

2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 06-Nov-2017	4. REQUISITION/PURCHASE REQ. NO. N5702317RC00091	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00189	7. ADMINISTERED BY (If other than Item 6) CODE	S5111A SCD: C

NAVSUP FLC Norfolk, Code 200
1968 Gilbert Street Ste 600
Norfolk VA 23511-3392
jesse.gale@navy.mil 757-443-1296

DCMA HAMPTON
2000 Enterprise Parkway, Suite 200
Hampton VA 23666

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Core Services Group, Inc. 932 Laskin Road, Ste 100 Virginia Beach VA 23451	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7232 / N0018917F3036 10B. DATED (SEE ITEM 13) 19-Sep-2017
CAGE CODE 5QPS9 FACILITY CODE	[X]

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.
[]	
[X]	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). 52.243-1
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[]	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [X] 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) Ricky E Jennings, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Ricky E Jennings (Signature of Contracting Officer)	03-Nov-2017

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GENERAL INFORMATION

The purpose of this modification is to administratively change clause 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012) to reflect correct Inspect By DoDAAC (blank).

All other terms and conditions remain unchanged.

Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$272,600.00 by \$0.00 to \$272,600.00.

The total value of the order is hereby increased from \$272,600.00 by \$0.00 to \$272,600.00.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	D308	DATABASE ADMINISTRATION (O&MN,N)	12.0	MO	\$22,250.00	\$267,000.00
8001	D308	DATABASE ADMINISTRATION (OPTION PERIOD ONE (1)) (O&MN,N)	12.0	MO	\$22,806.25	\$273,675.00
		Option				
8002	D308	DATABASE ADMINISTRATION (OPTION PERIOD TWO (2)) (O&MN,N)	12.0	MO	\$23,376.41	\$280,516.92
		Option				
8003	D308	DATABASE ADMINISTRATION (OPTION PERIOD THREE (3)) (O&MN,N)	12.0	MO	\$23,960.82	\$287,529.84
		Option				
8004	D308	DATABASE ADMINISTRATION (OPTION PERIOD FOUR (4)) (O&MN,N)	12.0	MO	\$24,559.84	\$294,718.08
		Option				
8005	D308	DATABASE ADMINISTRATION (OPTION PERIOD FIVE (5)) IN ACCORDANCE WITH FAR 52.217-8 (O&MN,N)	6.0	MO	\$25,173.83	\$151,042.98
		Option				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D308	EMERGENCY TASKING (NTE) (O&MN,N)	1.0	LO	\$5,600.00
9001	D308	EMERGENCY TASKING (OPTION PERIOD ONE (1)) (O&MN,N)	1.0	LO	\$5,600.00
		Option			
9002	D308	EMERGENCY TASKING (OPTION PERIOD TWO (2)) (O&MN,N)	1.0	LO	\$5,600.00
		Option			
9003	D308	EMERGENCY TASKING (OPTION PERIOD THREE (3)) (O&MN,N)	1.0	LO	\$5,600.00
		Option			
9004	D308	EMERGENCY TASKING (OPTION PERIOD FOUR (4)) (O&MN,N)	1.0	LO	\$5,600.00
		Option			
9005	D308	EMERGENCY TASKING (OPTION PERIOD FIVE (5)) IN ACCORDANCE WITH FAR 52.217-8 (O&MN,N)	1.0	LO	\$0.00
		Option			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Commander Operational Test & Evaluation Force

Performance Work Statement (PWS)

Enterprise Database Administrator (DBA)

1. **Background Objective.** The mission of Commander Operational Test and Evaluation Force (COMOPTEVFOR) is to independently and objectively evaluate the operational effectiveness and suitability of new and improved war fighting capabilities. These evaluations must be conducted in a robust and in as near realistic operational environments as possible. In order to fully understand the conditions under which an operational test must be executed and to ensure that adequate resources are in place, a thorough analysis of the intended operational mission must be completed. The results of this analysis must also be used to evaluate performance of the tested system. COMOPTEVFOR currently uses independent processes and several Information Technology tools to analyze mission based task decomposition and evaluate system and system of systems performance.

2. **Period of Performance** The period of performance for this effort shall be from 19 September 2017 until 18 September 2018 for a base year with four (4) twelve month option periods, and a six (6) month option period under FAR 52.217-8.

3. **Scope.** Provide technical support in the form of enterprise database administration to COMOPTEVFOR's Command Information Office (CIO) for installed Oracle and Structured Query Language (SQL) database applications.

a. **Database Administrator:** Contractor will provide technical support to COMOPTEVFOR Command Information Office (CIO) in support of relational database administration. Database administrative functions consist primarily of backend support for installed Oracle applications which include Oracle Advanced Security, Oracle Fusion Middleware, Oracle WebLogic Server, Oracle WebGate, Oracle Database 11g, Oracle Database 12c, Oracle Audit Vault and E-Business Suite Enterprise 12i.

Function as back-up SQL database administrator with support functions that will include providing technical support for the SQL database environment including overseeing the development and organization of the databases, as well as assessment and implementation of new technologies. Additional tasks may include assessment of database performance and the identification of problem areas, develop of security schemes for the database environment, installing database upgrades, and installing routine security patches.

b. **Place of Performance.** All work shall be performed at the customer site by remotely accessing the servers located at the Navy Enterprise Data Center (NEDC) in Charleston, SC. The contractor shall comply with COMOPTEVFORINST 5239 (series), with specific regard to non-government hardware and software. The customer location is:

Commander, Operational Test and Evaluation Force

7970 Diven Street

Norfolk, VA 23505-1498

4. **Specific Tasking.**

a. **Database Administrator:**

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- 1) Perform Oracle database administration. Maintain five databases currently running Oracle Database 11g on a mixture of physical and virtual servers. Supported applications include Oracle E-Business Suite Applications R12 (Purchasing, I-Procurement, Project Costing, Project Billing, Project Contracts, and Federal Financials) system, Oracle Audit Vault and Oracle Fusion Middleware 11g running on a Microsoft Windows Server 2008 or 2012 operating system, for the U.S. Navy's Commander Operational Test and Evaluation Force (COMOPTVFOR).
- 2) Perform Oracle database administration in support of Oracle Weblogic, Fusion Middleware, UCM 10.1, JDeveloper 11.1, and Oracle Business Intelligence Enterprise Edition (OBIEE).
- 3) Perform Oracle database administration, on Oracle E-Business Suite Applications to include (Purchasing, I-Procurement, Projects, General Ledger, Payables, and Federal Financials). Install, configure, test, operate, maintain and/or upgrade Oracle server software and related products including the 11i RDBMS, 11i Application Server software, OBIEE, Portal, 11i Federal Financials, 11i I-Procurement, and Apache web server, running on a Microsoft Windows Server 2008 or 2012 operating system.
- 4) Perform Oracle database administration, managing logical database structures, physical structures, data, file systems, disk sub-systems, accounts/passwords, logical and physical backups, single sign-on, and database tuning. System Administration support includes operating system installs, patching, trouble-shooting, maintenance, account/password management, and upgrades. Install Oracle quarterly CPU patches as required. Configure Oracle databases and products in accordance with all applicable DISA Security Technical Implementation Guides (STIGs).
- 5) Perform Oracle database administration to install, configure, test, operate, maintain, and upgrade Oracle Enterprise Manager. Implement numerous OEM monitoring events and schedule jobs for automation of recurring administrative actions. Establish and maintain enhanced backup, restore, and recovery procedures including database archived redo log mode, Veritas Backup Exec backup jobs, associated batch files and SQL scripts, and restore/recovery standard operating procedures (SOPs). Create and manage a backup media library providing media rotation and transport to off-site location for disaster recovery.
- 6) Perform Oracle database analysis, design, tuning and implementation. Upgrade existing Oracle 11g databases to Oracle 12c. Maintain Oracle E-Business Suite R12 in a multi-node environment. Additionally provide EBusiness Suite database support for patching, module executable relinking, monitoring/ managing concurrent managers, monitoring/management of concurrent requests, management of application accounts/passwords, Single sign-on, and management/scheduling of user processing. Configure PKI logon using Common Access Cards (CAC) for authentication.
- 7) Perform Oracle database administration to install, configure, and implement Oracle WebLogic Server, Oracle Fusion Middleware, Login Server, Single Sign-On (SSO), and Oracle Internet Directory (OID) to prepare for future product acquisition. If required this would include - on a test server, create a test instance/database and create table spaces, data files, and schemas for Portal and OID. Manually configure UCM and other SOA suite applications. Configure OID for Login Server/user LDAP entry information (using export from MS Active Directory). Configure Login Server for authentication using OID. Configure Login Server for authentication using MS Active Directory. Finally, configure the WebLogic Server for external applications with enabled SSO for all the applications COMOPTVFOR uses.
- 8) Interface with Oracle/Microsoft Technical Support for information gathering, trouble-shooting, and general technical support for security patches, installs, upgrades, etc. Perform end-user technical assistance and training. Perform machine, OS, application, and database trouble-shooting and corrective actions.
- 9) Manage Oracle Advanced Security for Oracle E-Business Suite R12 Server, Database Server and Application Server to enable database encryption as required and to have enterprise-wide authentication, authorization and confidentially functionality between Oracle Services and clients.
- 10) Perform Microsoft SQL database administration. SQL database administration may be required in support of several installed COTs/GOTs applications. Support may also require module executable relinking, management of

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application accounts/passwords, and management/scheduling of user processing. System Administration support includes operating system installs, patching, trouble-shooting, maintenance, database tuning, and backups.

5. **Deliverables.**

- a. Monthly progress reports (CDRL A001)
- b. Patch / Upgrade reports (CDRL A002)
- c. Annual Summary reports (CDRL A003)

6. **Quality Standards.** The contractor shall adhere to all relevant instructions/standards relating to Navy operational test and evaluation (OT&E).

- a. Monthly Progress/Usage Report (CDRL A001)

Measurement/Metric: Accuracy and timeliness

Performance Standard:

Accuracy - no rejected reports due to major discrepancy as identified by the customer.

Timeliness – within 5 days (defined as working days) after completion of reporting period

Maximum Error Rate: Accuracy: 3% (Entire Document) Timeliness: 16%

- b. Patch/Upgrade Report (CDRL A002)

Measurement/Metric: Accuracy and timeliness

Performance Standard:

Accuracy - no rejected reports due to major discrepancy as identified by the customer.

Timeliness – within 2 days (defined as working days) after completion of task

Maximum Error Rate – Accuracy: 3% (Entire Document) Timeliness: 7%

- C. Review of Annual Summary Report (CDRL A003)

Measurement/Metric – Accuracy and timeliness

Performance Standard:

Accuracy - no rejected reports due to major discrepancy as identified by the customer.

Timeliness – within 5 days (defined as working days) after completion of reporting period

Maximum Error Rate – Accuracy: 3% (Entire Document) Timeliness: 16%

7. **Experience Requirements.** Minimum personnel experience requirements are shown below. The offeror shall demonstrate the below minimum experience: Personnel provided under this order are critical to the mission of the Department of the Navy. As such, personnel may only perform on this task after an offeror's proposal has been submitted to the Government and approved by the Government. Any replacement personnel proposed after award of this order must be at least as qualified as the personnel who were included in the proposal upon which award of the order was based.

- a. **Certification Requirements:**

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1) 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 (Table AP3.T1), Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements for an Information Assurance Technician (IAT), Level II which include -

(a) One DoD-approved baseline security cybersecurity workforce certification appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

(b) This position requires an IAT level II certification (http://iase.disa.mil/eta/iawip/content_pages/iabaseline.html).

(c) Certifications must be maintained and remain active throughout the entire period of performance of this requirement.

b. Database Administrator. Personnel must demonstrate an understanding of database administration concepts. Personnel must have:

1) Minimum 3 years within the last 5 years DBA experience with each of the following:

a) Oracle Database 11g and E-Business Suite Applications R12 (Purchasing, I-Procurement, Projects, General Ledger, and Federal Financials).

b) SQL Plus

c) Stored procedures

d) PL/SQL

e) Java

f) Windows Server 2008 / 2012 platform

g) Oracle Weblogic server 11g

h) Oracle Internet directory 11g

i) Oracle Access Manager 11g

j) Oracle Business Intelligence 11g

k) Oracle Access Gate 11g

l) Oracle WebGate 11g

m) Oracle Webtier 11g

n) Oracle DIP 11g

2) Experience implementing and maintaining Single Sign On using x509 and Government issued CAC for all Oracle products to include E-Business Suite R12, Oracle Business Intelligence and other custom applications.

3) Demonstrated experience installing mandated DOD Information Assurance Vulnerability Assessment (IAVA) and Oracle quarterly Critical Patch Updates on Oracle E-Business Suite R12 Server, Database Server and Application Server.

4) Experience installing IAVA patches on other platforms to include Microsoft SQL server.

5) Demonstrated experience with maintaining, upgrading, and platform migration of database servers.

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6) Demonstrated experience with maintaining and/or upgrading Oracle related products including Oracle Weblogic, Oracle Access Manager, Oracle Internet Directory, Oracle Business Intelligence, Oracle Webtier, Oracle Webgate, Oracle Access Gate, Oracle E-Business Suite R12, Federal Financials, R12 I-Procurement, and MS Windows 2008/2012 operating systems. Ability to support SQL database updates and experience in Performance Tuning, Query Optimization, using Performance Monitor, SQL Profiler and other related SQL server monitoring and troubleshooting tools.

7) Demonstrated experience with managing logical database structures, physical structures, data, file systems, disk sub-systems, accounts/passwords, logical and physical backups, and database tuning.

8) Demonstrated experience implementing Oracle Advanced Security on Oracle E-Business Suite R12 Server, Database Servers, Application Servers and custom applications to have enterprise-wide authentication, authorization and confidentiality functionality between Oracle Services and clients using Oracle Identity Management.

9) Demonstrated experience with configuring Oracle Database and products in accordance with DISA STIGs.

8. **Travel.** Not required.

9. **Work Location.** All work will be performed on-site at COMOPTEVFOR, specifically within the Command Information Office (CIO).

10. **Emergent Tasking.** The contractor may be required to execute performance of emergent tasking in this contract, based on historical contracts. The support herein is expected to be dedicated to unanticipated or emergent requirements related to support of this PWS. This support is based upon the total requirements detailed in Section 4. Specific Tasking and is in addition to the stated requirements. This support in no way diminishes the requirements of Section 4. Emergent tasking will support the CIO division for unanticipated or emergent requirements. Dependent on mission requirements work outside of core hours maybe required. The emergent tasking will be identified as a separate Emergent Tasking CLIN. The government provided amount for all emergent tasking's (not to exceed) will be \$5,600.00 for the base year, and will be \$5,600.00 total per year for all four (4) option years.

11. **Work hours.** Work shift shall be performed during CIO departmental core hours from 7:00 to 4:30 with 30 minutes provided for lunch. Lunch breaks may not be taken during the first or last 30 minutes of the work shift.

12. **Security Clearance.**

a. Required. A security clearance of SECRET is required for personnel supporting this task. Any personnel proposed to work on this effort shall have the necessary clearances to immediately begin performance at the time of task award. A DD254 shall accompany this requirement and detail all of the specific instructions that are applicable to execute a Contract/Task Order within COMOPTEVFOR.

b. All contractors must check in with the Contracting Officer Representative (COR) prior to being issued a badge.

13. **Invoices.** The period of performance for each invoice will be for one calendar month. The contractor shall submit only one invoice per month.

14. **5237.102-90 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)**

(a) DoD contracting activities awarding or administering contracts shall incorporate the following Enterprise-wide Contractor Manpower Reporting Application (ECMRA) standard language into all contracts which include services, provided the organization that is receiving or benefiting from the contracted service is a Department of Defense organization, including reimbursable appropriated funding sources from non-DoD executive agencies where the Defense Component requiring activity is the executive agent for the function performed. The reporting requirement does not apply to situations where a Defense Component is merely a contracting agent for another executive agency. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The

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excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

(b)The standard language to be inserted is:

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

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

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

15. SUPTXT204-9400(1-17) Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

The following shall be inserted in full text in all solicitations and contracts (including commercial acquisitions) which require contractor unclassified access to federally controlled facilities, sensitive information, IT systems or protected health information. For commercial acquisitions, this text shall be incorporated into either the Statement of Work or Performance Work Statement.

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

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

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APPLICABILITY

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

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

ACCESS TO FEDERAL FACILITIES

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

ACCESS TO DOD IT SYSTEMS

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

Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) or T5 or T5R equivalent investigation, which is a higher level investigation than the National Agency Check with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

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

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

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

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INTERIM ACCESS

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

DENIAL OR TERMINATION OF ACCESS

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

CONTRACTOR'S SECURITY REPRESENTATIVE

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

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

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

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

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

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Command's Security Manager upon arrival to the command and shall out-process prior to their departure at the

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

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

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

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

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

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

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

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

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

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

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

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

CIO ENTERPRISE DATABASE ADMINISTRATOR

1. PURPOSE

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

2. AUTHORITY

Authority for issuance of this QASP is provided under section – Inspection and Acceptance, which provides for inspections and acceptance of the services and documentation called for in service task orders 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 quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract.

The contractor's performance will be evaluated by the Government as described in this QASP. The first evaluation will cover the period ending six months after date of contract award with successive evaluations being performed at the end of each twelve-month period of performance thereafter until the contractor completes performance under all tasks. For each period, the Government will evaluate the contractor's performance. The evaluation will encompass all work performed by the contractor at any time during the period but will not include cumulative information from prior reports although performance trends may be determined.

4. GOVERNMENT RESOURCES

The following definitions for Government resources are applicable to this plan:

Contracting Officer - A person duly appointed with the authority to enter into [Procuring Contracting Officer (PCO)] or administer [Administrative Contracting Officer (ACO)] contracts and make related determination and findings on behalf of the Government. The PCO/ACO will be designated in the resulting contract. Contracting Officers are designated via a written warrant, which sets forth limitations of authority.

Contracting Officer's Representative (COR) - An individual appointed in writing by the PCO to act as his/her authorized representative to assist in administering the contract. The COR will be appointed in the resulting contract. The limitations of authority are contained in a written letter of appointment.

5. RESPONSIBILITIES

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

Contracting Officer – The Contracting Officer ensures performance of all necessary actions for effective

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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.

COR (COR) - The COR is responsible for technical administration of the project and assures proper Government surveillance of the Contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual 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.

6. METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP.

Customer Feedback – Customer feedback may be obtained from random customer complaints.

Appropriate forms will be made available by the COR for the patrons. The COR shall have sole custody of the suggestion box. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the COR.

Inspections – Each phase of the services rendered under the contract is subject to Government inspection during the Contractor's operations and after completion of a task. Inspections may be routine functions performed by the COR, or performed by others outside of COMOPTEVFOR. The Contractor shall not substitute Government inspection for effective quality control. Government inspections may be conducted in an unannounced manner by the COR or other individuals designated outside the COMOPTEVFOR organization. The COR shall maintain a Contract Discrepancy Report (CDR), a copy of which will be provided to the Contractor. Within three days, the Contractor shall reply in writing to CDR(s) by stating reason(s) for unsatisfactory performance(s) and shall identify the corrective action(s) that will be taken to prevent recurrence(s).

Performance Evaluation Meetings – During the first two months of the contract, the Contractor's Project Manager will meet weekly with the COR. Such meetings will be conducted at least monthly thereafter. The purpose of these meetings will be to review the Contractor's performance and will include the issuance of any CDR(s) issued during the period. A mutual effort will be made to resolve all problems identified.

QA Surveillance Items - The following items are identified within the Performance Work Statement (PWS) presented in the solicitation as an attachment and are to be monitored under this QASP.

CDRL, Data Item A001, Monthly Progress Report

Measurement/Metric – Accuracy and timeliness

Performance Standard: – Accuracy - no rejected reports due to major discrepancy as identified by customer.

- Timeliness – within 5 days (defined as working days) after completion of reporting period

Maximum Error Rate – Accuracy: 3% Timeliness: 16% (within 5 days)

CDRL, Data Item A002, Patch/Upgrade Report

Measurement/Metric – Accuracy and timeliness

Performance Standard: – Accuracy - no rejected reports due to major discrepancy as identified by customer.

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- Timeliness – within 2 days (defined as working days) after completion of task

Maximum Error Rate – Accuracy: 3% Timeliness: 7% (within 2 days)

CDRL, Data Item A003, Document Control/Change Management Reports

Measurement/Metric – Accuracy and timeliness

Performance Standard: – Accuracy - no rejected reports due to major discrepancy as identified by customer.

- Timeliness – within 5 days (defined as working days) after completion of reporting period

Maximum Error Rate – Accuracy: 3% Timeliness: 16% (within 5 days)

7. DOCUMENTATION

The COR will, in addition to providing documentation to the Contracting Officer, maintain a complete Quality Assurance file. All such records will be retained for the life of this contract. Information in the Quality Assurance file will be considered when completing the annual performance report.

Performance requirement	PERFORMANCE STANDARD	Method of measurement	PERFORMANCE meTRICS	LinkAGE reference
CDRL A001 Monthly Progress Report	Accuracy Timeliness	no rejected reports due to major discrepancy as identified by customer within 5 days (defined as working days) after end of reporting period rev	3% error rate 16% (five days)	PWS Para 5a
CDRL A002 Patch/Upgrade Report	Accuracy Timeliness	no rejected reports due to major discrepancy as identified by customer within 2 days (defined as working days) after completion of task rev	3% error rate 7% (two days)	PWS Para 5b

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Performance requirement	PERFORMANCE STANDARD	Method of measurement	PERFORMANCE meTRICS	LinkAGE reference
CDRL A003 Annual Summary Report	Accuracy	no rejected reports due to major discrepancy as identified by customer	3% error rate	PWS Para 5c
	Timeliness	within 5 days (defined as working days) after completion of reporting period ev	16% (five days)	

CAP

CONTRACT ADMINISTRATION PLAN (CAP)
FOR FIXED PRICE CONTRACTS

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

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

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

ADDRESS: NAVSUP Fleet Logistics Center (FLC) Norfolk

1968 Gilbert Street, Suite 600, Norfolk, VA 23511-3392

TELEPHONE: 757-443-1732

EMAIL: Cheryl.somers@navy.mil

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

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Name: Jill Joseclyn

Address: NAVSUP Fleet Logistics Center (FLC) Norfolk

1968 Gilbert Street, Suite 600, Norfolk, VA 23511-3392

Phone: 757-443-1219

E-mail: jill.joseclyn@navy.mil

COR Name: Timothy Burrows

COMM: (757) 282-5546 Ext. 3136

Email: timothy.burrows@cotf.navy.mil

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

- a. Technical

Interface

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

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

- b. Contract Surveillance

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

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

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alert the contractor and the PCO to the situation.

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

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

c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

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

e. Administrative Duties

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

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

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

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

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g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

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

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

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

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

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

ATTACHMENTS

1. DD 254
2. CDRL - A001
3. CDRL - A002
4. CDRL - A003

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/19/2017 - 9/18/2018
9000	9/19/2017 - 9/18/2018

CLIN - DELIVERIES OR PERFORMANCE

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

8000	9/19/2017 - 9/18/2018
9000	9/19/2017 - 9/18/2018

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

8001	9/19/2018 - 9/18/2019
8002	9/19/2019 - 9/18/2020
8003	9/19/2020 - 9/18/2021
8004	9/19/2021 - 9/18/2022
8005	9/19/2022 - 3/18/2023
9001	9/19/2018 - 9/18/2019
9002	9/19/2019 - 9/18/2020
9003	9/19/2020 - 9/18/2021
9004	9/19/2021 - 9/18/2022
9005	9/19/2022 - 3/18/2023

Services to be performed hereunder will be provided at

Commander, Operational Test and Evaluation Force

7970 Diven Street

Norfolk, VA 23505-1498

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SECTION G CONTRACT ADMINISTRATION DATA

252.232-7006 Wide Area WorkFlow Payment Instructions.

(a) Definitions. As used in this clause--

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

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

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

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

(c) WAWF access. To access WAWF, the Contractor shall--

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

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

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

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

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

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

COMBO

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

GOVERNMENT

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF

Pay Official DoDAAC	N68732

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Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	----
Ship To Code	----
Ship From Code	----
Mark For Code	----
Service Approver (DoDAAC)	N57023
Service Acceptor (DoDAAC)	N57023
Accept at Other DoDAAC	----
LPO DoDAAC	N57023
DCAA Auditor DoDAAC	----
Other DoDAAC(s)	----

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule”

if multiple ship to/acceptance locations apply, or “Not applicable.”)

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

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

Acceptor: acceptor@cotf.navy.mil

Certifying Official: certifier@cotf.navy.mil

(g) *WAWF point of contact.*

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

WAWF point of contact.

Supply Officer

757-282-5546 ext 3355

kevin.raad@cotf.navy.mil

Supply Leading Chief Petty Officer

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757-282-5546 ext 3418

cory.collins@cotf.navy.mil

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

(End of clause)

SECURITY ADMINISTRATION (SEP 2015)

The highest level of security that will be required under this contract is Secret as designated on DD Form 254 attached hereto and made a part hereof.

The offeror shall indicate the name, address and telephone number of the cognizant security office;

Defense Security Service (DSS)

277 Bendix Road, Suite 200

Virginia Beach, Virginia 23452

757-457-3270

The facilities to be utilized in the performance of this effort have been cleared to Secret level.

The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

Accounting Data

SLINID	PR Number	Amount

BASE	Funding	0.00
	Cumulative Funding	0.00
MOD P00001	Funding	0.00
	Cumulative Funding	0.00
MOD P00002	Funding	0.00
	Cumulative Funding	0.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

FAR 52.232-18 - AVAILABILITY OF FUNDS

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract. The notice of availability of funds issued pursuant to this clause will be posted to the NAVSUP FLC Norfolk web page at https://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod_serv/contracting/con_navsupflcn

(End of Clause)

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SECTION I CONTRACT CLAUSES

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

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

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

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 1 day.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **66 months**.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

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

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Employee Class Monetary Wage-Fringe Benefits

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

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

(End of clause)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Cheryl Somers at Cheryl.somers@navy.mil.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

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SECTION J LIST OF ATTACHMENTS

CDRLS

WAGE DETERMINATION

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