

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT1. CONTRACT ID CODE
UPAGE OF PAGES
1 22. AMENDMENT/MODIFICATION NO.
053. EFFECTIVE DATE
14-Jul-20164. REQUISITION/PURCHASE REQ. NO.
H912696050A1495. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

NAVSUP FLC Norfolk, Detachment Philadelphia
700 Robbins Avenue, Bldg. 2B
Philadelphia PA 19111-5083

DCMA Manassas
14501 George Carter Way, 2nd Floor
Chantilly VA 20151

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

MYMIC, LLC
1040 University Blvd., Ste. 100
Portsmouth VA 23703-2650

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

[X]

N00178-14-D-7846-EX01

10B. DATED (SEE ITEM 13)

17-Sep-2014

CAGE CODE
1TPC7

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

- (*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- [X] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- [] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- [] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [X] is not, [] is required to sign this document and return ___ copies to the issuing office.

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

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

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

14-Jul-2016

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to update the reference to the individual appointed as the Contracting Officer's Representative (COR) & Task Order Manager (TOM) under the Performance Work Statement (PWS) and Section G of the task order and update/replace the attached DDForm254 and addendum under Section J. As a result, Paragraph 1.5.3 of the PWS and Section G clauses entitled "Appointment of Contracting Officer's Representative" & "Wide Area Workflow Payment Instructions" are revised accordingly and DDForm254, "Department of Defense Contract Security Classification Specification," revised/replaced. A conformed copy of this task order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$ [REDACTED] by \$0.00 to \$1 [REDACTED].

The total value of the order is hereby increased from \$ [REDACTED] by \$0.00 to \$ [REDACTED].

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

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	D306	Analysis of Joint Staff, J35 South Global Force Management (GFM) Policy and Process Division systems, architectures, and business processes related to critical mission areas of GFM, Adaptive Planning & Execution (APEX), Joint Deployment Process (JDP), and Mission Assurance (Fund Type - OTHER)	1.0	LO			
700001	D306	Funding in support of CLIN 7000 (Fund Type - OTHER)					
7001	D306	Analysis of Joint Staff, J35 South Global Force Management (GFM) Policy and Process Division systems, architectures, and business processes related to critical mission areas of GFM, Adaptive Planning & Execution (APEX), Joint Deployment Process (JDP), and Mission Assurance (Fund Type - OTHER)	1.0	LO			
700101	D306	Funding in support of CLIN 7001 (Fund Type - OTHER)					
7002	D306	Analysis of Joint Staff, J35 South Global Force Management (GFM) Policy and Process Division systems, architectures, and business processes related to critical mission areas of GFM, Adaptive Planning & Execution (APEX), Joint Deployment Process (JDP), and Mission Assurance (Fund Type - OTHER)	1.0	LO			
700201	D306	Funding in support of CLIN 7002 (Fund Type - OTHER)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D306	Travel in support of CLIN 7000 (Fund Type - OTHER)	1.0	LO	\$26,000.00
900001	D306	Funding in support of CLIN 9000 (Fund Type - OTHER)			
9001	D306	Travel in support of CLIN 7001 (Fund Type - OTHER)	1.0	LO	\$29,000.00
900101	D306	Funding in support of CLIN 9001 (Fund Type - OTHER)			
9002	D306	Travel in support of CLIN 7002 (Fund Type - OTHER)	1.0	LO	\$29,000.00

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
900201	D306	Funding in support of CLIN 9002 (Fund Type - OTHER)			
9003	D306	Technical data associated with CLIN 7000 (not separately priced) (Fund Type - OTHER)	1.0	LO	\$0.00
9004	D306	Technical data associated with CLIN 7001 (not separately priced) (Fund Type - OTHER)	1.0	LO	\$0.00
9005	D306	Technical data associated with CLIN 7002 (not separately priced) (Fund Type - OTHER)	1.0	LO	\$0.00

LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995)

(a) The level of effort for the performance of this task order during the period from the start of task order performance to twelve (12) months thereafter is based upon 9,575 estimated manhours of direct labor. If all options are exercised by the Government, the level of effort for the performance of this contract will be increased by an additional 19,150 estimated manhours of direct labor, for a total level of effort of 28,725 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

(b) The estimated composition by labor category of the Estimated Total Hours is as follows:

Labor Category	Base	Opt I	Opt II	Total
Program Manager	40	40	40	120
Lead Senior Engineer	1,920	1,920	1,920	5,760
Senior Engineer	7,600	7,600	7,600	22,800
Technical Editor	15	15	15	45
TOTAL	9,575	9,575	9,575	28,725

(c) The Estimated Total Hours include subcontracting hours but exclude holidays, sick leave, vacation days and other absences.

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the task order.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The Government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the Estimated Total Hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Total Estimated Cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the Total Estimated Cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the Total Estimated Cost or the Estimated Total Hours. If this task order is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this task order the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

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PAYMENT OF FIXED FEE (FEB 1996)

The fixed fee for work performed under this task order is \$ __*__ provided that approximately __**__ hours of technical effort are employed by the contractor in performance of this task order. If substantially fewer than __**__ hours of technical effort are employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of \$ __***__ per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." Payments shall be subject to the withholding provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment shall not exceed eighty-five (85%) percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the contractor, and any over-payment of fixed fee shall be repaid to the Government by the contractor, or otherwise credited to the Government at the time of final payment.

	*	**	***
Base Year	████████	9,575	████████
Opt I	████████	9,575	████████
Opt II	████████	9,575	████████

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS) FOR GLOBAL FORCE MANAGEMENT (GFM) CONTINUOUS PROCESS IMPROVEMENT PART 1 DESCRIPTION OF REQUIREMENT

1.1 Background

This task order is to provide non-personal support to Joint Staff J35 South Global Force Management Policy and Process Division to analyze/define shortfalls or inefficiencies and deliver solutions to improve systems, architectures and business processes related to critical mission areas of Global Force Management (GFM), Adaptive Planning and Execution (APEX), Joint Deployment Process (JDP), and mission assurance.

The Joint Staff, Vice Deputy Director for Regional Operations and Force Management, J35 South ^[1] serves as the lead for Global Force Management policy, processes and enabling technologies. The J35 South develops and executes a coordinated plan to integrate and synchronize GFM policy, processes, training, authoritative databases and technology to enable GFM planning and execution. The focal points of J35 South's efforts are the critical mission areas of Global Force Management (GFM) fully integrated with Adaptive Planning and Execution (APEX), and Joint Deployment Process (JDP), as well as other functional areas as required. ^[2]

^[1] For the remainder of this document, The Joint Staff, Vice Deputy Director for Regional Operations and Force Management, J35 South will be referred to as the "J35 South".

^[2] The remainder of this document refers collectively to these three mission areas (i.e. GFM, APEX and JDP) as JS J35 South's "critical mission areas" after an initial explicit listing in each section.

1.2 Purpose

Joint Staff J35 South requires non-personal services to analyze/define shortfalls or inefficiencies and deliver solutions to improve systems, architectures and business processes related to critical mission areas of Global Force Management (GFM), Adaptive Planning and Execution (APEX), Joint Deployment Process (JDP), and mission assurance.

1.3 Objective

The contractor shall provide qualified personnel necessary to accomplish the tasks delineated in this PWS, performing in accordance with specified standards. In this effort, the contractor shall provide strictly non-personal services, working as an independent contractor not subject to supervision and control by the Government.

1.4 Scope

A non-developmental effort, the purpose of this PWS is to improve Joint Staff J35 systems, architectures, and business processes related to critical mission areas across Doctrine, Organization, Training, Materiel, Leadership & Education, Personnel, Facilities, and Policy (DOTMLPF(+P)). The contractor shall employ subject matter expertise and experience in Global Force Management critical mission areas and apply that subject matter expertise to required detailed analysis, recommendations, and deliverables. The contractor's representative shall provide the necessary analyses, studies, architectural artifacts, and/or business process modeling to maximize effectiveness and efficiency and minimize vulnerabilities within Joint Staff J35 South's mission areas. The contractor's representative shall exhibit proficiency in Global Force Management operationally sponsored mission applications, including Joint Capabilities Requirements Manager (JCRM), Events Logbook, GFM Toolset (GFM-TS), JMD Risk Assessment Tool, Preferred Force Generation (PFG) capability, and Joint Operation Planning and Execution System (JOPES) IT. The contractor shall be required to support the drafting & finalization of GFM guidance, policy, and procedures in Joint Doctrine and CJCS Instructions, Manuals, Guides and other strategic and operational level documents. The contractor shall also be capable of generating Department of Defense Architecture Framework (DoDAF) compliant architectural artifacts. The contractor's representative shall exhibit proficiency in business process improvement techniques and methods (e.g. Six Sigma).

1.5 General Information

1.5.1 Period of Performance

The period of performance shall be for one (1) Base Period of twelve (12) months and two (2) Option Periods of twelve (12) months each. The Period of Performance reads as follows:

Base Period: 22 September 2014 – 21 September 2015
Option Period I: End of Base Period plus 12 months
Option Period II: End of Option Period I plus 12 months

1.5.2 Place of Performance

The primary place of performance will be the Joint Staff J35 South workspaces, Room 1175, at the Joint Deployment Center, Bldg NH-95, Norfolk, VA.

1.5.3 Government's Contracting Officer's Representative (COR)

[REDACTED]

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1.5.4 Hours of Operation

The contractor is responsible to perform between the hours of 0800 and 1630 Monday through Friday (providing a half-hour for lunch), except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings. The contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons; stability and continuity of the work force is directly correlated with successful task order performance.

1.5.5 Travel

The Contractor shall conduct travel, when necessary, in accordance with FAR 31.205-46 "Travel Costs," and the Joint Travel Regulations (JTR). All travel shall be pre-approved by the task order COR. The Government anticipates the following annual travel:

LOCATION	DURATION (DAYS)	NUMBER OF TRIPS	NUMBER OF PERSONS
To Arlington, VA: Pentagon	1	18	1
To Arlington, VA: Pentagon	3	6	1
CCMD Visit to Tampa, FL: SOCOM/CENTCOM	3	1	1
CCMD Visit to Miami, FL: SOUTHCOM	2	1	1
CCMD Visit to St. Louis, MO: TRANSCOM	2	1	1
CCMD Visit to Colorado Springs: NORTHCOM	2	1	1
CCMD Visit to Stuttgart, GE: EUCOM/AFRICOM	4	1	1
CCMD Visit to Honolulu, HI: PACOM	4	1	1

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1.5.6 Recognized Holidays

The contractor is NOT required to perform on these days:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.5.7 Type of Contract

The Government anticipates award of a Cost Plus Fixed Fee (CPFF) Seaport-e task order.

1.6 Security Requirements

1.6.1 Clearance Level

Secret: contractor personnel in performance of this effort shall possess a current **Final Secret (S) Clearance** at the start of the task order period of performance based on a National Agency Check (NAC) completed within the last ten (10) years.

1.6.2 Facility Clearance

The contractor shall possess or be eligible to receive and maintain a Secret facility clearance from the Defense Security Service. The contractor's employees performing work in support of this task order shall have been granted a SECRET security clearance from the Defense Industrial Security Clearance Office.

1.6.3 Physical Security

The contractor shall be responsible for safeguarding all Government information or property provided for contractor use. At the close of each work period, Government information, facilities, equipment, and materials shall be secured as specified.

1.7 Periodic Progress Meetings

The Contracting Officer, Contracting Officers Representative (COR) and/or other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. If required, at such progress meetings, the COR will provide feedback to the contractor on how the Government views the contractor's task order performance and the contractor will apprise the Government of performance problems being experienced, if applicable. The Government and/or the contractor, individually, shall take appropriate action to resolve outstanding issues.

1.8 Identification of Contractor Employees

The contractor's representative in attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties is required to identify themselves as such to avoid creating an impression that they are Government officials, representing the interests of the Government. The contractor's representative must also ensure that all contractor-produced documents or reports here under are suitably marked as contractor products or that contractor participation in the preparation of Government documents or reports is appropriately disclosed. The contractor's representative shall wear a required security badge (indicating contractor status) on a daily basis during task order performance.

1.9 Deliverables

All task order deliverables become the property of the United States Government. Unless otherwise stated, all deliverables shall be submitted in both hardcopy and electronic media in Microsoft Word/PowerPoint/Excel/Access/Visio/Project format. All deliverables shall be provided to the COR in accordance with this PWS, with subsequent approval by the GFM Policy Branch Chief or his/her designated representative prior to final acceptance by the Government.

Deliverable	PWS Ref.	Description	Gov't. Surveillance
CDRL A001 Kick-off Meeting Report	IAW Para 4.1	Meeting summary with salient observations concerning task order performance requirements & scheduling	Product Review
CDRL A002 Quality Control Plan	IAW Para 4.2	Plan that details and describes the contractor's framework and processes for delivering quality products and services required by the tasks in this PWS	Product Review
CDRL A003 Monthly Progress Report (MPR)	IAW Paras 4.4, 4.5, & 4.6	Provides accurate & timely input on activities, issues, and hours/amount incurred for the month reported	Product Review
CDRL A003 GFM JCIDS and DOTMLPF(+P) Functional Analysis reported in MPR	IAW Para 4.5.6	Summary of relevant findings and recommendations by application related to the integration and implementation of JCIDS capability assessments and DOTMLPF(+P) change requests	Product Review
CDRL A003 Objective GFM Analysis reported in MPR	IAW Para 4.5.7	Documentation of specific operational and functional relationships involved in the objective GFM process and critical mission areas, including documenting changes and recommending improvements	Product Review
CDRL A004 Business Process Analysis	IAW Para 4.5.1	Business process analysis documents and recommendations related to the integration of GFM with APEX and Joint Deployment processes into DoD policy & processes	Product Review
CDRL A005 GFM Enterprise Integration Architecture	IAW Para 4.5.2	Updates to the business process, systems, operational, technical & data architecture representations of GFM that are integrated with APEX, Joint Deployment & Redeployment, and other interrelated processes	Product Review

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CDRL A006 GFM Integration w/ JOPEs IT Modernization	IAW Para 4.5.3 & 4.5.4	Information papers on integrating GFM, Force Planning, & Joint Deployment/Redeployment with JOPEs, along with analysis of GFM & critical mission areas, including recommendations	Product Review
CDRL A007 Analysis & Review thru Comment Resolution Matrix (CRM)	IAW Para 4.5.4	Recommendations in core mission areas, including functional management & technical requirements, and/or documentation for GFM related improvement initiatives	Product Review
CDRL A008 IT Analysis & Testing thru CRM	IAW Para 4.5.5	Comparison of the functionality of GFM IT tools (such as JCRM, JOPEs, Events Logbook, PFG, GFM-TS) with operational requirements	Product Review
CDRL A009 Doctrine and Policy Support thru CRM	IAW Para 4.5.8	Recommendations for the revision of Joint Publications, CJCS Instructions, Manuals & Guides, along with maintenance of documents & publications under J35 South cognizance	Product Review
CDRL A010 Stakeholder Engagement	IAW Para 4.6.1	Production and dissemination of J35 South stakeholder engagement, outreach, & awareness products	Product Review
CDRL A011 Training Requirements	IAW Para 4.6.2	Preparation of GFM related training materials for the Joint Staff, Combatant Command Staff, & Military Services, etc.	Product Review
CDRL A012 Meeting Support	IAW Para 4.6.3	Summary report of GFM related conferences, symposia, workshops, and all meetings other than J35 South divisional meetings	Product Review

PART 2 DEFINITIONS AND ACRONYMS

CPAR – Contract Performance Assessment Review

Defective Service - A task outcome that does not meet the standard of performance associated with the task in the PWS.

Delivery Date – The specific time of delivery and/or outcome of performance.

Metrics - A system of parameters or ways of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.

Performance Objective – The service and/or activity required.

Performance Requirement – The outcomes, or results, that lead to satisfaction of the objective(s).

Performance Standard – Establishes the performance level required by the Government to meet task order requirements. Standards shall be measurable and structured to permit an assessment of the contractor's performance.

Performance Threshold – Minimum acceptable level, error rate and/or deviation from standard.

Performance Work Statement (PWS) – A detailed work statement for performance-based acquisitions that describes required results in clear, specific and objective terms with measurable outcomes.

Quality Assurance (QA) - Those actions taken by the Government to assure services performed meet the requirements of the PWS.

Quality Assurance Surveillance Plan (QASP) - A document organizing how the Government will apply performance standards, the frequency of surveillance and the minimum acceptable defect rate(s).

Quality Control (QC) - Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

Quality Control Plan (QCP) – A document organizing the performance control processes to be applied for delivering the level of service required by the PWS.

Task – How the contracted effort fits within the existing or intended Government customer environment, both technically and organizationally; a specific piece of work to be completed within a certain time period.

Task Order Manager (COR) – The Government will identify a COR to assist the Contracting Officer with technical aspects of the requirement and the subsequent monitoring of task order performance. The COR will provide PWS clarification, as necessary, and provide the contractor's representative access to technical data required for task order performance.

Wide Area Work Flow (WAWF) – A secure Web-based system for the submission of electronic invoices by the contractor and the electronic receipt and acceptance of supplies and services by the Government.

PART 3 GOVERNMENT-PROVIDED FACILITY SPACE, INFORMATION TECHNOLOGY & TELECOMMUNICATIONS, AND UTILITIES

3.1 General

The Government will provide adequate facility space, information technology & telecommunications, and utilities at the Government site, as listed below:

3.2 Facilities

The Government will furnish the necessary workspace for the contractor's representative to provide the support outlined in this PWS, including cubicles/desks, telephones, computers, consumables, and other items necessary to maintain an office environment.

3.3 Utilities

All utilities in the facility will be available for the use of the contractor's representative in performance of duties outlined in this PWS. The contractor shall instruct its representative in utilities conservation practices. The contractor's representative shall be responsible for operating under conditions that preclude the waste of utilities.

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**PART 4
TASK DESCRIPTIONS**

4.1 Orientation/Kick-Off Meeting

The contractor shall convene and conduct a joint Government/contractor kick-off meeting to review PWS requirements no later than ten (10) working days after the effective date of the task order. A meeting summary with salient observations concerning task order performance requirements & scheduling will be submitted on company letterhead within one week of the kick-off meeting (CDRL A001).

4.2 Quality Control Plan

The contractor shall implement a Quality Control Program for this effort. The contractor shall prepare and provide a Quality Control Plan that details and describes the contractor's framework and processes for delivering quality products and services required by the tasks in this PWS within thirty (30) working days after the effective date of the task order (CDRL A002). The contractor shall implement a Quality Control Program to ensure all work will be performed in accordance with task order requirements. The contractor shall employ the requisite staffing and procedures to meet the service delivery/performance requirements of this effort, including quality, quantity, timeliness, responsiveness, and customer satisfaction. In addition to the contractor's identification of the resources to be applied to this effort, the Quality Control Plan shall include the applicable processes and metrics used to self-assess task order performance. Compliance with the Quality Control Plan will be reported as part of the MPR (CDRL A003).

4.3 Technical Qualifications

The contractor shall provide personnel who have the necessary skills and expertise to accomplish their assigned functions and ensure performance is maintained at an acceptable level.

4.4 Monthly Performance/Cost Reporting

4.4.1 Problems and Shortfalls

A summary of all problems and shortfalls to date will be a part of the Monthly Progress Report (MPR) (CDRL A003) highlighting existing, newly reported, and anticipated/potential technical shortfalls, irregularities, or problems in systems, architectures, or business processes related to critical mission areas of Global Force Management (GFM), Adaptive Planning and Execution (APEX), Joint Deployment Process (JDP), or mission assurance. Corrected issues previously reported will be closed by the Government and not reported in subsequent MPRs.

4.4.2 Hours/Amount Expended

The contractor shall provide hours/amount reporting to the COR. Along with relevant technical information and schedule progress/recommended revision, reporting shall delineate hours/amount expended for each deliverable as part of the Monthly Progress Report (MPR) (CDRL A003).

The contractor shall submit MPRs (CDRL A003) on company letterhead that are delivered in softcopy format using electronic media whenever practical; electronic signatures are acceptable on softcopy reports. MPRs are due NLT fifteen (15) days after the last day of each month of task order performance; the MPR for the last month of task order performance is due by the last day of the order. Using Microsoft Office tools, the MPR shall include:

- Contractor name and address
- Contract and task order number
- Date of report
- Period covered by report
- Summarization of all work performed by the contractor's representative(s)
- Man-hours expended for the reporting period and cumulatively during the task order period of performance
- Summary graphics (charts) of funds expended under task order contract line item numbers (CLINs) Reported labor and travel under the task order shall include not-to-exceed CLIN ceiling amounts along with actual & forecasted expenditures
- Summarization of task order deliverables, as delineated herein and on the associated contract data requirements list (CDRL), along with the funds expended for each deliverable for the reporting period and cumulatively
- Amount invoiced for the reporting period along with the total amount invoiced as of the report date
- Issues faced during the reporting period, actions taken to correct or mitigate those issues, and recommended closure of adequately mitigated or corrected issues
- Description of progress made during period reported, including problem areas encountered requiring resolution along with recommendations for resolution, and possible solutions for problem areas beyond the scope and/or period of performance of this task order
- Quality control plan compliance
- Contractor self-assessment of performance during period reported
- The final MPR will serve as closure to the task order period of performance and shall include any recommendations for future enhancement efforts, contractual concerns, etc.

4.5 GFM Continuous Process Improvement

The contractor shall perform the following representative activities for services required under this task area. These efforts and the data deliverables associated with these efforts shall be summarized in the MPR for the month in which these activities occur (CDRL A003).

All data deliverables resulting from this task order shall contain the following disclaimer statement on the cover page of the document: "The views, opinions, and findings contained in this report are those of the author and should not be construed as an official Department of Defense (DoD) position, policy, or decision, unless so designated by other official documentation."

4.5.1 Business Process Analysis

The contractor shall prepare Business Process Analysis documents and recommendations to support the integration of GFM with APEX and Joint Deployment processes into DoD guidance, doctrine, policy, processes, concepts and plans to include support to DoD operations, planning, execution, and exercises (CDRL A004).

4.5.2 GFM Enterprise Integration Architecture

The contractor shall provide updates to the business process, systems, operational, technical, and data architecture representations of GFM that

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are integrated with APEX, Joint Deployment & Redeployment, and other interrelated processes. The methodology and resulting products contained within the architecture book are based on guidance from the DoD Architecture Framework (DoDAF). The contractor shall maintain the architecture as a living document reflecting the current and evolving state of mission areas. In addition, as required, the contractor shall develop “to be” architecture configurations of integrated GFM, APEX, Joint Deployment & Redeployment, and other related systems, operations, or business processes (CDRL A005).

4.5.3 Integrating GFM, Force Planning, and Joint Deployment/Redeployment with Joint Operation Planning & Execution System (JOPES) IT Modernization Support

The contractor shall provide requirements analysis, program assessment, and risk & infrastructure analysis required for innovative solution development to ensure GFM remains responsive to the needs of the Secretary of Defense (SECDEF) and the warfighter community. Required analysis shall be submitted in the form of information papers (CDRL A006).

4.5.4 Analysis and Review

The contractor shall analyze GFM and critical mission areas, identify shortfalls, redundancies or inefficiencies, and recommend solutions in core mission areas, including functional management and technical requirements, and/or documentation for GFM related improvement initiatives. Subsequently, the contractor shall submit information papers (CDRL A006) and/or comments via the Joint Staff Comment Resolution Matrix (CRM) (CDRL A007).

4.5.5 Information Technology (IT) Analysis and Testing

The contractor shall analyze the functionality of enabling operational and developmental IT tools in core mission areas (such as JCRM, JOPES, Events Logbook, PFG, GFM-TS) to identify shortfalls, redundancies or inefficiencies, comparing the functionality of the IT tools with operational requirements to determine if their current state of functionality meets the needs of the user community. The contractor shall submit the results of its analysis and recommended artifacts, if applicable, via the Joint Staff Comment Resolution Matrix (CRM) or other Government agency format, as appropriate (CDRL A008).

4.5.6 GFM JCIDS and DOTMLPF(+P) Functional Analysis

The contractor shall provide services in support of the integration and implementation of Joint Capabilities Integration & Development Systems (JCIDS) Document Capability Based Assessments (CBAs): Initial Capability Document (ICD), Capability Development Document (CDD), & Capability Production Document (CPD); and Doctrine, Organization, Training, Materiel, Leadership & Education, Personnel, Facilities, and Policy (DOTMLPF(+P) Change Requests (DCRs). The contractor’s representative shall summarize relevant findings and recommendations by application in the MPR for the month in which these activities occur (CDRL A003).

4.5.7 Objective GFM Analysis

The contractor shall analyze the objective GFM process and critical mission areas, identifying actions associated with GFM and documenting specific operational and functional relationships involved in the process, including documenting changes and recommending improvements.

The results of this analysis shall be reported on a monthly basis in the MPR (CDRL A003).

4.5.8 Doctrine and Policy Support

The contractor review GFM guidance, policy, & doctrine to ensure GFM, JDP and APEX equities are appropriately represented and draft recommendations for the revision of Joint Publications, CJCS Instructions, Manuals & Guides, and other strategic and operational documents, as required. In addition, the contractor shall support the maintenance of those documents and publications for which J35 South is assigned as Joint Staff Doctrine Sponsor (JSDS) or that have equity in GFM critical mission areas. Furthermore, the contractor shall review Joint Staff Action Process (JSAP) tasking assigned to the J35 South Policy and Process Division, as required. Comments resulting from the above support shall be submitted via the Joint Staff Comment Resolution Matrix (CRM) (CDRL A009).

4.6 Outreach and Awareness

The following outreach and awareness efforts shall be summarized in the MPR for the month in which these activities occur (CDRL A003).

4.6.1 Stakeholder Engagement

The contractor shall produce and disseminate J35 South stakeholder engagement, outreach, and awareness products in the form of information papers or PowerPoint presentations, electronic handbooks/data books, and/or articles and technical papers for publications (CDRL A010).

4.6.2 Training Requirements

The contractor shall prepare training materials for the Joint Staff, Combatant Command Staff, Military Services, and other selected federal agencies on GFM related topics, as required (CDRL A011).

4.6.3 Meeting Support

The contractor’s representative shall attend J35 South Policy Branch weekly meetings and support J35 South in attending & participating in GFM related conferences, meetings, symposia, & workshops, as required. A one-page summary report of all meetings other than J35 South divisional meetings shall be submitted by the contractor on company letterhead within three (3) working days after attendance at such meetings (CDRL A012).

4.7 Performance

Metrics

To ensure quality and timely analytical products, the Government will perform deliverable review. Invoices for deliverables rated green will be approved for payment; invoices for deliverables rated yellow may be approved for payment; invoices for deliverables rated red will not be approved for payment until such deliverables are revised, resubmitted, and subsequently rated as acceptable. The following metrics shall be employed by the Government in assessing progress toward the desired end-state.

4.7.1 Timeliness

1. Green: Greater than 95% - 100% of data products are delivered on or before required delivery dates.
2. Yellow: 90% to 95% of data products are delivered on or before required delivery dates.
3. Red: Less than 90% of data products are delivered on or before required delivery dates.

4.7.2 Quality of Support

1. Green: Greater than 95% - 100% of deliverables are complete, responsive, and technically sound.

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2. Yellow: 90% to 95% of deliverables are complete, responsive, and technically sound.

3. Red: Less than 90% of deliverables are complete, responsive, and technically sound.

4.7.3 Support is Customer-Focused

1. Green: Contractor is proactive in identifying problems and recommending solutions. Contractor is receptive to Government feedback, quick to solve problems, and keeps the Government informed.

2. Yellow: Contractor is reactive in identifying problems and recommending solutions. Contractor acts on problems identified by the Government in a timely manner.

3. Red: Contractor is inactive in identifying problems and recommending solutions. Problems and issues are not dealt with or resolved at the lowest possible level.

4.7.4 Relevancy of Recommendations to Current Environment

1. Green: Recommendations are relevant, well developed, and supported by the results or findings of the analysis.

2. Yellow: Most of the recommendations are relevant, well developed, and supported by the results or findings of the analysis.

3. Red: Recommendations are not relevant, well developed, or supported by the results or findings of the analysis.

4.7.5 Documentation

1. Green: Documentation satisfactory; completed IAW task order schedule; greater than 95%-100% error free.

2. Yellow: Documentation satisfactory; completed within 2-3 weeks after event/presentation of analysis; 90%-95% error free.

3. Red: Documentation unsatisfactory/incomplete; less than 90% error free; significant rewrite required.

4.8 Personnel Requirements

4.8.1 Level of Effort

The estimated level of effort for the performance of this task order is 9,575 hours, consisting of the following:

Labor Category	Place of Performance	Hours
Program Manager	Contractor Site	40
Lead Senior Engineer	Government Site	1,920
Senior Engineer	Government Site	7,600
Technical Editor	Contractor Site	15
Total Labor		9,575

4.8.2 Labor Descriptions/Qualifications

4.8.2.1 Program Manager

The program manager must have the academic credentials along with a significant background of experience related to the management of progressively more complex systems/projects. The program manager must be able to organize, direct, & coordinate the planning & execution of all task order requirements and interface with client management, including the task order COR & cognizant Contracting Officer. The program manager must have the ability to recruit the qualified personnel necessary to perform task order requirements; establish and alter (as necessary) program organization/staffing to maintain effective task order support; and assign, schedule, and realize configuration control & quality assurance of task order deliverables, ensuring conformance with specified task order requirements.

4.8.2.2 Senior Engineer

Senior engineers must have a bachelor's degree in a related technical or management discipline from an accredited college or university, with the lead senior engineer possessing a master's degree in this regard. Senior engineers must have five (5) years related experience in Global Force Management within Department of Defense Agencies/Activities/Unified Combatant Commands, the Joint Chiefs of Staff/Joint Staff, or the Military Services and familiarity with the integration of GFM with Adaptive Planning & Execution and Joint Deployment & Redeployment, with the lead senior engineer having ten (10) years related experience in this regard. Four (4) years of direct experience with the integration of GFM with Adaptive Planning & Execution with a bachelor's degree in any discipline from an accredited college or university may be substituted for the qualifications delineated above for the senior engineer labor category; there is no substitution of qualifications for the lead senior engineer labor category. The Senior Engineer labor category requires the following capabilities:

- Project 2nd and 3rd order effects of proposed changes to GFM & APEX processes and related critical mission areas.
- Draft Joint Doctrine and Policy in Joint Publications and CJCS Instructions, Manuals, Guides and other strategic and operational documents.
- Systems familiarity with Joint Capabilities Requirement Manager (JCRM), Events Logbook, Joint Operation Planning and Execution Systems (JOPES), and Preferred Force Generator (PFG).
- Adjust rapidly to shifts in priorities and manage multiple tasks simultaneously that may include staff support relating to current Joint Force Coordinator actions.
- Apply a detailed knowledge of DoD level policy, DoD organizations and processes, Military doctrine, and the planning and operational employment of Forces, with a focus on GFM critical mission areas.
- Apply a broad understanding of Military Command & Control and Force structure at the Unified and Specified level (Joint Commands) to the Joint planning process and mission analysis for GFM.
- Originate, conceive, and conduct GFM continuous process improvement, planning, architecture development and refinement, process analysis, studies, and information technology tool capability requirements development including or leading to:
 - o Affordable improvements and innovation in GFM integration with APEX and JD
 - o Development of DoDAF Compliant Architecture and recommendations for the improvement and streamlining of GFM processes
 - o GFM/APEX/JD studies, analyses, or modeling & simulation
 - o Support of the integration of GFM & APEX processes and policies into war games or simulations
 - o GFM Policy integration supporting Joint Deployment Process Owner equities in the Joint Deployment and Distribution Enterprise
 - o Recommended Joint processes employing templates
 - o Being conversant in business process improvement methods and techniques
 - o Understanding of the Joint Capabilities Integration and Development System (JCIDS) and the documents and products produced within JCIDS
 - o Interpretation, synthesis, and presentation of findings and recommendations (both orally and in writing) to military (O-5/6) and civilian (GS-14/15) decision makers
- Ability to apply complex business process improvement methodologies (such as Six Sigma) to J35 critical mission areas.

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- Applying a depth of knowledge, skills, and abilities to required research, process analysis, and studies, with competency in GFM & APEX processes and critical mission areas of Joint planning.

4.8.2.3 Technical Editor

The technical editor must be a high school graduate with significant related experience in technical writing. The technical editor must have the ability to research technical concepts and create new/modify existing technical documents of a complex nature. The technical editor must proofread/edit technical documents & data; review documents to ensure adherence to required standards of quality, format, & style; and coordinate document production.

PART 5 APPLICABLE DOCUMENTS

Document Reference	Number	Title	Date
-	-	Unified Command Plan (UCP) 2011 w/change 1	12 Sep 2011
-	-	Global Force Management Implementation Guidance (GFMIG)	
Joint Pub	3.35	Deployment and Redeployment Operations	31 Jan 2013
Joint Pub	5.0	Joint Operation Planning	11 Aug 2011
		Guidance for Employment of the Force (GEF)	-
CJCSM	3130.06	Global Force Management Allocation Policies and Procedures	10 May 2013
JROCM	065-10	Global Force Management Initial Capabilities Document	07 May 2010
-	-	Initial Capabilities Document for Global Force Management	07 May 2010

PART 6 PERFORMANCE REQUIREMENTS SUMMARY

PWS Ref.	Tasks	Delivery	Expected No. of Submissions
4.1	Schedule & conduct a task order kick-off meeting and report results (CDRL A001)	Effective date of order + NLT 10 working days w/ submission of subsequent report within 7 days post kick-off meeting	One Time
4.2	Prepare & provide a Quality Control Plan (CDRL A002)	Effective date of order + 30 working days	One Time
4.3	Technical Qualifications		
4.4	Monthly Performance/Cost Reporting		
4.4.1	Identify & outline potential problems in terms of existing, newly reported, and anticipated technical shortfalls or irregularities of supported systems (CDRL A003)	As occurs (problems) and no later than as part of the Monthly Progress Report (MPR)*	As Occurs and Monthly
4.4.2	Provide hours/amount expended to the COR. The report shall provide relevant technical & schedule info. w/ hours/amount expended (CDRL A003)	By the 15th day after the last day of each month w/ MPR*	Monthly
4.4.3	Monthly Progress Report (MPR) (CDRL A003)	By the 15 th day after the last day of each month*	Monthly
4.5	GFM Continuous Process Improvement (CDRL A003)	By the 15 th day after the last day of each month w/ MPR*	Monthly
4.5.1	Business Process Analysis (CDRL A004)	As occurs or no later than monthly	As Occurs or Monthly
4.5.2	GFM Enterprise Integration Architecture (CDRL 0005)	Ongoing w/ annual revision	Ongoing w/ Annual Revision
4.5.3	GFM Integration w/ JOPES IT Modernization (CDRL A006)	As required	Weekly
4.5.4	Analysis & Review (CDRL A006 & A007)	As required	Weekly
4.5.5	IT Analysis & Review (CDRL A008)	As required	Weekly
4.5.6	GFM JCIDS and DOTMLPF(+P) Functional Analysis (CDRL A003)	By the 15 th day after the last day of each month w/ MPR *	Monthly
4.5.7	Objective GFM Analysis (CDRL A003)	By the 15th day after the last day of each month w/ MPR *	Monthly
4.5.8	Doctrine & Policy Support (CDRL A009)	As required	Weekly
4.6	Outreach and Awareness (CDRL A003)	By the 15 th day after the last day of each month w/ MPR *	Monthly

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4.6.1	Stakeholder Engagement (CDRL A010)	As required	Quarterly
4.6.2	Training Requirements (CDRL A011)	As required	Quarterly
4.6.3	Meeting Support (CDRL A012)	As required	As Occurs

* The MPR for the last month of task order performance is due by the last day of the order.

REQUIRED STANDARD OF WORKMANSHIP (OCT 1992)

Unless otherwise specifically provided in this task order, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

(a) Travel

(1) Area of Travel. Performance under this task order may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

- Medical Examinations
- Immunization
- Passports, visas, etc.
- Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the task order and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this task order shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this task order will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense (DoD) Joint Travel Regulations (JTR).

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DoD JTR, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Task Order Manager (TOM). Such authorization by the TOM shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately-owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by the DoD JTR. Authorization for the use of privately-owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

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SECTION D PACKAGING AND MARKING

If applicable, all task order deliverables shall be packaged & marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

The Contracting Officer's Representative (COR) designated herein is the cognizant individual for the inspection & acceptance of all work products produced under this task order.

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SECTION F DELIVERABLES OR PERFORMANCE

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

7000	9/22/2014 - 9/21/2015
7001	9/22/2015 - 9/21/2016
7002	9/22/2016 - 9/21/2017
9000	9/22/2014 - 9/21/2015
9001	9/22/2015 - 9/21/2016
9002	9/22/2016 - 9/21/2017
9003	9/22/2014 - 9/21/2015
9004	9/22/2015 - 9/21/2016
9005	9/22/2016 - 9/21/2017

CLIN - DELIVERIES OR PERFORMANCE

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

7000	9/22/2014 - 9/21/2015
7001	9/22/2015 - 9/21/2016
7002	9/22/2016 - 9/21/2017
9000	9/22/2014 - 9/21/2015
9001	9/22/2015 - 9/21/2016
9002	9/22/2016 - 9/21/2017
9003	9/22/2014 - 9/21/2015
9004	9/22/2015 - 9/21/2016
9005	9/22/2016 - 9/21/2017

Services to be performed hereunder will be provided at the Joint Staff J35 South workspaces, Room 1175, at the Joint Deployment Center, Bldg NH-95, Norfolk, VA.

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer's Representative (COR)

[REDACTED]

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR), which at the task order level is the Task Order Manager (TOM):

[REDACTED]

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

N/A

(c) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order).

(d) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the Purchasing Contracting Officer (PCO) in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

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

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

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

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

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

(1) Have a designated electronic business point of contact in the System for Award Management at

<https://www.acquisition.gov>; and

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

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training

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Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

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

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

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

___ Cost Voucher _____

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

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

___ Destination _____

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Inspect By DoDAAC	Not Applicable
Ship To Code	Not Applicable
Ship From Code	Not Applicable
Mark For Code	Not Applicable
Service Approver (DoDAAC)	HQ0665
Service Acceptor (DoDAAC)	HQ0665
Accept at Other DoDAAC	Not Applicable
LPO DoDAAC	Not Applicable
DCAA Auditor DoDAAC	HAA47B
Other DoDAAC(s)	Not Applicable

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

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

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

___ shawn.p.francis2.civ@mail.mil _____

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact.

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

___ Not Applicable _____

(Contracting Officer: Insert applicable information or “Not applicable.”)

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

(End of clause)

The following have been added by full text:

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252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

(End of clause)

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall--

- (a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and
- (b) Separately identify a payment amount for each contract line item included in the payment request.

(End of clause)

Accounting Data

SLINID	PR Number	Amount
700001	H91269-4064-A183-000 [REDACTED]	
LLA :		
AA 97140100.1220 5320 00000 257C 9JAA97 012195 DJAC14A183		
900001	H91269-4064-A183-000 26000.00	
LLA :		
AA 97140100.1220 5320 00000 257C 9JAA97 012195 DJAC14A183		
BASE Funding [REDACTED]		
Cumulative Funding 634567.38		
MOD 01 Funding 0.00		
Cumulative Funding [REDACTED]		
MOD 02 Funding 0.00		
Cumulative Funding [REDACTED]		
MOD 03		
700101	H912695121A275	[REDACTED]
LLA :		
AB 97150100.1220 5320 00000 251G 9JAA97 012195 DJAC15A275		
900101	H912695121A275	29000.00
LLA :		
AB 97150100.1220 5320 00000 251G 9JAA97 012195 DJAC15A275		
MOD 03 Funding [REDACTED]		
Cumulative Funding [REDACTED]		
MOD 04		
700201	H912696050A149	[REDACTED]
LLA :		
AC 97160100.1220 5320 00000 251G 9JAA97 012195 DJAC16A149		
900201	H912696050A149	29000.00

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LLA :

AC 97160100.1220 5320 00000 251G 9JAA97 012195 DJAC16A149

MOD 04 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 05 Funding 0.00
Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SUP 5252.227-9401 NOTICE REGARDING THE DISSEMINATION OF EXPORT-CONTROLLED TECHNICAL DATA (JAN 1992)

- a. Export of information contained herein, which includes release to foreign nationals within the United States, without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITARs), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR), may constitute a violation of law.
- b. For violation of export laws, the contractor, its employees, officials or agents are subject to:
 1. Imprisonment and/or imposition of criminal fines; and
 2. Suspension or debarment from future Government contracting actions.
- c. The Government shall not be liable for any use or misuse of the information, technical data or specifications in this task order. It shall not be liable for any patent infringement or contributory patent infringement. The Government neither warrants the adequacy nor the completeness of the information, technical data or specifications in this task order.
- d. The contractor shall include the provisions of paragraphs (a) through (c) above in any subcontracts awarded under this task order.

SUP 5252.227-9402 QUALIFIED U.S. CONTRACTORS FOR EXPORT-CONTROLLED TECHNICAL DATA (JAN 1992)

- a. By Department of Defense (DoD) Directive 5230.25 (hereinafter referred to as "the Directive"), a program was established to allow Qualified U.S. Contractors to obtain export-controlled technical data under certain conditions. A "Qualified U.S. Contractor" is a private individual or enterprise (hereinafter described as a "U.S. Contractor") that, in accordance with procedures established by the Under Secretary of Defense for Research and Engineering, certifies, as a condition of obtaining export-controlled technical data subject to the Directive from the Department of Defense, that:
 1. The individual who will act as recipient of the export-controlled technical data on behalf of the U.S. contract is a U.S. citizen or a person admitted lawfully into the United States for permanent residence and is located in the United States;
 2. Such data are needed to bid or perform on a contract with the Department of Defense, or other U.S. Government agency, or for other legitimate business purposes in which the U.S. contractor is engaged, or plans to engage. The purpose for which the data are needed shall be described sufficiently in such certification to permit an evaluation of whether subsequent requests for data are related properly to such business purpose.
 3. The U.S. contractor acknowledges its responsibilities under U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license prior to the release of technical data within the United States) and agrees that it will not disseminate any export-controlled technical data subject to the Directive in a manner that would violate applicable export control laws and regulations.
 4. The U.S. contractor also agrees that, unless dissemination is permitted by the Directive, it will not provide access to export-controlled technical data subject to the Directive to persons other than its employees or persons acting on its behalf, without the permission of the DoD component that provided the technical data.
 5. To the best of its knowledge and belief, the U.S. contractor knows of no person employed by it, or acting on its behalf, who will have access to such data, who is debarred, suspended or otherwise ineligible to perform under U.S. Government contracts; or has violated U.S. export control laws or a certification previously made to the Department of Defense under the provisions of the Directive.
- b. Private individuals or enterprises are certified as Qualified U.S. Contractors by submitting a DD Form 2345 (attached hereto) to Commander, Defense Logistics Services Center (DLSC), ATTN: DLSC-FEB, Federal Center, Battle Creek, Michigan 49017-3084.
- c. Canadian contractors may be qualified in accordance with the Directive for technical data that do not require a license for export to Canada under section 125.12 of the International Traffic in Arms Regulations and sections 379.4(d) and 379.5(e) of the Export Administration Regulations, by submitting an equivalent certification to the DLSC.

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SECURITY ADMINISTRATION (OCT 1992)

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

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

Defense Security Service (IOFSV)

277 Bendix Road, Suite 200

Virginia Beach, VA 23452

IS Rep: Mr. Gary Layne

Main: 757-355-6605

Fax: 757-490-8024

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

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

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SECTION I CONTRACT CLAUSES

FAR 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2008)

- (a) The Government may extend the term of this task order by written notice to the contractor within 15 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 30 days before the task order expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended task order shall be considered to include this option clause.
- (c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed three years.

SUP 5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

Homeland Security Presidential Directive (HSPD)-12, requires Government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US Government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the task order. The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three (3) workdays after task order award, the contractor shall provide to the Task Order Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

Non-Sensitive Positions

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

Must be either a US citizen or a US permanent resident with a minimum of three (3) years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

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

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SF-85 Questionnaire for Non-Sensitive Positions
Two FD-258 Applicant Fingerprint Cards
Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least thirty (30) days prior to the individual's start date shall result in delaying the individual's start date.

Sensitive Positions

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

SF-85P Questionnaire for Public Trust Positions
Two FD-258 Applicant Fingerprint Cards
Original Signed Release Statements

Failure to provide the required documentation at least thirty (30) days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the task order performance period.

IT Systems Access

When access to IT systems is required for performance of the contractor employee's duties, such employees shall inprocess with the Government's Security Manager and Information Assurance Manager upon arrival to the Government site and shall out-process prior to their departure at the completion of the individual's performance under the resultant task order. Completion and approval of a System Authorization Access Request (SAAR) form is required for all individuals accessing DoD Information Technology resources. The SAAR shall be forwarded to the Government's Security Manager at least thirty (30) days prior to the individual's start date. Failure to provide the required documentation at least thirty (30) days prior to the individual's start date shall result in delaying the individual's start date.

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

Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Government's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Government's Security Manager. Forms and fingerprint cards may be obtained from the Government's Security Manager. These required items, shall be forwarded to the Government's Security Manager for processing at least thirty (30) days prior to the individual employee's anticipated date for reporting for duty. The Government's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM).

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Suitability/security issues identified by the Government's Security Manager may render the contract employee Ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Government's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the task order.

If contractor employees already possess a current favorably adjudicated investigation, the Government's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the task order.

The Government's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the Government's Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on a resultant task order and if already working on the task order shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the task order within the timeframes specified in the task order. Contractors shall plan ahead in processing their employees and subcontractor employees for working in nonsensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to Government information.

CLAUSES INCORPORATED BY REFERENCE:

- 52.219-8 Utilization of Small Business Concerns
- 52.219-9 Small Business Subcontracting Plan

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SECTION J LIST OF ATTACHMENTS

DDForm254 and addendum

Contract Administration/Quality Assurance Surveillance Plan