

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1   3
2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 12-May-2010	4. REQUISITION/PURCHASE REQ. NO. 01318811	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NSWC, DAHLGREN DIVISION 17632 Dahlgren Road Suite 157 Dahlgren VA 22448-5110	CODE N00178	7. ADMINISTERED BY (If other than Item 6) DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342	CODE S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Novonics Corporation 2451 Crystal Drive, Suite 1103 Arlington VA 22202		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	<input checked="" type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.  N00178-04-D-4092-0006
CAGE CODE 0ZF85	FACILITY CODE 610590093	10B. DATED (SEE ITEM 13) 29-Apr-2010

**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 52.232-22, Limitation of Funds

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copies to the issuing office.

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY _____	14-May-2010
		(Signature of Contracting Officer)	

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 2 of 3	FINAL
----------------------------------	----------------------------	----------------------------------	----------------	-------

**GENERAL INFORMATION**

The purpose of this modification is to:

- 1) Provide an increment of funds as reflected in Section G.
- 2) Incorporate Technical Instructions # 02 and # 03 as reflected in Section J.
- 3) Correct the line of accounting for SLIN 6000-01.
- 4) Correct the period of performance dates in Ddl-H40 and SEA 5252.232-9104.

All other terms and conditions remain unchanged and in full force and effect.

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 by

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400002	RDT&E			
400003	RDT&E			
400004	RDT&E			
400005	RDT&E			
400006	O&MN,N			
600002	RDT&E			
600003	O&MN,N			
600004	RDT&E			

The total value of the order is hereby increased by

**DISTRIBUTION**

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 3 of 3	FINAL
----------------------------------	----------------------------	----------------------------------	----------------	-------

FSC # D307  
MISC # 10-150

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 1 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit Est. Cost	Fixed Fee	CPFF
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4000	BASE YEAR: Integrated Training System Engineering Support, in accordance with Section C. (TBD)			
400001	FUNDING FOR TI# 1. (RDT&E)			
400002	FUNDING FOR TI# 3. (RDT&E)			
400003	FUNDING FOR TI# 1. (RDT&E)			
400004	FUNDING FOR TI# 1. (RDT&E)			
400005	FUNDING FOR TI# 1. (RDT&E)			
400006	FUNDING FOR TI# 2. (O&MN,N)			
4100	OPTION 1: Integrated Training System Engineering Support, in accordance with Section C. (TBD) Option			
4200	OPTION 2: Integrated Training System Engineering Support, in accordance with Section C. (TBD) Option			
4300	OPTION 3: Integrated Training System Engineering Support, in accordance with Section C. (TBD) Option			
4400	OPTION 4: Integrated			

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 2 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

Training System  
Engineering  
Support, in  
accordance with  
Section C. (TBD)  
Option

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
-----				
6000	BASE YEAR: Other Direct Costs associated with CLIN 4000. (TBD)		1.0 Lot	
600001	FUNDING FOR TI # 1. (RDT&E)			
600002	FUNDING FOR TI # 1. (RDT&E)			
600003	FUNDING FOR TI # 2. (O&MN,N)			
600004	FUNDING FOR TI # 3. (RDT&E)			
6100	OPTION 1: Other Direct Costs associated with CLIN 4100. (TBD) Option		1.0 Lot	
6200	OPTION 2: Other Direct Costs associated with CLIN 4200. (TBD) Option		1.0 Lot	
6300	OPTION 3: Other Direct Costs associated with CLIN 4300. (TBD) Option		1.0 Lot	
6400	OPTION 4: Other Direct Costs associated with CLIN 4400. (TBD) Option		1.0 Lot	

**TYPE OF ORDER**

This is a term (LOE) order.

Items in the 4x00 series are cost plus fixed fee type.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 3 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

Items in the 6x00 series are cost only.

**ADDITIONAL CLINS**

Additional CLINs may be unilaterally created by the Contracting Officer during the performance of this Task Order to accommodate the multiple types of funds that may be used under this Order. These modifications will not change the overall level of effort, estimated cost or fee of the task order.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 4 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE BASED STATEMENT OF WORK

#### Integrated Training Systems (ITS) Engineering Support

##### C.1 BACKGROUND / PURPOSE / SCOPE

**C.1.1 BACKGROUND:** Naval Surface Warfare Center Dam Neck (NSWCDN) is assigned the duties of system engineering in support of the Software Support Activity (SSA) and In Service Engineering Agent (ISEA) for Integrated Training Systems (ITS). The training systems encompass the hardware and software elements specific to surface ship training systems. In addition, NSWCDN is responsible for the development of new integrated training systems capabilities. The contractor shall comply with the performance specifications identified in C.2.

**C.1.2 PURPOSE:** The purpose of this task is to provide support to NSWCDN in system engineering for integrated training systems.

**C.1.3 SCOPE:** This Statement of Work (SOW) describes the general requirements the Contractor shall meet to provide system engineering support to NSWCDN. Tasking will include: Management support of program, financial and technical functional areas; Engineering of hardware and software components and system; Integration support of systems; Documentation of processes and engineering artifacts; and Support Human Systems Integration, Information Assurance and Infrastructure.

In providing this support, the contractor shall perform activities associated with the below areas of Performance Objectives as shown below in Table 2-1.

Performance Objective/ Title	Task to be Accomplished
1. Program Management	Shall provide program and technical management and continuity of operations support to include but not limited to Acquisition, Planning, Budgeting, Scheduling, Engineering, Strategizing, Risk Assessments, Status Reporting, Data Calls, Fleet Response, Action Resolution and Tracking, Briefs and Reviews.
2. Financial Management	Shall provide financial and acquisition management support to include but not limited to execution of all facets of the budget, input, document development, monitoring, validation, tracking, progress reporting, coordination, estimation, data call response and budget reviews.
3. Process Engineering	Shall provide Process Engineering support to include but not limited to strengthening business and technical processes, process definition, process implementation, administration of existing systems, effect cost savings, and champion NAVSEA initiatives, missions, vision, and charters.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 5 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

4. Metrics Engineering	Shall provide Metrics Engineering support to include but not limited to, metrics development, metrics repository, metrics analysis, return-on-investment analysis, trend analysis, resource optimization, efficiency reports, and process improvement recommendations.
5. Systems Engineering	A. Shall perform Systems Engineering Technical Processes of: (1) Requirements Development; (2) Logical Analysis; (3) Design Solution; (4) Implementation; (5) Integration; (6) Verification; (7) Validation; (8) Transition B. Shall perform Systems Engineering Technical Management Processes of: (1) Decision Analysis; (2) Technical Planning; (3) Technical Assessment; (4) Requirements Management; (5) Risk Management; (6) Configuration Management; (7) Data Management; (8) Interface Management
6. Documentation	Shall develop and maintain documentation to support all performance objectives through out the life cycle: (1) Acquisition; (2) Engineering; (3) Introduction and Support.
7. Engineering Support	A. Provide Engineering support to Readiness in the areas of: (1) Safety; (2) Maintenance Engineering; (3) Computer Program Support; (4) Fleet Engineering Support B. Provide Engineering support to Improvements in the areas of: (1) Design; (2) Performance & Maintenance Data Analysis; (3) Computer Program Improvements; (4) New capabilities; (5) Maintaining Technical Documentation Specifications and Standards; (6) Developing Test Equipment, Tools, Jigs and Fixtures to support Improvements; (7) Obsolescence Support. C. Provide Engineering support to Test & Evaluation in the areas of: (1) Test Support; (2) Fleet Engineering Support
8. Infrastructure Support	Shall provide engineering support for facilities used for development, integration and test. This support encompasses the acquisition; procurement, system administration, and licensing of required integrated training systems and their networks and communications to ensure interoperability amongst other systems.
9. Human Systems Integration	Shall provide system engineering support for all areas of Human System Integration (HSI). These HSI areas include: (1) Environment, (2) Personnel, (3) Training, (4) Human Factors, (5) Safety, (6) Health Habitability, (7) Survivability, and (8) Manpower. The tasking required to provide HSI engineering support includes: (1) Analysis of over-arching capabilities and objectives; (2) Support of development, integration and test; (3) Development, Maintenance and Documentation of HSI system requirements.
10. Information Assurance	Shall provide system engineering to ensure the IA posture with respect to availability, integrity, authentication, confidentiality, and non-repudiation of critical system information.

**Table 2-1 Training System Performance Objectives**

**C.2 APPLICABLE DOCUMENTS:** The specifications, standards, instructions, directives, and

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4092	0006	01	6 of 52	

other publications listed below are referenced in individual requirements paragraphs. Current editions are governing unless a specific edition is cited in the Technical Instructions (TIs) when issued. Referenced documentation will be provided as Government-Furnished Information. These documents include but are not limited to the following:

### **C.2.1 Reference Specifications:**

- C.2.1.1 Total Ship Training System; System Engineering Plan (SEP)
- C.2.1.2 Total Ship Training System Software Development Plan (SDP)
- C.2.1.3 Department of Defense (DoD) Directive 5000.1 (The Defense Acquisition System)
- C.2.1.4 DoD Instruction 5000.2 (Operation of the Defense Acquisition System)
- C.2.1.5 Data Item Description (DID) set for MIL-STD 498
- C.2.1.6 DoDD 8500.1 (Information Assurance (IA), 24 Oct 02)
- C.2.1.7 DoDI 8500.2 (Information Assurance (IA) Implementation, 6 Feb 03)
- C.2.1.8 DoD 8510.01 DoD Certification and Accreditation Process Guidance dated 28 November 2007
- C.2.1.9 Open Architecture Contract Guidebook Version 1.1, 25 October 2007
- C.2.1.10 MIL-STD-882D 10 February 2000 - Standard Practice For System Safety Software/Hardware Asset Reuse Enterprise
- C.2.1.11 DOD-STD-2101 Classification of Characteristics
- C.2.1.12 MIL-DTL-31000, Rev C Technical Data Packages, Detail Specification, of 9 Jul 04
- C.2.1.13 MIL-STD-1399, Rev C Interface Standard for Shipboard Systems, Section 300, 304 Electric Power, Alternating Current, of 2 Feb 88
- C.2.1.14 SL 720-AA-MAN-010 Fleet Modernization Program (FMP) Management and Volume I, Rev 2 Operations Manual
- C.2.1.15 SL 720-AA-MAN-030 Surface Ships and Carriers Entitled Process for Modernization and Operations Manual
- C.2.1.16 COMFLTFORCOMINST, Rev A Joint Fleet Maintenance Manual (CHG 5)
- C.2.1.17 S9095-AD-TRQ-010/TSTP Total Ship Test Program (TSTP)
- C.2.1.18 MIL-HDBK-61(SE) Configuration Management Guidance (paragraphs 6.2 and 6.3)
- C.2.1.19 TSTS-PCMP-2005-1 TSTS Program Configuration Management Plan
- C.2.1.20 Systems Engineering Plan (SEP) Preparation Guide, Version 2.01 OUSD (AT&L), April 2008.
- C.2.2.21 IEEE/EIA Std 12207-2008 Systems and Software Engineering – Software Life Cycle Processes
- C.2.1.22 IEEE Std 830-1998 Recommended Practice for Software Requirements Specifications
- C.2.1.23 6-1998 Recommended Practice for Software Design Descriptions
- C.2.1.24 IEEE Std 1016.1-1998 Guide to Software Design Descriptions
- C.2.1.25 IEEE Std. 1008-1987 Guide for Software Unit Testing
- C.2.1.26 IEEE Std. 1012-2004 Standard for Software Verification and Validation
- C.2.1.27 IEEE Std. 1016-1998 Recommended Practice for Software Design Descriptions
- C.2.1.28 IEEE Std. 1028-1997 Standard for Software Reviews
- C.2.1.29 IEEE Std. 1063-2001 Standard for Software User Documentation
- C.2.1.30 IEEE Std. 1074-2006 Standard for Developing a Software Project Life Cycle Process
- C.2.1.31 Open Architecture (OA) Computing Environment Design Guidance Version 1.0 23 August 2004
- C.2.1.32 Open Architecture Computing Environment (OACE) Technologies and Standards Version 1.0, 23 August 2004

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 7 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

- C.2.1.33 ASME Y14.100-2004 Engineering Drawing Practices
- C.2.1.34 IEEE/EIA 12207 Information Technology - Software Life Cycle Processes
- C.2.1.35 ANSI/EIA-649-1998 National Consensus Standard of Configuration
- C.2.1.36 Naval Open Architecture Contract Guidebook
- C.2.1.37 NAVSEAINST 4200.19, Service Contract Restrictions and Safeguards

Copies of military handbooks, instructions, standards and specifications and DoD adopted non-Government standards may be obtained in accordance with the Federal Acquisition Regulation (FAR) Subpart 52.211-2. Copies of specifications, standards, and data item descriptions cited in this solicitation, if listed in the DoD Index of Specifications and Standards (DoDISS) or the Acquisition Management Systems and Data Requirements Control List, DoD 5010.12-L (Dec 2003) may be obtained from:

- (a) ASSIST database via the Internet at <http://assist.daps.dla.mil/>;
- (b) By submitting a request to the –

Department of Defense Single Stock Point (DoDSSP)  
Building 4, Section D  
700 Robbins Avenue  
Philadelphia, PA 19111-5094

- (c) <https://saportal.nswc.navy.mil>

Copies of non-government publications not listed in the DoDISS may be obtained from the respective industry association or by following the web links identified.

### **C.3 REQUIREMENTS:**

**C.3.1 PERFORMANCE OBJECTIVES.** The Contractor should be familiar with NAVSEAINST 4200.19, Service Contract Performance and Safeguards. The Business/Financial Management Matrix enclosed in this NAVSEA Instruction is provided as Attachment J.3. Performance Objectives will be accomplished through methods described:

**C.3.1.1 PROGRAM MANAGEMENT** – The Contractor shall provide program management support specific to the tasking of engineering for NSWCDN integrated training systems for program and technical management and continuity of operations support across all performance objectives to include Acquisition, Planning, Budgeting, Scheduling, Engineering, Strategizing, Risk Assessments, Status and Metric Reporting, Data Calls, Fleet Response, Action Resolution and Tracking, Briefs and Reviews. The Contactor shall deliver material as set forth in the CDRLs, and shall maintain and provide archived electronic copies, utilizing readily available standard business commercial software, for ease of future updates. The following deliverables tasked below shall be provided in accordance with CDRL Item Numbers A001, A002, A003, A004, A005, A007, A008, and A015.

**C.3.1.1.1 Final Report:** The Contractor shall provide a final report which shall be delivered at the completion of the task order and shall include, in addition to the information specified in the referenced Data Item Description, a compilation of all individual interim progress reports.

**C.3.1.1.2 Progress Report:** The Contractor shall provide a monthly technical, financial, and metric

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 8 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

progress reports, which shall be delivered during the performance of this task order. Detailed progress and execution shall follow an executive summary section that highlights major accomplishments, risks, solutions, and financial execution. Critical issues with recommended solutions shall be reported in writing as they occur.

**C.3.1.1.3 Reports:** The Contractor shall deliver a report for all events, exercises, technical meetings, conferences, working groups, and travel performed which had four or more persons in attendance or for those in which action responsibilities, and/or milestones were assigned/accomplished regardless of the number of persons in attendance. A consolidated action item list shall be maintained.

**C.3.1.1.4 Presentation Materials:** Contractor shall deliver presentation materials per the program-driven schedule.

**C.3.1.1.5 Schedule:** Contractor shall maintain schedules of tasking in accordance with overall project schedule.

**C.3.1.2 FINANCIAL MANAGEMENT** – The Contractor shall provide financial management and Administrative support for all facets of budget execution including input, document development, monitoring, validation, tracking, progress reporting, estimation, coordination, budget execution, data calls, Earned Value Management Systems (EVMS) metrics and budget reviews within Navy financial systems. CDRL Item Numbers A003, A004, A007, and A008 apply.

**C.3.1.3 PROCESS ENGINEERING** – The Contractor shall facilitate strengthening business/-engineering processes and relationships to ensure the government is instituting best business practices as part of Defense transformation. Champion charter responsibilities that include analysis, recommendation, documentation, and implementing disciplined and rigorous Management and System Engineering processes for systems that support current NSWCDN integrated training systems and follow on training architectures. CDRL Item Numbers A004, A005, A006, A007, and A026 apply.

**C.3.1.4 METRICS ENGINEERING** – The Contractor shall develop, document, update, and maintain a family of performance metrics and implementation guidelines to enable efficiency trend analyses, resource optimization, substantiation of budget requests, and objective evaluation of support organizations. CDRL Item Numbers A004, A006, and A007 apply.

**C.3.1.5 SYSTEM ENGINEERING** – The Contractor shall provide engineering support for integrated training systems across all mission areas and training teams. This includes, but not limited to, training systems components, architectures, management, communications, information assurance, HSI, software, hardware, integration, safety, acquisition engineering, and documentation across the training systems products life cycle to ensure horizontal and vertical integration of component capability and to ensure viability of the preferred solutions as they relate to functional and technical requirements. This support requires research, analysis, definition, development, prototyping, and review of capabilities and requirements at the systems/subsystems level for both software and hardware implementations. The following deliverables tasked below shall be provided in accordance with CDRL Item Numbers A005 through A013 and A016 through A026 apply.

**C.3.1.5.1 Engineering Products:** The Contractor shall review or produce white papers, decision option papers, trade studies, advance change study notices, initial requirement proposal, concept of operations, engineering change proposals, concept papers, requirements definitions, initial capability

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 9 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

documents, systems engineering plans, baseline plans, integration plans, interface data definitions, technical questions resolutions, architectural design papers, traceability maps, Unified Modeling Language (UML) models, reports, meeting minutes, risk analysis, risk mitigation recommendations and other products as required by project schedule.

**C.3.1.5.2 Engineering Specifications:** The Contractor shall perform Requirements Management to ensure traceability is maintained from engineering products back to user-defined capabilities as documented through the Joint Capabilities Integration and Development System (JCIDS). This includes the generation of traceability matrixes from operational requirements through test. The following activities shall be performed: 1) Development and maintenance of traceability of all requirements from user-defined capabilities needs; (2) Documenting all changes to those requirements; and (3) Recording the rationale for those changes. Additionally all identified components of the system analysis process shall also be captured and traceable between all such components. These components include, but are not limited to: (1) Derived requirements; (2) Use Cases; (3) Interaction Diagrams; (4) Scenarios, and (5) Drawings.

**C.3.1.5.3 Reviews:** The Contractor shall provide engineering support for informal/formal technical reviews. This activity shall include reviewing established baselines (functional, allocated, product), CONOPS, capability descriptions, requirements, developers' preliminary and detailed designs, adequacy of design, cost effectiveness, and providing recommendations to achieve cost avoidance where feasible; evaluating developers' Plans of Action and Milestones (POA&Ms); identifying issues for resolution; and recommending courses of action to resolve issues.

**C.3.1.5.4 Advance Development:** The Contractor shall provide training systems engineering services (research, analysis, prototyping, and design) related to COTS/GOTS systems to support advanced development efforts, identification of training and technology gaps and risk mitigation. Contractor shall provide results, lessons learned and recommendations.

**C.3.1.5.5 System Integration:** The Contractor shall support the planning, management and execution of the integration of software and hardware components into the integrated training system products. This effort shall include: (1) Analysis of desired capabilities, objectives, performance specification, and system design/architecture; (2) Development, maintenance and documentation of System Functional Specifications and System Verification Plan; (3) Development, maintenance and documentation of Functional Performance Specifications and Functional Verification Plan; (4) Development, maintenance and documentation of Product ("Build-to") Documentation and Inspection Plan; (5) Fabricate, Assemble, Code to "Build-to" Documentation.

**C.3.1.6 DOCUMENTATION** – The Contractor shall develop, update, maintain, and deliver engineering documentation as required to support all performance objectives through out the engineering life cycle. Deliverable documents shall include: Concept of operations (CONOPS); initial capability documents (ICD); system design solutions; tool analysis; Analysis of Alternatives (AoA); Milestone A, B, and C Acquisition Documents; Engineering Change Proposals (ECP); Design Papers, White Papers; Advance Change Study Notice (ACSN); Capabilities Development Document (CDD); Architecture Description Document (ADD); Interface Requirements Specification (IRS) and CSCI Definition Document (CDD); System Performance Specification (SPS); System Requirement Specification (SRS); System/Sub-System Specification (SSS); Hardware Requirement Speciation (HRS); Engineering Drawings; BFTT Computer Software Configuration Item Definition Document (BFTT-CDD); BFTT System Design Document (BFTT-SDD); Initial Requirement Proposal (IRP);

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 10 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Procedures; Manuals; Design Papers; White Papers; Proposals; Budgets; Plans; Systems Engineering Plan (SEP); Test and Evaluation Master Plan (TEMP); Shipboard Training LAN Federation Specification; Combat Systems Operational Sequencing System (CSOSS) (Book 7); Engineer Design Test Plan; Producibility Analysis Report; Integrated Master Schedule (IMS); and Installation and Acceptance Test Plan (IATP). The following deliverables tasked below shall be provided in accordance with CDRL Item Numbers A005 thru A027 apply.

**C.3.1.6.1 Document Specifications:** This effort requires the utilization of common commercial documentation tools and industry standard formats and templates.

**C.3.1.6.2 Document Review:** Documents shall be produced and updated as required in accordance with appropriate CDRL(s). Unless otherwise required by CDRL or directed by the Contracting Officer's Representative (COR) or designated Technical Assistant (TA) the Government requires ten working days for review and approval/disapproval of: (1) Proposed outline and format; (2) Draft submission; (3) Final Submission.

**C.3.1.7 ENGINEERING SUPPORT:** The Contractor shall provide engineering support for integrated training systems across all mission areas and training teams. The efforts shall include supporting the systems engineering technical processes of requirements development, logical analysis, design solution, implementation, verification, validation, and transition. Tasking shall also include supporting the systems engineering technical management processes of decision analysis; technical planning, technical assessment, requirements management, risk management, configuration management, data management, including efforts supporting a collaborative information environment, access to authoritative data sources and data repositories, metadata tagging and universal discovery and interface management. The efforts shall be aligned with the areas of readiness, improvements and test & evaluation. System engineering efforts shall also support required network/communications infrastructure maintenance and modernization efforts that are associated with integrated training systems. As part of this support, the Contractor shall, as scheduled participate in technical interchange meetings, technical reviews, technical symposia, industry/vendor demonstrations and technical conferences. Contractor participation shall include submission of trip reports/meeting minutes, submission of analysis reports, trade studies, review/red-lining of ICD/SID/Assembly drawings, inputs to test plans, reviews of Joint Capabilities Integration and Development System (JCIDS) documents, reviews of DoD Architecture Framework (DODAF) Products, review/update interfaces, reviews of functional/allocated/product baselines, and reviews of requirements traceability. Additional support requirements shall be defined based on program and build schedules. The following deliverables tasked below shall be provided in accordance with CDRL Item Numbers A005 through A008, and A012 through A021, and A024 through A026.

**C.3.1.7.1 Readiness:** The contractor shall support technical processes and technical management processes in support of Fleet Readiness in the areas of: (1) Safety; (2) Maintenance engineering; (3) Computer program support; (4) Fleet engineering support; (5) Fleet training policy and requirements; and (6) Fleet response plan execution support.

**C.3.1.7.2 Improvements:** The Contractor shall support technical processes and technical management processes in support of improvements associated with the following areas: (1) HW design & integration; (2) Performance & maintenance Data analysis; (3) Computer program improvements; (4) Acquisition/New capabilities/Preplanned Product Improvement (P3I); (5) Maintaining technical documentation specifications and standards; (6) Developing test equipment, tools, jigs and fixtures to

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 11 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

support improvements; and (7) obsolescence support.

**C.3.1.7.3 Test & Evaluation:** The Contractor shall support technical processes and technical management processes in support of comprehensive test and evaluation associated with the following areas: (1) Test support; (2) Fleet engineering support; (3) Operational verification of installations. Test and evaluation efforts shall support the larger verification and validation processes, and include support efforts for Developmental Test & Evaluation (DT&E), Operational Test & Evaluation (OT&E), and Environment Qualification Testing (EQT) of new/upgraded systems and components.

**C.3.1.8 INFRASTRUCTURE SUPPORT:** The Contractor shall perform the following task to support all integrated training system systems hardware, software and related infrastructure located at NSWCDN: (1) All activities associated with system administration including effective provisioning, installation/configuration, operations and support, maintenance, documentation, security monitoring, configuration management, and research and development to ensure continual innovation; (2) Development, execution and maintenance of security and safety plans, procedures, schedules, and processes; (3) Perform related studies, research, and tests; (4) Identify risks; and (5) Develop and maintain mitigation plans, analysis reports, white papers, and records. CDRL Item Numbers A005, A006, A007, A008, A016, A017, A018, and A020 apply.

**C.3.1.9 HUMAN SYSTEMS INTEGRATION:** Contractor shall perform the analysis, integration, and documentation of HSI thresholds and objectives that can be used to quantify the safety and effectiveness of implemented of system requirements. CDRL Item Numbers A005, A006, A007, A008, A016, A017, A021, and A025 apply.

**C.3.1.9.1 Language:** Support the development of a standard HSI language and tools set. This support shall include 1) the analysis of HSI languages and tools sets; 2) option definitions of this analysis; and 3) recommendations. Additionally this support shall include participation in HSI community meetings.

**C.3.1.9.2 Standards:** Support the development, integration, and maintenance of policies, processes, and procedures. This support shall include 1) the analysis of both HSI community and NAVSEA standards; 2) option definitions of this analysis; and 3) recommendations. Additionally this support shall include participation in HSI community and NAVSEA meetings.

**C.3.1.9.3 Processes:** Support the development, integration and maintenance of a set of standard HSI policies and processes. This support shall include 1) the analysis of both HSI community and NAVSEA HSI and system engineering processes; 2) option definitions of this analysis; and 3) recommendations. Additionally this support shall include participation in HSI community and NAVSEA meetings.

**C.3.1.10 INFORMATION ASSURANCE (IA):** Contractor shall support: (1) Analysis of integrated training system IA capabilities, objective and requirements to ensure integrated training system systems are in compliance with Department of Defense IA mandatory policies for all acquisition life cycle milestones; (2) Generation and maintenance of requirements to ensure IA controls are defined; (3) Design, development, integration, and testing of required controls into integrated training system systems. CDRL Item Numbers A005, A006, A007, A008, A016, A017, A018, A021, and A025 apply.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 12 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

#### **C.4 GOVERNMENT FURNISHED ITEMS.**

**C.4.1 Government-Furnished Material/Equipment.** Facilities to support integration and test tasking will be provided at NSWCDN for contractor use. Additional items required by the Contractor for the performance of this task and not identified herein shall be identified to the COR and TA when the requirement is recognized and will be provided on a case-by-case basis.

**C.4.2 Government-Furnished Property/Information.** Items required by the Contractor for the performance of this task and not identified herein shall be identified to the COR and TA when the requirement is recognized and will be provided on a case-by-case basis.

**C.4.3 Handling.** All government property being received for custody by the Contractor and all government property being transferred from Contractor custody shall be documented on a DD Form 1149. Should a DD Form 1149 not accompany property being received for custody, the Contractor shall prepare one; obtain the necessary signatures (if possible, or annotate the circumstances), and process copies.

**C.4.4 Government Provided Space.** Specific workspaces are to be made available to the contractor and additional spaces may be specified at the POA&M. At time of task order award, the following spaces located at NSWC, Dam Neck are planned to be made available.

<b>Location</b>	<b># Persons</b>	<b>Location of Work Space</b>
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**C.5 CONTRACTOR-FURNISHED MATERIALS.** Equipment and supplies required to effectively perform the tasking as identified above or required under normal course of business are not reimbursable by the Government.

**C.6 PLACES OF PERFORMANCE -** Efforts under this order shall be performed primarily at the Contractors location, NSWCDN, Washington Navy Yard, and other locations as scheduled. Other travel requirements will be conveyed per C.7 below.

**C.7 TRAVEL REQUIREMENTS.** All travel under this order must be requested of, and authorized by, the COR (information copy to the TA), in writing or by electronic mail, and must show the appropriate order number, the number of people traveling, the number of days for the trip, the reason for the travel, and any high-cost or unusual costs expected. The Contractor is not authorized to perform any travel that is not in conjunction with this order. The estimated travel requirements are:

San Diego, CA - 4 trips, 5 days, 2 people  
Washington, DC - 12 trips, 2 days, 2 people  
Hunt Valley, MD - 2 trips, 5 days, 1 person  
Mayport, FL - 4 trips, 5 days, 2 people  
Everett, WA - 2 trips, 5 days, 1 person  
Wallops Island, VA - 12 trips, 5 days, 2 people  
Morristown, NJ - 6 trips, 5 days, 2 people  
Fairmont, WV - 2 trips, 2 days, 1 person  
Honolulu, HI - 2 trips, 5 days, 1 person

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 13 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Norfolk, VA - 4 trips, 5 days, 2 people  
Virginia Beach, VA - 12 trips, 2 days, 2 people  
Taiwan - 2 trips, 10 days, 2 people  
Australia - 2 trips, 10 days, 2 people  
Germany - 2 trips, 10 days, 2 people  
UK - 2 trips, 10 days, 2 people  
Orlando, FL - 2 trips, 5 days, 1 person  
Panama City, FL - 1 trip, 5 days, 1 person

**C.8 TRAINING:** The Contractor is expected to provide fully trained and competent personnel to accomplish this order. No costs associated with the training of contractor personnel will be reimbursed. The title of the event is irrelevant (conference, seminar, symposium, etc.); if there is a fee charged to participate, it is considered training and will not be reimbursed.

**C.9 TRANSPORTATION OF EQUIPMENT/MATERIAL.** The shipment of unclassified technical documentation resultant from this tasking is required for the performance of this task order. Shipments shall be made as scheduled.

**C.10 SECURITY.** All personnel performing classified tasks under this task order shall possess, at minimum, a DoD Industrial Security Clearance of at least SECRET.

a. Contractor requests for visit authorizations shall be submitted in accordance with DoD 5520.22M (Industrial Security Manual for Safeguarding Classified Information) as early as practicable and not later than three working days prior to visit (except in cases of urgency). When a contractual relationship exists, original requests shall be delivered to the Security Officer of the activity being visited. When a contractual relationship does not exist, original requests shall be delivered to the Security Officer of the activity being visited via the Contracting Officer's Representative (COR) for endorsement of need-to-know.

b. Visit requests for subcontractors shall be submitted to the appropriate contractor Facility Security Officer (FSO) for certification on need to know, when applicable. Requirements for possession of a security clearance, higher than SECRET, shall be brought to the attention of the Contracting Officer for possible contract modification.

**C.11 CDRL CROSS REFERENCE**

CDRL Identifier	CDRL Title	Applicable Paragraphs
A001	Status Report	C.3.1.1
A002	Contractor's Progress, Status, and Management Report	C.3.1.1
A003	Funds and Man-Hours Expenditure Report	C.3.1.1, C.3.1.2
A004	Performance and Cost	C.3.1.1, C.3.1.2, C.3.1.3, C.3.1.4
A005	Report, Record of Meeting/Minutes	C.3.1.1, C.3.1.3, C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8, C.3.1.9, C.3.1.10
		C.3.1.1, C.3.1.3, C.3.1.4,

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 14 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

A006	Technical Report - Study/Services	C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8, C.3.1.9, C.3.1.10
A007	Presentation Material	C.3.1.2, C.3.1.3, C.3.1.4, C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8, C.3.1.9, C.3.1.10
A008	Project Planning Chart	C.3.1.1, C.3.1.2, C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8, C.3.1.9, C.3.1.10
A009	Interface Requirements Specification (IRS)	C.3.1.5, C.3.1.6,
A010	Software Requirements Specification (SRS)	C.3.1.5, C.3.1.6,
A011	Interface Design Description (IDD)	C.3.1.5, C.3.1.6,
A012	Software Test Plan (STP)	C.3.1.5, C.3.1.6, C.3.1.7,
A013	Software Test Description (STD)	C.3.1.5, C.3.1.6, C.3.1.7,
A014	Software Test Report (STR)	C.3.1.6, C.3.1.7,
A015	Integrated Master Schedule (IMS)	C.3.1.1, C.3.1.6, C.3.1.7,
A016	Test Procedure	C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8, C.3.1.9, C.3.1.10
A017	Test/Inspection Report	C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8, C.3.1.9, C.3.1.10
A018	Manhour Estimate, Technical Cost Proposals	C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8, C.3.1.10
A019	Interface Control Document (ICD)	C.3.1.5, C.3.1.6, C.3.1.7,
A020	Configuration Management Status	C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.8,
A021	Engineering Change Proposal (ECP)	C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.9, C.3.1.10
A022	System/Subsystem Specification (SSS)	C.3.1.5, C.3.1.6,
A023	System/Subsystem Design Description (SSDD)	C.3.1.5, C.3.1.6,
A024	Concept of Operations/Concept Papers	C.3.1.5, C.3.1.6, C.3.1.7,
A025	Technical Documents	C.3.1.5, C.3.1.6, C.3.1.7, C.3.1.9, C.3.1.10
A026	Baseline Description Documents	C.3.1.5, C.3.1.6, C.3.1.7,
A027	System Engineering Plan (SEP)	C.3.1.6

## DIGITAL DELIVERY OF DATA

(a) Delivery by the Contractor to the Government of certain technical data and other data is now frequently required in digital form rather than as hard copy. Such delivery may cause confusion between data rights and computer software rights. It is agreed that, to the extent that any such data is computer software by virtue of its delivery in digital form, the Government will be licensed to use that digital-form data with exactly the same rights and limitations as if the data had been delivered as hard copy.

(b) Any limited rights legends or other allowed legends placed by a Contractor on technical data or other data delivered in digital form shall be digitally included on the same media as the digital-form data and must be associated with the corresponding digital-form technical data to which the legends apply to the extent possible. Such legends shall also be placed in human-readable form on a visible surface of the media carrying the digital-form data as delivered, to the extent possible.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 15 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SOFTWARE LICENSES

(a) Except with respect to commercial computer software as defined in DFARS 252.227-7014(a)(1), no Contractor, subcontractor, or third-party license or other restriction shall be included with or imposed on software delivered pursuant to this contract the terms of which differ from or conflict with the terms of this contract, including especially but not limited to terms relating to rights in technical data, rights in noncommercial computer software and noncommercial computer software documentation, indemnification, and liability unless such license(s) or restriction(s) are approved by the Contracting Officer in writing and expressly incorporated into the contract prior to the delivery of software subject to such license(s) or restriction(s). Such licenses or restrictions include by way of illustration and not limitation so-called “shrink-wrap” or “click” licenses.

(b) For any commercial computer software as defined in DFARS 252.227-7014(a)(1) that the Contractor intends to incorporate into or deliver with any software to be delivered pursuant to this contract, the Contractor shall identify such software or documentation to the Contracting Officer prior to delivery thereof. The Contractor shall also supply to the Contracting Officer a copy of any licenses applicable to such software at the time the software is identified. The Contractor, in accordance with the Contracting Officer’s instructions, shall negotiate any changes to the license that are required to make the license consistent with Federal procurement law and the Government’s needs regarding such software. No such software shall be incorporated into or delivered with other software delivered pursuant to the terms of this contract without the Contracting Officer’s express written permission.

(c) (1) For any open source software that will be included in any deliverable item or part thereof under this contract or will be used to create any deliverable item or part thereof under this contract, the Contractor shall:

- (i) identify the open source software;
- (ii) provide, for each of the software identified in (i), copies of any and all licenses associated with such software;
- (iii) ensure, for each of the licenses identified in (ii), that the Government’s rights under such licenses permit the Government to use the deliverable(s) for the Government’s intended purpose; and
- (iv) ensure that the Contractor has complied with any and all requirements of the licenses identified in (ii).

(2) Any licenses relating to open source software shall be subject to all the requirements of this clause.

(d) Notwithstanding the requirements of paragraphs (a) and (b) hereof, no software shall be delivered pursuant to this contract if the software or any part thereof is subject to any copyright, license, or other reservation of rights (hereafter “reservation”) that imposes any requirement of subsequent action by the Government, unless express written permission for such inclusion is obtained from the Contracting Officer prior to delivery of such software. Such requirement of subsequent action includes by way of illustration and not limitation: a requirement that upon distribution the Government must make such software available in any form to any entity; a requirement that prior to a distribution of the software by the Government the Government is obliged in any way to ensure that the entity to which it distributes the software abides by the terms of the reservation or acquires any license or other right; or any requirement that is inconsistent with Federal laws including but not limited to national security requirements, export control laws and regulations, or acquisition laws and regulations.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 16 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SHIPBOARD PROTOCOL

This task order may involve working onboard U.S. and/or foreign naval ships or vessels. As such, the Contractor is reminded of its responsibility to assure that shipboard protocol is stringently followed. Specifically, visit requests must be arranged through the Government sponsor and must be forwarded to the individual command being visited as well as to all supporting commands, such as the base, squadron, tender, etc. that the visitor must pass through to get to the ship or vessel; the Contractor is responsible for obtaining and maintaining specialized training (i.e., nuclear awareness, safety, quality control, etc.) and certification (i.e., SUBSAFE certification, etc.).

The Contractor shall ensure its personnel adhere to these requirements when performing shipboard efforts. Compliance shall be reported in the trip report.

- All personnel working shipboard shall possess at least a SECRET security clearance.
- All personnel, while shipboard, shall conform to the rules and regulations of the ship. It is the responsibility of the Contractor to determine the proper rules, regulations, actions, policy, and procedures.
  - Alarms – actual or drill
  - Safety – hardhats, tagouts, safety shoes, goggles, etc., as applicable
  - HAZMAT – bringing hazardous materials aboard, using hazardous materials, etc.
- The designated team lead shall, upon arrival, brief the Commanding Officer or his/her designated representative as to the purpose of the visit and expected duration.
- The designated team lead shall, upon departure, debrief the Commanding Officer or his/her designated representative as to the success of the work performed and the operational condition of affected equipment.

## USE OF INFORMATION SYSTEM (IS) RESOURCES

### Contractor Provision of IS Resources

Except in special circumstances explicitly detailed elsewhere in this document, the Contractor shall provide all IS resources needed in the performance of this contract. This includes, but is not limited to computers, software, networks, certificates, and network addresses.

### Contractor Use of IS Resources

In the event that the contractor is required to have access to IS resources, the login name used for access shall conform to the NMCI login naming convention. If the contractor requires access to applications/systems that utilize client certificates for authentication, the contractor is responsible for obtaining requisite certificates from a DOD or External Certificate Authority.

If this contract requires that the contractor be granted access and use of IS resources (at any site), the IS shall be accredited for contractor use in accordance with procedures specified by the Information Assurance Office.

### Connections Between NSWCDN and Contractor Facilities

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 17 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

If there is a requirement (specifically delineated elsewhere in this contract) for interconnection (e.g., link level or Virtual Private Network (VPN)) between any facilities and/or ISs owned or operated by the contractor and ISs owned or operated by NSWCDN, such interconnection shall take place only after approval from the Information Assurance Office. All such connections as well as the ISs connected thereto will be accredited in accordance with DOD policy (DODI 5200.40) by the cognizant Designated Approving authority (DAA) and comply with the requirements of CJCSI 6211.02B regarding Memorandums of Agreement. All such connections will be made outside the appropriate NSWCDN firewall.

### **NON-DISCLOSURE AGREEMENTS (NDAs)**

Contractor personnel may be required, from time to time, to sign non-disclosure statements as applicable to specific Statement of Work tasking. The COR will notify the contractor of the number and type of personnel that will need to sign the Non-Disclosure agreements. The signed Non-Disclosure Agreements shall be executed prior to accessing data or providing support for information that must be safeguarded and returned to the COR for endorsement and retention.

### **SENSITIVE, PROPRIETARY, AND PERSONAL INFORMATION**

Work under this contact may require that personnel have access to Privacy Information. Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code. Section 552a and applicable agency rules and regulations. Access to and preparation of sensitive information subject to privacy Act and Business Sensitive safeguarding and destruction may be required in the execution of tasking associated with this contract. Administratively sensitive information/data must not be shared outside of the specific work areas. All personnel with access to privacy act data in support of this contract must sign a privacy act certification.

### **NON-PERSONAL SERVICES**

The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the contractor feels that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer immediately. These services shall not be used to perform work of a policy/decision making or management nature, i.e., inherently Governmental functions. All decisions relative to programs supported by the contractor shall be the sole responsibility of the Government.

### **PLAN OF ACTIONS AND MILESTONES (POA&M)**

The contractor shall develop POA&Ms per COR direction. While contractor format is acceptable, with Government's approval, the following information, as a minimum, shall appear in each POA&M.

Contract and Order Number  
Date POA&M prepared/revised  
Revision number if applicable  
POA&M Period of Performance

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 18 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Contractor Interfaces/Points of Contact (by technical area)  
Government Interfaces/POC (by technical area)  
Estimated man years and total cost (including fee) for labor  
Estimated ODCs with travel details  
Work summary  
Subcontractors identified by name

**HQ C-2-0011 COMPUTER SOFTWARE AND/OR COMPUTER DATABASE(S)  
DELIVERED TO AND/OR RECEIVED FROM THE GOVERNMENT (NAVSEA) (APR  
2004)**

(a) The Contractor agrees to test for viruses all computer software and/or computer databases, as defined in the clause entitled "RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL COMPUTER SOFTWARE DOCUMENTATION" (DFARS 252.227-7014), before delivery of that computer software or computer database in whatever media and on whatever system the software is delivered. The Contractor warrants that any such computer software and/or computer database will be free of viruses when delivered.

(b) The Contractor agrees to test any computer software and/or computer database(s) received from the Government for viruses prior to use under this contract.

(c) Unless otherwise agreed in writing, any license agreement governing the use of any computer software to be delivered as a result of this contract must be paid-up and perpetual, or so nearly perpetual as to allow the use of the computer software or computer data base with the equipment for which it is obtained, or any replacement equipment, for so long as such equipment is used. Otherwise the computer software or computer database does not meet the minimum functional requirements of this contract. In the event that there is any routine to disable the computer software or computer database after the software is developed for or delivered to the Government, that routine shall not disable the computer software or computer database until at least twenty-five calendar years after the delivery date of the affected computer software or computer database to the Government.

(d) No copy protection devices or systems shall be used in any computer software or computer database delivered under this contract to restrict or limit the Government from making copies. This does not prohibit license agreements from specifying the maximum amount of copies that can be made.

(e) Delivery by the Contractor to the Government of certain technical data and other data is now frequently required in digital form rather than as hard copy. Such delivery may cause confusion between data rights and computer software rights. It is agreed that, to the extent that any such data is computer software by virtue of its delivery in digital form, the Government will be licensed to use that digital-form data with exactly the same rights and limitations as if the data had been delivered as hard copy.

(f) Any limited rights legends or other allowed legends placed by a Contractor on technical data or other data delivered in digital form shall be digitally included on the same media as the digital-form data and must be associated with the corresponding digital-form technical data to which the legends apply to the extent possible. Such legends shall also be placed in human-readable form on a visible surface of the media carrying the digital-form data as delivered, to the extent possible.

**HQ C-2-0034 MINIMUM INSURANCE REQUIREMENTS (NAVSEA) (SEP 1990)**

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 19 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

In accordance with the clause of this task order entitled "INSURANCE--WORK ON A GOVERNMENT INSTALLATION" (FAR 52.228-5), the Contractor shall procure and maintain insurance, of at least the kinds and minimum amounts set forth below:

(a) Workers' Compensation and Employer's Liability coverage shall be at least \$100,000, except as provided in FAR 28.307(a).

(b) Bodily injury liability insurance coverage shall be written on the comprehensive form of policy of at least \$500,000 per occurrence.

(c) Automobile Liability policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

#### **HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)**

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the order work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the order, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this order may create a potential organizational conflict of interest on the instant order or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this order shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this order. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this order. This prohibition shall expire after a period of three years after completion of performance of this order.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 20 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this order and for a period of three years after completion of performance of the order, neither the Contractor, nor, any subcontractor/consultant shall furnish to the United States Government, any system, component or services which is the subject of the work to be performed under this contract, unless the Contractor implements the OCI avoidance procedures set forth in an approved OCI Mitigation Plan. The contractor shall not be prohibited from competing in procurements for systems, components or services as addressed in FAR 9.505.2.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action, which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the order for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this order or becomes, or should become, aware of an organizational conflict of interest after award of this order and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this order for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this order for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this order; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 21 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this order.

(n) Compliance with this requirement is a material requirement of this order.

**Ddl-C30 HAZARDOUS MATERIALS USED ON GOVERNMENT SITE**

(a) This clause applies if hazardous materials are utilized at any time during the performance of work on a Government site under this order. Hazardous materials are defined in Federal Standard No. 313 and include items such as chemicals, paint, thinners, cleaning fluids, alcohol, epoxy, flammable solvents, or asbestos.

(b) The contractor shall have an active Hazard Communication Program in place for all contractor employees per 29 C.F.R. 1910.1200. Before delivery of any hazardous materials onto Government property, the Contractor shall provide the COR with an inventory and Material Safety Data Sheet (MSDS) for these materials.

**Ddl-C41 TERMINATION OF EMPLOYEES WITH NAVAL BASE ACCESS**

The contractor shall insure that all employees who have a Navy issued badge and/or automobile sticker turn-in the badge and remove the sticker immediately upon termination of their employment under this order. The above requirement shall be made a part of the standard employee facility clearance procedures for all separated personnel. The contractor shall advise appropriate Navy Physical Security of all changes in their contract personnel requiring Navy base access.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 22 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

Delivery shall be in accordance with the provisions of the basic contract. Some deliveries may contain classified information.

All technical reports and other deliverable items shall be marked to include, as a minimum, the prime contractor's name, contract number, and task order number.

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

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 23 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance shall be performed at designated herein.

by the COR

### **PERFORMANCE BASED CRITERIA:**

#### **PERFORMANCE BASED CONTRACT REVIEW AND ACCEPTANCE PROCEDURE**

(a) This is a performance-based task order as defined in FAR Part 37.6 (PERFORMANCE BASED ACQUISITION). Contractor performance will be reviewed in accordance with the Quality Assurance Surveillance Plan in Section H.

(b) The plan defines that this review and acceptance will become part of the annual Contractor Performance Assessment Reporting System (CPARS). The contractor may obtain more information regarding the CPARS process at the following internet site:

<http://cpars.navy.mil>

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 24 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The planned period of performance for each Task Order period is shown below. A final performance schedule will be incorporated at time of award.

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

4000	5/3/2010 - 5/2/2011
6000	5/3/2010 - 5/2/2011

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

4100	5/3/2011 - 5/2/2012
4200	5/3/2012 - 5/2/2013
4300	5/3/2013 - 5/2/2014
4400	5/3/2014 - 5/2/2015
6100	5/3/2011 - 5/2/2012
6200	5/3/2012 - 5/2/2013
6300	5/3/2013 - 5/2/2014
6400	5/3/2014 - 5/2/2015

Services to be performed hereunder will be provided at the Contractor's facility, Naval Surface Warfare Center Dam Neck, and the Washington Navy Yard.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 25 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### ACCOUNTING DATA

The award document will include Accounting Data at the end of Section G. All lines of accounting are listed sequentially under a heading that identifies the particular action (award or modification number) under which the funding was obligated. Under SeaPort-e, all funding is identified/obligated at the SubCLIN (SLIN) level. SLINs are established sequentially by the SeaPort-e software. Each obligation of funds receives a unique SLIN identifier, even if the funds are an increase to an existing line of accounting (ACRN). Thus, an individual functional area or Technical Instruction that is funded incrementally, could have one ACRN but multiple SLINs. Accounting for expenditures and invoicing at the SLIN level is required.

### SPECIAL INVOICING INSTRUCTIONS

In an effort to utilize funds prior to cancellation and to ensure that funds are expensed in accordance with expenditure benchmarks for the multiple programs funding the task order effort, the contractor shall coordinate invoicing of funds with the COR and the paying office shall disburse funds in accordance with the contractor's invoice.

### Ddl-G10 GOVERNMENT CONTRACT ADMINISTRATION POINTS-OF-CONTACT AND RESPONSIBILITIES

#### 1. Procuring Contracting Officer (PCO):

(a) Name:  
Address:

Phone:  
E-mail:

(b) PCO responsibilities are outlined in FAR 1.602-2. The PCO is the only person authorized to approve changes in any of the requirements of this task order or orders issued thereunder and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the PCO's. 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 part of this task order. In the event the contractor effects any change at the direction of any person other than the PCO, the change will be considered to be unauthorized.

#### 2. Contract Specialist:

(a) Name:  
Address:

Phone:  
E-mail:

(b) The Contract Specialist is the representative of the Contracting Officer for all contractual matters.

#### 3. Contracting Officer's Representative (COR):



CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 27 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

ODC CLIN	PERIOD OF PERFORMANCE	CEILING TOTAL	PREVIOUSLY FUNDED	FUNDS THIS ACTION	TOTAL FUNDED	TOTAL UNFUNDED
6000	5/3/2010 - 5/2/2011					
6100	5/3/2011 - 5/2/2012					
6200	5/3/2012 - 5/2/2013					
6300	5/3/2013 - 5/2/2014					
6400	5/3/2014 - 5/2/2015					
<b>TOTAL:</b>						

**SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)**

(a) This task order is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this task order for payment of fee for incrementally funded task order line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this task order for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this task order entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

LABOR CLIN	PERIOD OF PERFORMANCE	COST	FEE	TOTAL
4000	5/3/2010 - 5/2/2011			
4100	5/3/2011 - 5/2/2012			
4200	5/3/2012 - 5/2/2013			
4300	5/3/2013 - 5/2/2014			
4400	5/3/2014 - 5/2/2015			
<b>TOTAL</b>				

**SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)**

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in the SOW of this order. The total level of effort for the performance of this task order shall be (to be completed at time of award) total labor-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort. The labor-hours are listed below. The table below and information for the blanks in paragraphs (a) and (d) are to be completed by the offeror as part of his proposal.

CLIN	Total Labor Hours	Compensated	Uncompensated
Base Period (CLIN 4000)			
Option Period 1 (CLIN 4100)			
Option Period 2 (CLIN 4200)			
Option Period 3 (CLIN 4300)			
Option Period 4 (CLIN 4400)			
<b>TOTAL</b>			

(b) Listed above are both compensated and uncompensated labor-hours associated with this order. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. Total Time Accounting (TTA) effort is included in this definition. All other effort is defined as compensated effort. If no effort is indicated in the above table, uncompensated/ TTA effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this task order.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this task order and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 28 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this task order shall be expended at an average rate of approximately \_\_\_\_\_ per week. It is understood and agreed that the rate of labor-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total labor-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total labor-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this task order and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding task order. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by task order modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total labor-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this task order, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this task order as follows:

$$\text{Fee Reduction} = \text{Fee} \times \frac{(\text{Required LOE} - \text{Expended LOE})}{\text{Required LOE}}$$

or (ii) subject to the provisions of the clause of this task order entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of labor hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this task order.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this task order. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) **Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing** to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of labor- hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of labor-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the task order for the period. Within 45 days after completion of the work under the task order, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this task order may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 29 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to task order performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional “main office” worksite. An alternative worksite means an employee’s residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee’s main office. The Government reserves the right to review the Contractor’s alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the task order. Regardless of the work location, all task order terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for task order performance as a result of the Contractor’s election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish labor-hours up to five percent in excess of the total labor-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

**PAYMENT OF FEE(S) (LEVEL OF EFFORT) (NAVSEA 1993)**

(a) For purposes of this task order, “fee” means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, or “fixed fee” in cost-plus-fixed-fee for level of effort delivery orders.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this task order entitled “FIXED FEE” (FAR 52.216-8) or “INCENTIVE FEE”, (FAR 52.216-10), as applicable. Such payments shall be equal to 7% percent of the allowable cost of each invoice submitted by and payable to the Contractor pursuant to the clause of this task order entitled “ALLOWABLE COST AND PAYMENT” (FAR 52.216-7), subject to the withholding terms and conditions of the “FIXED FEE” or “INCENTIVE FEE” clause, as applicable (percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money). Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this task order.

(c) The fee(s) specified in SECTION B, and payment thereof, is subject to adjustment pursuant to paragraph (g) of the special task order requirement entitled “LEVEL OF EFFORT”. If the fee(s) is reduced and the reduced fee(s) is less than the sum of all fee payments made to the Contractor under this task order, the Contractor shall repay the excess amount to the Government. If the final adjusted fee exceeds all fee payments made to the contractor under this task order, the Contractor shall be paid the additional amount, subject to the availability of funds. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this task order at the time of the discontinuance of work.

(d) Fee(s) withheld pursuant to the terms and conditions of this task order shall not be paid until the task order has been modified to reduce the fee(s) in accordance with the “FINALIZED FIXED FEE” special task order requirement, or until the Procuring Contracting Officer has advised the paying office in writing that no fee adjustment is required.

**INSTRUCTIONS REGARDING INVOICING OF FIXED FEE DURING PERFORMANCE**

(a) Subparagraph (b) of the clause entitled "PAYMENT OF FEES (LEVEL OF EFFORT) above states that fixed fee payments shall be equal to the percentages of the SLINs in SECTION B, of the allowable cost of each invoice. The contractor shall use that rate to invoice fixed fee. This rate could vary by Task Order period (Base Period, Option 1, etc.).

(b) The clause entitled "ALLOTMENT OF FUNDS" in this Section provides the cumulative amount funded.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 30 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Separate amounts are provided for Estimated Cost and Fixed Fee. The funded fixed fee is based on the ratio of negotiated Fixed Fee to Estimated Cost in Section B (including Facilities Capital Cost of Money) for the applicable Task Order period. When obligating labor funds, the SeaPort-e software computes, for the Government, separate cumulative cost and fee amounts. These amounts are then used by the Government to complete the "ALLOTMENT OF FUNDS" clause. The contractor is not authorized to invoice in excess of the funded fee dollars shown in the ALLOTMENT OF FUNDS" clause for each Labor CLIN.

### **FINALIZED FIXED FEE**

(a) The fixed fee for each period (Base, Option 1, etc.,) will be finalized based on the total number of hours provided (both compensated and uncompensated/TTA, if applicable). The contractor's report required under subparagraph (i) of the Level of Effort clause above, shall include a certification that hours reported as "compensated" include only those hours compensated at a rate equivalent to, or greater than, each individual's 40-hour rate. This extends to hours performed by subcontractors and consultants.

(b) If 100% or more of both the compensated and uncompensated hours specified in the clause "LEVEL OF EFFORT" (SEA 5252.216-9122) are provided, the contractor will receive the full fixed fee. Uncompensated/TTA hours in excess of the values shown in the "LEVEL OF EFFORT" clause will not be considered.

### **EARLY DISMISSAL AND CLOSURE OF GOVERNMENT FACILITIES**

When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they should go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility related problem), on site contractors will continue working established work hours or take leave in accordance with parent company policy. Those contractors who take leave shall not direct charge the non-working hours to the task order.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closings in accordance with the FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the task order period of performance and shall not follow any verbal directions to the contrary. A determination of cost allowability for time lost due to facility closure will be made in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

### **TRAVEL COSTS - ALTERNATE 1 (NAVSEA)(DEC 2005)**

(a) Except as otherwise provided herein, the Contractor shall be reimbursed for its reasonable actual travel cost in accordance with FAR 31.205-46. The costs to be reimbursed shall be those costs accepted by the cognizant DCAA.

(b) Reimbursable travel costs included only that travel performed from the Contractor's facility to the worksite, in and around the worksite, and from the worksite to the Contractor's facility.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 31 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(c) Relocation costs and travel costs incident to relocation are allowable to the extent provided in FAR 31.205-35; however, Contracting Officer approval shall be required prior to incurring relocation expenses and travel costs incident to the relocation.

(d) The contractor shall not be reimbursed for the following daily local travel costs:

- (i) travel at U.S. Military Installations where Government transportation is available.
- (ii) travel performed for personal convenience/errands, including commuting to and from work, and
- (iii) travel costs incurred in the replacement of personnel when such replacement is accomplished for the Contractor's or employee's convenience.

#### **Ddl-G40 PAYMENT, SELECTED ITEMS OF COST REIMBURSEMENT CONTRACTS**

(a) Travel costs

The contractor shall, to the maximum extent practicable, minimize overall travel costs by taking advantage of discounted airfare rates available thru advance purchase. Charges associated with itinerary changes and cancellations under nonrefundable airline tickets are reimbursable as long as the changes are driven by the work requirement.

(b) Training

The Government will not allow costs, nor reimburse costs associated with the contractor for training employees in an effort to attain and/or maintain minimum personnel qualification requirements of this task order. Other training may be approved on a case-by-case basis by the Contracting Officer. Advance approval is required. Attendance at workshops or symposiums is considered training for purposes of this clause. The contractor is encouraged to suggest a cost-sharing arrangement that addresses registration/tuition, travel and labor costs.

(c) General Purpose Office Equipment (GPOE) and Information Technology (IT)

The cost of acquisition of GPOE and IT shall not be allowable as direct charges to this task order. The contractor is expected to have the necessary CONUS facilities to perform the requirements of this task order, including any necessary GPOE and IT. GPOE means equipment normally found in a business office such as desks, chairs, typewriters, calculators, file cabinets, etc. IT means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, movement, control, display, switching, interchange, transmission, or reception of data or information. IT includes computers, ancillary equipment, software, firmware and similar products, services (including support services), and related resources for both unclassified and classified applications.

(d) The requirements of the above clause apply equally to subcontractors and consultants.

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

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 32 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

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

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

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

Type of Document (contracting officer check all that apply)

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

DODAAC Codes and Inspection and Acceptance Locations

Issue DODAAC	N00178
Admin DODAAC	S2404A
Pay Office DODAAC	HQ0338
Inspector DODAAC	N/A
Service Acceptor DODAAC	S2404A
Service Approver DODAAC	S2404A
Ship To DODAAC	N63273
DCAA Auditor DODAAC	HAA391
LPO DODAAC	N/A
Inspection Location	N63273
Acceptance Location	N63273

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

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

Send Additional Email Notification To:

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 33 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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

(g) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the Dahlgren WAWF point of contact , or the NAVSEA WAWF point of contact

**Ddl-G12 KICK-OFF MEETING**

(a) A Kick-Off Meeting with the successful offeror will be conducted within 15 working days after award of the task order. The meeting will be held at

(b) The contractor will be given at least five working days notice prior to the date of the conference by the Contracting Officer.

(c) The requirement for a Kick-Off meeting shall, in no event, constitute grounds for excusable delay by the Contractor in performance of any provisions in the contract.

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Accounting Data
SLINID  PR Number          Amount
-----
400001  00900443
LLA :
AA 1701319 A7HY 253 SASW 0 068342 2D 465510 K30870000010
Standard Number: RCP Document # N0002410WX10460, ACRN AB Applies
FUNDING FOR TI# 1.

600001  01104762
LLA :
AA 1701319 A7HY 253 SASW 0 068342 2D 465510 K30870000010
Standard Number: RCP Document # N0002410WX10460, ACRN AB Applies
FUNDING FOR TI # 1.

BASE Funding
Cumulative Funding

MOD 01

400002  01318815
LLA :
AA 1701319 A7HY 253 SASW 0 068342 2D 465510 K30870000010
Standard Number: RCP Document # N0002410WX10460, ACRN AB Applies
FUNDING FOR TI# 3.

400003  01318806
LLA :
AA 1701319 A7HY 253 SASW 0 068342 2D 465510 K30870000010
Standard Number: RCP Document # N0002410WX10460, ACRN AB Applies
FUNDING FOR TI# 1.

400004  01318809
LLA :
AA 1701319 A7HY 253 SASW 0 068342 2D 465510 K30870000010
Standard Number: RCP Document # N0002410WX10460, ACRN AB Applies
FUNDING FOR TI# 1.

400005  01318810
LLA :
AB 1701319 A7HY 253 SASW 0 068342 2D 465510 K14270000010
Standard Number: RCP Document N0002410WX10460, ACRN AA Applies

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CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4092	0006	01	34 of 52	

FUNDING FOR TI# 1.

400006 01318811

LLA :

AC 1701804 8M4K 253 SASWS 0 068342 2D 000000 34K51SWE0510

Standard Number: RCP Document # N0002410WX00424, ACRN AA Applies

FUNDING FOR TI# 2.

600002 01318807

LLA :

AA 1701319 A7HY 253 SASW 0 068342 2D 465510 K30870000010

Standard Number: RCP Document # N0002410WX10460, ACRN AB Applies

FUNDING FOR TI# 1.

600003 01318813

LLA :

AC 1701804 8M4K 253 SASWS 0 068342 2D 000000 34K51SWE0510

Standard Number: RCP Document # N0002410WX00424, ACRN AA Applies

FUNDING FOR TI# 2.

600004 01318817

LLA :

AA 1701319 A7HY 253 SASW 0 068342 2D 465510 K30870000010

Standard Number: RCP Document # N0002410WX10460, ACRN AB Applies

FUNDING FOR TI# 3.

MOD 01 Funding

Cumulative Funding

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 35 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### MANDATORY REQUIREMENTS

Offerors must meet all mandatory requirements at time of proposal submission, or have an acceptable plan to meet the requirements by the start date of contract performance. In addition, mandatory requirements must be maintained throughout the life of the Task Order. The mandatory requirements are as follows:

**Requirement 1 - Contractor's Facility Clearance** – The Contractor's facility must be cleared at the SECRET level for both processing and storage.

**Requirement 2 - Contractor's Facility Location** – The Contractor's primary facility for supporting this effort shall be located within one hour driving time of NSWCDN.

**Requirement 3 - Personnel Security Requirements** – All individuals providing technical support hereunder shall possess and maintain, at a minimum, a DoD Industrial Security Clearance of at least SECRET. Interim clearances are acceptable.

**Requirement 4 - Organizational Conflict of Interest** – The offeror shall certify compliance with the OCI clause OR present an acceptable mitigation plan to neutralize any potential conflict of interest.

### QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

#### 1. PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure the systematic quality assurance methods are used in the administration of the performance based service order. The intent is to ensure that the Contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the order. A properly executed QASP will assist the Government in achieving the objectives of this procurement.

This Task Order provides support to Naval Surface Warfare Center Dam Neck (NSWCDN) in system engineering for training systems. The resulting performance based order will have cost plus fixed fee Labor CLINS, and cost only Other Direct Cost (ODC) CLINS. The order will be for a base year with four one-year options. A properly executed QASP will assist the Government in achieving the overall objectives of this procurement.

#### 2. AUTHORITY

Authority for issuance of this QASP is provided under Contract Section E – Inspection and Acceptance, which provides for inspections and acceptance of the services and documentation called for in service contracts, to be executed by the Contracting Officer or a duly authorized representative.

#### 3. SCOPE

The QASP is put in place to provide Government surveillance oversight of the Contractor's efforts to assure that they are timely, effective and are delivering the results specified in the order. The Contractor's performance on this task order will be evaluated by the Government as described below.

The first evaluation will cover the first six-months of performance with successive evaluations being performed for each twelve-month period thereafter until the Contractor completes performance under this task order. For the first

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 36 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

six-month period and each subsequent twelve-month period, the Government will evaluate the Contractor's performance. The evaluation will encompass all work performed by the Contractor at any time during the six/twelve-month period but will not include cumulative information from prior reports. For each period, the Contractor will complete a self- assessment of the performance provided, to be delivered to the COR and Contract Specialist NLT 60 days prior to the end of the period of performance. The self-assessment shall cover all areas of the Government QASP. Based on the evaluation results, the Contracting Officer will assign an overall performance rating. If the Contracting Officer assigns an "Unsatisfactory" performance rating for the period evaluated, the next option period will not be exercised.

#### 4. GOVERNMENT RESOURCES AND RESPONSIBILITIES

The following Government resources shall have responsibility for the implementation of this QASP:

**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. The PCO for this contract is identified in Section G.

**Contract Specialist**– An individual assigned by the PCO to assist in the daily administration of the contract. The Specialist also provides input to the PCO and the COR as to the quality of performance for areas addressed in this QASP. The Contract Specialist for this contract is identified in Section G.

**Contracting Officer Representative (COR)** –The COR is responsible for technical administration of the contract and assures proper Government surveillance of the contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any changes on the Government's behalf. Any changes that the Contractor deems may affect contract price, terms, or conditions shall be referred to the Contracting Officer for action.

**Government Technical Assistant (TA)** – The COR designates one or more individuals as Government TAs to assist in administering specific projects under the order. The Government TAs are responsible for assisting in administering specific projects under the order. A Government TA cannot, in any manner, alter the scope of the order, make commitments or authorize any changes on the Government's behalf.

#### 5. METHODS OF QA SURVEILLANCE

**a. QASP** - The below listed methods of surveillance shall be used by the COR in the technical administration and the PCO/Contract Specialist in non-technical administration of this QASP. The QASP will be the prime determinant in exercising the option.

**b. Contractor Performance Assessment Report System (CPARS)** – The market place for information technology, engineering, and management support services is very competitive. As such, the successful offeror has a vested interest in the Government generated CPARS under this order. Additionally, an evaluation using the CPARS format will be performed at the end of each year of performance. This evaluation will be one determinant in exercising an option. The Government for this procurement will address the quality of product or service, schedule, cost control, business relations, management, and other important areas. As this information may affect future source selections throughout DoD, and the continuation of the order, the annual Government assessment will be used appropriately as an additional performance oversight and communication tool with the QASP.

#### 6. DOCUMENTATION

In addition to providing annual reports to the Contracting Officer, the COR will maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 37 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

the Government’s performance of the quality assurance function. The COR shall forward these records to the Contracting Officer at termination or completion of the order.

## 7. SURVEILLANCE

The tables below set forth the performance ratings, standards, outcome and surveillance methods to document the results of the surveillance on an annual basis as well as interim and informal reviews (i.e., IPRs) on a more frequent basis.

(a) Performance Ratings: The Government will evaluate the Contractor’s performance of the Performance Work Statement (PWS) and the Contracting Officer will assign one of the following ratings:

- (1) Excellent
- (2) Satisfactory
- (3) Unsatisfactory

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

**TABLE 1: OVERALL PERFORMANCE RATINGS**

<b>OVERALL PERFORMANCE RATING</b>	<b>STANDARD</b>
Excellent	“Excellent” ratings for all performance evaluation criteria.
Satisfactory	A minimum of “Satisfactory” ratings for all performance evaluation criteria.
Unsatisfactory	A rating of “Unsatisfactory” for one or more performance evaluation criteria.

(b) Objectives / Determination:

1. Interim/Informal – Interim/informal performance evaluations will be provided to assess performance at each IPR.

2. Annual – The Contracting Officer will make a performance determination at the end of each evaluation period. The determination will be based upon the COR’s recommendations, the Contractor’s comments including any Self-Evaluation Report, and any other information deemed relevant by the Contracting Officer. The Contracting Officer shall resolve disagreements between the COR’S recommendations and the Contractor’s comments/report regarding the evaluation. The Contracting Officer’s performance determination is unilateral and final. The Contracting Officer will document the determination and provide a copy to the contractor within 30 days of receipt of the Contractors’ self-assessment.

**TABLE 2: OBJECTIVES**

<b>Assessment Period</b>	<b>Acceptable Performance Definition</b>	<b>How Measured</b>	<b>Incentives</b>
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CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 38 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Base Period	All measurement areas rated at least "Satisfactory".	After the first twelve months using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of option 1.*  (-) Does not meet the acceptable performance definition as a condition for exercise of an option 1.*
Option I	All measurement areas rated at least "Satisfactory".	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option 2.*  (-) Does not meet the acceptable performance definition as a condition for exercise of an option 2.*
Option II	All measurement areas rated at least "Satisfactory".	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option 3.*  (-) Does not meet the acceptable performance definition as a condition for exercise of an option 3.*
Option III	All measurement areas rated at least "Satisfactory". Two or more areas rated "Excellent". See Below.	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option 4.*  (-) Does not meet the acceptable performance definition as a condition for exercise of an option 4.*
Option IV	All measurement areas rated at least "Satisfactory". Two or more areas rated "Excellent". See Below.	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	Final CPARS ratings.

\* The Government will not exercise the next option year term unless the contractor meets the acceptable performance definition.

(c) Performance Evaluation Criteria. The Contractor's performance will be evaluated using the criteria and standards provided for each objective, and identified in Tables 3 through 5 of this contract clause.

(d) Organization. The performance evaluation organization consists of the Contracting Officer, who will serve as the Determining Official, and the COR. In some instances, TAs will be assigned to the contract or task order in addition to a COR.

(e) This performance evaluation does not replace any other requirement for evaluating contractor performance that may be required by this task order such as a CPARS report, or a Task Order Performance Evaluation (TOPE) report.

**TABLE 3: TASK PERFORMANCE EVALUATION CRITERIA AND STANDARDS**

<b>CRITERION</b>	<b>UNSATISFACTORY</b>	<b>SATISFACTORY</b>	<b>EXCELLENT</b>
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CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 39 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Task Performance	Work product fails to meet Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4	Work product routinely meets Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4	Work product frequently exceeds Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4
Staffing	Contractor provides marginally qualified or unqualified personnel. Lapses in coverage occur regularly.	Contractor provides qualified personnel. Lapses in coverage may occasionally occur and are managed per task order policy.	Contractor provides highly qualified personnel. Contractor reassigns personnel to ensure proper coverage. Actual lapses in coverage occur very rarely, if ever, and are managed per task order policy. Contractor ensures staff training remains current.
Timeliness	Contractor frequently misses deadlines, schedules, or is slow to respond to government requests or is non-responsive to government requests.	Contractor routinely meets deadlines, schedules, and responds quickly to government requests.	Contractor always meets deadlines, schedules, and responds immediately to government requests.
Customer Satisfaction	Fails to meet customer expectations	Meets customer expectations.	Exceeds customer expectations.

**TABLE 4: PERFORMANCE REQUIREMENTS SUMMARY TABLE**

Work Area/ PBWS Reference	Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	QASP Typical Monitoring Method
<b>Work Area 1 Program Management</b>				
C.3.1.1, C.3.1.1.1 C.3.1.1.2 C.3.1.1.3 C.3.1.1.4 C.3.1.1.5	Provide engineering support for NSWCDN Integrated Training Systems (ITS) for program and technical management	Reports, Presentation Materials and Schedules are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules	Timely delivery of items per CDRL A001-A005, A007, A008, and A015.  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
<b>Work Area 2 Financial Management</b>				
C.3.1.2	Provide financial management and	Documents are technically accurate and grammatically correct.	Timely delivery of items per CDRL A003, A004, A007 and A008	Government Oversight, Monitoring and

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 40 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

	administrative support for all facets of budget execution	Documents and revisions are delivered IAW agreed upon schedules	Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Acceptance through the use of review, comment, approval process.
<b>Work Area 3 Process Engineering</b>				
C.3.1.3	Facilitate strengthening business/engineering processes and relationships	Reports, Presentations and Schedules are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules	Timely delivery of items per CDRL A004, A005, A006, A007, and A026  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
<b>Work Area 4 Metrics Engineering</b>				
C.3.1.4	Develop, document, update, and maintain a family of performance metrics and implementation guidelines to enable efficiency trend analyses	Metrics, Reports and Presentations are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules	Timely delivery of items per CDRL A004, A006, A007  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
<b>Work Area 5 Systems Engineering</b>				
C.3.1.5	Provide engineering support for Integrated Training Systems (ITS) across all mission areas and training teams	Engineering Products, Specifications, Reviews, Development and Integration are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules and format.	Timely delivery of items per CDRL A005, A006, A007, A008, A009, A010, A011, A012, A013, A015, A016, A017, A018, A019, and A020 through A026  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
<b>Work Area 6 Documentation</b>				
	Develop, update,	Documents are	Timely delivery of items per CDRL	

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 41 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

C.3.1.6	maintain and deliver Engineering documentation as required to support all performance objectives through out the engineering life cycle.	technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules	A005 thru A026  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
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**Work Area 7 Engineering Support**

C.3.1.7	a) Provide engineering support for ITS across all mission areas and training teams.  b) Provide support of the systems engineering technical management processes.	Engineering Products, Specifications, Reviews, Development and Integration are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules and format.	Timely delivery of items per CDRL A005, A006, A007, A008, A012, A013, A014, A015, A016, A017, A018, A019, A020, A021, A024, A025 and A026  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
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**Work Area 8 Infrastructure Support**

C.3.1.8	a) Support the ITS systems hardware, software and related infrastructure located at NSWCDN  b) Support Collaboration portals	Reports, Presentation Materials and Schedules are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules	Timely delivery of items per CDRL A005, A006, A007, A008, A016, A017, A018, and A020  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
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**Work Area 9 Human Systems Integration**

C.3.1.9	Provide engineering support for all HSI objectives	Reports, Presentation Materials and Schedules are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed	Timely delivery of items per CDRL A005, A006, A007, A008, A016, A017, A021, and A025  Acceptance rate of products equal or	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.
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CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 42 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

		upon schedules	exceeds 90% and products are completed by due date.	
<b>Work Area 10 Information Assurance</b>				
C.3.1.10	Provide engineering support to ensure ITS systems are in compliance with DoD IA policies	Reports, Presentation Materials and Schedules are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed upon schedules	Timely delivery of items per CDRL A005, A006, A007, A008, A016, A017, A018, A021 and A025  Acceptance rate of products equal or exceeds 90% and products are completed by due date.	Government Oversight, Monitoring and Acceptance through the use of review, comment, approval process.

**TABLE 5: CONTRACT MANAGEMENT PERFORMANCE EVALUATION CRITERIA AND STANDARDS**

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

**TABLE 6: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS**

<b>CRITERION</b>	<b>UNSATISFACTORY</b>	<b>SATISFACTORY</b>	<b>EXCELLENT</b>
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CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 43 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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

## KEY LABOR CATEGORY QUALIFICATION REQUIREMENTS

To perform the requirements of the Performance Based Statement of Work, the Government desires Key Personnel with the appropriate experience and professional development qualifications. Key Personnel qualification levels are considered to be "desired" for those individuals whose resumes are submitted for evaluation with the proposal except where a requirement may be specifically noted as a minimum requirement. Resumes for any replacement personnel that are submitted following award shall be equal to or better than the individuals initially proposed as required by the clause entitled Ddl-H11 CHANGES IN KEY PERSONNEL in this Section H. Following award, the qualification levels are considered to be minimums for any growth beyond those individuals initially proposed or in labor categories where no resumes were required for proposal purposes.

(a) Experience – The desired experience for each key Labor Category must be directly related to the tasks and programs listed in the PWS.

(b) Professional Development – Professional development includes honors, degrees, publications, professional licenses and certifications and similar evidence of professional accomplishments that directly impact the offeror's ability to perform the task order. The years of experience listed below are in addition to appropriate professional development. It is incumbent upon the offeror to demonstrate that the proposed personnel have appropriate credentials to perform the work.

(c) Accumulation Of Qualifying Experience – Categories of experience may be accumulated concurrently. A workforce of 35.15 annual labor years is required to support this Order; however, 4 full-time equivalents are considered Key Personnel. This core group of experts must be maintained throughout the period of performance of this Order. All Key Personnel must be approved in writing by the Contracting Officer as detailed herein.

## KEY PERSONNEL - DESIRED QUALIFICATIONS

### 1. PROGRAM / PROJECT MANAGER

Ten years full-time professional experience in managing programs of similar scope and complexity as identified in the Statement of Work. Past experience to include management with DoD acquisition programs.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 44 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **2. TECHNICAL/ PROJECT MANAGER**

Ten years full-time professional experience in managing technical efforts of similar scope and complexity as identified in the Statement of Work. Five years full-time general experience managing a technical team of engineers that supported several functional areas .

## **3. SENIOR SYSTEMS ENGINEER**

Ten years of full-time professional experience, five years of which have been in support of a major shipboard combat and/or training system. Five years of full time experience leading the implementation of DoD system engineering standards. Experience managing a diverse team in the areas of capability identification and requirement analysis for both software and hardware in support of Naval shipboard, aviation or submarine training and/or combat systems.

## **4. SENIOR REQUIREMENTS ANALYST**

Ten years of full-time professional experience, of which five years have been in support of a major shipboard system. Experience documenting and presenting functional and end-user requirements, as well as experience analyzing and documenting business processes and workflows.

## **NON-KEY PERSONNEL - MINIMUM QUALIFICATIONS**

### **1. INTERMEDIATE REQUIREMENTS ANALYST**

Six years of full-time professional experience documenting functional and end-user requirements, as well as analyzing and documenting business processes and workflows.

### **2. INTERMEDIATE SYSTEMS ENGINEER**

Ten years of full-time professional experience, five years of which must have been in support of a major shipboard system.

### **3. PRINCIPLE TEST AND EVALUATION ANALYST**

Ten years of full-time professional experience and significant recent experience that demonstrate an ability to provide quality independent verification and validation (IV&V) expertise in the task areas specified in the Statement of Work, five years of which have been in the management of a diverse team in support of a major Naval shipboard, aviation or submarine training and/or combat systems. Five years of full-time general experience leading a test and evaluation team. The DAU T&E Level-III or commercial equivalent certification may be substituted for two years of the professional experience cited above but not including the five years of supporting a major shipboard system as the Test and Evaluation Analyst lead.

The following skills/experience/capabilities are desired:

- Testing of complex systems and subsystems
- Test planning of complex operational and engineering interoperability test composed of components Navy, Joint and Coalition and any variation thereof
- Develop Multi-threat training scenarios to support Fleet testing
- System Engineering & Verification and Validation Test development
- Be available for travel associated with unscheduled testing
- Be physically capable to maneuver on US Navy war ships
- Integration and Interoperability Assessment and Certification testing
- Technical writing skills.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 45 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

It is desired that personnel be capable of working independently, demonstrate a working knowledge of shipboard training systems or system components (BFTT, BEWT and TSSS), IV&V test tools, and show recent experience that demonstrate an ability to provide quality service and support in the task areas specified in the Statement of Work.

#### **4. HUMAN SYSTEM INTERFACE ENGINEER**

Five years of full-time professional experience and the conduct of technical research and trade studies in human-system interface and operational usability. Areas of expertise include graphical user interfaces, user interface style guides, human performance/cognitive analysis, information systems, image display, and application of virtual reality and visualization. Experience documenting and presenting functional and end-user requirements, analyzing and documenting business processes and workflows, and experience in HSI engineering in support of a major Naval shipboard, aviation or submarine training and/or combat systems.

#### **5. INTERMEDIATE TEST AND EVALUATION ANALYST**

Two years of full-time professional experience and significant recent experience that demonstrate an ability to provide quality independent verification and validation (IV&V) expertise in the task areas specified in the Statement of Work.

The following skills/experience/capabilities are desired:

- Testing of complex systems and subsystems
- Test Planning of complex operational and engineering interoperability test composed of components Navy, Joint and Coalition and any variation of
- Develop Multi-threat Battle Force Tactical Training scenarios to support Fleet testing
- System Engineering & Verification and validation Test development
- Integration and Interoperability Assessment and Certification testing
- Be available for travel associated with unscheduled testing
- Be physically capable to maneuver on US Navy war ships.

Experience in the utilization of the following: Microsoft Office applications; requirement analysis and tracing tools; system test tools; US Navy combat systems; demonstrate a working knowledge of shipboard training systems or system components (BFTT, BEWT and TSSS); IV&V test tools; and Naval shipboard, aviation or submarine training.

#### **6. INFORMATION ASSURANCE TECHNICIAN**

Five years full-time professional experience in network computer equipment, system and security. Experience working with Information Assurance (IA) standards, procedures, and policies. Mastery of IAT Level I and IAT Level II CE/NE knowledge and skills. Certification in Information Assurance standards and policies.

#### **7. COMPUTER SYSTEM ADMINISTRATOR**

Six years of full-time experience in network systems including experience in the acquisition and management of communication hardware and software and in operating and maintaining LAN/MAN/WAN and other network related equipment. Formal certification by a major network vendor. Possess knowledge of network and computer hardware and software such as bridges, routers, gateways, and modems; network operating systems such as MicroSoft OS and Servers, NetWare, and Banyan Vines; protocols such as TCP/IP, X.25, X.400, and X.500; and technologies such as ATM, frame relay, and FDDI. Understanding of Network Information Assurance requirements, proficiency in System Security Accreditation processes, mastery of IAT Level I and IAT Level II CE/NE knowledge and skills, and understanding of current in industry methodologies for both hardware and software products.

#### **8. ACCOUNTING SPECIALIST**

Four years of full-time professional experience performing a variety of moderately complex accounting activities

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 46 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

related to the following: payment and receipt of money; computes, classifies, and records numerical data into the command's accounting systems; processing and resolution of non-routine accounting matters; and working knowledge of applicable laws and regulations. Possess a working knowledge of Microsoft Word, Excel, Access, Power Point, and Project.

## **9. ADMINISTRATIVE MANAGER**

Seven years of full-time professional experience conferring with and advising subordinates on administrative policies and procedures, technical problems, priorities, and methods.

## **10. TECHNICAL WRITER**

Four years of full-time professional experience in technical writing and or software development experience. Specialized understanding of and expertise in one or more areas of systems development documentation including addressing federal government standards. Supervisory experience in one or more complex customer projects or equivalent. Working knowledge of Configuration Management and best practices.

## **11. DOCUMENTATION SPECIALIST**

Six years of full-time experience in the development, review, and/or production of DoD-related technical documentation.

## **12. FINANCIAL ANALYST**

Four years full-time professional experience in financial efforts, including the execution of all facets of the budget, input, document development, monitoring, validation, tracking, progress reporting, coordination, estimation, data call response and budget reviews.

## **KEY PERSONNEL - POST AWARD ADMINISTRATION**

Upon task order award, the desired qualifications, as stated in this order, will become minimum qualifications for any growth in Key Personnel categories beyond those individuals originally proposed. Resumes shall be submitted simultaneously to the Contract Specialist and the Contracting Officer's Representative and approved prior to the individual being allowed to charge to this order.

## **Ddl-H11 CHANGES IN KEY PERSONNEL**

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) The contractor agrees that during the first 90 days of the period of performance no key personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. All proposed substitutions shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least fifteen (15) days, or thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include:

- (1) An explanation of the circumstances necessitating the substitution;
- (2) A complete resume of the proposed substitute;

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 47 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

- (3) The hourly rates of the incumbent and the proposed substitute;
- (4) A chart summarizing the years of experience and professional development for the individuals involved in the substitution ; and
- (5) Any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.
- (c) The Contracting Officer shall also receive written notification if no substitution is being requested. This notification shall include (1) the name of the initial person proposed; and (2) the reasons why the individual is not being made available to perform under the task order to the extent proposed.
- (d) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract, occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The same information as specified in paragraph (b) above is to be submitted with the request.
- (e) The Contracting Officer shall evaluate requests for changes in personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.
- (f) Requests for post award approval of replacement key personnel should be submitted via email. Email submissions shall be made simultaneously to the Contract Specialist, the Contracting Officer Representative (COR) and the Technical Assistant (TA). Electronic notification via email from the Contract Specialist will serve as written approval/disapproval on behalf of the Contracting Officer.

#### **Ddl-H13 POST AWARD CONTRACTOR PERSONNEL APPROVAL**

- (a) Requests for post award approval of additional or replacement key personnel shall be submitted via e-mail. E-mail submissions shall be made simultaneously to the Contract Specialist the COR. Electronic notification via e-mail from the Contract Specialist will serve as written approval/disapproval on behalf of the Contracting Officer. This approval is required before an individual may begin charging to the Task Order.
- (b) It is desired that resumes be submitted in the format required in solicitation Section L for original proposal submission. However, in order to expedite contract administration, contractor format may be used providing sufficient information is submitted for an independent comparison of the individual's qualifications with labor category requirements.
- (c) A cover letter shall be included which clearly demonstrates how the proposed resume clearly meets contract requirements.
- (d) If the employee is not a current employee of the contractor (or a subcontractor), a copy of the accepted offer letter (which identifies a projected start date and the agreed to annual salary) shall be provided.

#### **Ddl-H16 RESUME FORMAT AND CONTENT REQUIREMENTS**

All resumes submitted under this task order shall be provided in the following format.

- (a) Complete Name
- (b) Task Order Labor Category & Contractor Labor Category
- (c) Current Employer
- (d) Percentage of Time to be Allocated to this Award
- (e) Current Work Location & Proposed Work Location
- (f) Current Security Clearance Level

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 48 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

- (g) Years of Professional Experience
- (h) Education History/Professional Development
- (i) Chronology of Work History/Professional Experience
- (j) Certification - A certification of correctness of information, signed and dated by both the person named and the contractor, scanned in PDF format, and forwarded electronically to the Government. The employee certification shall include the following statement: CERTIFICATION: "I certify that the professional development and experience described herein is complete and accurate in all respects. I consent to the disclosure of my resume for NSW CDD Solicitation/Order N00024- (insert appropriate solicitation or task order number) by (insert Company name) and intend to make myself available to work under the task order to the extent proposed."

Resumes without this certification may not be considered. The employee and contractor certifications shall not be dated earlier than the issue date of this solicitation.

If the employee is not a current employee of the contractor (or a subcontractor), a copy of the accepted offer letter (which identifies a projected start date and the agreed to annual salary) shall be provided.

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

(a) Performance of the work hereunder may be subject to written technical instructions issued electronically by the Contract Specialist on behalf of the Contracting Officer. As used herein, technical instructions are defined to include the following:

- (1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.
- (2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications, or technical portions of work description.

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

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

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

**SAVINGS INITIATIVES**

The following cost savings initiatives are required under this Task Order.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 49 of 52	FINAL
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The above maximum rates are applicable to the prime contractor. If subcontracting is proposed, the prime contractor is strongly encouraged to restrict subcontractor fixed fee to the lower of (a) the prime contractor's fee under this order or (b) the subcontractor's SeaPort-e fixed fee rate where the subcontractor is also a prime contractor under SeaPort-e. The purpose of this is the Government's desire to avoid having it be more financially lucrative for a firm to be a subcontractor rather than a prime contractor under SeaPort-e. The Government strongly encourages the prime contractor to also implement this under Time and Materials subcontracts. Subcontractors may not earn fee on ODC's.

The Government also strongly encourages the prime contractor to eliminate "double pass-thru" costs by (1) avoiding second tier subcontractors/consultants during performance and (2) where this situation is unavoidable, limiting subcontractor pass-thru costs to the lower of (i) the prime contractor's pass-thru rate under this order or(ii) the subcontractor's SeaPort-e pass-thru rate where the subcontractor is also a prime contractor under SeaPort-e.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 50 of 52	FINAL
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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

FAR 52.224-1 Privacy Act Notification (APR 1984)

FAR 52.224-2 Privacy Act (APR 1984)

FAR 52.227-11, Patent Rights - Ownership by the Contractor (DEC 2007)

DFAR 252.225-7027 Restriction on Contingent Fees for Foreign Military Sales (MAR 1998)

DFAR 252.225-7028 Exclusionary Policies and Practices of Foreign Governments (DEC 1991)

DFAR 252.227-7038, Patent Rights - Ownership by the Contractor (Large Business) (DEC 2007)

DFAR 252.227-7039, Patents - Reporting of subject inventions (APR 1990)

DFAR 252.239-7001 Information Assurance Contractor Training and Certification (JAN 2008)

#### **252.227-7027 Deferred Ordering of Technical Data or Computer Software (1988).**

In addition to technical data or computer software specified elsewhere in this contract to be delivered hereunder, the Government may, at any time during the performance of this contract or within a period of three (3) years after acceptance of all items (other than technical data or computer software) to be delivered under this contract or the termination of this contract, order any technical data or computer software generated in the performance of this contract or any subcontract hereunder. When the technical data or computer software is ordered, the Contractor shall be compensated for converting the data or computer software into the prescribed form, for reproduction and delivery. The obligation to deliver the technical data of a subcontractor and pertaining to an item obtained from him shall expire three (3) years after the date the Contractor accepts the last delivery of that item from that subcontractor under this contract. The Government's rights to use said data or computer software shall be pursuant to the "Rights in Technical Data and Computer Software" clause of this contract.

#### **52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) (NAVSEA VARIATION) (MAR 2000)**

(a) The Government may extend the term of this order by unilateral modifications provided that the Government gives the contractor a preliminary notice of its intent to extend at least 30 days before the order expires. The preliminary notice does not commit the Government to an extension.

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

### SUBCONTRACTORS/CONSULTANTS

(a) In addition to the information required by FAR 52.244-2 in the contractor's basic SeaPort-e contract, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement. These

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 51 of 52	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

requirements apply to all subcontracts/consulting agreements where labor hours performed will be counted against the requirements of the Level of Effort clause in Section G of the Task Order.

(1) A copy of the proposed subcontractors cost or price proposal.

(2) The results of negotiations to incorporate rate caps no higher than the lower of (i) SeaPort-e rate caps for the prime contractor, or in the case where the proposed subcontractor is also a SeaPort-e prime, (ii) rate caps that are no higher than the subcontractor's prime SeaPort-e contract.

(3) Detailed justifications to include second-tier subcontracting to other subcontractors or consultants to include a rationale why these additional firms or consultants could not be obtained by subcontracts or consulting agreements with the prime contractor.

(b) The Government strongly discourages T&M or Labor Hour pricing arrangements because the contractor has little incentive to manage their labor force effectively or to control ODC costs. In addition, T&M pricing arrangements require an accounting system rating of adequate as deemed by DCAA. However, this type of pricing arrangement is permitted. In these instances, the contractor shall provide specific justification for negotiating subcontracts with this pricing arrangement. The prime contractor is strongly encouraged to ensure that any fee rate incorporated into the negotiated labor rate (s) does not exceed SeaPort-e limitations. In the case of subcontracts with T&M or Labor Hour pricing arrangements, also identify specific additional surveillance/controls to be employed by the prime contractor to ensure that efficient performance methods are being employed.

CONTRACT NO. N00178-04-D-4092	DELIVERY ORDER NO. 0006	AMENDMENT/MODIFICATION NO. 01	PAGE 52 of 52	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

Attachment J.1 - DD1423 Contract Data Requirements List (CDRL)

Attachment J.3 - Business/Financial Management Matrix

Attachment J.4 - Contracting Officer's Appointment Memo

Attachment J.5 - Technical Instruction # 01

Attachment J.6 - Technical Instruction # 02

Attachment J.7 - Technical Instruction # 03