

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
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2. AMENDMENT/MODIFICATION NO. 17	3. EFFECTIVE DATE 11-Dec-2015	4. REQUISITION/PURCHASE REQ. NO. 15-MJF-011	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N64498	7. ADMINISTERED BY (If other than Item 6) CODE	S3915A

NAVAL SURFACE WARFARE CENTER PHILA  
NSWCPD  
Philadelphia PA 19112-1403

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

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Basic Commerce and Industries, Inc. 303 Harper Drive Moorestown NJ 08057		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
[X]		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4019-EHP2
		10B. DATED (SEE ITEM 13) 23-Jul-2012
CAGE CODE 0NGZ4	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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	11-Dec-2015
		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The following clause has been added by full text to Section G:

### PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

(a) This requirement includes support for multiple programs with independent budgets and funding lines. These funding lines are NOT interchangeable and it is critical that the Paying Office pay in accordance with the accounting classification reference numbers (ACRNs) noted on the contractor's invoices. To do otherwise could result in a misappropriation of funds.

(b) The Payment Office shall ensure that each payment under this contract is made in accordance with the specific ACRNs shown on each individual invoice, including attached data.

All other terms and conditions remain unchanged.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	R425	Information Assurance Activities and Systems Support Services in accordance with the Statement of Work. (WCF)					\$1,531,584.10
400001	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
400002	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
400003	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
400004	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
400005	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
400006	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
400007	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
400008	R425	INCREMENTAL FUNDING FOR CLIN 4000 (WCF)					
4100	R425	Information Assurance Activities and Systems Support Services in accordance with the Statement of Work. (Option 1) (WCF)					\$1,569,873.69
410001	R425	INCREMENTAL FUNDING FOR CLIN 4100 (WCF)					
410002	R425	INCREMENTAL FUNDING FOR CLIN 4100 (WCF)					
410003	R425	INCREMENTAL FUNDING FOR CLIN 4100 (WCF)					
410004	R425	INCREMENTAL FUNDING FOR CLIN 4100 (WCF)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R425	Support Costs for CLIN 4000 inclusive of G&A. Estimated materials \$56,050.00; Estimated travel \$28,025.00. (WCF)			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
600001	R425	INCREMENTAL FUNDING FOR CLIN 6000 (WCF)			
600002	R425	INCREMENTAL FUNDING FOR CLIN 6000 (WCF)			
6100	R425	Support Costs for CLIN 4100 inclusive of G&A. Estimated materials \$57,171.00; Estimated travel \$28,585.50. (Option 1) (Fund Type - TBD)			
610001	R425	INCREMENTAL FUNDING FOR CLIN 6100 (WCF)			
610002	R425	INCREMENTAL FUNDING FOR CLIN 6100 (WCF)			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	Information Assurance Activities and Systems Support Services in accordance with the Statement of Work. (Option 2) (WCF)					\$1,609,120.54
700001	R425	INCREMENTAL FUNDING FOR CLIN 7000 (WCF)					
700002	R425	INCREMENTAL FUNDING FOR CLIN 7000 (WCF)					
700003	R425	INCREMENTAL FUNDING FOR CLIN 7000 (WCF)					
700004	R425	INCREMENTAL FUNDING FOR CLIN 7000 (WCF)					
7100	R425	Engineering and Technical Services. Remaining 10,276 Hours. (Fund Type - TBD)					\$795,006.00
710001	R425	Funding for CLIN 7100 (WCF)					
710002	R425	Funding for CLIN 7100 (WCF)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Support Costs for CLIN 7000 inclusive of G&A. Estimated materials \$58,314.42; Estimated Travel \$29,157.21. (Option 2) (Fund Type - TBD)			
900001	R425	INCREMENTAL FUNDING FOR CLIN 9000 (WCF)			

#### LEVEL OF EFFORT:

The level of effort for the performance of this contract is based upon an anticipated total estimated level of effort of 70,920 man-hours of direct labor. The estimated composition of the 70,920 man-hours of direct labor can be found in the chart below:

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	Base Year	Option 1	Option 2	Total
Title				
<b>Network Security Analyst*</b>	1900	1900	1900	5700
Network Security Analyst (OT)	300	300	300	900
<b>Information Systems Security Engineer*</b>	1900	1900	1900	5700
Information Systems Security Engineer (OT)	300	300	300	900
<b>Program Analyst*</b>	1900	1900	1900	5700
<b>Policy Executive/Strategic Planner*</b>	1900	1900	1900	5700
<b>Business Analyst*</b>	1900	1900	1900	5700
Business Analyst (OT)	300	300	300	900
<b>Business Analyst *</b>	1900	1900	1900	5700
<b>Information Assurance Software Engineer*</b>	1900	1900	1900	5700
Information Assurance Software Engineer (OT)	300	300	300	900
<b>Information Assurance Software Engineer</b>	1900	1900	1900	5700
<b>Computer Systems Analyst*</b>	1900	1900	1900	5700
Computer Systems Analyst (OT)	300	300	300	900
Computer Systems Analyst Sr.	1900	1900	1900	5700
Computer Systems Analyst (Assistant)	1900	1900	1900	5700
Network Engineer	500	500	500	1500
Project Manager	340	340	340	1020
Contract Administrator	200	200	200	600
Administrator	200	200	200	600
Total Direct Labor	23640	23640	23640	70920

**\*Denotes Key Personnel**

#### Payment of Fee

(a) The Government shall make payments to the Contractor, subject to and in accordance with the clause contained in the base IDIQ contract entitled "Limitation of Funds", FAR 52.216-8. Such payments shall be equal to the allowable cost of each invoice submitted by the payable to the Contractor pursuant to the clause of the base IDIQ entitled "Allowable Cost and Payment", FAR 52.216-7. Total fees paid to the Contractor for performance of work under this task order shall not exceed the fee amount set forth in the task order.

(b) In the event of discontinuance of the work under this task order in accordance with the clause of the IDIQ contract entitled "Limitation of Funds", FAR 52.232-22 or "Limitation of Cost", FAR 52.232-20, as applicable, the fee shall be equitably adjusted by mutual agreement to reflect the diminution of work. If the adjusted fee 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 adjusted fee exceeds all payments made to the Contractor under this task order, the Government shall be required to pay the Contractor any amount in excess of the funds obligated.

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **STATEMENT OF WORK NSWCCD INFORMATION ASSURANCE SUPPORT SERVICES**

#### **1.0 INTRODUCTION**

The purpose of this Task Order is to provide support for information assurance activities and systems at the Naval Surface Warfare Center, Carderock Division, Philadelphia, PA, West Bethesda, MD and remote detachment sites.

This statement of work addresses the engineering and design services, testing, monitoring, troubleshooting, consultation, technical writing, governance, and policy development/management required to conduct and implement the Division Information Assurance Program. The detail provided below is presented to give the contractor an overview of the requirements associated with providing required support.

#### **2.0 SPECIFIC TASK AREA REQUIREMENTS**

The contractor shall furnish personnel, material, equipment, services and facilities required to perform defined tasks. The following are descriptions of general task areas of performance under this contract.

##### **Task Area 1: Engineering Services**

The contractor shall provide computer, network and software engineering services to support the Department of Defense, Navy, NAVSEA and Carderock Division information assurance programs. Engineering services will include review and analysis of application requirements, engineering planning and design assistance, installation and testing support to include verification and validation, information assurance architecture design, and implementation of hardware and software IA requirements such as PKI in complex RDT&E laboratory systems and environments.

##### **Task Area 2: Firewall Systems Operation and Support**

The contractor shall provide the necessary labor and material to provide operation and support services for the Division firewall architecture residing at the Philadelphia and West Bethesda sites. Systems include inner and outer security screening routers, bastion hosts, DNS, DHCP, proxy servers, VPN devices, as well as automated scanning hosts, intrusion detection systems, web traffic monitors, and forensic tools. Installation, operation and management support is required for all devices and systems to ensure 24 hour operation. Approximately 1500 users are supported by this architecture.

##### **Task Area 3: System/Server Administration**

The contractor shall provide advanced technical installation, configuration, integration, troubleshooting and problem resolution for servers associated with laboratories on the RDT&E

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network. Expertise is required in a number of operation systems, to include multiple variants of unix/linux, Macintosh, and Microsoft Windows server and workstation operating systems and Active Directory.

#### **Task Area 4: IA Hardware/Software Support**

The contractor shall provide the necessary labor to develop network diagrams, and evaluate hardware/software functional requirements. The contractor shall develop documentation, review hardware and software architecture, provide system assessments prepare final deliverable reports; manage software library and destruction of documents as required. The contractor shall write technical documentation such as user manuals, reports, documentation, presentations, proposals, outlines, and summaries.

#### **Task Area 5: Technical Writing**

The contractor shall write high level policies or strategies for Information Assurance and develops technical documents that include configuration management, milestone and issue tracking, web site content management and program review scheduling. The contractor shall write technical documentation such as user manuals, reports, documentation, presentations, proposals, outlines, and summaries.

#### **Task Area 6: Policy and Portfolio Management/RDT&E Governance**

The contractor shall provide consultation, guidance and policy for systems, software, and hardware acquisition and operation that meet Navy, DoD and federal requirements and policies. Requirements include but are not limited to Clinger-Cohen Act, FISMA, Section 508, and FIPS.

#### **Task Area 7: Engineering and Software Requirements Support**

The contractor shall provide workflow support by providing web page and database design to meet information assurance program requirements and improve security of existing applications. The support includes software requirements documentation, project planning, resource requirements and scheduling, configuration management, and software reengineering consultation to the Division to facilitate application consolidation, migration, and retirement.

#### **Task Area 8: Program Support**

The contractor shall provide support for Information Assurance Program activities in the form of milestone and issues tracking, document scanning, web site content management, program review session scheduling, and status submittals.

#### **Task Area 9: Administrative Support**

The contractor shall provide onsite administrative services and support assistance, to include facilitation of media destruction; requisition and shipping/receiving of government material; entering time and attendance information for government and contractor personnel into specified data systems and coordination/planning for meetings and conferences; preparation and submittal of contractor monthly status, incurred cost, and burn rate analysis reports in addition to monthly

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invoices.

### **Task Area 10: Media Transfer Agent**

The contractor shall ensure that personnel transferring classified data to removable media have the proper training and approval to perform Media Transfer Agent functions in accordance with CARDEROCKDIVINST 5510.12. The contractor shall ensure that personnel designated as Media Transfer Agent have the appropriate security clearance in accordance with the Contract DD Form 254 Contract Security Classification Specification.

### **3.0 REQUIREMENTS**

The contractor shall supply all necessary qualified personnel, technical services, materials, and necessary travel in support of the requirements.

The contractor shall perform work in support of this contract at NSWCCD Philadelphia, PA and West Bethesda, MD, with travel as required between the two major sites and to remote detachment sites.

The contractor shall provide sufficient management and technical support staff to develop required plans and implement and execute project/task activities. The contractor must obtain Common Access Cards (CACs) for all employees.

The contractor shall generally be provided government furnished equipment and computers to perform required tasks.

Cyber IT Workforce labor categories are identified below. The Contractor shall ensure that personnel have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including—

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

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

(3) The Contractor shall provide the current information assurance certificates of personnel performing IA duties as defined in the Information Assurance Workforce – Contractor Training Requirements Matrix, (Section 10.0). Baseline and Operating System (OS) Certification requirements listed under Section 10.0 of the Statement of Work must be met and are a condition of hire.

### **4.0 PERSONNEL QUALIFICATIONS**

1. The contractor shall employ as direct labor in the performance of these contracts only



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personnel fully qualified and competent to perform the assigned duties. Personnel shall be assigned to efforts in a manner that will provide greatest efficiency. Normally, the lowest reasonable category of labor capable of performing a function will provide the greatest efficiency.

Certification requirements must be met as a condition of hire and must be maintained over the course of this contract. Certifications must be kept current and in accordance with Navy and DoD policies.

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

2. Key Personnel – The following labor categories are designated Key Personnel for this task order. Resumes will be submitted for each category in the quantities indicated in parenthesis by the key category description. The category descriptions include:

The target qualifications for the respective key labor categories are as follows:

**a. Information Systems Security Engineer\* (1 Resume):**

Target Qualifications: Bachelor's Degree in electrical engineering, computer science, or an equivalent technical degree. Equivalent work experience may be substituted at a rate of 2 years of experience equals 1 year of education. Five years of basic electronics or technical communications training. Three years experience in information assurance, with 2 years experience in network firewall component management. Cisco CCNA certification or above preferred. Experience with Ethernet networking. Extensive knowledge of and experience with hardware and software products and operating systems and strong organizational, communications, and managerial skills. This position is an IAM Level II and a CISSP certificate is required and shall be submitted with resume.

**b. Network Security Analyst\* (1 Resume):**

Target Qualifications: Associate's Degree in electrical engineering, computer science, communications management, or an equivalent technical degree. Equivalent work experience may be substituted at a rate of 2 years of experience equals 1 year of education. Five years combined experience in network infrastructure management and support. Proficient in TCP/IP. Experience with Ethernet networking. Extensive knowledge of and experience with hardware and software products and operating systems and strong organizational, and communication skills. This position is an IAT Level II and a Security Plus certificate is required and shall be submitted with resume.

**c. Policy Executive/Strategic Planner\* (1 Resume):**

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Target Qualifications: Bachelor's Degree in English or engineering degree. Equivalent work experience may be substituted at a rate of 2 years experience equals 1 year of education. Four years relevant experience. Extensive expertise and knowledge of and experience with writing policies, technical documents, strategic plans, designs, IA operations and procedures and strong organizational, communications, and presentation skills. This position is an IAM Level II and a CISSP certificate is required and shall be submitted with resume.

**d. Information Assurance Software Engineer\* (1 Resume):**

Target Qualifications: Bachelor's Degree in Computer Science. Demonstrated experience with Microsoft SQL and SQL database structures. Demonstrated ability to meet customer's needs and work to milestones. Experience in analyzing large data sets and producing reports and hardware/software procurement and inventory control. Extensive expertise in MS Excel, Access, and Project. Good written and oral communication skills.

**e. Computer Systems Analyst\* (1 Resume):**

Target Qualifications: Bachelor's in Computer Science, engineering degree, or an equivalent technical degree. Equivalent work experience may be substituted at a rate of 1.5 years experience equals 1 year of education. Demonstrated ability to collect, organize, summarize and report on various data sets. Experience in hardware/software procurements. Experience in MS Office products and scanning software/hardware required. Knowledge of and experience with developing network diagrams, and evaluating hardware/software functional requirements. Experience in developing documentation, reviewing architecture, providing systems assessments, preparing final deliverable reports; manages document library and destruction of documents as required. Strong written and oral communication skills. This position is an IAM Level I and a Security Plus certificate is required and shall be submitted with resume.

**f. Business Analyst\* (1 Resume):**

Target Qualifications: Associates degree preferred. Equivalent work experience may be substituted at a rate of 1.5 years experience equals 1 year of education. Demonstrated ability to collect, organize, summarize and report on various data sets. Experience in hardware/software procurements. Demonstrated ability to provide consultation, guidance and DON policy for systems, software, and hardware acquisition that meet Navy, DoD and federal requirements and policies. Requirements include but are not limited to Clinger-Cohen Act, and Section 508. Experience in MS Office, Excel, Project and scanning software/hardware required. Good written and oral communication skills.

**g. Program Analyst\* (1 Resume):**

Target Qualifications: Associates Degree preferred. Equivalent work experience may be substituted at a rate of 1.5 years experience equals 1 year of education. Demonstrated ability to collect, organize, summarize and report on various data sets. Experience in MS Office products and scanning software/hardware required. Good written and oral communication skills.

3. Non-Key Personnel – The following labor categories are designated non-Key Personnel for

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this task order. The offeror shall provide a listing of non-key personnel who will be assigned to the categories of labor specified below as non-key. These personnel must meet the qualifications specified in this section to be acceptable and the offeror must certify that all proposed personnel meet the prescribed requirements.

The minimum qualifications for the respective non-key labor categories are as follows:

a. Project Manager: Bachelor's Degree in computer science, communications systems management or an equivalent technical degree. Equivalent work experience may be substituted at a rate of 2 years experience equals 1 year education. Ten years of Information Technology (IT) project management, within the last 10 years, 5 years of which must have been in scientific and engineering project management. This experience will include the following:

- planning and directing tasks
- determining resource requirement and costs
- preparing schedules
- assigning work to subordinates
- monitoring progress of task and preparing progress reports
- reviewing products before they are delivered
- communicating with all levels of management orally and in writing (Strong organizational, communications, and presentation skills.

b. Network Engineer: Bachelor's Degree in computer engineering or computer science. Work experience may not be substituted for education. Three years experience working with firewall components and systems. Extensive knowledge of TCP/IP and internet design and operation. Cisco certifications preferred. Knowledge of and experience with designing and installing network firewalls. Strong organizational, communications, and presentation skills.

c. Computer Systems Analyst (Senior): Bachelor's Degree in Computer Science, engineering degree, or an equivalent technical degree. Equivalent work experience may be substituted at a rate of 2 years experience equals 1 year of education. Demonstrated ability to collect, organize, summarize and report on various data sets. Experience in hardware/software procurements. Experience in MS Office products and scanning software/hardware required. Knowledge of and experience with evaluating hardware/software functional requirements. Experience in developing documentation, providing systems assessments, preparing final deliverable reports; manages document library and destruction of documents as required. Strong written and oral communication skills.

d. Computer Systems Analyst (Asst.): Associates degree preferred. Equivalent work experience may be substituted at a rate of 1.5 years experience equals 1 year of education. Demonstrated ability to collect, organize, summarize and report on various data sets. Experience in hardware/software procurements. Experience in MS Office products and scanning

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software/hardware required. Knowledge of and experience with evaluating hardware/software functional requirements. Demonstrate ability in developing documentation, preparing final deliverable reports; and destruction of documents as required. Good written and oral communication skills. This position is an assistant position to the Senior Computer Systems Analyst.

e. Contract Administrator: 5 years of work experience. Demonstrated ability to collect, summarize, display data and reports. Experience required in Microsoft Office products. Knowledge of basic accounting and bookkeeping skills preferred.

f. Administrator: Associates degree preferred. Equivalent work experience may be substituted at a rate of 1.5 years experience equals 1 year of education. 3 years experience in processing background investigation documentation. Understanding of criminal background investigation procedures. Good written and oral communication skills.

## **5.0 SECURITY AND SAFETY REQUIREMENTS**

Due to the possible sensitive work and areas in which work may be performed, all contractor personnel shall be required to have a SECRET security clearance or an interim clearance at time of proposal submission.

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

ECMRA - The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the NSWC Carderock Division via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at <http://www.ecmra.mil/>.

## **6.0 DELIVERABLES**

Time of delivery: Monthly.

Key services and deliverables shall be provided on a monthly basis to include progress and financial status reports, which shall provide specific information on accomplishments during the reporting period.

The contractor shall provide the following deliverables associated with this tasking effort:

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a. The Burn Rate Analysis Report is a summary report that captures the rate at which the money is expended. This report shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA), beginning 30 days after award and every 30 days thereafter. A template of this report is provided as Attachment 5 in Section J.

b. The Incurred Costs Report is a report that captures a summary of all costs incurred to date. This report shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA), beginning 30 days after award and every 30 days thereafter. A template of this report is provided as Attachment 6 in Section J.

## **7.0 TIME and TRAVEL**

Most work shall be accomplished on-site at NSWCCD in Philadelphia, PA, West Bethesda, MD or at the contractor's site. Travel may be required periodically between West Bethesda, Philadelphia, and the remote sites.

Work hours for contractor personnel:

- Contractor personnel must sign-in and sign-out each day on government provided timesheet.
- Workdays are Monday to Friday
- Start time is no earlier than 0600 and no later than 0930
- End time is no later than 1800
- Workday ends 8.5 hours after start time with a .5 hour for lunch
- May not work more than 40 hours a week unless you have prior overtime approval
- Travel must be approved in advance

Carderock's remote locations include: Bremerton, WA; Bayview, ID; Cape Canaveral, FL; Fort Lauderdale, FL; Norfolk, VA; Washington, DC. These locations are estimated travel locations. Any required travel will be specified via Technical Instruction.

## **8.0 SNOW AND HOLIDAYS**

Contractor personnel shall observe only Government holidays. During snow or other emergencies, contractor personnel shall adhere to the policy of the site of performance. Personnel may be directed to report to an alternate work site.

## **9.0 PERIOD OF PERFORMANCE**

The period of performance is estimated as follows:

Base Period – Date of Award to 12 Months after Date of Award

Option Period 1 – 12 Months to 24 Months after Date of Award

Option Period 2 – 24 Months to 36 Months after Date of Award

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Option Period 3 – 36 Months to 43 Months after Date of Award.

## 10.0 NAVY INFORMATION ASSURANCE (IA) WORK FORCE REQUIREMENTS

Contractor shall ensure that employees keep all required certifications current to meet Navy Information Assurance (IA) Workforce requirements. The definitions of the categories in the IA Workforce and the acceptable certifications for each category can be found at the following website:

<http://www.dtic.mil/whs/directives/corres/pdf/857001m.pdf>

A table listing the Labor Categories and their associated IA Workforce Categories is as follows:

Labor Category	Task Area(s)	IA Duties	IAT or IAM	Level (1, 2, 3)	Baseline Certification	Operating System (OS) Certification (for IATs only)	Continuing Education (CE) Requirements
Information Systems Security Engineer	1,3	Responsible for the integration/testing, operations, and maintenance of systems security that includes computer and network support for the automation of scanning hosts for vulnerabilities.	IAM	2	CISSP		Yes, as required by certification.
Network Security Analyst	1,3	Responsible for computer and network support to include automation of scanning hosts for vulnerabilities and providing forensic tool support.	IAT	2	CompTIA Security +	MCITP-SA	Yes, as required by certification.
Policy Executive/Strategic Planner	5, 7, 8	Develops high level policies or strategies for Information Assurance and develops technical documents that include configuration management, milestone and issue tracking, web site content management and program review scheduling.	IAM	2	CISSP		Yes, as required by certification.
Computer Systems Analyst	4	Develops network diagrams and evaluates functional	IAM	1	CompTIA Security +		Yes, as required by certification.

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		requirements. Develops documentation, reviews architecture and provides system assessments.					
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## SECTION D PACKAGING AND MARKING

### HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

(1) name and business address of the Contractor

(2) contract number

(3) task order number

(4) sponsor: \_\_\_\_\_

(Name of Individual Sponsor)

\_\_\_\_\_

(Name of Requiring Activity)

\_\_\_\_\_

(City and State)

Ship all Reports/Data to the following address:

Contracting Officer Representative

\_\_\_\_\_

5001 South Broad Street  
Philadelphia, PA 19112

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



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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed by the Contracting Officer Representative, [REDACTED]  
NSWCCD.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4000	7/30/2012 - 2/28/2016
4100	7/30/2013 - 2/28/2016
6000	7/30/2012 - 12/31/2013
6100	5/9/2014 - 5/8/2015
7000	10/17/2013 - 2/28/2016
7100	8/24/2015 - 2/28/2016
9000	7/30/2014 - 7/29/2015

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

5001 S. Broad Street  
Philadelphia, PA 19112

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

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

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

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

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

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

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

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

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*information as applicable)*

Issue DODAAC	<u>N65540</u>
Admin DODAAC	<u>N65540</u>
Pay Office DODAAC	<u>HQ0337</u>
Inspector DODAAC	<u>N/A</u>
Service Acceptor DODAAC	<u>N65540</u>
Service Approver DODAAC	<u>N/A</u>
Ship To DODAAC	<u>See Section F</u>
DCAA Auditor DODAAC	<u>HAA310</u>
LPO DODAAC	<u>N/A</u>
Inspection Location	<u>See Section E</u>
Acceptance Location	<u>See Section E</u>

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

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

<b>Send Additional Email Notification To:</b>
<div style="background-color: black; width: 200px; height: 15px;"></div>

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

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

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

(End of Clause)

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

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract 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 contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract 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:

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the from the costs of performance of fully funded CLINs/SLINs.

#### FUNDING PROFILE

It is estimated that these incremental funds will provide for 9,080 hours.

#### 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 Sections B and C of this contract. The total level of effort for the performance of this contract/task order shall be 70,920 total man-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.

(b) Of the total man-hours of direct labor set forth above, it is estimated that 0 man-hours are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract 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 (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 contract shall be expended at an average rate of approximately 455 hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-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

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extent that the total man 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 contract 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 contract. 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 contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man 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 contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

Fee Reduction = Fee x ((Required LOE minus Expended LOE)divided by Required LOE)

or (ii) subject to the provisions of the clause of this contract 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 man hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(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 contract. 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 man hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man 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 contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract 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 submissions shall include subcontractor information.

(j) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man hours up to five percent in excess of the total man 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.

(End of Clause)

## **PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS**

(a) This requirement includes support for multiple programs with independent budgets and funding lines. These funding lines are NOT interchangeable and it is critical that the Paying Office pay in accordance with the accounting classification reference numbers (ACRNs) noted on the contractor's invoices. To do otherwise could result in a misappropriation of funds.

(b) The Payment Office shall ensure that each payment under this contract is made in accordance with the specific ACRNs shown on each individual invoice, including attached data.

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# Accounting Data

SLINID	PR Number	Amount
400001	1300277295	
LLA :		
AA 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001244762		
Incremental Funding for CLIN 4000; In accordance with Technical Instruction #01		

400002	1300277296	
LLA :		
AB 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001244769		
Incremental Funding for CLIN 4000; In accordance with Technical Instruction #01		

BASE Funding

Cumulative Funding

MOD 01 Funding

Cumulative Funding

## MOD 02

400003	1300306255	
LLA :		
AC 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001413540		
Incremental funding for CLIN 4000; In accordance with Technical Instruction #02		

600001	1300306255	
LLA :		
AC 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001413540		
Incremental funding for CLIN 6000; In accordance with Technical Instruction #02		

MOD 02 Funding

Cumulative Funding

## MOD 03

400004	1300329483	
LLA :		
AD 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001577810		
Incremental Funding for CLIN 4000; In accordance with Technical Instruction #04		

400005	1300329484	
LLA :		
AE 97X4930 NH1C 251 77777 0 050120 2F 000000 A10001578031		
Incremental Funding for CLIN 4000; In accordance with Technical Instruction #04		

400006	1300329482	
LLA :		
AF 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001577803		
Incremental Funding for CLIN 4000; In accordance with Technical Instruction #03		

600002	1300329484	
LLA :		
AE 97X4930 NH1C 251 77777 0 050120 2F 000000 A10001578031		
Incremental Funding for CLIN 4000; In accordance with Technical Instruction #04		

MOD 03 Funding

Cumulative Funding

## MOD 04

400007	1300339974	
LLA :		
AG 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001652315		
Incremental Funding for CLIN 4000; In accordance with Technical Instruction #06		

MOD 04 Funding

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Cumulative Funding [REDACTED]

MOD 05

400008 1300339936 [REDACTED]

LLA :

AH 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001652894

Incremental Funding for CLIN 4000; In accordance with Technical Instruction #05

410001 1300339936 [REDACTED]

LLA :

AH 97X4930 NH1C 251 77777 0 050120 2F 000000 A00001652894

Incremental Funding for CLIN 4100; In accordance with Technical Instruction #05

MOD 05 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 06

410002 1300359498 [REDACTED]

LLA :

AJ 97X4930 NH1C 251 77777 0 050120 2F 000000 A10001790093

Incremental Funding for CLIN 4100; In accordance with Technical Instruction #07

MOD 06 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 07 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 08

410003 1300383914 [REDACTED]

LLA :

AK 97X4930 NH1C 252 77777 0 050120 2F 000000 A00001972147

Incremental Funding for CLIN 4100; In accordance with Technical Instruction #08

410004 1300383914 [REDACTED]

LLA :

AL 97X4930 NH1C 252 77777 0 050120 2F 000000 A20001972147

Incremental Funding for CLIN 4100; In accordance with Technical Instruction #08

700001 1300383914 [REDACTED]

LLA :

AL 97X4930 NH1C 252 77777 0 050120 2F 000000 A20001972147

Incremental Funding for CLIN 7000; In accordance with Technical Instruction #08

700002 1300383914 [REDACTED]

LLA :

AM 97X4930 NH1C 252 77777 0 050120 2F 000000 A30001972147

Incremental Funding for CLIN 7000; In accordance with Technical Instruction #08

MOD 08 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 09 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 10 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 11

610001 130042238700002 [REDACTED]

LLA :

AN 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002272047

Incremental Funding for CLIN 6100; In accordance with Technical Instruction #09

700003 130042238700001 [REDACTED]



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LLA :  
AN 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002272047  
Incremental Funding for CLIN 7000; In accordance with Technical Instruction #09

MOD 11 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 12

610002 130042612900001 [REDACTED]  
LLA :  
AP 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002300395  
Incremental Funding for CLIN 6100; In accordance with Technical Instruction #09 Rev  
01

MOD 12 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 13

700004 130045671300001 [REDACTED]  
LLA :  
AQ 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002527628  
Incremental Funding for CLIN 7000; In accordance with Technical Instruction #10

900001 130045671300002 [REDACTED]  
LLA :  
AQ 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002527628  
Incremental Funding for CLIN 9000; In accordance with Technical Instruction #10

MOD 13 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 14 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 15 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 16

710001 130052259300001 [REDACTED]  
LLA :  
AR 97X4930 NH1C 252 77777 0 050120 2F 000000 A00003033110  
Funding for TI-012.

710002 130052259200002 [REDACTED]  
LLA :  
AS 97X4930 NH1C 252 77777 0 050120 2F 000000 A10003033107  
Funding for TI-011

MOD 16 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 17 Funding [REDACTED]  
Cumulative Funding [REDACTED]

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-5 Task Order Process.

#### Ombudsman Description.

In accordance with FAR 16.505(a)(9), no protest under FAR Subpart 33.1 is authorized in connection with PCO decisions regarding fair opportunity or the issuance of a TO under this contract, except for a protest on the grounds that a TO increases the scope, period, or maximum value of the contract. The Local Warfare Center Site Deputy for Small Business has been designated as the NAVSEA and related Program Executive Offices Ombudsman for this contract. The NSWCCD Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the NSWCCD Ombudsman must be forwarded to:

Ms. Irene Katakinski

Email: [irene.katakinski@navy.mil](mailto:irene.katakinski@navy.mil)

Telephone: 215-897-7596

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

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

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

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

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

Table 1: Overall Performance Ratings

For The Evaluation Period

Overall Performance Rating

Standard

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

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

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

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

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

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

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

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

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

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

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based on contractor input at this stage is solely at the discretion of the PCO.

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

TABLE 2: TASK PERFORMANCE EVALUATION CRITERIA AND STANDARDS

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

TABLE 3: CONTRACT MANAGEMENT PERFORMANCE EVALUATION CRITERIA AND STANDARDS

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

TABLE 4: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
CostManagement	Contractor routinely fails to complete the effort within the originally agreed to estimated cost, i.e. cost overruns frequently occur.	Contractor routinely completes the effort within the originally agreed to estimated cost. Contractor provides measures for controlling all costs at estimated costs. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.	Reductions in direct costs to the Government below contract estimated costs are noteworthy. Contractor provides detailed cost analysis and recommendations to Government for resolution of problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.
CostReporting	Reports are generally late, inaccurate	Reports are timely, accurate, complete and	Reports are clear, accurate, and

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incomplete or unclear.	clearly written. Problems and/or trends are addressed, and an analysis is also submitted.	pro-active. Problems and/or trends are addressed thoroughly, and the contractor's recommendations and/or corrective plans are implemented and effective.
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See Attachment CAR-H10 PERFORMANCE REQUIREMENTS SUMMARY TABLE

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

a. In accordance with SECNAV M-5510.30 Chapters 5 and 6, all Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site are designated Non-Critical Sensitive/IT-II positions, which require an open investigation or favorable adjudicated National Agency Check (NACLC) by the Industrial Security Clearance Office (DISCO). Investigations should be completed using the SF- 85 Form and the SF-87 finger print card. An interim clearance can be granted by the company Security Officer and recorded in the Joint Personnel Adjudication System (JPAS). An open investigation or favorable adjudication is required prior to issuance of a Common Access Card (CAC) card or a badge providing access to NSWCCD sites and buildings. If an unfavorable adjudication is determined by DISCO all access will terminated.

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

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## SECTION I CONTRACT CLAUSES

### CAR-I18 TECHNICAL INSTRUCTIONS (DEC 2001)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Task Order Manager. As used herein, technical instructions are defined to include the following:

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

(2) Guidelines to the Contractor that 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 task order. Technical instructions may not be used to :

(1) assign additional work under the task order;

(2) direct a change as defined in the "Changes" clause of the base contract;

(3) increase or decrease the contract price or estimated 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 task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task 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 Contracting Officer notifies the Contractor that the technical instruction is within the scope of this task order.

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

(End of Clause)

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

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

1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—

(1) Identify the work unit; *e.g.*, department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate

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the necessity for the overtime;

- (2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;
- (3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
- (4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

\* Insert either “zero” or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.(End of Clause)

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

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including-

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

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

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

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

(End of clause)





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## SECTION J LIST OF ATTACHMENTS

Direct Labor Rate Substantiation Table

Burn Rate Analysis Report

Incurred Cost Report

DD\_254 Form

CostSummaryFormatSheet

PerformanceRequirementsSummaryTable