

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-11-D-6433		2. DELIVERY ORDER NO. EHP1		3. EFFECTIVE DATE 2011 Sep 16		4. PURCH REQUEST NO. VARIOUS		5. PRIORITY Unrated			
6. ISSUED BY NSWC, CARDEROCK DIVISION, PHILADELPHIA NAVSSSES Philadelphia PA 19112-1403			CODE N65540		7. ADMINISTERED BY DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342			CODE S2404A			
9. CONTRACTOR AMSEC LLC 2829 Guardian Lane Virginia Beach VA 23452			CODE 1LT84		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.
	PURCHASE		Reference your _____ furnish the following on terms specified herein.
			ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

AMSEC LLC

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)

If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
	See Schedule				

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA	25. TOTAL	\$22,085,827.03
	BY: /s/ _____ 09/16/2011 CONTRACTING/ORDERING OFFICER	26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN

INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		c. DATE	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		28. SHIP NO.	29. D.O. VOUCHER NO.	30. INITIALS

f. TELEPHONE	g. E-MAIL ADDRESS	PARTIAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
		FINAL		

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.

a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT COMPLETE	34. CHECK NUMBER
		PARTIAL	
		FULL	35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

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GENERAL INFORMATION

1) The purpose of this action is to award N00178-11-D-6433-EHP1. Incremental funding in the amount of _____ is hereby provided. The total amount of funding obligated and available for payment under this order is _____. In accordance with contract clause 52.232-22, "Limitation of Funds", the Government is not obligated to reimburse the contractor for any costs incurred in ~~excess~~ of _____ unless additional funds are made available and obligated under this order. in a subsequent modification. It is estimated that the funding provided thus far, as specified in Section G, will cover performance through approximately 31 December 2011.

The total value of this order is _____

2) Section G clause entitled "SEA 5252.232-9140 ALLOTMENT OF FUNDS (MAY 1993)" has been revised to read as follows:

3) The Accounting and Appropriation Data added to Section G is as follows:

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit Est. Cost	Fixed Fee	CPFF
4000	Base Period - Engineering and Program Support Services in accordance with the Statement of Work (SOW) during the period from date of award through 12 months after date of award. (TBD)			
400001	INCREMENTAL FUNDING FOR CLIN 4000 (O&MN,N)			
400002	INCREMENTAL FUNDING FOR CLIN 4000 (O&MN,N)			
400003	INCREMENTAL FUNDING FOR CLIN 4000 (OTHER)			
400004	INCREMENTAL FUNDING FOR CLIN 4000 (OTHER)			
400005	INCREMENTAL FUNDING FOR CLIN 4000 (SCN)			
400006	INCREMENTAL FUNDING FOR CLIN 4000 (O&MN,N)			
400007	INCREMENTAL FUNDING FOR CLIN 4000 (OPN)			
400008	INCREMENTAL FUNDING FOR CLIN 4000 (SCN)			
400009	INCREMENTAL FUNDING FOR CLIN 4000 (O&MN,N)			
400010	INCREMENTAL FUNDING FOR CLIN 4000 (O&MN,N)			
400011	INCREMENTAL			

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FUNDING FOR CLIN
4000 (O&MN,N)

4100 Option Year 1 -
Engineering and
Program Support
Services in
accordance with
the Statement of
Work (SOW) during
the period from
13 months after
date of award
through 24 months
after the date of
award. (TBD)

4200 Option Year 2 -
Engineering and
Program Support
Services in
accordance with
the Statement of
Work (SOW) during
the period from
25 months after
date of award
through 36 months
after the date of
award. (TBD)

For ODC Items:

Item	Supplies/Services Qty	Unit Est. Cost
6000	Base Period - Support Costs for CLIN 4000, NTE for travel, other direct costs and material during the period from date of award through 12 months after date of award. (TBD)	1.0 LO
600001	INCREMENTAL FUNDING FOR CLIN 6000 (O&MN,N)	
600002	INCREMENTAL FUNDING FOR CLIN 6000 (O&MN,N)	
600003	INCREMENTAL FUNDING FOR CLIN 6000 (O&MN,N)	
600004	INCREMENTAL FUNDING FOR CLIN	

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6000 (O&MN,N)

- 6100 Option Year 1 - 1.0 LO
 Support Costs for
 CLIN 4100, NTE
 for
 travel, other
 direct costs and
 material during
 the period from
 13 months after
 date of award
 through 24 months
 after the date of
 award. (TBD)
- 6200 Option Year 2 - 1.0 LO
 Support Costs for
 CLIN 4200, NTE
 for
 travel, other
 direct costs and
 material during
 the period from
 25 months after
 date of award
 through 36 months
 after the date of
 award. (TBD)

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

1.0 SCOPE OF WORK

1.1 OBJECTIVE

This statement of work establishes the level of effort required for providing: Standard NAVSEA Integrated Publishing Process (SNIPP) support; technical manual (TM) development, maintenance, and delivery support; logistics engineering support; Planned Maintenance System (PMS)/Technical Feedback Reports (TFBRs) support; supply, logistics, and Integrated Logistics Support certifications support; and training/curriculum development support related to Integrated Logistics Support services for Hull, Mechanical and Electrical (HM&E) technical data development, maintenance, management and associated process support. This support requires the contractor to provide: technical data systems development, maintenance and infrastructure support; support of joint logistics products and processes; design, development, testing and fielding support for joint technical data integration efforts; technical data packages and other data support; technical data conversion; distribution of technical data; and management of technical data.

1.2 REFERENCES

- (a) NAVSEAINST 4160.3, Technical Manual Management Program (TMMP)
- (b) MIL-DTL-24784 Manuals, Technical: General Acquisition and Development Requirements
- (c) AECMA S1000D Standard (Specification 1000D), International Specification for Technical Publications Utilizing a Common Source Data Base
- (d) MIL-DTL-81927 Manuals, Technical: General Style and Format Of (Work Package Concept)
- (e) MIL-STD-38784, Standard Practice for Manuals, Technical: General Style and Format
- (f) MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals
- (g) DoD Instruction 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP) of 28 Nov 07
- (h) NAVSEA letter 9086, Ser 04L3/039, Subj: ETM/IETM CD-ROM Management and Testing, dated 23 July 1999
- (i) ATIS Compatibility Testing Procedures, IETM Development 1.0, Feb 2007
- (j) National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22-M, dated February 28, 2006
- (k) S0005-AA-PRO-010/TMMP, NAVSEA/SPAWAR TMMP Operations and Life Cycle Support Procedures
- (l) S0005-AA-GYD-030, Guide for User Maintenance of NAVSEA Technical Manuals
- (m) S0005-AA-GYD-070, Guide for Quality Assurance of NAVSEA Technical Manuals
- (n) S0300-AX-GYD-010, Hull, Mechanical and Electrical Equipment/Systems Technical Manual Production and Style Guide

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- (o) Technical Manual Contract Requirement (TMCR), NDMS 050065-000, Permanent Changes to HM & E Equipment Manuals
- (p) Technical Manual Contract Requirement (TMCR), NDMS 050066-000, New Manual or Complete Revision of HM & E Equipment Technical Manual
- (q) NSDSA web site, (<https://nsdsa2.phdnswc.navy.mil>)
- (r) NAVSEA C2 DTD, (<http://www.dt.navy.mil/>)
- (s) MIL-STD-1629A, Procedures for Performing a Failure Mode Effects and Criticality Analysis (cancelled – use for guidance only)
- (t) MIL-STD-882C, Standard Practice for System Safety
- (u) MIL-P-24534A, Planned Maintenance System: Development of Maintenance Requirement Cards, Maintenance Index Pages, and Associated Documentation
- (v) MIL-STD-3034, Reliability-Centered Maintenance (RCM) Process
- (w) S9081-AB-GIB-010, Reliability-Centered Maintenance (RCM) Handbook
- (x) MIL-PRF-49506 - Logistic Management Information (LMI)
- (y) NAVSEA Technical Specification 9090-1500 (series) Provisioning Allowance, and Fitting Out Support (PAFOS) dated 8 January 2003
- (z) NAVICP Internal Instruction 4441 .170A - COSAL Use and Maintenance Manual
- (aa) SL720-AA-MAN-030 - Surface Ship and Carriers Entitled Process for Modernization, Maintenance, & Operations Manual
- (bb) NAVSEA Technical Specification 9090-700, Ship Configuration and Logistic Support Information System dated July 2005
- (cc) Naval Sea Logistic Center - Integrated Logistic Support (ILS) Desk Guide Version 2.0.5
- (dd) PQS Manager's Guide 43100-2C
- (ee) OPNAVINST 1500.76B, Naval Training Systems Requirements, Acquisition, and Management,
- (ff) Navy Training Requirement Document Manual (NTRDM), P751-1-9-97
- (gg) Training Planning Process Methodology (TRPPM) Guide and Manual, P-751-2-9-97 and P-751-3-9-97
- (hh) Department of Defense Handbooks for Training Products, ISD/SAT MIL-HDBK-29612 (Series)
- (ii) NAVEDTRA 130A, Task Based Curriculum Development Manual
- (jj) NAVEDTRA 131A, Personnel Performance Profile Curriculum Development Manual
- (kk) OPNAV Instruction 5239.IC, Navy Information Assurance (IA) Program of 20Aug2008
- (ll) DoD Instruction 8500.2 Information Assurance (IA) Implementation of 06Fb2003
- (mm) DoD Directive 8570.01, Information Assurance Training, Certification, and Workforce Management of 15Aug2004

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(nn) DoD 8570.01-M, Information Assurance Workforce Improvement Program of 19Dec2005

(oo) NAVSEAINST 5511.32C, Safeguarding of Naval Nuclear Propulsion Information (NNPI) of 26 Jul 05

1.3. REQUIREMENTS

The contractor shall furnish services and products in support of the following areas:

- Standard NAVSEA Integrated Publishing Process (SNIPP) Support
- Technical Manual (TM) Development, Life Cycle Maintenance, and Delivery Support
- Logistics Engineering Support
- Planned Maintenance System (PMS)/Technical Feedback Reports (TFBRs) Support
- Supply, Logistics, and ILS Certifications Support
- Training/Curriculum Development Support

1.4 TASK AREAS

The contractor shall provide technical support services in the following areas:

1.4.1 Standard NAVSEA Integrated Publishing Process (SNIPP) Support

Provide support for all aspects of SNIPP, including support for the implementation, integration and automation of various SNIPP components such as TDKM, Contenta, NETL, SMART-T, and TDMIS, both in the NIPRNET and SIPRNET environments.

Provide support and maintenance to SNIPP infrastructure on both the NIPRNET and SIPRNET, including but not limited to: identifying and evaluating site-specific requirements; identifying, procuring and implementing/installing approved hardware and software technology upgrades; integrating commercial off-the-shelf (COTS) software, developing and enhancing government off-the-shelf (GOTS) software, maintaining and supporting COTS and GOTS software; and applying server and application virtualization technology in support for DoD server reduction initiatives.

1.4.1.1 SNIPP Acquisition, Management, and Standards Implementation Support

Provide support for the development and update of policies and instructions related to SNIPP, such as, but not limited to, NAVSEAINST 4160.3, reference (a). Provide software development and integration services for new software components supporting SNIPP technical manual acquisition, such as, but not limited to, SMART-T and TDMIS.

Provide support for the development and further refinement of Department of Navy (DoN) and NAVSEA S1000D Business Rules, and NAVSEA S1000D Content Information Sets. Evaluate and apply MIL-DTL-24784C requirements as per reference (b), along with DoN, NAVSEA, and TMMA S1000D business rules, and NAVSEA S1000D Content Information Sets for developing and converting NAVSEA IETMs to S1000D format utilizing SNIPP. Assess the suitability of training requirements in the S1000D standard, reference (c), to support technical training products and the integration of S1000D data modules and training. Provide support for development and maintenance of Navy IETM specifications and standards, including, but not limited to, references (b), (c), (d), (e), and (f), in support of SNIPP.

Provide member support to the SNIPP Configuration Control Board (CCB). Provide SNIPP-related presentation/briefing development and delivery support at TMMA Conferences and similar forums.

1.4.1.2 SNIPP Content Development Support

1.4.1.2.1 Network (NAVLOGTD) Support

Provide troubleshooting and support for the NAVLOGTD data repository and publishing processes. Provide support for

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system upgrades/design for the next generation of NAVLOGTD system to meet the DoD goal of reducing the overall number of servers and supporting equipment. Design, develop, implement and test software to support user access and single sign on authentication of the NAVLOGTD via the NAVSSES User Management System (NUMS). Provide hardware installation and software integration support for the NAVLOGTD. Provide support for the implementation of a SIPRNET Contenta and other supporting components of the NAVLOGTD.

1.4.1.2.2 Navy Publishing Application (NPA) and TM Conversion Support

Provide expert technical support for the maintenance and enhancement of the NPA for authoring and publishing capabilities related to Navy technical manuals (TMs), Planned Maintenance System (PMS), and the Engineering Operational Sequencing System (EOSS) documentation.

Provide for the conversion for Standard Generalized Markup Language (SGML) content to Extensible Markup Language (XML) content; modify XML Professional Publisher (XPP) scripts to provide similar outputs from XML (XSLT's); test and validate software enhancements to the NPA. Maintain, update, and enhance the NPA based on user input and evolving requirements to provide additional capabilities to the user community. Specific efforts include: merge in new technical data types requiring customizations of DTDs; provide upload WEB capability for PMS data; custom tools; system maintenance/upgrades, including new hardware and software and supporting infrastructure; and training new users.

Extend NPA capabilities to more closely integrate with the TDKM architecture and functionality.

Streamline and enhance the NPA NAVSEAC2 publishing module. Extend NPA to include MIL-DTL-24784C publishing module. Maintain, update, and enhance the NPA to support current and future updates of the S1000D specification. Further develop technical data content models for NAVSEA TMs.

Analyze and apply emerging/advanced methods and approaches for converting and validating legacy IETMs from other proprietary formats such as, but not limited to, AIMSS. Provide conversion services to MIL-DTL-24784C, reference (b), and S1000D, reference (c), for delivery to SNIPP. Identify technical issues and provide recommendations for improvements to future conversion efforts.

1.4.1.3 Technical Data Distribution and Fleet Support

1.4.1.3.1 Technical Data Knowledge Management (TDKM) Support

Provide technical services to support the further integration of the Technical Data Knowledge Management (TDKM) system and the NPA with the Standard NAVSEA Integrated Publishing Process (SNIPP).

Provide support for the design, development and enhancement of existing and future versions of TDKM utilizing industry-certified software development life cycle approaches. Provide support for the evaluation, acquisition, integration, installation and support of new software and hardware associated with TDKM infrastructure on the NIPRNET, NNPP NET, and SIPRNET.

Provide support for the acquisition and maintenance of TDKM commercial off-the-shelf (COTS) enterprise licenses. Provide support in the acquisition and maintenance of archival services for TDKM commercial off-the-shelf (COTS) software. Provide support for DIACAP, reference (g), process in the certification and accreditation of TDKM in shore-based systems. Provide support for the 'Join NIAPS' process in the certification and accreditation of TDKM and LiveContent in shipboard systems.

Provide support for installation, testing, integration, and maintenance for TDKM as an operational component of NIAPS/Distance Support and NTDPS architectures. Provide Distance Support training to the U.S. Navy fleet, including TDKM administrator, user, and overall FAM training.

Provide installation, operational support, maintenance and training for TDKM at CONUS shore-based facilities including, but not limited to, NSWCCD-SSSES, NSWC Carderock, and NSWC Port Hueneme (NSDSA). Provide for installation, operational

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support, maintenance and training for TDKM at OCONUS shore-based facilities, including, but not limited to, Guam, Bahrain, and Yokosuka, Japan. Provide support for installation, operational support, maintenance, and over the shoulder training for TDKM in shipboard and submarine environments. Provide support for the testing of TDKM via satellite at Naval Warfare Centers. Provide distance support via DCO remote capabilities to the shipboard environments during the installation, setup, use and maintenance of TDKM. Provide support for the TDKM Help Desk integrated with the NAVSEA Remedy system.

Provide support for the development, testing, installation and training of need-to-know controls within the TDKM architecture. Extend the functionality of the TDKM system to provide a common interface for external shipboard applications to access the system.

Provide support for TDKM synchronization and compatibility with S1000D TMs. Provide development and support for fleet integration of S1000D viewing products, such as LiveContent. Design, develop, and implement upgraded TDKM software to support the delivery and viewing of engineering drawings.

Develop and prototype TDKM Mobile to support user work sites not serviced by connected computer outlets. This includes configuration-managed synchronization, secure on-line connectivity, and device-specific data authentication for various types of mobile devices capable of being operated on Navy ships.

Develop and provide TDKM training to NAVSEA acquisition managers and government activities on technical data acquisition, life cycle support, and use at wholesaler, broker, and retailer sites. Develop and provide TDKM training to government and industry content developers and maintainers of technical data. Provide member support to the TDKM Configuration Control Board (CCB).

1.4.1.3.2 Advanced Technical Information Support (ATIS) Shipboard Library Maintenance, Delivery, and Support

1.4.1.3.2.1 ATIS Development and Support Infrastructure

Produce, test, and deliver both unclassified and classified Naval Nuclear Propulsion Information (u-NNPI and c-NNPI) Advance Technical Information Support (ATIS) -compliant CDs and associated databases and indices for use aboard Navy submarines, aircraft carriers and surface vessels. Standard ATIS index structures will be utilized in developing the index file for each CD. The contractor will be required to create and test ATIS-compliant CDs, both unclassified and classified Naval Nuclear Propulsion Information (u-NNPI and c-NNPI), to ensure those CDs will pass government ATIS testing at NAVSEALOGCEN in accordance with references (h) and (i).

To properly support ATIS product creation, testing, and delivery, the contractor shall have an accredited classified information ATIS mimic test system as described in section 6.0, item (6), to enable testing products in the environments that mimic those seen aboard ship and at shore facilities utilizing ATIS. The contractor will have technical experience with installation, and troubleshooting of ATIS hardware and software in all configurations. As part of the internal quality control program, the contractor will be required to perform ATIS functionality testing of 100% of its IETM CDs on this ATIS test suite of hardware and software.

1.4.1.3.2.2 Other ATIS Support Requirements

The contractor will be experienced with the use of the Navy Technical Document Management Information System (TDMIS), and be able to update ETM/IETM records and to query the system to verify correct distribution statements, titles, TMIN, and revision/change level for documents under development.

The contractor will provide ATIS System's Administrator and ATIS User training and travel to facilities, submarines, aircraft carriers, and surface ships to provide ATIS system initialization, data and database grooming, and crew training.

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The contractor shall provide an ATIS Help Desk as the fleet point of contact for trouble calls and information requests regarding installation, training, and management of the ATIS system and data. Technical experts will be capable of troubleshooting reported issues with the ATIS application, operating systems, or database update and data upload, with the equipment and software in use by the ship or facility initiating a trouble call. The contractor's technicians will identify and provide technical solutions for both classified and unclassified ATIS installations directly to ATIS administrators.

1.4.1.4 New SNIPP-related Processes, Products and Systems

Provide logistics process expert technical support to NSWCCD-SSES to improve logistics processes and related logistics information technology systems for the effective and efficient life cycle management of Navy logistics technical data. Provide development support for other systems and applications as required to support new and existing processes.

Conduct future-looking concept development and feasibility analysis for expansion of the SNIPP infrastructure. Develop recommendations for future expansion of SNIPP to meet anticipated Navy requirements to support technical document acquisition managers, data developers and shipboard units with expanded technical data content. Provide support for transitioning and integrating prototypes and proof of concepts to develop future production versions of TDKM.

Provide support for the development of business rules and requirements to implement the distribution of Product Data Model logistics information from the source at public and private yards to the sailor in the fleet. Develop supporting prototypes, proof of concepts and production systems to support the distribution of Product Data Model logistic information via TDKM to ships and shore facilities.

Provide support for the development of business rules and requirements to implement the distribution of other logistics products within the SNIPP/TKM systems. These products include but are not limited to EOSS, PMS, drawings, etc. Develop supporting prototypes, proof of concepts and production systems to support the distribution of these other products.

Provide support for the development of business rules and requirements to implement the management and distribution of logistics products via a TDKM Mobile application. Develop supporting prototypes, proof of concepts and production systems to support management and distribution of various logistics products via a TDKM Mobile application. Evaluate, procure, and integrate hardware and software solutions to provide the capability to connect to the TDKM Retailer and replicate data to and from a TDKM Mobile solution.

Provide forward looking prototypes and proof of concepts to evaluate future TDKM requirements for the presentation of multifaceted data structures and search algorithms, the delivery and byte level synchronization of data in a bandwidth limited HTTP/HTTPS connected network, and for the configuration control and management of larger datasets within a centralized repository.

Develop common approach to develop, deliver and maintain emerging vector graphic capabilities, (i.e., Computer Graphics Metafile (CGM), Scalable Vector Graphics (SVG),) into NAVSEA TMs and IETMs.

1.4.2 Technical Manual (TM) Development, Life Cycle Maintenance, and Delivery Support

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The TM branch supports the Navy Fleet by providing services as the Technical Manual Maintenance Activity (TMMA) for approximately 13,000 NAVSEA HM&E technical manuals. The contractor shall provide technical support services that include developing, updating maintaining, publishing and delivering Technical Manuals (TMs) in accordance with references (k) through (p). The contractor must have experience in all aspects of developing and delivering new TMs, as well as all aspects of life-cycle maintaining existing TMs, for NSWCCD-SSES.

1.4.2.1 TM Development and Support Infrastructure

The contractor must be able to develop, update, maintain, publish and deliver unclassified TMs using the Standard NAVSEA Integrated Publishing Process (SNIPP) and the NSWCCD-SSES Navy Publishing Application (NPA) in accordance with references (o) and (p). The contractor shall develop, update, maintain, publish and deliver SNIPP-compliant classified TMs, including unclassified (u-NNPI) and classified (c-NNPI) TMs, in an accredited/certified information system. The contractor's u-NNPI and c-NNPI publishing capabilities shall be functionally compatible and match the output format of the NSWCCD-SSES Navy Publishing Application (NPA). The contractor's publishing capabilities shall also be suitable to develop, update, maintain, publish and deliver TMs for all NAVSEA supported ship platforms. The contractor shall have a fully-accredited and approved classified NNPI (c-NNPI) TM repository.

To properly support both unclassified and classified Naval Nuclear Propulsion Information (u-NNPI and c-NNPI) TM development, updating, maintenance, publishing, testing and delivery, the contractor shall have information systems accredited for processing both u-NNPI and c-NNPI TM data as well as scanning/capture of aperture cards and large-format paper as described in section 6.0, items (3), (4), and (5). Non-NNPI TM efforts will use the Standard NAVSEA Integrated Publishing Process (SNIPP) and NAVLOGTD system by modifying hosted SGML files as required using the NSWCCD-SSES Navy Publishing Application (NPA). The contractor shall use the latest NSWCCD-SSES approved compatible version of the ArborText Epic editor to update, edit, and publish all SGML files (new TMs and revisions), including u-NNPI and c-NNPI files. u-NNPI and c-NNPI files will be exchanged between the contractor and the Government via appropriately marked CD-Rs.

Contractor shall have the capability to process potential TM development/maintenance volume surges of up to 1,000 TMDERs and MCRs per year. Such surges could include both unclassified NNPI (u-NNPI) and classified NNPI (c-NNPI) material.

1.4.2.2 TM Development and Life Cycle Maintenance Requirements

TMs may be developed by authoring the NSWCCD-SSES approved SGML editor or by allocating SGML content from a previously tagged SGML-based TM. For each TM task, the Government will furnish the Contractor with the applicable TMCR, references (o) and (p), to identify content and format requirements. Specific TM guidance is contained, but not limited to, reference (q). NSWCCD-SSES internal procedures will be furnished as required. Convert paper copies of TMs into SGML-based TM files as required, using the latest compatible version of the NAVSEA C2 DTD, reference (r).

Perform and track data collection efforts for items such as TMs and logistic support technical documentation. Contractor should have the necessary toolsets and infrastructure in place to research, acquire, and incorporate information from Government source data to ensure TM development schedules remain on track.

Develop new TMs using Government source data, ship track walks, and manufacturer supplied information, as applicable. Develop TMs for selected HM&E ship systems including TMs for NNPI systems and equipment. TMs will be developed by authoring in SNIPP-compliant SGML unless otherwise specified.

Revise existing TMs to reflect Technical Manual Deficiency Evaluation Reports (TMDERs), Manual Change Request (MCRs), NAVSEA/NSWCCD advisories and trip reports, ship track walks, engineering markups, hardware configuration changes resulting

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from alteration installations, and improvement and standardization programs. In most cases, technical resolution will be provided as GFI to complete the TM update. Unclassified TMDERs/MCRs may be delivered via three different electronic methods: (1) NSWCCD-Philadelphia may forward TMDER/MCR data via email; (2) NAVLOG server transfer; or (3) request contractor download information directly from NSDSA as per reference (q). u-NNPI and c-NNPI TMDERs will be forwarded as paper copies. For all new or revised TMs, the contractor shall provide a SNIPP-compliant interactive hyperlinked PDF file for review and approval as well as for the final deliverable.

1.4.3 Logistics Engineering Support

Logistics Engineering is subset of Systems Engineering with a focus on conducting various analyses to maximize Life Cycle Maintenance of platforms, system, subsystems, and equipment. The contractor shall provide the following Logistics Engineering services for various platforms and associated HM&E systems, subsystems and equipment:

1.4.3.1 Reliability, Maintainability, and Availability (RMA).

Develop Reliability, Maintainability, and Availability (RMA) predictions using computer programs such as TIGER and RELEX.

1.4.3.2 Failure Mode Effect and Criticality Analysis (FMECA).

Develop Failure Mode Effect and Criticality Analysis (FMECAs) that identify system/equipment functional failures and the criticality of these failures. These FMECAs will be developed using reference (s) or comparable standards.

1.4.3.3 Human Systems Integration (HSI).

Conduct Human Systems Integration (HSI) analyses that integrate Human Engineering, Manpower, Personnel, Training, Environmental and Safety with the goal of improving total system performance and reducing cost of ownership.

1.4.3.4 System Safety.

Conduct System Safety Analyses (SSA) using reference (t) or comparable standards. The SSA will identify, document, and mitigate potential failures that contribute to reduced sustainable operational capability or increased life cycle personal hazard exposure such as interoperability, physical, chemical, or electrical interface.

1.4.3.5 Total Ownership Cost (TOC) Model.

Develop TOC baselines that enable all costs associated with research, development, procurement, operation, logistical support, and disposal of an individual platforms, system, subsystem or equipment to be analyzed for potential opportunities for cost savings. The baselines will be developed using current DoD guidelines.

1.4.4 Planned Maintenance System (PMS)/Technical Feedback Reports (TFBRs) Support

The PMS/CMP program is used throughout the U.S. Navy Fleet to maintain the reliability and operational readiness of installed equipment by providing maintenance procedures for shipboard equipment. This program provides support as in-service engineering authority for HM&E shipboard systems, and is responsible for the technical content of PMS/CMP procedures for shipboard equipment. Personnel supporting the PMS Program are required to be Reliability Centered Maintenance (RCM) certified by NAVSEA 04.

1.4.4.1 Planned Maintenance System (PMS).

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The contractor shall conduct RCM analyses and develop/revise PMS documentation in accordance with references (u), (v), and (w). Maintenance Index Pages (MIPs) and Maintenance Requirement Cards (MRCs) will be developed/revise using the Navy PMS Editor (NPE).

1.4.4.2 Technical Feedback Reports (TFBRs).

The contractor shall track, analyze, and make recommendations for the resolution of TFBRs. The resolution of the TFBRs may require a modification to the associated PMS, the Integrated Class Maintenance Plan (ICMP), and other associated technical documentation. The contractor shall ensure the activities responsible for the individual technical documentation products are notified using current accepted processes and procedures.

1.4.5 Supply, Logistics, and ILS Certifications Support

1.4.5.1 Supply Support, Provisioning, and Configuration Status Accounting (CSA)

1.4.5.1.1 Supply Support

Provide engineering, technical, and logistics support in support of fleet maintenance philosophies to identify and resolve material condition discrepancies; resolve obsolescence issues and logistics discrepancies; resolve high visibility parts availability and long lead time material issues; provide Government Furnished Equipment (GFE) and Contractor Furnished Equipment (CFE) tracking support; and provide support for the update and maintenance of configuration data for upload to the Weapons System File. These services are required in support of the construction, overhaul, modernization, and repair of shipboard hull, mechanical and electrical systems, as well as life-cycle maintenance of other U.S. Navy systems and associated life-cycle logistics support documentation per requirements of references (x) through (bb).

The contractor shall develop, review, update, and maintain complete supply support documentation; and shall be responsible for analyzing various forms of Technical Data Packages (TDP) / Engineering Data for Provisioning (EDFP), maintenance plans, engineering drawings, reliability data, level of repair, and scheduled maintenance data in support of the supply support / provisioning process per reference (y). The contractor shall identify spare parts (e.g. OBRP, INCO and Depot) requirements, perform inventory management, and determine lead times.

1.4.5.1.2 Provisioning - Allowance Parts Lists / Allowance Equipage List (APL/AEL) Development, Maintenance, and Support

The contractor shall develop and/or review Provisioning Parts Lists (PPL) and other provisioning lists along with EDFP, confirm the adequacy and accuracy, and resolve discrepancies or deficiencies as appropriate. PPLs and other new/revise provisioning lists shall be developed and submitted using the Interactive Computer Aided Provisioning System (ICAPS). The contractor shall also similarly review Statements of Prior Submission (SPS) with Change packages for adequacy and accuracy. The contractor shall review fleet feedback reports, message traffic, 3M data, and distance support issues to identify and correct APL/AEL discrepancies and deficiencies by developing draft responses and corrected PPLs and other provisioning lists as required. The contractor shall develop PPLs to add maintenance significant items that are not currently listed on APL/AEL's. The contractor shall review alteration drawings to identify APL/AEL equipment managed by NSWCCD-SSES that was installed or removed and develop APL/AELs as required. The contractor shall also review Engineering Data For Provisioning (EDFP), and where required, develop PPLs using the ICAPS for APL/AEL worthy equipment. As required, the contractor shall conduct Validation and Verification (either desktop drawing validations and/or shipboard physical sight validation audits) of newly installed systems or equipment to ensure that logistics data matches actual configuration.

1.4.5.1.3 Configuration Status Accounting (CSA) Support

The contractor shall review drawings to identify configuration-worthy items and determine changes required to support the alteration. The contractor shall develop CDMD-OA work files to update the ship's configuration by adding or deleting APL / AEL's from the ship's configuration, adding logistic and alteration information and reviewing the resultant files to ensure that the

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Configuration Data Managers (CDMs) have processed the changes per reference (bb).

1.4.5.2 Unique Identification (UID) Support

The contractor shall provide support in the development and applications of the DoD Unique Identification programs including providing the capability to leverage DoD's Unique Identification requirements into current logistics practices to provide continuing process improvement. Integrate Item Unique Identification (IUID) and passive Radio Frequency Identification (pRFID) to other legacy programs. Provide the technology and skills to mark items and submit item pedigree data to the IUID Registry.

1.4.5.3 Logistics Process Advocate (LPA) Programmatic, Logistics and Technical Support

Provide programmatic, logistic and technical support to determine impact on various logistics products such as, but not limited to, technical manuals, operating procedures documentation, PMS, etc., resulting from configuration changes due to proposed Ship Change Documents (SCDs), Equipment Change Proposals (ECPs), Alteration Installation Teams (AITs), or other changes as directed by NAVSEA program mangers. Provide programmatic, logistic and technical support in the review of Class Advisories (CLAD) and In-Service Engineering Advisories prior to release. Support LPA efforts to accomplish all necessary logistics actions to resolve these advisories. Provide programmatic support in managing and tracking ISEA review of logistics products delivered by shipbuilders for approval. Provide programmatic support in managing and tracking action items and emergent issues relating to logistics products. Provide programmatic and technical support in analyzing and developing alternative support strategies for HM&E equipment and systems. As directed, support LPAs by attendance at logistics related working groups, ILSMTs, QPRs and other meetings. Provide emergent engineering, logistics, and technical support services for U.S. Navy ships.

1.4.5.4 ILS Certification Support

The contractor shall review existing and develop new Integrated Logistic Support Certification documentation for NSWCCD-SSES via the NDE ILS Certification Module. Ensure the proper life-cycle logistics support is available before deployed or re-deployed scheduled ship availabilities have occurred and ensure the assigned ship's systems and equipment have necessary levels of configuration identification and logistics support and proper logistics technical documentation per references (aa) and (cc).

1.4.6 Training Support Services / Curriculum Development

The contractor shall provide the following training services and products:

- Personnel Qualification Standard (PQS) Development
- Training Front End Analysis (FEA) / Training Planning Process Methodology (TRPPM) / Navy Training Systems Plan (NTSP) Development
- Curriculum Development
- Conversion of Existing Training Products

1.4.6.1 Training Development and Support Infrastructure

To properly support both unclassified and classified Naval Nuclear Propulsion Information (u-NNPI and c-NNPI) training product development, updating, maintenance, testing and delivery, the contractor shall have, or provide a plan to be certified within thirty days of contract award, information systems accredited for processing both u-NNPI and c-NNPI training data as described in section 6.0, items (3) and (4).

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1.4.6.2 Personnel Qualification Standard (PQS) Development Support

The Contractor will develop and/or incorporate changes required to the system or component PQS in accordance with reference (dd) as a result of new systems/components and Ship Alterations (SHIPALT) installed on U.S. Navy ships.

1.4.6.3 Training Front End Analysis (FEA) / Training Planning Process Methodology (TRPPM) / Navy Training Systems Plan (NTSP) Development Support

The Contractor will develop and review FEAs, TRPPMs, and NTSPs using references (ee), (ff), (gg), and (hh) (Section 1.2). FEA efforts may also include accomplishing Job and Training Task Analysis (JTA and TTA) and Gap Analysis with Content Planning Module (CPM) data entry for NSWCCD cognizant systems, equipments and programs.

1.4.6.4 Curriculum Development Support

The Contractor shall design, develop and deliver instructional curricula in accordance with NAVEDTRA requirements. Curricula may include instructor-led training (ILT), Computer Based and Web Based Training (CBT/WBT), Interactive Multimedia Instruction (IMI), laboratory exercises, and blended solutions of these methods. The Contractor will develop Navy schoolhouse curriculum using AIM I /II, or Microsoft formats as required by the task instruction and in accordance with references (ii) and (jj).

CBT/WBT and IMI products will be designed, developed, and delivered in accordance with the Navy's Integrated Learning Environment (ILE) requirements and will be Sharable Content Object Reference Model (SCORM) 2004 compliant. The products will not be developed using proprietary software.

1.4.6.5 Conversion of Existing Training Products Support

The contractor will convert legacy courseware to current requirements using AIM-I/II and in accordance with NAVEDTRA and ILE requirements. IMI and CBT/WBT will be developed IAW ILE requirements and will be SCORM 2004 compliant.

1.5 PRODUCT/DELIVERABLES

1.5.1 Deliverables under this task order will include:

1.5.1.1 Monthly Status Reports

Monthly Status Report will include at a minimum the following information:

- status of each major tasking, including work accomplished, work expected during the next reporting period, and any issues during the reporting period,
- amounts expended,
- number of labor hours used during the reporting period,
- cumulative amounts expended,
- labor hours used to date.

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1.5.1.2 Additional technical reports as identified under individual technical instructions.

1.5.1.3 Hosting meetings and/or In Process Reviews (IPRs).

IPRs will normally be held annually or as otherwise directed/requested by the government.

1.5.1.4 Start-up Plan

The contractor shall provide the start-up plan to fully perform within 30 days of the issuance of a technical instruction requesting a start-up plan.

1.5.2 Due dates for deliverables will be established between the contractor and the Contracting Officer's Representative (COR) by technical instructions.

1.5.3 All data deliverables submitted will be "draft" deliverables that are subject to the review and approval of the COR before the deliverable is accepted. Unless otherwise specified, the Government will utilize a maximum of ten (10) working days from the day drafts deliverables are received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s). The contractor will also have a maximum of five (5) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified are intended to be workdays unless otherwise specified. All deliverables shall be submitted to the COR.

1.5.4 Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COR.

1.5.4.1 General Acceptance Criteria

General quality measures, as set forth below, will be applied to each work product received from the contractor under this statement of work (SOW).

- Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity - Work Products shall be clear and concise. Any/All diagrams/text shall be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements - All work products must satisfy the requirements of this statement of work.
- File Editing - All text and diagrammatic files shall be editable by the Government.
- Format - Work Products shall be submitted in hard copy and in media (SGML, CGM or PDF) mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- Timeliness - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

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1.5.4.2 Quality Assurance

Acceptance: The COR will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COR will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by letter of approval and acceptance by the COR. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

1.5.5 All products, documentation, data files and masters for products/reports etc., developed to support this task are the property of the government and shall be turned over to NSWCCD-SSES upon request or completion of this task. Contractor user IDs, passwords, and needed access for completion of this task will be coordinated through the COR.

2.0 PLACES OF PERFORMANCE/TRAVEL REQUIREMENTS

2.1 PLACES OF PERFORMANCE

2.1.1 The majority of the work shall be performed at the Contractor's site. On-site services may be necessary depending on specific requirements and shall be specified by the COR in Technical Instructions.

2.1.2 Some work will require visits to industrial areas and onboard ships for ship checks, validations and technical assessments. The majority of this work is accomplished in-port but may require isolated underway periods.

2.2 TRAVEL REQUIREMENTS

If all areas of the SOW are fully funded/executed, travel may be as required below:

- Standard NAVSEA Integrated Publishing Process (SNIPP) Support:

Eight trips per year for two people for three days to Philadelphia, PA.

Eight trips per year for two people for three days to West Bethesda, MD.

Eight trips per year for two people for five days to Oxnard, CA.

Six trips per year for two people for four days to Crane, IN.

Four trips per year for two people for four days to Panama City, FL.

Four trips per year for two people for five days to San Diego, CA.

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Four trips per year for two people for five days to Bremerton, WA.

Two trips per year for two people for six days to Yokosuka, Japan

Two trips per year for two people for six days to Guam.

Two trips per year for two people for six days to Bahrain.

- Technical Manual (TM) Development, Life Cycle Maintenance, and Delivery Support:

Six trips per year for two people for three days to Philadelphia, PA.

Four trips per year for two people for three days to West Bethesda, MD.

Four trips per year for two people for five days to Oxnard, CA.

Four trips per year for two people for five days to Bremerton, WA.

- Logistics Engineering Support:

Four trips per year for two people for three days to Philadelphia, PA.

Three trips per year for two people for three days to West Bethesda, MD.

Three trips per year for two people for three days to Jacksonville, FL.

- Planned Maintenance System (PMS)/Technical Feedback Reports (TFBRs) Support:

Four trips per year for two people for three days to Philadelphia, PA.

Three trips per year for two people for three days to West Bethesda, MD.

Three trips per year for two people for three days to Jacksonville, FL.

- Supply, Logistics, and ILS Certifications Support:

Four trips per year for two people for three days to Philadelphia, PA.

Three trips per year for two people for three days to Mechanicsburg, PA.

Two trips per year for two people for three days to West Bethesda, MD.

Two trips per year for four people for six days to Yokosuka, Japan

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- Training/Curriculum Development Support:

Four trips per year for two people for three days to Philadelphia, PA.

Three trips per year for two people for five days to San Diego, CA.

Three trips per year for two people for four days to Chicago, IL.

Three trips per year for two people for four days to Crane, IN.

3.0 MATERIALS

Based on user input and ever-changing requirements, the Navy needs to continuously maintain, update, and enhance TDKM, SNIPP, NAVLOGTD, NPA and associated hardware and software infrastructure. These enhancements are required to provide additional capabilities to the user community and include the procurement, delivery, maintenance and updating of the associated supporting hardware and software infrastructure.

4.0 GOVERNMENT FURNISHED INFORMATION0.

The Government will provide the contractor with all information, including deadlines and government proprietary data to complete tasks in a timely manner.

5.0 PERIOD OF PERFORMANCE

The period of performance for the resultant task order shall be from the date of the task order through three (3) years thereafter if both options are exercised.

6.0 SECURITY REQUIREMENTS

The contractor shall comply with the attached DD Form 254, Contract Security Classification Specification, and any documents such as Classification Guides attached thereto or referenced therein.

To properly support all aspects of this SOW, the contractor is required to have, or provide a plan to be certified within thirty days of contract award, the following:

- (1) a secret facility clearance;
- (2) secret clearance for all key personnel with the exception of the NAVLOGTD TM Project Coordinator and Senior Technical Writer labor categories, which both require a confidential clearance;

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- (3) an unclassified information system (network or stand-alone) certified by NAVNETWARCOM with an Authorization To Operate (ATO) and endorsed by NAVSEA 08Y and meeting the criteria in references (g), and (kk) through (oo), capable of processing unclassified Naval Nuclear Propulsion Information (u-NNPI) data;
- (4) a classified information system (network or stand-alone) fully accredited by the Defense Security Service (DSS) and meeting the criteria of reference (j), capable of processing classified data in a confidential closed area, including classified Naval Nuclear Propulsion Information (c-NNPI) data;
- (5) a classified information scanning/capture system (network or stand-alone) fully accredited by the Defense Security Service (DSS) and meeting the criteria of reference (j), capable of capturing/scanning aperture cards and large-format paper in a confidential restricted area, including classified Naval Nuclear Propulsion Information (c-NNPI) data;
- (6) a classified information ATIS mimic test system (network or stand-alone) fully accredited by the Defense Security Service (DSS) and meeting the criteria of reference (j), capable of capturing/scanning aperture cards and large-format paper in a confidential restricted area, including classified Naval Nuclear Propulsion Information (c-NNPI) data.

7.0 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION

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

The following information assurance and computing environment certifications are required:

Labor Category	IA Workforce Level	Computing Environment Certification
TDKM Architect	IAT-2	MCIPT-SA
NAVLOGTD NUMS Administrator	IAT-2	MCIPT-SA
Content Management System Support/Admin	IAT-2	MCIPT-SA
Senior Systems Analyst	IAT-2	N/A
Senior Programmer – SGML/XML Expert	IAT-2	N/A

8.0 CONTRACTING OFFICER REPRESENTATIVE (COR)

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9.0 PERSONNEL QUALIFICATIONS

Key Personnel Labor Categories and the Government's target education and experience:

The following represents the Government's target education and technical experience for the Key Personnel labor categories required to support the Statement of Work tasking. The target specialized experience included as part of the desired qualification should have been obtained in the fields of endeavor indicated by the applicable labor categories listed below, and may have been gained concurrently unless otherwise specified.

PROGRAM MANAGER (Key Personnel) (1 Resume)

Bachelor of Science Degree in computer science discipline from an accredited college or university. Five (5) years experience program managing government task orders of a similar nature and complexity involving support for development, updating, maintenance, delivery, and product improvement of logistics technical data supporting naval ship Hull, Mechanical, Electrical, and Electronic, and Ordnance systems and equipment. Fifteen (15) years experience in management of the design, development, publishing and delivery of Interactive Electronic Technical Manuals (IETMs) employing a Standard Generalized Markup Language (SGML) or Extensible Markup Language (XML)-based Content Management / Publishing System. Fifteen (15) years experience in management of the distribution of digital logistic technical data into NAVSEA supported shipboard digital library systems such as ATIS and TDKM. Ten (10) years experience in management of the design, development and support of the TDKM system.

TDKM ARCHITECT (Key Personnel) (1 Resume)

Bachelor of Science degree in Computer Science or a related field. Eight (8) years experience in the design, development, implementation, integration, support and maintenance of the TDKM system. Five (5) years experience in the deployment and support of TDKM in submarine, ship and shore-based environments to include OCONUS support at remote locations such as Guam and Japan. Five (5) years experience in the integration and certification of TDKM within the NTDPs and NIAPS architectures. Three (3) years supporting the TDKM Configuration Control Board (CCB). Three (3) years experience supporting SNIPP design, development, implementation, integration, implementation and maintenance, as well as SNIPP policy and guidance development. Experience in applying SGML/XML and/or S1000D to Navy technical documentation processes, including TDKM and SNIPP. Eight (8) years experience in designing computer systems, integrating computer hardware and software, and supporting microcomputers and designing Local Area Networks (LANs).

NAVLOGTD User Management System (NUMS) Administrator (Key Personnel) (1 Resume)

Bachelor of Science degree in Computer Science or a related field. Bachelor degree may be substituted with an A.A.S. degree and four (4) years as a Systems Analyst with experience in Windows or Unix Operating Systems. Seven (7) years experience in utilizing scientific networking skills with digital computer systems, information systems, data management or configuration control applications. Three (3) years experience in the development and support of NUMS. Five (5) years experience in the following technologies: .Net (C#, VB, and ASP) and Java programming languages, J2EE, JBOSS application server, Eclipse, Ant, Visual Studio, and Subversion. Five (5) years designing, implementing and maintaining SQL Server databases. Five (5) years experience in the development of software utilizing a defined and ISO-9001:2008 certified Software Development Life-Cycle (SDLC) process. Personnel being submitted for this category must have an office located within local commuting distance of the Philadelphia Navy Yard, Building 4.

SENIOR PROGRAMMER - SGML/XML EXPERT (Key Personnel) (1 Resume)

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Bachelor's Degree in Computer Science, Ten (10) years experience in utilizing scientific programming skills with digital computer systems, information systems, data management or configuration control applications. Ten (10) years experience developing text translation programs and production of IETMs using SGML, XHTML/HTML, XML, and linked PDF, including embedded graphics based on CGM and PDF. Ten (10) years experience developing text translation programs for converting IETMs to multiple formats including MIL-DTL-24784C and MIL-STD-34784. Experience in applying SGML/XML and/or S1000D to Navy technical documentation processes, including TDKM and SNIPP. Ten (10) years experience in the following technologies: .Net (C#, VB, and ASP), Visual Studio, Subversion, PHP, Python, Java. Ten (10) years experience in the development of software utilizing a defined and ISO-9001:2008 certified Software Development Life-Cycle (SDLC) process. Five (5) years experience supporting SDL's Contenta authoring environments and XPP publisher and administering associated Sun Solaris systems, maintaining UNIX shell scripts, and developing and maintaining Perl scripts and programs. Five (5) years experience using/applying SGML/XML to Navy technical documentation. Two (2) years designing, implementing and maintaining SQL Server databases. Two (2) years converting AIMSS IETMs to Class 2 Electronic TM DTD format. Experience in DOS/Windows and Unix operating systems.

NAVLOGTD TM PROJECT COORDINATOR (Key Personnel) (1 Resumes)

Six (6) years overall experience in the planning, assembling, and publishing of varied types of technical documentation on naval ship hull, mechanical, electrical, and electronic systems and equipment. Six (6) years experience developing technical documentation using the Navy Publishing Application (NPA). Five (5) years experience functioning as project manager on NSWCCD-SSES tasks in Web Contenta environment. A Bachelors Degree in English or Journalism may be substituted for three of the six years of overall experience. Experience in the detailed information search and interpretation of technical data in the preparation of technical documentation. Experienced in troubleshooting SGML and NPA-based electronic work flow issues. Experience in converting existing technical manuals from print, PDF, Microsoft Word, and Adobe FrameMaker formats into SGML for uploading into Web Contenta.

SENIOR LOGISTICS ENGINEER (Key Personnel) (1 Resume)

Bachelor's Degree in engineering (mechanical, electrical, electronics, marine, or naval/marine engineering) from an accredited college or university or P.E. license. Ten (10) years experience in engineering, logistics, and technical support of naval ship Hull, Mechanical, Electrical, Electronic, Ordnance equipment and systems. Experience in the development of ILS for major ship platform acquisition programs, including the development and adaptation of multiple logistics processes. Experience is required in the following elements of logistics engineering: ILS program management, provisioning, pro-active and reactive obsolescence management, development of alternative support strategies, maintenance, training, technical publications, and operating procedures. Experience centered on DDG 1000 and LPD 17 ship classes preferred.

Non-Key Personnel Labor Categories: The following labor categories are designated as non-key personnel labor categories. Resumes are not required for non-key personnel. The contractor shall provide a statement that the non-key personnel have the education and experience levels specified for each labor category.

SENIOR SYSTEM ANALYST

Bachelor of Science degree in Computer Science or related field. Minimum of seven (7) years of experience in performing systems analysis, software development, and implementation of business, mathematical, or scientific processes using a variety of information technology resources. Minimum of three (3) years experience in the development and support of NAVLOGTD NUMS. Minimum of one (1) year experience in the development and support of applications and processes associated with SNIPP. Minimum of six (6) years experience in the following technologies: .Net (C#, VB, and ASP) and Java programming languages, J2EE, JBOSS application server, Eclipse, Ant, Visual Studio, Subversion. Six (6) years designing, implementing and maintaining SQL Server databases. Minimum of six (6) years experience in the development of software utilizing a defined and certified Software Development Life-Cycle (SDLC) process.

CONTENT MANAGEMENT SYSTEM SUPPORT/ADMIN

Associate's Degree in Computer Science, Computer Programming or Computer Operating or minimum or four (4) years equivalent

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experience without degree. Experience in DOS/Windows and Unix operating systems. Five (5) years experience using/applying SGML/XML to Navy technical documentation. Three (3) years experience administering Sun Solaris systems, maintaining UNIX shell scripts, and developing and maintaining Perl scripts and programs supporting Contenta authoring environments and XyEnterprise-based content management/publishing systems. Two (2) years converting IETMs to MIL-DTL-24784C format.

SENIOR TECHNICAL WRITER

Minimum of six (6) years of overall experience in the planning and preparation of varied types of technical documentation on naval ship hull, mechanical, electrical, and electronic systems and equipment. A Bachelors Degree in English or Journalism may be substituted for three of the six years experience. Minimum of five (5) years experience developing technical documentation using the Navy Publishing Application (NPA). Experience converting existing legacy manuals from source material (i.e., hardcopy, PDF, and MS Word) and building new TMs with SGML, using the latest compatible SGML authoring program. Must be able to read and interpret technical drawings; test specifications; and equipment operating logs, parameters, and procedures. Experience incorporating TMDERs into existing TMs and performing quality assurance checks for Web Contenta projects. Experience coordinating graphics development to prepare technical publication graphics and illustrated parts breakdown/exploded view diagrams for uploading into the NPA graphics storage area.

SENIOR ENGINEER

Bachelor's Degree in engineering discipline from an accredited college or university. Minimum of ten (10) years experience with developing, modifying and reviewing naval HM&E logistics technical documentation is required. This experience will include Reliability Maintainability Availability (RMA), Failure Mode Effect and Criticality Analysis (FMECA), Reliability Centered Maintenance (RCM), and Planned Maintenance System (PMS) development.

SENIOR ENGINEERING TECHNICIAN

Graduate of high school, trade or industrial school or GED equivalent. Minimum of ten (10) years of experience developing Planned Maintenance System (PMS) Maintenance Index Pages (MIPs) and Maintenance Requirements Cards (MRCs) using Reliability Centered Maintenance (RCM) analysis performed under an active NAVSEA 04 RCM Level I and/or II Certification. Minimum of ten (10) years of experience developing PMS documentation using the Navy PMS Editor (NPE) or equivalent. Minimum of four (4) years of practical engineering experience which includes the operation, test, maintenance and repair of naval ship hull, mechanical, electrical, electronic, and ordnance equipment and systems.

TRAINING DEVELOPMENT SPECIALIST

High school graduate or GED and service in the U.S. Navy with an in-depth knowledge of naval shipboard systems maintenance and operations. Preferred to be an instructor and achieved the title of Master Training Specialist (MTS). Minimum of five (5) years experience with instructional design for the U.S. Navy Interactive Learning Environment (ILE) and three (3) years experience in media production techniques and methods. Minimum of ten (10) years experience of instructional design five (5) years experience in media production techniques and methods may be substituted for the active duty Navy, instructor, MTS requirements.

MULTIMEDIA SPECIALIST

Associates Degree in computer science technology, multimedia technology, or related field plus three (3) years relevant experience OR High School Diploma or equivalent plus five (5) relevant experience. Minimum of three (3) years experience developing multimedia objects to include graphics, video, audio, and flash animations in support of products such as training courses, presentation materials, engineering applications, on-line learning, and marketing and promotional products. Minimum of three (3) years experience with Adobe production suite software to include Photoshop, Illustrator, Premiere, Dreamweaver, and Flash. Minimum of two (2) years experience with on-location video, photo, and audio production and experience with professional digital still and video camera equipment.

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PROJECT LEAD

Bachelors Degree or six (6) years experience managing projects in lieu of degree. Minimum of three (3) years experience in supporting logistics technical data development and delivery associated with HM&E systems and equipment; working knowledge of Navy data systems, and knowledge of Navy Procedures for establishing and maintaining equipment logistics technical data. Direct experience with developing, modifying and reviewing naval shipboard technical documentation is required.

SYSTEMS ANALYST

Bachelor's Degree in Management Information Systems or a related field. The degree may be substituted with an A.A.S. degree and four (4) years experience as an Analyst/Programmer in addition to four (4) years as a Systems Analyst; experience in Windows or Unix Operating Systems. Experience in applying SGML/XML and/or S1000D to Navy technical documentation processes, including TDKM and SNIPP.

PROGRAMMER

Bachelor's Degree in Computer Science, Computer Programming or Computer Operating Systems or minimum of four (4) years equivalent experience without degree. Minimum of four (4) years experience in utilizing scientific programming skills with digital computer systems, information systems, data management or configuration control applications. Experience in Windows or Unix operating systems. Two (2) years experience developing text translation programs and production of IETMs using SGML, XHTML/HTML, XML, and linked PDF, including embedded graphics based on CGM, CALS Type IV, and PDF. One (1) year experience developing text translation programs for converting IETMs to multiple formats including MIL-DTL-24784C and MIL-STD-34784. Experience in applying SGML/XML and/or S1000D to Navy technical documentation processes, including TDKM and SNIPP.

ENGINEERING TECHNICIAN

Graduate of high school, trade or industrial school or GED equivalent. Minimum of four (4) years practical engineering experience in the operation, test, maintenance and repair of naval ship Hull, Mechanical, Electrical, Electronic, equipment and systems. Minimum of two (2) years experience in technical illustrating. Experience in the use of naval ship blueprint and technical manual drawings to produce artwork suitable for inclusion in documentation. Experience in PMS (MIPs/MRCs) development under an active NAVSEA 04 RCM Level I and / or II Certification. Minimum of one (1) year experience developing technical documentation using either the Navy Publishing Application (NPA) or the Navy PMS Editor (NPE) or equivalent.

LOGISTICIAN

Graduate of high school, trade or industrial school or GED equivalent. Minimum of two (2) years experience of the Naval Logistics System that includes: a) Experience in identifying material and logistic requirements for ship alteration and repair, b) Experience with the Navy supply and procurement systems and procedures for requisitioning and purchasing material required to support ship alterations and repairs, c) Experience in researching types and quantities of equipments allowed aboard ship, to include a minimum of one year experience in use of the Ship's Configuration and Logistic Support Control (SCLSC) database, d) Experience in developing Provisioning Technical Documentation (PTD)/Logistics Management Information (LMI) Data Packages utilizing the Interactive Computer-Aided Provisioning System (ICAPS).

TECHNICAL WRITER

Minimum of two (2) years experience in the planning and preparation of varied types of technical documentation on naval ship Hull, Mechanical, Electrical, Electronic, systems and equipment. A Bachelors Degree in English or Journalism may be substituted

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for two years experience. Experience in the detailed information search and interpretation of technical data in the preparation of technical documentation. Minimum of one (1) year experience developing technical documentation using either the Navy Publishing Application (NPA) or the Navy PMS Editor (NPE) or equivalent.

CAD/CAM OPERATOR/TECHNICAL ILLUSTRATOR

High school diploma and a minimum of three (3) years of experience developing and revising engineering drawings for shipboard systems for inclusion in technical documentation. Graduation from an accredited technical, vocational, or apprentice school drafting program may be substituted for up to two (2) years of experience. Minimum of one (1) year of experience including use of AUTOCAD or other equivalent technical documentation graphics/illustration software tools.

QUALITY ASSURANCE SPECIALIST

Graduate of high school, trade, or industrial school or GED equivalent. Minimum of three (3) years experience required in performing quality assurance inspections on technical documentation associated with naval ship hull, mechanical, electrical, and electronic systems.

ENGINEERING AIDE

Graduate of high school, trade, or industrial school or GED equivalent. Minimum of one (1) year experience providing assistance to engineers performing routine calculations and others tasks as assigned. Experience using PC desktop software (word processing, spreadsheet, presentation, desktop applications).

DATA ENTRY/TYPIST

High school diploma and a minimum of three (3) years of experience in the data entry. Capability to enter data into a number of computerized systems and review their work for correctness. Experienced in the operation of work processing systems as installed on IBM-compatible word processors. Minimum of one year of experience in use of word processing software similar or equivalent to Microsoft Word software.

2 ON-SITE ENVIRONMENTAL AWARENESS (AUG 2009)

(a) The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

(b) The contractor shall ensure that each contractor employee reads the document entitled, "Carderock Division Environmental Policy and Commitment" within 30 days of commencing performance at NSWCCD-SSES. This document is available at

<https://crbewebappdev.dt.navy.mil/intranet/documents/policy/Environmental Policy.pdf>

(c) The contractor shall ensure that each contractor employee who will be resident at NSWCCD-SSES completes the Environmental Management System (EMS) Awareness training within 30 days of commencing performance at NSWCCD-SSES. This document is available at

<https://crbewebappdev.dt.navy.mil/intranet/esh/documents/Contractor EMS Awareness Training.doc>

(d) The Contractor shall certify by e-mail to Paul Breeden/Code 023 (paul.breeden@navy.mil) that on-site employees have read the "Carderock Division Environmental Policy and Commitment" and taken the Environmental Management System (EMS) Awareness training within 30 days of commencing performance at NSWCCD-SSES. The e-mail shall include the employee name, work site, and contract number.

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3 ON-SITE SAFETY AWARENESS (AUG 2009)

- (a) The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.
- (b) The contractor shall ensure that each contractor employee reads the document entitled, "Carderock Division Occupational Safety and Health Policy Statement" within 30 days of commencing performance at NSWCCD-SSES. This document is available at:
<https://crbewebappdev.dt.navy.mil/intranet/documents/policy/OccupationalSafety.pdf>
- (c) The contractor shall ensure that each contractor employee who will be resident at NSWCCD-SSES completes the Voluntary Protection Program (VPP) Awareness Training within 30 days of commencing performance at NSWCCD-SSES. This document is available at:
[https://crbewebappdev.dt.navy.mil/intranet/esh/documents/VPP Awareness Training for Contractors.doc](https://crbewebappdev.dt.navy.mil/intranet/esh/documents/VPP%20Awareness%20Training%20for%20Contractors.doc)
- (d) The Contractor shall certify by e-mail to Thomas Egan/Code 022 (thomas.egan@navy.mil) that employees have read the "Carderock Division Occupational Safety and Health Policy Statement" and taken the Voluntary Protection Program (VPP) awareness training within 30 days of commencing performance at NSWCCD-SSES. The e-mail shall include the employees name, work site, and contract number.
- (e) The contractor shall submit their OSHA 300 Logs (injury/illness rates) within 30 days of commencing performance at NSWCCD-SSES for review by the Safety Office (Code 022). If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment will be performed by Code 022 to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional PPE or training will be required.
- (f) The contractor shall post their OSHA 300 Logs in a conspicuous place where employee notices are customarily posted immediately upon commencing performance at NSWCCD-SSES.
- (g) Applicable contractors shall submit Total Case Incident Rate (TCIR) and Days Away, Restricted and Transfer (DART) rates for the past three years within 30 days of commencing performance at NSWCCD-SSES for review by the Safety Office (Code 022). A contractor meets the definition of applicable if its employees worked 1,000 hours or more in any calendar quarter on site and were not directly supervised in day-to-day activities by the command.
- (h) The contractor shall report all work-related injuries/illnesses that occurred while working at NSWCCD-SSES to the Safety Office (Code 022).
- (i) The contractor shall ensure that all contractor work at NSWCCD-SSES is in accordance with the Occupational Safety and Health (OSH) Program Manual (NAVSSESINST 5100.14). The OSH Program Manual is available at:
<https://crbewebappdev.dt.navy.mil/intranet/instr/s5100-14g.htm>

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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)

All deliverables shall be packaged IAW best commercial practice.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at Destination by NSWCCD-SSES, Code 945 Personnel.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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SECTION G CONTRACT ADMINISTRATION DATA

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>TBD</u>
Pay Office DODAAC	<u>TBD</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>TBD</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.

Send Additional Email Notification To:

(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:

(To be provided at the task order level)

(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 [if LOE, enter the number of hours; if completion or supply enter items and quantities]. The following details funding to date:

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Total				
Contract	Funds This	Previous	Funds	Balance
CPIFF	Action	Funding	Available	Unfunded

Information to be provided at the task order level

(End of Clause)

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 shall be _____ 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 _____ man-hours are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of _____ 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 _____ 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 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

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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:

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

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Overall Performance Rating	Standard
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 Contracting Officer's Representative (COR).

(1) COR: The COR 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 COR 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 COR 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 COR. The decision will be based upon the COR’s recommendations, the contractor’s comments, including any Self-Evaluation Report, and any other information deemed relevant by the PCO. The PCO shall resolve disagreements between the COR’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

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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 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. Reports are clear,

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CostReporting	Reports are generally late, inaccurate incomplete or unclear.	Reports are timely, accurate, complete and clearly written. Problems and/or trends are addressed, and an analysis is also submitted.	accurate, and proactive. 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 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 and the Contracting Officer's Representative (COR). Throughout the period of performance of the contract, the Contractor shall immediately provide an updated spreadsheet to acquisition.nswccd.fct@navy.mil and the COR when any Contractor personnel changes occur.

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SECTION I CONTRACT CLAUSES

09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; 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 three (3) years.

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 the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

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(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)

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)

252.222-7999 Additional Requirements and Responsibilities Restricting the Use of Mandatory Arbitration Agreements

(DEVIATION)

Use the following clause in all contracts in excess of \$1 million utilizing funds appropriated by the Fiscal Year 2010

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Defense Appropriations Act (Pub. L. 111-118), except in contracts for the acquisition of commercial items and commercially available off-the-shelf items.

ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES
RESTRICTING THE USE OF MANDATORY ARBITRATION
AGREEMENTS (DEVIATION) (FEB 2010)

(a) *Definitions.*

“Covered subcontract,” as used in this clause, means any subcontract, except a subcontract for the acquisition of commercial items or commercially available off-the-shelf items, that is in excess of \$1 million and uses Fiscal Year 2010 funds.

(b) The Contractor-

(1) Agrees not to-

(i) Enter into any agreement with any of its employees or independent contractors that requires, as a condition of employment, that the employee or independent contractor agree to resolve through arbitration any claim under title VII of the Civil Rights Act of 1964 or any tort related to or arising *out* of sexual assault or harassment, including assault and battery, intentional infliction of emotional distress, false imprisonment, or negligent hiring, supervision, or retention; or

(ii) Take any action to enforce any provision of an existing agreement with an employee or independent contractor that mandates that the employee or independent contractor resolve through arbitration any claim under title VII of the Civil Rights Act of 1964 or any tort related to or arising out of sexual assault or harassment, including assault and battery, intentional infliction of emotional distress, false imprisonment, or negligent hiring, supervision, or retention; and

(2) Certifies, by signature of the contract, for contracts awarded after June 17, 2010, that it requires each covered subcontractor to agree not to enter into, and not to take any action to enforce any provision of any agreements, as described in paragraph (b)(1) of this clause, with respect to any employee or independent contractor performing work related to such subcontract.

(c) The prohibitions of this clause do not apply with respect to a Contractor's or subcontractor's agreements with employees or independent contractors that may not be enforced in a court of the United States.

(d) The Secretary of Defense may waive the applicability of the restrictions of paragraph (b) to the Contractor or a particular subcontractor for the purposes of the contract or a particular subcontract if the Secretary or the Deputy Secretary personally determines that the waiver is necessary to avoid harm to national security interests of the United States, and that the term of the contract or subcontract is not longer than necessary to avoid such harm. This determination will be made public not less than 15 business days before the contract or subcontract addressed in the determination may be awarded.

(end of clause)

252.239-7001 Information Assurance Contractor Training and Certification

As prescribed in 239.7103(b), use the following clause:

INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (JAN 2008)

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current

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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

Attachment 3 DD254

Attachment 2 Cost Summary Format

Attachment 1 Performance Requirements Summary Table