODCs) in support of this requirement shall be in accordance with the attached Performance Work Statement (PWS) and all travel costs shall be reimbursed based on actual receipts and in accordance with the Joint Travel Regulations (JTR). NTE ██████████ (O&MN,N)	1.0	LO	██████████

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT EXPLOSIVE ORDNANCE DISPOSAL GROUP TWO MAINTENANCE AND LOGISTIC SUPPORT

1.0 BACKGROUND

Since the attacks of September 11, 2001, the supporting role of the Naval Explosive Ordnance Disposal (EOD) community in the Global War on Terrorism (GWOT) has greatly increased. Commander, Explosive Ordnance Disposal Group TWO (COMEODGRU TWO) units maintain a presence in Afghanistan, Iraq, and aboard various warships supporting U.S. Central Command, Third Fleet, and Second Fleet operations. In addition, EOD Group TWO is routinely tasked to support the U.S. Secret Service and other CONUS and OCONUS EOD missions.

The ubiquitous and longstanding presence of COMEODGRU TWO personnel providing global support since September 11, 2001 has impacted all aspects of maintenance and logistics support requirements. Extended, accelerated, and unplanned deployments continue to create cataclysms in maintenance and logistics schedules and support that are already competing for limited resources. EOD Training and Evaluation Unit Two (EODTEU TWO), as the sole unit providing the requisite advanced training to EOD personnel and detachments prior to deployment to U.S. Central Command, U. S. Southern Command, U.S. Africa Command, U. S. European Command, Fourth Fleet, Fifth Fleet and Sixth Fleet will need to augment its training force with contractor personnel to assist with the increased, and surge, training requirements. EOD Expeditionary Support Unit Two (EODESU TWO) supports the material management, maintenance and logistics support for EODGRU TWO commands, both CONUS and OCONUS.

EODGRU TWO is located aboard Joint Expeditionary Base Little Creek, Virginia Beach, Virginia. EODTEU TWO is located aboard Joint Expeditionary Base Fort Story, Virginia Beach, Virginia. This is the administrative and curriculum headquarters for the unit and where the majority of ULTRA portion of the FRTP (classroom instruction and laboratory training) is conducted. EODTEU TWO Detachment Fort Pickett is located aboard the Virginia National Guard Post in Blackstone, Virginia. EODTEU TWO Fort Pickett Detachment is where the majority of EODGRU TWO field exercises/training and weapons/convoy training is conducted. EOD ESU TWO, located aboard JEB Little Creek, Virginia Beach, Virginia, provides all logistics and maintenance support for CONUS EODGRU TWO units.

2.0 PERIOD OF PERFORMANCE

The period of performance associated with this PWS shall be for a twelve (12) month base period, and two (2) twelve (12) month option years to be exercised at the option of the Government.

3.0 PLACES OF PERFORMANCE

- a. EODTEU TWO Fort Story, VA
- b. EODGRU TWO NAB Little Creek, VA
- c. Detachment FT PICKETT, Blackstone, VA
- d. Other places and locations as directed by EOD Group Two and Contracting Officer

4.0 OBJECTIVE

The objective of the Performance Work Statement (PWS) is to acquire subject matter expertise (SME), technical and logistic support various aspects of EODGRU TWO's and Navy Expeditionary Combat Command's (NECC) training mission. The contractor shall provide the necessary level of support to successfully accomplish all requirements set forth within this PWS. All contractor personnel must possess the necessary qualifications, skills, background, and expertise as specified within this PWS.

4.1 Breadth of Personnel Requirements

The contractor shall provide the necessary level of support to successfully accomplish all requirements set forth within this PWS. All contractor personnel must possess the necessary qualifications, skills, background, and

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expertise as specified within this PWS.

The following table expresses a notional combination of skill levels appropriate to this PWS. The key to success is the ability of the contractor to provide a wide range of skills within the total personnel cadre that enables seamless cross-assignments and level-loading of personnel, i.e., personnel who are equally capable of providing classroom instruction, developing exercise scenarios and assessing readiness.

EODGRU TWO Logistics & Maintenance Support Services		
Position	FTE	Location
Task 1	2	2-Virginia Beach, VA
Task 2	2	1-Virginia Beach, VA 1- Fort Pickett, Blackstone VA
Task 3	1	1- Virginia Beach, VA
Task 4	1	1 - Virginia Beach, VA
Task 5	1	1 - Virginia Beach, VA
Task 6	1	1- Virginia Beach, VA
Task 7	7	7- Virginia Beach, VA
Task 8	4	4 – Virginia Beach, VA
Task 9	2	2 – Virginia Beach, VA
	Total Positions	22

**Table 1-1 Notional EODGRU TWO Support Services Level of Effort Requirements.*

5.0 SCOPE/DESCRIPTION OF WORK:

The purpose of this performance work statement (PWS) is to acquire subject matter experts (SME) to support the development, coordination, execution, and documentation of all aspects of EOD logistic and maintenance support. The contract support will free our limited EOD and diving forces for deployment and ensure continuity of our escalating requirements. The contractor will provide support familiar with the tasks assigned by EODGRU TWO to support the tasking in this SOW. The key to accomplishing the technical requirements of this contract are the personnel assigned. The premise behind contractor manning is “one team,” with each contractor’s primary role defined and secondary skills applied across the effort to promote efficiency and flexibility. It is envisioned that the contractor will effectively manage its workforce across the program, including shifting resources to apply expertise to tasks most effectively and to accommodate changes in schedules, high-tempo requirements and/or simultaneous events. EODGRU TWO’s expectation is such that the contractor will provide a workforce of individuals each capable of serving in many of the capacities described herein.

5.1 Task 1: Training Range Facilities Maintenance Support (TEU 2) – JEB Fort Story

The contractor shall:

- Rebuild damaged/destroyed EOD training structures and training areas following dynamic training scenarios, preparing them for re-use by oncoming EOD platoons;
- Perform routine maintenance to the EOD demolitions range in accordance with NAVSEA OP-5;
- Provide improvements to existing training structures and training areas;
- Construct new training structures and training areas;
- Extended Work Week authorization as required by current tasking;

Education/qualification/experience:

The SME’s qualification for this level of support is a prior military construction rating or MOS (or civilian equivalent), with five years of knowledge and experience with the described duties.

5.2 Task 2: Vehicle Maintenance and Repair/Logistics Support (ESU2) – JEB Little Creek and ESU2 - Fort Pickett, Blackstone VA. The contractor shall:

- Perform maintenance, repair, and installation on assigned Combat Engineering Support Equipment (CESE);
- Diagnose and troubleshoot equipment failures;

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- Adjust and repair ignition, fuel, electrical, hydraulic and steering systems;
- Analyze and test electrical and fuel injection systems utilizing appropriate test equipment;
- Maintain and repair chassis, frames, and bodies;
- Work with hoisting and jacking equipment, power tools, measuring instruments, gauges, and meters;
- Maintain and repair tires, batteries, brakes, and valves;
- Perform shop management functions such as maintenance scheduling, and tools and spare parts inventory control;
- Make estimates of material, labor, and equipment requirements;
- Provide other logistics support as required.

Education/qualification/experience:

The SME qualification for this level of support is a Construction Mechanic (e.g. USN Seabee, USA Construction Equipment Repair, and USMC Mechanic) with a minimum of four years' experience and knowledge with the described duties above. Be licensed to operate Light Vehicles through 1 ¼ Ton, HMMMV, MRAP, Fork Lift and additional related equipment, as directed. Qualify and maintain status as Navy Material Maintenance Management (3-M) 301/302. All license and qualifications must be obtained within 30 days of contract award.

5.3 Task 3: EOD Dive TOA Maintenance, Repair, and Logistics Commodity Manager (GRU 2) – JEB Little Creek. The contractor shall:

- Provide for the maintenance, inventory, and tracking of all EOD Divers Life Support Systems (DLSS);
 - Provide subject matter expertise for MK-16 technical maintenance and troubleshooting;
 - Provide coordination for the schedule of all EOD dive training;
 - Provide coordination for the schedule of all Lo-Mu Testing and certifications;
 - Provide coordination and schedule all certified DLSS through NAVSEA;
 - Provide coordination and schedule all Oxygen Worker training for EODGRU TWO assets;
 - Draft post-exercise reports;
 - Develop short and long-range training plans;
 - Provide coordination for EOD Dive TOA maintenance, repair, and logistics budget;
 - Provide coordination for training requirements and collaborate with EODGRU TWO Training Officer in this aspect;
 - Provide material solution recommendations to Diving Techniques and Procedures (DTP) to EODGRU TWO N43 and N8;
 - Assist in dive exercise scenario and related training development, including set-up of scenarios at training sites;
 - Assist with EOD Dive training MSEL development;
 - Schedule EOD Basic, Advanced and Sustainment EOD Dive training areas/sites;
 - Provide coordination for the check-in/check-out of all DLSS to EODGRU TWO assets;
 - Exercise role playing;
 - Provide coordination for EOD/Diving Equipment Table of Allowance Commodity Management, including updating onto RCRP;
 - Provide for other logistics scheduling and coordinating efforts, as required;
- Provide coordination for Diving Expeditionary Logistics Overhaul (ELO) Program for ESU Underwater Department.
 - Instruct/Train and qualify for the Poseidon, APEX and Conshelf Regulator Maintenance Course of Instruction for EODGRUTWO Assets;
 - Coordinate / schedule Depot Level Repair and Maintenance located at ESSM, Williamsburg, Virginia and NSWC Panama City, Florida for Divers Life Support Equipment;
 - Provide coordination for EODESU TWO Air Sample Program through Defense Compressed Air Testing;
 - Perform diving equipment initiatives: phase replacement, life cycle management, and urgent compelling operational mission essential needs of DLSS for EOD GRU TWO Assets.

Education/qualification/experience:

The contractor shall have been a senior enlisted (E-7 and above) with a minimum of fifteen (15) years of USN Diver

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experience to include at a minimum eight (8) years as a SME for the MK-16 UBA, have been fully qualified in all aspects of Divers Life Support Systems to include MK-16 UBA, Recompression Chamber Operations, Quality Assurance, Oxygen Worker, Re-entry Control, 3M Maintenance and Gas Transfer Systems.

5.4 Task 4: EOD J04 Table of Allowance (TOA) Management and Logistics Support (GRU2) - JEB Little Creek.

The contractor shall:

- Provide support to the GRU N43 in the management of J04 EOD Equipment Table of Allowance (TOA) and Materiel Management Allowance and the data in the Readiness and Cost Reporting Program (RCRP) along with NFELC managed programs.
- Assist in preparation and submission of required reports delineating J04 EOD Material Management Allowance status and changes
- Provide subject matter expertise and consultation on equipment, tools, and material requirements for EOD operations, training, and deployments
- Provide support coordination and provide assistance with TOA Review Boards for and subordinate commands
- Provide support coordinate and provide assistance with the Planning, Programming, Budgeting and Phase Replacement Process
- Support the EODGRU TWO Chemical, biological, Radiological (CBR) calibration program
- Assist with management of all EOD equipment received, issued, repaired and tracked in the Catalog Ordering Logistics Tracking System (COLTS)

Education/qualification/experience:

The desired SME qualifications for this level of support is a previously qualified military EOD Technician having obtained six years of knowledge and experience with the described duties.

5.5 Task 5: MDSU J07 Table of Allowance (TOA) Management and Logistics Support (GRU2) JEB Little Creek.

The contractor shall:

- Provide support to the GRU N43 in the management of J07 EOD Equipment Table of Allowance (TOA) and Materiel Management Allowance and the data in the Readiness and Cost Reporting Program (RCRP) along with NFELC managed programs.
- Liaison for MDSU TWO with Naval Sea System Command 00C, EODGRU2, EOD Expeditionary Support Unit (ESU) TWO, Emergency Ship Salvage Material (ESSM) and other contractors associated with the management and maintenance of commands 18 DLSS assets and salvage equipment.
- Assist with requesting funding through the chain of command (COC) for DLSS and salvage equipment.
- Support a budget for DLSS and salvage equipment acquisitions and repair.
- Support the J07 table of allowance (TOA) to include ACR submissions, financial plan request/input through GRU N43, TOA inventory and status of company TOA shortfalls and excesses.
- Coordinate requests for salvage material and service contracts with ESSM through GRU N43 for operations and training.
- Coordinate requests for DLSS material, parts and maintenance service contracts with ESSM for operations and training.
- Track maintenance requirements and maintain command portable oxygen storage bottle inventory and its objective quality evidence (OQE) documentation.
- Maintain and inventory command's DLSS, salvage gear, and ancillary equipment for deployed companies.
- Track maintenance of stored command DLSS in a ready for issue status to include 3M, re-entry control packages, its OQE documentation., statement of work packages, and NAVSEA certification.
- Assist in the establishment and management of emergency deployment ready spares and repair parts kits with required OQE.
- Act as single point contact for procurement and delivery of maintenance related requests for deployed units.
- Issue equipment to companies as required for training and missions.
- Provide monthly material status to command.
- Maintain a master library of all current and archived DLSS certification documents.
- Provide other logistics support as required.
- Support and monitor command diving and salvage controlled equipment program.

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- Coordinate between salvage companies and command readiness and training department for FMGS HeO2 training and certification.
- Coordinate and liaison with NAVSEA 00C, EOD Groups, ESU2 and MDSU ONE to address current and future diving equipment requirements, product improvements, phase replacement, notional concepts, life cycle management, POM and urgent and compelling operational and mission needs .

Education/qualification/experience:

The contractor shall have been a senior enlisted (E-7 and above) with a minimum of fifteen (15) years of USN Diver experience. The SME should have been fully qualified in all aspects of Divers Life Support Systems to include MK-16 UBA, Recompression Chamber Operations, Quality Assurance, Oxygen Worker, Re-entry Control, 3M Maintenance and Gas Transfer Systems.

5.6 Task 6: Outboard Engine and Boat Maintenance and Repair and Logistics Support (ESU2) – JEB Little Creek. The contractor shall:

- Have knowledge of major assemblies and systems of marine craft;
- Skill in repairing, overhauling, and rebuilding marine craft and systems;
- Skill in the use of diagnostic and test equipment;
- Ability to interpret technical manuals, illustrations, specifications, diagrams, and schematics;
- Knowledge of corrosion control and prevention, small craft fiberglass repair, electrical systems, power transmissions, outboard marine gas engine maintenance and repair, marine cooling systems, fuel systems, and spark plug ignition engines (specifically two and four cycle gas outboard engines);
- Basic knowledge of Microsoft Office for inventory control and records keeping.

Education/qualification/experience:

The desired SME qualifications for this level of support is an outboard engine mechanic with six (6) years minimum experience and knowledge of the described duties above, to include formal small outboard engine repair and fiberglass repair courses/training.

5.7 Task 7: Ammunition and Explosive (A&E) Management Support – (GRU 2) - JEB Little Creek. The contractor shall assist:

- Maintain all database systems for the proper management, coordination and support all aspects of EODGRU TWO's AA&E to include inventory, inspection support, maintenance, storage, issue and receipt, certification, reports, and records of AA&E materials and/or spaces.
- With maintaining a current list of Naval Ammunition reclassification reports and other correspondence referring to ammunition safety
- With issuing and receipt of weapons and accessories
- In conducting monthly small arms inventory and maintaining inventory records
- In the submission of annual inventory to NSWC Crane
- Completion and submission of command endorsement OPNAV 5512/2 forms (authorization to carry firearms) after accomplishment of requisite training and qualification
- In the management of AA&E administration using computer based inventory software (e.g. OIS-Retail and OIS-Wholesale)
- In the certification of AA&E for ground or air shipment

Education/qualification/experience:

Secret clearance required. A & E Management Support will have a minimum of six (6) years military knowledge and operational experience in an ordnance related field.

5.8 Task 8: EOD J04 Table of Allowance (TOA) Integrated Logistics Overhaul Program and Logistics Support-- EODESU TWO - JEB Little Creek. The contractor shall:

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- Perform for the EOD J04 Integrated Logistics Overhaul (ILO), Configuration Data Management (CDM) and provide support services for inventory management and of EOD TOA and non-TOA equipment. The CDM data collected includes the following information: UIC, Location, USN and VIN, (if applicable), Year Make and Model (if applicable), Equipment Functional Description (EFD), Serial Numbers, Model Numbers, National Stock Number (NSN), Allowance Parts List (APL), and Equipment Code (EC), if applicable. Update, review, and maintain related documents and supporting data, including data entry to automated databases in connection with ILO efforts. Establish and maintain inventory baseline.
- Provide COSAL parts verification/validation.
- Perform configuration/inventory management and operation of warehouses, stockrooms or storage facilities.
- Unpack and inventory ISU-90 containers (platoon sets) and configure with Government furnished Ready for Issue (RFI) equipment as per Government furnished lists and diagrams. This includes complete, inventoried, configured, RFI ISU-90 platoon sets as per customer specifications.
- Maintain inventory databases including, but not limited to, Microsoft Office, WASP (a bar-code inventory system), Catalog Ordering Logistics Tracking System (COLTS) and Readiness and Cost Reporting Program (RCRP) databases.

Education/qualification/experience:

Secret clearance required. The desired SME qualifications for this support will have four (4) years of DoD supply and inventory management experience specifically with working knowledge of EOD TOA commodities.

5.9 Task 9: EOD J04 and J07 Logistics Support and Inventory Database Management - EODESU TWO - JEB Little Creek. The contractor shall:

- Provide support and coordination of material receipt and shipping process of COSAL, TOA, Personal Gear Issue (PGI) and other material received and processed through EODESU Two's shipping and receiving warehouse.
- Establish and maintain inventory baseline.
- Provide COSAL parts verification validation.
- Maintain inventory databases including, but not limited to, Defense Property Accounting System (DPAS), Relational Supply (RSupply), WASP, and Special Warfare Automated Logistics Information System (SWALIS).
- Provide monthly status to the command.
- Conduct regular inventories.
- Provide for other logistics scheduling and coordination efforts, as required.
- PGI management including, but not limited to, inventory validation, reorder review and database management.

Education/qualification/experience:

Secret clearance required. The desired SME qualifications for this support will have four (4) years of DoD supply and inventory management experience.

6.0 SECURITY REQUIREMENTS:

6.1 General. Performance of this performance work statement (PWS) requires access to classified information up to the level of SECRET for everyone. Accordingly, the government will issue a DD-254.

6.2 The Contractor shall designate in writing a Contract Security Officer (CSR). The CSR is the government point of contact and responsible for handling all contractors to government related security matters. Within five (5) calendar days after award of this delivery order, the CSR shall submit to the Contracting Officer and the appropriate EOD Group TWO commands security clearances for each contractor requiring access to EOD Group TWO units' facilities.

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6.3 Information Security. All data provided to the contractor by the Government and/or developed by the contractor for the Government shall be protected from disclosure in accordance with the appropriate classification markings. All other information relating to the items to be delivered or services to be performed under this delivery order may not be disclosed by any means without prior approval by the Government. Dissemination or public disclosure includes, but is not limited to, permitting access to such information by foreign nationals or by any other person or entity; publication of technical or scientific papers; advertising; or, any other proposed public release. The contractor shall provide adequate physical protection to such information so as to preclude access by any person or entity not authorized such access by the Government.

6.4 Physical Security. The contractor shall establish and implement methods of making sure all keys and or electronic lock access codes issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government without authorization from the government. The contractor shall immediately report to the COR any occurrences of lost or duplicated keys and or lost electronic access codes. In the event keys are lost or duplicated and upon written direction of the COR, the contractor may be required at no cost to the government to re-key or replace the affected lock or locks. Performance of the tasks of this PWS requires access to classified information up to and including the level of TOP SECRET.

Furthermore, the government may exclude contractor personnel from certain events, locations and venues for various reasons. The respective technical representative will make every effort to inform contractor personnel of such events, locations, and venues in advance to avoid violations of regulations, procedures, and related embarrassment.

7.0 TASK ORDER MANAGER AND TECHNICAL ASSISTANT DESIGNATION:

The Task Order Manager for this Performance Work Statement will be assigned at time of contract award.

8.0 GOVERNMENT FURNISHED INFORMATION:

The government will supply all available documentation required to perform work. The government will make available all required regulations, directives, planning documents, policy documents, schematics etc., necessary to perform assigned tasks

Additionally, all documentation shall be maintained by EODGRU TWO or another appropriate government military medical authority. The government will be responsible for the physical security of the copies and will consider them as “staff in confidence” information and not released unless authorized by the contractor or deemed necessary by the COMEODGRU TWO Medical Officer (e.g. medical emergency, high risk certification inspection.).

9.0 GOVERNMENT FURNISHED MATERIAL:

9.1 Special issue clothing unique to government training and safety requirements (i.e. for parachute, shooting, or boating operations) will be provided by the Government. The contractor will return all special issued clothing to government. Local procedures shall apply to the issuance and return of equipment and clothing. The replacement cost of issued clothing and equipment not returned will be pursued in accordance with applicable legal procedures.

10.0 GOVERNMENT FURNISHED EQUIPMENT:

10.1 Safety equipment and special clothing unique to government training requirements will be issued to the contractor by the government: When the equipment/clothing is no longer required, the contractor will return the issued items.

10.2 The Government shall make available workspace, utilities, infrastructure, telephone access, computers, NMCI High access, NMCI Low access and administrative supplies required for contract performance. Government will supply all available documentation required to perform this task. The government will make available all required regulations, directives, planning documents, policy documents, literature, schematics, etc., necessary to perform assigned tasks.

11.0 Other Direct Costs (ODC):

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Description	Unit Cost	Unit Qty	Total Costs	Rationale
Random Drug Testing	\$50.00	15	\$750	Random Drug Test 3 times during POP, 20% of FTE
Clothing Allowance	\$1500.00	15	\$12,500	As per SOW Instructor Field Clothing priced 15 to include potential turnover
Service, Supplies, Material, Travel and Training	N/A	N/A	\$35,000	Necessary to meet the tasks associated with the T.O.

Contractor trainer/instructors shall be provided an ensemble of shirts and trousers, boots, and a jacket, pants, and gloves for work in outdoor, field conditions, and inclement weather: the clothing will be uniform (same brand, style, and color), but distinctive in that it does not imply that the contractor is a military member. The cost of the ensemble will not exceed \$1500.00 per person. Contractors will not wear military clothing unless otherwise directed.

12.0 TRAVEL REQUIREMENTS:

The place of performance will be EODTEU TWO Fort Story, Virginia; EODGRU TWO NAB Little Creek, Virginia; and FT PICKETT, Blackstone, Virginia. Actual destinations are subject to change during the course of this SOW. Travel will occur in accordance with the DoD Joint Travel Regulation (JTR). The following destinations, number of trips and durations are estimated in support of this requirement:

Destination	Number of Trips	Number of People	Duration
Charleston SC	1	1	4
China Lake CA	3	1	5
Indian Head MD	2	1	4
Dahlgren, VA	1	1	3
Newport, RI	2	1	4
Fayetteville NC	1	1	3
Washington DC	4	1	3

The contractor personnel required for each trip will be based on the specific support requirements. Contractor's travel shall be coordinated and approved by the COR. Transportation of material/equipment shall be done by the Contractor at the Contractor's expense provided it fall within the scope of work performance outlined in this document and is during the timeframe provided within the scope of this task.

13.0 DATA DELIVERABLES

The contractor is responsible for the following deliverables. All correspondence will have the contract number on the front sheet. The COR shall review all deliverables. Deliverables deemed unacceptable shall be returned to the contractor for re-work within fifteen (15) days and shall be resubmitted by the contractor no later than five (5) days after return.

Document	Due	Classification
Task Order Management Plan	Within 21 days of TO start	Unclassified
Trip Reports	Within 10 days after travel completed	Unclassified
Monthly Status Reports	15 th of following month	Unclassified
Meeting Minutes/Conference Reports	Within 5 days following meeting or conference	Unclassified Secret
Technical Reports	As required	Unclassified Secret

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Final Report	Within 15 days of PoP completion	Unclassified
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13.1 Monthly Status Report. The contractor will provide Monthly Status Reports. The report will cover the period of the previous calendar month and is due to the COR by the 15th calendar day of the month following the reporting period. The report shall document and/or include:

- Significant work anticipated for the next reporting period
- Reimbursable travel accomplished to include dates, person, location, and purpose
- A Financial Status Report which includes Actual Summary of Hours and Actual Detailed Hours. The Detail of Hours shall include (as a minimum) employee names, skill levels, labor hours by project/module, rates, monthly costs, cumulative costs, and Other Direct Costs (ODC). Contractor format is acceptable.
- Progress for the Period: The Contractor shall provide a summary of work, and activities, accomplished during the reporting period. Significant technical and programmatic work accomplishments.
- Activities Planned: The contractor shall provide a brief summary of planned activities to occur in the next reporting period.
- Problems Encountered: The Contractor shall provide a brief summary of any problems, issues or delays identified/encountered and recommendations as to their resolution, or any corrective action that was taken to correct identified problems.
- Curriculum Revisions: The Contractor shall provide recommended changes to the training curriculum, a brief explanation as to why revisions are recommended, and the impact of such revisions. Travel Report: The Contractor shall provide a brief summary addressing all travel occurred during the reporting period, the outcome of said travel and the costs incurred. If more than one travel event occurred during the reporting period, the report shall address each event separately.

If significant variance with either the approved schedule or budget is discovered or an irresolvable issue is encountered, the contractor shall notify the Contracting Officer immediately and not depend on the monthly report to inform the government.

13.2 Meeting Minutes/Conference Notes. The contractor shall take all minutes and notes for all contract related meetings and provide them to the Contracting Officer within five days of the meeting for mutual concurrence.

13.3 Final Report. The Contractor shall provide a final report, to the COR, within 15 days from the conclusion of this contract period. The report shall summarize all monthly reports addressing: objectives achieved, significant issues, problems and recommendations to improve the process in the future.

13.4 TOMP: The contractor shall effectively convey the Task Management Approach the contractor shall take to accomplish the effort contained in this PWS. This approach will address task organizational structure, personnel (including relevant experience) and a resource chart with corresponding labor categories and number of hours anticipated for work completion.

14.0 OTHER CONDITIONS/REQUIREMENTS:

14.1 Hours of Operation: Normal working hours are 7:30 AM to 4:00 PM, Monday through Friday, with the exception of Federal government holidays, and include an allowance for a 30 minute lunch period. However, there may be circumstances where work hours may be adjusted to meet mission critical requirements.

During instruction of the following courses are circumstances where the normal working hours of 7:30 AM to 4:00 PM may not apply:

- Advance Expeditionary Combat Skill course.
- The Intermediate Expeditionary Combat Skill course.
- The FTX training period (IED/UXO Training Aid Specialists, EOD/IED Instructors, WMD Instructors, MCM/UW instructors.
- Exercise days for MCM instruction.
- Exercise days for limpet instruction.

Typically, instruction for these courses incur 12 hours of hands on training, and additional time for transit, however, the limpet instruction is typically 17 hours per day. The Project Manager and the TOM will mutually agree on

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deviations to the schedule.

Curriculum development, equipment maintenance and other tasks require one day per week on average to complete.

Additionally, the following government holidays are typically observed by government personnel: New Years Day, Martin Luther King's Birthday, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation. Typically, there is no training conducted during government holidays.

14.2 SAFETY: Nothing in the PWS, nor any Government action or failure to act in surveillance of this contract, shall relieve the contractor of its responsibility for the safety of the contractor's personnel and property, the Government's personnel and property, and the general public. Furthermore, nothing in this PWS shall relieve the contractor of its responsibility for complying with applicable Federal, State, and Local laws, ordinances, codes and regulations (including those requiring applicable licenses and permits) in connection with the performance of this contract delivery order.

14.3 Mishap: If a mishap involving services under this contract results in an injury or death, the contractor shall, within one (1) hour, promptly report the incident to the EODGRU TWO COR/TA and the assigned contract Program Manager. If the Navy conducts an investigation of the accident, the contractor shall cooperate and assist Government personnel until the investigation is complete. Contractors shall allow authorized Government representatives access to the contractor's facilities, personnel and safety program documentation.

14.4 Medical Care: Emergency medical care is available in government facilities to contractor employees who suffer on-the-job injury or illness. The Contractor shall make care reimbursement to the appropriate Navy collection agent upon receipt of statement(s).

14.5 Misconduct: Any disciplinary problem between contract employees and military staff or students such as fraternization, sexual harassment, or racial discrimination shall be immediately reported to the Contractor's Project Manager and the TOM. Upon notification, the Contractor shall investigate the complaint and submit a response to the TOM within 24 hours. If the investigation determines the complaint is justified, the Contractor shall provide a course of action to be taken to resolve the problem within 3 working days of the notification. The government reserves the right to accept or reject the Contractor's recommended resolution.

14.6 Impaired Personnel: Should the contractor be found to perform unsatisfactorily or be unfit for duty at any time during the course of the task order performance, the contractor may be asked to leave if it is deemed to be in the best interests of EOD Group TWO. The command COTR on the site of unsatisfactory performance, in coordination with the Contacting Officer, shall make this decision. If an investigation determines the complaint and removal was justified, the contractor shall replace the individual.

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

14.7.1 Performance of this effort may require the Contractor to access and use data and information proprietary to a government agency or government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the government and/or others.

14.7.2 Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the government, except to authorized government personnel, or upon written approval of the Contracting Officer (CO). The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the government between the contractor and the data owner which provides for greater rights to the contractor.

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14.7.3 The Contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of normal duty hours and/or after normal duty hours, all government facilities, equipment and materials must be secured.

14.8 Limited Use of Data: Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon written approval of the Contracting Officer (CO). The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner which provides for greater rights to the contractor.

14.9 Vehicle and Equipment Operation: Contractors shall possess the required licenses to operate military vehicles in the assigned job task. The contractor may be held liable for all damages resulting from willful misconduct in the operation of military owned or leased equipment.

14.10 Personal Appearance: Contractors are expected to present high grooming standards a clean and neat appearance and dress according to the requirements of their positions. Male employees will not wear earrings under any condition. The minimum standard for office work attire is a collared shirt, trousers (no jeans), and hard-soled shoes.

14.11 Drug Testing: The contractor shall screen all potential employees for “drug free” employment, initially (pre-employment screening). Three random tests, testing 20 percent of the contractors each test, will be conducted annually during the course of performance. The contractor shall maintain the drug screening schedule and results, and provide them for review to the Contracting Officer on request. Contractors testing positive for drug use through initial screening or randomly will be removed for cause.

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SECTION D PACKAGING AND MARKING

NOT APPLICABLE

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

See Section C, paragraph 3.0

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SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX

1.0 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.

2.0 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.

3.0 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.

4.0 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.
- **Task Order Manager (TOM)** – 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 TOM is the Contracting Officer. TOM limitations are contained in the written letter of appointment.

5.0 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

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in a documentation file.

- **Random Monitoring** – Random monitoring shall be conducted if and when deemed necessary to ensure compliance with the terms of the contract. The TOM will conduct the random monitoring.
- **Random Checks/Inspections** – Random checks will be conducted to ensure compliance with the terms of the contract. The TOM will conduct the random monitoring.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

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

7.0 DOCUMENTATION

The TOM 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.

8.0 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.

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS Section 13.0.	Inspection by the TOM	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Services -- PWS Tasks	The contractor shall provide logistics and maintenance support services IAW the Performance Work Statement (PWS).	Inspection by the TOM	Random	All tasks performed IAW PWS.
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	95% accuracy
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 TOM	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 TOM 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 TOM's 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

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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.

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SECTION F DELIVERABLES OR PERFORMANCE

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

8001	8/17/2014 - 8/16/2015
8002	9/17/2014 - 8/16/2015
8101	8/17/2015 - 8/16/2016
8201	8/17/2016 - 8/16/2017
8301	8/17/2017 - 2/16/2018
9001	8/17/2014 - 8/16/2015
9101	8/17/2015 - 8/16/2016
9201	8/17/2016 - 8/16/2017
9301	8/17/2017 - 2/16/2018

CLIN - DELIVERIES OR PERFORMANCE

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

8001	8/17/2014 - 8/16/2015
8002	9/17/2014 - 8/16/2015
8101	8/17/2015 - 8/16/2016
8201	8/17/2016 - 8/16/2017
8301	8/17/2017 - 2/16/2018
9001	8/17/2014 - 8/16/2015
9101	8/17/2015 - 8/16/2016
9201	8/17/2016 - 8/16/2017
9301	8/17/2017 - 2/16/2018

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

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)

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

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

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

Name: NAVSUP Fleet Logistics Center Norfolk
Address: 1968 Gilbert Street, Suite 600
Norfolk, VA 23511
Phone: 757-443-1601

(End of Clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

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

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

Name: Jill Joscelyn-Smith
Address: 1968 Gilbert Street, Suite 600
Norfolk, VA 23511
Phone: 757-443-1219

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: Shawnta Wells
Address: 1968 Gilbert Street, Suite 600
Norfolk, VA 23511
Phone: 757-443-1419

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of

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invoices and final audit of the contract prior to final payment to the contractor.

Name: N/A
Address:
Phone:

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

Name: DFAS Columbus Center, West Entitlement
Address: P.O. Box 182381
Columbus, OH 43218-2381

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

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

NOTE: When, in the opinion of the Contractor, the COR 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 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.**

COR Name: LTJG Gregory Cummins
Address: Explosive Ordnance Disposal Group TWO
2520 Midway Rd., Suite 400
Virginia Beach, VA 23459-3323
Phone: 757-462-1719 x 3037
Email: gregory.cummins@navy.mil

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

Name: N/A
Address:
Phone:

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

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h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: N/A
Address:
Phone:

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

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.

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

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(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.

(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.

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(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 consumed in the performance of work.

Enclosure (1)

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

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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.

Accounting Data

SLINID	PR Number	Amount
8001	N4027314RC024AD [REDACTED]	
LLA :		
AA 1741804 60CC 252 4582A D 060951 2D C024AD 40273437MGAQ		

9001	N4027314RC024AD [REDACTED]	
LLA :		
AA 1741804 60CC 252 4582A D 060951 2D C024AD 40273437MGAQ		

BASE Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 01

8001	N4027314RC024AD [REDACTED]	
LLA :		
AA 1741804 60CC 252 4582A D 060951 2D C024AD 40273437MGAQ		

MOD 01 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 02

8002	N4027314RC024AD [REDACTED]	
LLA :		
AA 1741804 60CC 252 4582A D 060951 2D C024AD 40273437MGAQ		

MOD 02 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 03 Funding 0.00
Cumulative Funding [REDACTED]

MOD 04 Funding 0.00
Cumulative Funding [REDACTED]

MOD 05

8101	N4027315RC066AD [REDACTED]	
LLA :		
AB 1751804 60CC 252 4582A D 060951 2D C066AD		

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9101 N4027315RC066AD [REDACTED]
 LLA :
 AB 1751804 60CC 252 4582A D 060951 2D C066AD

MOD 05 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 06 Funding 0.00
 Cumulative Funding [REDACTED]

MOD 07 Funding 0.00
 Cumulative Funding [REDACTED]

MOD 08 Funding 0.00
 Cumulative Funding [REDACTED]

MOD 09

8201 N4027316RC035AD [REDACTED]
 LLA :
 AC 1761804 60CC 252 4582A D 060951 2D C035AD 40273637MGAQ

9201 N4027316RC035AD [REDACTED]
 LLA :
 AC 1761804 60CC 252 4582A D 060951 2D C035AD 40273637MGAQ

MOD 09 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 10 Funding 0.00
 Cumulative Funding [REDACTED]

MOD 11

8301 N4027317RC058AD [REDACTED]
 LLA :
 AD 1771804 60CC 257 4582A D 060951 2D C058AD 40273735MGAP

9301 N4027317RC058AD [REDACTED]
 LLA :
 AD 1771804 60CC 257 4582A D 060951 2D C058AD 40273735MGAP

MOD 11 Funding [REDACTED]
 Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX 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 SETASIDE, 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 veteranowned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

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SECTION I CONTRACT CLAUSES

52 204-2	Security Requirements	AUG 1996
52 232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52 237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984 AUG 2010
52 245-1Alt 1	Government Property (Aug 2010) Alternate I	
252 201-7000	Contracting Officer's Representative	DEC 1991
252 204-7012	Safeguarding of unclassified controlled technical information	NOV 2013
252 209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	JAN 2009
252 209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252 237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252 243-7002	Requests for Equitable Adjustment	DEC 2012

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 14 days.

(End of clause)

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 14 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 7 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 Three (3) years and six (6) months.

(End of clause)

252 203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV 2011)

(a) Definition Covered DoD official is defined in the clause at 252 203-7000, Requirements Relating to Compensation of Former DoD Officials

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to be employed by the offeror, shall be in compliance with the Acquisition Regulation 3 104-2

(End of provision)

252 232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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(a) Definitions As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF)

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system

(b) Electronic invoicing The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests

(c) WAWF access To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site

(d) WAWF training The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF Both can be found at [https://wawf.eb.mil/training](#)

(e) WAWF methods of document submission Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol

(f) WAWF payment instructions The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

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

2-in-1

(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*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0339
Issue By DoDAAC	N00189
Admin DoDAAC	S0514A
Inspect By DoDAAC	V55322
Ship To Code	V55322
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	V55322
Service Acceptor (DoDAAC)	V55322
Accept at Other DoDAAC	N/A
LPO DoDAAC	V55322
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N68732

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

(4) Payment request and supporting documentation The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies

(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, Patrick Cave, 757-462-8454 X 7220

(g) WAWF point of contact

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



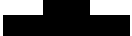

patrick.cave@navy.mil, Patrick Cave, 757-462-8454 X 7220

amy.schillinger@navy.mil, Amy Schillinger, 757-462-4316 X 462

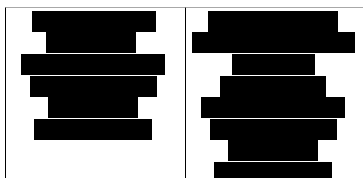
(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988

(End of clause)

Payments due, or to become due, under this contract shall be made payable to information shown below:

By Mail:	
	
	

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5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

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

APPLICABILITY

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

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

ACCESS TO FEDERAL FACILITIES

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

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLIC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

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

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

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

INTERIM ACCESS

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

DENIAL OR TERMINATION OF ACCESS

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

CONTRACTOR’S SECURITY REPRESENTATIVE

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

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

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

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

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

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

to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

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

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

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

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

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

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

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

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

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

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

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SECTION J LIST OF ATTACHMENTS

ATTACHMENT 1 - INSTRUMENT OF ASSIGNMENT
ATTACHMENT 2A - NOTICE OF ASSIGNMENT (CONTRACTING OFFICER)
ATTACHMENT 2B - PCO ACKNOWLEDGEMENT

ATTACHMENT 3 - INSTRUMENT OF RELEASE OF ASSIGNMENT
ATTACHMENT 4A - NOTICE OF RELEASE OF ASSIGNMENT
ATTACHMENT 4B - PCO ACKNOWLEDGEMENT