

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7846		2. DELIVERY ORDER NO. N0018919F3001		3. EFFECTIVE DATE 2018 Dec 17		4. PURCH REQUEST NO. To be determined		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 [REDACTED]			CODE N00189		7. ADMINISTERED BY DCMA HAMPTON 2128 Pershing Avenue Fort Eustis VA 23604			CODE S5111A			
					SCD: C			8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)			
9. CONTRACTOR MYMIC, LLC 1040 University Blvd., Ste. 100 Portsmouth VA 23703-2650			CODE ITPC7		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL		
					12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			SMALL DISADVANTAGED WOMEN-OWNED			
					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.								
MYMIC, LLC			Lorrie Hoggard Contracts Administrator								
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> 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		[REDACTED]		
				BY: /s/ Joseph A Haviland			11/08/2018		26. DIFFERENCES		
							CONTRACTING/ORDERING OFFICER				
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			
				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
f. TELEPHONE				g. E-MAIL ADDRESS							
				FINAL				34. CHECK NUMBER			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT				35. BILL OF LADING NO.			
				COMPLETE							
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						PARTIAL			
								FULL			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 4 of 42	FINAL
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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE-BASED WORK STATEMENT (PBWS)

Joint Staff J6 (JS J6)

Deputy Director, Chief Information Officer / Information Technology Services (DD CIO/ITS)

Information Technology and Knowledge Engineering Support (IT/KE) Task Order

1.0 INTRODUCTION.

The mission of the Joint Staff (JS) J6 is to serve the Chairman of the Joint Chiefs of Staff (CJCS), providing the best military advice while advancing cyber defense, joint/coalition interoperability and C2 capabilities required by the Joint Force to preserve the Nation's Security. On behalf of the J6 Director, the mission of the Deputy Director, Chief Information Officer / Information Technology Services (DD CIO/ITS) is to lead, advocate, or enable the effective and efficient development of IT capabilities in support of the Joint Staff mission while complying with applicable federal laws and DoD Regulations.

2.0 BACKGROUND.

The JS J6, DD CIO/ITS is responsible for Chief Information Officer (CIO) management duties, Cybersecurity, Information Technology (IT) services, and IT customer support across the Joint Staff.

3.0 OBJECTIVE & SCOPE.

The contractor shall provide non-personal services to support the JS J6 DD CIO/ITS mission in four key functional areas: Knowledge Engineering, Information Technology Support, Information Technology (IT) Project Management, and eDocument, Task and Records Management (eDTRM).

Knowledge Engineering (KE). The Joint Staff J6 Deputy Directorate for CIO/ITS provides technology synergy and requirements assistance to the Directorates, Senior Leadership, and the National Military Command Center via a team of embedded or centrally managed Knowledge Engineers. The team enables synergy by integrating requirements, initiatives, and developments to leverage JS knowledge and information to facilitate the JS decision-making process. The places of performance for the Knowledge Engineers will be NCR, HR, and Site R.

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 5 of 42	FINAL
----------------------------------	-------------------------------------	-----------------	-------

Information Technology Support (ITS). The Joint Staff has outsourced IT and network service to external organizations. The Information Technology Support team serves as the advocate to these external service providers for the Joint Staff users. The ITS team will actively monitor trouble ticket queues and identify languishing tickets that need action on by the service providers. Additionally, the ITS team will connect and configure Joint Worldwide Intelligence Communications System (JWICS) end user devices such as thin clients, Top Secret Voice Over Internet phones, and printers. The places of performance for the Information Technology specialists will be NCR and HR.

Information Technology (IT) Project Management. The Joint Staff J6 Deputy Directorate for CIO/ITS provides IT project management assistance to the Directorates, Senior Leadership, and the National Military Command Center via a team of centrally managed Project Managers. The team will be TS/SCI eligible and complete projects execution using guidance from the Project Management Body of Knowledge (PMBOK), and by providing IT technical analysis and oversight to ensure successful delivery from external service providers. The places of performance and approximate workloads for the Project Managers will be NCR (70%), HR (25%), and Site R (5%).

eDocument, Task and Records Management (eDTRM). The joint Staff's eDocument, Task and Records Management (eDTRM) Solution is comprised of Alfresco's DoD 5015.2 compliant Enterprise Records Management (ERM) system, integrated with the Joint Staff Action Processing (JSAP) system to ensure that records are maintained and tracked through appropriate classification and disposition schedules. This includes full life-cycle management from receipt, control of metadata and image, tasking Joint Staff Directorates, Services, and other DoD agencies for action and records. The places of performance for the IT personnel supporting eDTRM will be NCR and HR.

4.0 APPLICABLE DOCUMENTS.

Each of the applicable documents contains information that is pertinent to KE, IT, IT PM, and eDTRM.

JSI 8000.01, Joint Staff Chief Information Officer

DoD Manual 8570.01-M, Information Assurance Workforce Improvement Program

PMBOK® (current version), "Project Management Body of Knowledge"

CJCSI 5124.01, Charter of the Knowledge Management Cross-Functional Team (KMCFT)

CJCSI 5124.01, "Charter of the Knowledge Management Cross-Functional Team"

JSM 5762.01 Series, "Joint Staff Portal Governance"

JSI 5761.01 Series, "Joint Staff Content Management Policy"

DJSM 0610-06, "Enterprise Content Management Working Group (CMWG)"

DJSM 0348-12, "Official Networks of Record - Joint Staff Information Networks"

DoD Instruction 8220.Ac "Knowledge Management (KM) For The DoD"

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 6 of 42	FINAL
----------------------------------	-------------------------------------	-----------------	-------

Committee on National Security Systems Instruction Number 4009, "National Information Assurance Glossary," April 6, 2015

DoD Directive 5144.02, "DoD Chief Information Officer (DoD CIO)," November 21, 2014 DoD Directive 8000.01, "Management of the Department of Defense Information Enterprise (DoD IE)," March 17, 2016

DoD Directive 8140.01, "Cyberspace Workforce Management," August 11, 2015

DoD Instruction 5015.02, "DoD Records Management Program," February 24, 2015

DoD Instruction 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)," April 21, 2016

DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance," July 14, 2015

DoD Instruction 8110.01, "Mission Partner Environment (MPE) Information Sharing Capability Implementation for the DoD," November 25, 2014

DoD Instruction 8320.02, "Sharing Data, Information, and Technology (IT) Services in the Department of Defense," August 5, 2013

DoD Instruction 8320.07, "Implementing the Sharing of Data, Information, and Information Technology (IT) Services in the Department of Defense," August 3, 2015

Federal Chief Information Office Council, "2012 Clinger-Cohen Core Competencies and Learning Objectives," December 2012

"Department of Defense Dictionary of Military and Associated Terms," current edition

Office of the Deputy Secretary of Defense, "Department of Defense Information Resources Management Strategic Plan," April 1, 2015

Office of Management and Budget, "The Common Approach to Federal Enterprise Architecture," version 2, May 2, 2012

Office of Personnel Management, "Data Standards for the Cybersecurity Category/Specialty Area," December 1, 2016

Office of the DoD Chief Information Officer, "Department of Defense (DoD) Chief Information Officer (CIO) Campaign Plan," November 19, 2012

Office of the DoD Chief Information Officer, "DoD Enterprise Service Management Framework," edition III, March 4, 2016

5.0 REQUIREMENTS.

The Contractor shall provide a broad spectrum of non-personal services support which enable the Joint Staff to successfully execute the DD CIO/ITS mission. These requirements include:

5.1 Contractors shall continually provide situational awareness to the Government through effective

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 7 of 42	FINAL
----------------------------------	-------------------------------------	-----------------	-------

communication and a combination of the following 5.1 sub-tasks: The Program Manager overseeing these tasks will have a Masters of Science degree in a technical or management discipline from an accredited college or university with a minimum of seven (7) years of below task related experience to include a minimum of five (5) years managing complex projects involving large numbers of people in subordinate groups; OR a Bachelor's degree in a technical or management discipline from an accredited college or university with a minimum of fifteen (15) years of below task related experience managing progressively more complex systems / projects involving large numbers of people in subordinate groups.

5.1.1 Post Award Conference. The Contractor shall attend the Post-Award conference convened by the Government. This conference is the first opportunity for the Government and contractor to meet and review contract requirements, terms, and conditions. It also serves as an opportunity for Government and contractor to discuss and clarify roles and responsibilities.

5.1.2 Periodic Progress Meetings. The Contracting Officer's Representative (COR), Technical Assistant (TA), and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings, the COR will apprise the Contractor of how the Government views the Contractor's performance. The Contractor will apprise the Government of services performed and any problems experienced in supporting contract requirements. The COR will provide guidance to the contractor on actions required to resolve issues regarding contract performance.

5.1.3 Contractor Quality Control Plan (QCP). The Contractor shall develop an effective quality control plan to ensure services are performed in accordance with this task order and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program (QCP) assures the work performed complies with the requirement of the contract. After acceptance of the quality control plan the Contractor will receive the contracting officer's acceptance in writing of any proposed change to the QC system.

5.1.4 Monthly Status Report. The contractor will provide the COR and TA with a task order Monthly Status Report (MSR), Contractors Progress, Status and Management Report (contractor format acceptable) by email. The format for the MSR will be proposed by the Contractor and agreed to by the Government and subject to change if required by the Government. The MSR will include the following at a minimum:

- Contractor's name and address
- Contract TO number
- Date of report
- Period covered by report
- Man-hours expended during the reporting period, and cumulatively for the TO
- Cost incurred for the reporting period and cumulatively for the task
- Description of progress made during the period, including any problems encountered
- Recommendations, if any for solution beyond the scope for the task area
- Results obtained in resolving previously reported problem areas
- Trips and significant results
- Plans for activities during the following period
- Projected travel requirements and costs
- Summary of actual and projected costs for labor hours and travel for the entire period of performance

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 8 of 42	FINAL
----------------------------------	-------------------------------------	-----------------	-------

- Projection ahead 6 calendar months of scheduled, required, and executed labor and travel for each event and exercise. Forecast quarterly the level of effort for assigned exercises by functional areas, events, and non-event areas
- Summarize labor hours and travel funds expenditures by resource band and, to include total billed hours burdened cost, and travel, planned activities, any key personnel changes, and any shortfalls, issues or problems
- Completion of “required or mandatory” government training

5.1.6 Data Rights. The Government has unlimited data rights on all information developed or delivered under this TO.

5.1.7 Release of Information. Project related documentation developed in support of this task order is not publicly releasable and shall be marked with the appropriate distribution statement as directed by the Government. The Contractor shall not release any project related material without the written permission from the COR.

5.1.8 Identification of Contractor Employees. All Contractor personnel working in situations where their Contractor status is not obvious to other parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials.

5.1.9 Non-Disclosure. In the course of performance pursuant to this contract, the contractor may have access to nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information. The Contractor agrees that it will not use or disclose any such information unless authorized in writing by the COR. The Contractor further agrees that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the COR. To that end, Contractor agrees that each of its employees and others performing duties under this task order will sign a Certificate of Non-disclosure. The Contractor also agrees to maintain an updated list of Contractor employees with certificates of non-disclosure at all times during the execution of this task order.

5.1.10 Travel. The Government expects some travel requirements with this task order. The Government’s estimate of travel for this task order is \$7,000.00. Detailed travel projections can be found in section 11.0 of this PBWS.

5.2 Contractors shall provide **Knowledge Engineering** mission requirements support to the DD CIO/ITS through a combination of the following 5.2 sub-tasks. The tasks in Section 5.2 require 50% of the personnel to have a TS/SCI clearance and the remaining personnel to have a TS clearance. The lead KE is required to have a Microsoft Certified Solutions Developer (MCSD): App Builder Certification or previous MCSD: SharePoint Applications. All other KEs should have experience utilizing these tools and applications as well. All Senior level KEs will have a Master of Science degree from an accredited college in Engineering or Computer Science with a minimum of five (5) years of below task related experience, or a Bachelor’s degree from an accredited college in Engineering or Computer Science with a minimum of five (5) years of below task related experience. Junior level KEs will have a Bachelor’s degree from an accredited college in Engineering or Computer Science

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 9 of 42	FINAL
----------------------------------	-------------------------------------	-----------------	-------

with a minimum of two (2) years of below task related experience.

5.2.1 Joint Staff Information Environment Assessment – the contractor shall continually assess the Joint Staff Information Environment and recommend improvements using IT and collaborative tools to allow JS leaders to better leverage the JS knowledge and make timely, informed decisions

5.2.1.1 The contractor shall assess the utilization of IT capabilities and recommend IT process improvement initiatives.

5.2.1.2 The contractor shall conduct technical analysis (as directed by the government) to enable data driven decisions to identify options or to validate courses of action in development and execution of Enterprise level services.

5.2.1.3 The contractor shall provide data supported recommendations on Directorate proposed IT requirements, to include utility, integration and supportability of applications within the Enterprise and the Joint Information Environment (JIE).

5.2.2 Portal and Collaborative Tool Development and Support – Joint Staff's primary means of sharing information is through Sharepoint-based portals on NIPR and SIPR. The objective is to develop smart, consolidated, and aligned IT solutions across the Joint Staff and to provide problem resolution and mission-oriented customer technical interface.

5.2.2.1 The contractor shall develop SharePoint and Knowledge Management tools based in support of user requirements.

5.2.2.2 The contractor shall review and provide recommendations to Joint Staff Baseline Requirements Documents.

5.2.2.3 The contractor shall develop workflows to streamline Joint Staff business processes

5.2.2.4 The contractor shall support the JS in development of a Knowledge Management strategy in which the JS will centralize data, standardize data elements, share database information, utilize common IT systems, and expose IT data/services for maximum information sharing.

5.2.2.5 The contractor shall create, maintain, archive and present metrics in support of Joint Staff Knowledge Management transformation and process improvement efforts

5.2.2.6 The contractor shall provide support to transition to newer KM/collaborative tool platforms and, if required, support transition/moving data to Enterprise hosted sites.

5.2.2.7 The contractor shall keep the customer abreast of status, resolve issues as needed and facilitate solutions using enterprise IT capabilities and ensure services are aligned with the JS enterprise architecture, interoperable services and network centric enterprise services.

5.2.2.8 The contractor shall provide recommendations and input in the development and/or update of Joint Staff Knowledge Management Directives

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 10 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.2.3 User support

5.2.3.1 The contractor shall provide 24/7 support to the NMCC/NJOIC and Joint Staff Crisis Management Team for real world events as well as exercises. The contractor shall assist in standing up and tearing down the Crisis Management Team (CMT) collaborative tools in preparation for exercises and actual events with on-site (2) hour response during CMT activation/operations.

5.2.3.2 The contractor shall provide support to Site R as necessary on an as-needed basis (during exercises and other events).

5.2.3.3 The contractor shall provide on-site 24 hour response time to the assignment of Directorate KE requirements once input into the established "KE task/project tracker".

5.2.3.4 The contractor shall provide dedicated support to the Joint Staff Top 7 senior leaders and the National Military Command Center (NMCC) and the National Joint Operations and Intelligence Center (NJOIC).

5.2.3.5 The contractor shall develop training resources to assist Joint Staff Users and Site Owners fully leverage the implementation of Knowledge Management tools.

5.3 The contractors shall provide **Information Technology Support** for DD CIO/ITS mission requirements through accomplishment of the following 5.3 sub-tasks. The tasks in Section 5.3 require a TS/SCI clearance and a DoDI 8570.01M (IAT Level II) certification. Additionally, all personnel supporting this task will have a Bachelor's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 3 years of below task related experience; OR an Associate's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 3 years of below task related experience.

5.3.1 IT Issue Resolution: The contractor shall monitor existing Joint Staff NIPR, SIPR, and JWICS ticket queues. The contractor shall assess, track, monitor, and escalate trouble tickets for incidents and problem resolution and verify with the customer when the incident/problem has been resolved.

5.3.1.1 The contractor shall be required to do both morning and afternoon IT wellness checks across the J-Directorates. The contractor shall identify IT issues and elevate the issues to the appropriate service provider.

5.3.1.2 The contractor shall assist in the development, testing and implementation of a business process for validating IT service request completion

5.3.1.3 As directed by the government, the contractor shall provide technical trend analysis from available data sources to identify performance metrics that will enhance operational performance.

5.3.1.4 The contractor shall monitor, assess, and track service provider's authorized service interruptions

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 11 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

(ASIs) and advise the government on user impact during the ASI.

5.3.1.5 The contractor shall provide regular updates to users with open tickets

5.3.2 IT Requirements Support: The contractor shall assist in the development and validation of IT requirements

5.3.2.1 The contractor shall aid the Joint Staff Directorate IT Validators (J-Dir Validators) in the creation, refinement, submission, and validation of user IT requirements

5.3.2.2 The contractor assist in bi-weekly reviews of open IT requirements

5.3.3 Strategic Communications: The contractor shall support the delivery of DD CIO/ITS strategic communications to the JS users.

5.3.3.1 The contractor shall conduct face-to-face communications with users during the wellness checks to reinforce DD CIO/ITS strategic communications

5.3.3.2 As directed by the government, the contractor shall assist the DD CIO/ITS collect required information from JS users in order to complete tasked requests for information.

5.3.4 JWICS Installation Support: The contractor shall support the installation of JWICS end user devices

5.3.4.1 The contractor shall install and configure JWICS end user devices to include workstations, Top Secret Voice Over Internet Phones, printers, and desktop video teleconferencing systems.

5.3.4.2 The contractor shall support office moves through the removal, transport, and reinstallation of JWICS end user devices

5.3.4.3 The contractor shall dispose of end-of-life JWICS end user devices in accordance with security regulations

5.4 The contractor shall provide **Information Technology (IT) Project Management Support** for DD CIO/ITS mission requirements through accomplishment of the following 5.4 sub-tasks. The tasks in Section 5.4 require a

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 12 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

TS/SCI clearance, and the Lead Project Manager must have a Bachelor's degree from an accredited college in Project Management or a related field, be Project Management Professional (PMP) certified with experience as a team lead with a minimum of five (5) years of below task related experience. All other Project Managers will have a Bachelor's degree from an accredited college in Project Management or a related field, significant experience working on Project Management Teams, be familiar with the Project Management Body of Knowledge (PMBOK®), and have a minimum of two (2) years of below task related experience.

5.4.1 Project Management: The Contractor shall support and assist overall government management of IT projects and IT requirements analysis, including cost, schedule, and capabilities. The Lead Project manager must be Project Management Professional (PMP) certified, with experience as a team lead.

5.4.1.1 The Contractor shall be responsible for all aspects of project management per the PMBOK®.

5.4.1.2 The Contractor shall establish and implement project management best practices to ensure all projects have well-defined requirements and deliverables. The Contractor will establish an effective means of creating plans of actions and milestones include decision points for correction, go/no-go decisions and identify a means of tracking progress.

5.4.1.3 The Contractor shall possess a complete understanding and have extensive experience in IT Project Management. This in-depth knowledge shall support the JS with refining and improving the overall value of the project management program for the JS.

5.4.2 Project Coordination: The Contractor shall liase with Service Providers to ensure delivery of externally provided services. External Service Providers include US European Command, US Central Command, Defense Information Systems Agency (DISA), Joint Service Provider (JSP), Defense Intelligence Agency, 114th Signal Battalion, 844th Communications Squadron, et al.

5.4.2.1 The Contractor shall be responsible for Project After Action Reports to ensure any deviations from process are documented and other team members are apprised.

5.4.2.2 The Contractor shall proactively coordinate with Project Management Branch government leaders and personnel to assist with overall quality management, efficiency and effectiveness of DD CIO/ITS Project Management.

5.4.2.3 The Contractor shall support government development of JS IT PM policies as well as documentation of IT PM procedures. Lead efforts to develop PM Standard Operating Procedures (SOPs) for IT projects.

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 13 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.5 The contractor shall provide **eDocument, Task and Records Management (eDTRM) Support** to the Joint Staff through accomplishment of the following 5.5 sub-tasks. The tasks in Section 5.5 require a TS clearance. The Senior Systems administrator supporting this task will have a Bachelor's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 6 years of below task related experience; OR an Associate's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 8 years of below task related experience; OR applicable certified training from appropriate software vendors with a minimum of 10 years of below task related experience. Junior Systems administrator supporting this task will have a Bachelor's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 3 years of below task related experience; OR an Associate's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 6 years of below task related experience; OR applicable certified training from appropriate software vendors with a minimum of 8 years of below task related experience. Additionally, all System Administrators will be certified in compliance with DoDD 8570.01M at an IAT Level 2.

5.5.1 Operations, Maintenance, and Administration of Enterprise Records Management (ERM), and Joint Staff Action Processing (JSAP) Systems: The following applications will be supported for ERM; Alfresco Enterprise, Alfresco Records Management, LibreOffice, ImageMagick. The following applications will be supported for JSAP; BizFlow, JasperSoft

5.5.1.1 The contractor shall provide qualified professionals to perform on-site operations and maintenance for ERM and JSAP applications deployed in the NIPRNet and SIPRNet environments that include Pre-Production (UAT/Staging) and Production as required. The Contractor shall ensure the ERM and JSAP systems have uptimes of at least 98% (not counting planned outages), and provide on-site support Monday through Friday from 7 AM to 6 PM except for Federal Holidays and periods of approved scheduled maintenance. On-site support includes but is not limited to:

- Bug identification, tracking and resolution
- Assist with adding users to the systems and configuring access level permissions
- Manage and update user access rights, data schemas, integration with applications
- Monitoring and maintaining the operational integrity of the system during operation cycles
- Maintaining and scaling technical architecture as needed to meet usage demands,
- Assisting with database updates
- Integrate new production releases in support of changes, enhancements, and integration of new systems
- Modify or enhance existing applications per customer requirements and adhere to established change management processes
- Tracking system activities via logs, status reports, matrices, and statistical information and analysis and making recommendations for action
- Making system updates as needed to ensure compatibility with the most current browsers, operating systems, and devices
- Ensuring system optimization through research, recommendations and implementation of solutions that improve efficiency
- Application performance monitoring and reporting
- Respond to incident tickets, outage notifications (phone, email, in person)
- Update and patch deployment to suite of applications within Alfresco
- Ensure all processes, manual and automated, are documented in the operating procedures
- Manage and control configuration and changes to the system

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 14 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.5.2 Development, User Acceptance Testing and Issue Resolution: As required on a case by case basis, development, user acceptance testing and issue-resolution may occur and may require agreed upon sustainment. These efforts will be approved on a case-by-case basis by the COR. This will include the following activities:

5.5.2.1 The contractor shall capture requirements to build out the Chairman’s Correspondence (CPC) workflow when directed by Government.

5.5.2.2 The contractor shall support the export of CPC data that needs to be exported into the Alfresco repository and be readily accessible by the customer.

5.5.2.3 The contractor will conduct User Acceptance Testing (UATs) for completed workflows, bug fixes and new releases.

5.5.2.4 The contractor will conduct Train-the-Trainer training for any newly developed workflows and provide the SJS Training Team with User Guides that can be leveraged to develop formal training guides.

5.5.2.5 The contractor will support the development reports utilizing the JasperSoft tool and provide ad hoc support as required.

5.5.2.6 The contractor shall support system connection to the Correspondence and Task Management System (CATMS).

5.5.2.7 The contractor shall capture requirements to build out the eDiscovery (ED) workflow when directed by the Government.

6.0 PRODUCT DELIVERY.

The contractor shall provide all PBWS deliverables identified in Table 1 and those required by the J6 MAC contract. Deliver all required products in an electronic format, unless otherwise directed. Deliverables and document drafts will be delivered to the COR, TA or designated government official for comments in a Government approved Contractor format. Deliverables are subject to Government review and, if warranted, may be returned to the Contractor for revision. The Government will have five (5) working days to provide comments. Upon receipt of comments, the Contractor will provide the final product five (5) working days after receipt. Status on all deliverables to include metric adherence is required for inclusion in the MSR.

6.1 All deliverables become the property of the United States Government. All product deliverables will be delivered electronically to the Technical Assistant (TA), COR or designated government official.

[REDACTED]

[REDACTED]

Table 1. Deliverables

#	Deliverable	Description	Due Date	POC
D001	Quality Control Plan- Ref 5.1.3	Procedures to identify, prevent, and ensure non-recurrence of defective services	Within 15 calendar days at the beginning of the PoP.	TA and COR
D002	Monthly Status Report. Ref. 5.1.4	Progress, status, and management report addressing specific accomplishments, man-hour and funds product deliverables, expenditures by function (to include total billed hours burdened cost, and travel), planned activities, any key personnel changes, and any issues and problems requiring the COR's or the Government's attention.	Within 15 calendar days of each month	TA and COR
D003	Analysis Reports, Information Papers, Information and Decision Briefs. Ref 5.2 – 5.4	Presentation of analysis and assessment work suitable for briefing leadership.	As Required	TA
D004	Meeting Minutes, Discussion Notes, and Project Summaries. Ref 5.2 – 5.4	Accurate capture of meetings, projects and decision discussions	As Required	TA

7.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

In accordance with Federal Acquisition Regulation (FAR) Part 46 of the Federal Acquisition Regulation, Inspection of Services clauses, the purpose of the QASP is to ensure that the Contractor meets the performance standards contained in this task order. This QASP is a living document. Flexibility in the QASP is required to allow for an increase or decrease in the level of surveillance necessary based on Contractor performance. Periodically, the TA and/or COR may provide a copy of the QASP to the Contractor to facilitate open communication. Table 2 is an example of the metrics that will be used to measure satisfactory performance in meeting TO objectives and requirements:

Table 2. Quality Assurance Surveillance Plan (QASP)

Performance Rating Element	Performance Objective	Performance Standard	Surveillance Method	Incentive/Disincentive for Meeting or Not Meeting the Acceptable Quality Level
Quality of Product or Service	Submit quality deliverables and products: Slides, Reports, Analysis Reports, Papers, CMD Status Reports.	Deliverables shall be accurate, complete, and in the correct format per direction of government and within samples provided.	COR/TA monitoring and review of products / service.	Acceptable performance of task requires the contractor to meet at a minimum 95% accuracy and completeness with correction to 100% upon identification of deficiencies, executed within COR/TA specified timelines. Ratings input in CPARS for retrieval by government agencies.
Task Order Deliverables	Meet performance deadlines as defined in Plan of Action and Milestones (POAM). Submit quality deliverables and products: Slides, Analysis Reports, Papers, CMD Status Reports.	Deliverables shall be accurate, complete, and in the correct format per direction of government and within samples provided.	COR/TA monitoring of deliverables and POAM.	Acceptable performance of task requires the contractor to meet at a minimum 95% accuracy and completeness with correction to 100% upon identification of deficiencies, executed within COR/TA specified timelines. Ratings input in CPARS for retrieval by government agencies.
Management and Contract Performance	Coordinate activities to execute the task order.	Positive interaction between contractor and gov't officials 95% of time; with reasonable and cooperative behavior in	COR/TA monitoring.	Ratings input in CPARS for retrieval by government agencies.

Performance Rating Element	Performance Objective	Performance Standard	Surveillance Method	Incentive/Disincentive for Meeting or Not Meeting the Acceptable Quality Level
		problem identification and corrective actions.		
Regulatory Compliance	Obtain/maintain personnel security clearance levels and Joint Staff directed training referenced in PBWS.	100% personnel security levels reported to the COR upon task order award and as required.	COR/TA monitoring.	100% personnel security levels and training requirements maintained throughout the task order period. Ratings input in CPARS for retrieval by government agencies.
Cost Control / Invoicing	Properly manage not-to-exceed labor and other direct costs, and accurate invoicing. All travel pre-approved by COR/TA. All overtime, if authorized, pre-approved.	Labor costs do not exceed normal billable hours per month; and all invoices are 100% correct and submitted on time.	COR/TA monitoring of monthly status reports and invoice. Travel pre-approval. Overtime pre-approved.	Estimates for labor and travel are within acceptable rates as government travelers. No cost overruns; and, any invoice discrepancies are corrected within COR/TA specified timelines. Ratings input in CPARS for retrieval by government agencies.

8.0 SECURITY

8.1 Minimum Security Clearance. A Top Secret (TS) minimum security clearance level is required as contractors may require access to Unclassified, Secret, and TS. Minimum TS clearance is necessary for all requirements in this task order due to Joint Staff Pentagon office access constraints. Approximately 10 percent will require access to TS/SCI, ACCM, or NC2 data which will require a TS clearance based on an SSBI completed within

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 18 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

the last five (5) years with SCI eligibility. Knowledge Engineers supporting specialized information categories in support of the Directorates or NMCC shall possess the appropriate level of clearance and access(s) (i.e. SCI Compartments, COSMIC Top Secret, ACC, etc.) to support the assigned tasks.

8.2 Safeguarding Government Property. The Contractor will be responsible for safeguarding all Government equipment, information and property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials will be properly secured.

8.3 Controlled Unclassified Controls. The Contractor will mark, safeguard, manage, and protect all controlled unclassified and personally identifiable information as required by regulation.

8.4 Classified Material Controls. The Contractor shall mark, safeguard, manage and protect all classified information in accordance with guidance provided in the DD Form 254 (Contract Security Classification Specification)

8.5 Classified Marking Guidance. The Contractor shall comply with the guidance published on the Controlled Access Program Coordination Office (CAPCO) Question and Answer Register.

9.0 EQUIPMENT (GFE) AND MATERIAL:

9.1 Government will furnish the contractors designated to be in the JS spaces with workspace and equipment to accomplish the tasks in this work statement. Apportionment and location of spaces and type of LAN accounts will be provided by the Government. The Government will provide utilities, heating and air-conditioning, and telephone service. Additionally, the Government will provide routine office equipment and a work station and access to suitable networks required to accomplish the task order requirements during the period of this task order. The Government will approve adjustments in the number of workstations as contractor personnel numbers change. Contractor shall comply with JS property management/inventory policies for all Government provided equipment. The Government will provide all supplies and other materials required at the Government site to accomplish the task order requirements.

9.2 In addition to JS J6 access, contractor will be provided, as required; access to the Joint Staff, other selected combatant commands, Services, and supporting activities.

10.0 PLACE OF PERFORMANCE.

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 21 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

2. 1. The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractors supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DOD 8570.01-M must be completed upon contract award. 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.

2. Upon request by the Government, the Contractor will provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

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

1. GENERAL CONTRACTOR INFORMATION

1. Release of Information. Project-related documentation developed in support of this TO is not publically releasable and marked with the appropriate distribution statement as directed by the Government.

2. Information Assurance Contractor Training and Certification

1. Negligent Discharge of Classified Information (NDCI). When information is placed on or processed on an information system with insufficient security controls to appropriately protect it (e.g., classified data on an unclassified system) there is a potential for an unauthorized disclosure. Such actions will be classified as a security violation, specifically a negligent discharge of classified information or NDCI. Contractors that cause NDCIs during the course of the contract shall be held financially liable for all actual accumulated restoration costs incurred, as described below, but not less than \$2,500 per incident. Such costs will be deducted from the contract price, and are not reimbursable.

15.3.1 Restoration costs above \$2,500 will be itemized. DISA has developed Classified Message Incident procedures that will be followed in the event of an NDCI by the Contractor. Personally Identifiable

Information (PII) incidents fall under this category. This is not an exclusive remedy (e.g., in the case of PII spillage, identity theft or other insurance may be needed to protect the individuals). NDCI Cleanup actions may include server destruction, hard drive wipe and destruction or containment actions.

2. Contractor Situational Awareness. All assigned Contractors are required to review Joint Staff NIPR/SIPR homepage daily for situational awareness of DoD and JS activities.
3. General Contractor Training. All assigned Contractors will complete mandatory JS training as required by the Government.
4. List of acronyms within the TO requirements and deliverables:

Table 3. Acronyms

CFE	Contract Furnished Equipment
CFM	Contract Furnished Material
CIO	Chief Information Officer
CJCS	Chairman of the Joint Chiefs of Staff
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
DISA	Defense Information Systems Administration
DoD	Department of Defense
DoDD	DOD Directive
DoDI	DOD Instruction
eDTRM	eDocument, Task and Records Management
ERM	Electronic Records Management
GFE	Government Furnished Equipment
GFM	Government Furnished Material
IT	Information Technology
JS	Joint Staff
JSAP	Joint Staff Action Package
JSI	Joint Staff Instruction
JSM	Joint Staff Manual
JSP	Joint Service Provider
JTR	Joint Travel Regulation
KE	Knowledge Engineering
LAN	Local Area Network

MSR	Monthly Status Report
NCR	National Capital Region
NDCI	Negligent Discharge of Classified Information
NMCS	National Military Command System
NIPR/NIPRNET	Non-classified Internet Protocol Router Network
PII	Personally Identifiable Information
PMBOK®	Project Management Body of Knowledge
POP	Period of Performance
PMP	Project Management Professional
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
SCI	Sensitive Compartmented Information
SIPR/SIPRNET	Secret Internet Protocol Router Network
SOP	Standard Operating Procedure
TA	Technical Assistant
TO	Task Order
TS	Top Secret
WAWF	Wide Area Workflow

Personnel Qualifications (Minimum)

- (a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.
- (b) The Government may review the resumes of Contractor personnel proposed to be assigned at any time.
- (c) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.
- (d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

1. Program Manager

The Program Manager overseeing these tasks will have a Masters of Science degree in a technical or management discipline from an accredited college or university with a minimum of seven (7) years of below task related experience to include a minimum of five (5) years managing complex projects involving large numbers of people in subordinate groups; OR a Bachelor's degree in a technical or management discipline from an accredited college or university with a minimum of fifteen (15) years of below task related experience managing progressively more complex systems / projects involving large numbers of people in subordinate groups.

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 24 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

2. Project Manager

The contractor shall provide **Information Technology (IT) Project Management Support** for DD CIO/ITS mission requirements through accomplishment of the following 5.4 sub-tasks. The tasks in Section 5.4 require a TS/SCI clearance, and the Lead Project Manager must have a Bachelor's degree from an accredited college in Project Management or a related field, be Project Management Professional (PMP) certified with experience as a team lead with a minimum of five (5) years of below task related experience. All other Project Managers will have a Bachelor's degree from an accredited college in Project Management or a related field, significant experience working on Project Management Teams, be familiar with the Project Management Body of Knowledge (PMBOK®), and have a minimum of two (2) years of below task related experience.

3. Knowledge Engineer (Senior) and 4. Knowledge Engineer

The tasks in Section 5.2 require 50% of the personnel to have a TS/SCI clearance and the remaining personnel to have a TS clearance. The lead KE is required to have a Microsoft Certified Solutions Developer (MCSD): App Builder Certification or previous MCSD: SharePoint Applications. All other KEs should have experience utilizing these tools and applications as well. All Senior level KEs will have a Master of Science degree from an accredited college in Engineering or Computer Science with a minimum of five (5) years of below task related experience, or a Bachelor's degree from an accredited college in Engineering or Computer Science with a minimum of five (5) years of below task related experience. Junior level KEs will have a Bachelor's degree from an accredited college in Engineering or Computer Science with a minimum of two (2) years of below task related experience.

5. Senior System Administrator (eDTRM)

The contractor shall provide **eDocument, Task and Records Management (eDTRM) Support** to the Joint Staff through accomplishment of the following 5.5 sub-tasks. The tasks in Section 5.5 require a TS clearance. The Senior Systems administrator supporting this task will have a Bachelor's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 6 years of below task related experience; OR an Associate's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 8 years of below task related experience; OR applicable certified training from appropriate software vendors with a minimum of 10 years of below task related experience. Junior Systems administrator supporting this task will have a Bachelor's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 3 years of below task related experience; OR an Associate's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 6 years of below task related experience; OR applicable certified training from appropriate software vendors with a minimum of 8 years of below task related experience. Additionally, all System Administrators will be certified in compliance with DoDD 8570.01M at an IAT Level 2.

6. Help Desk Specialist (Senior)

The contractors shall provide Help Desk Specialist (Senior) **Information Technology Support** for DD CIO/ITS mission requirements through accomplishment of the following 5.3 sub-tasks. The tasks in Section 5.3 require a TS/SCI clearance and a DoDI 8570.01M (IAT Level II) certification. Additionally, all personnel supporting this task will have a Bachelor's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 3 years of below task related experience; OR an Associate's degree from an accredited college or university in a curriculum or career field of study in Computer Science or Information Systems with a minimum of 3 years of below task related experience.

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 26 of 42	FINAL
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SECTION D PACKAGING AND MARKING

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

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 27 of 42	FINAL
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SECTION E INSPECTION AND ACCEPTANCE

CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection of Services—CostReimbursement

APR 1984

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 32 of 42	FINAL
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SECTION H SPECIAL CONTRACT REQUIREMENTS

LIABILITY INSURANCE (COST TYPE CONTRACTS)

The following types of insurance are required in accordance with the clause entitled "INSURANCE-LIABILITY TO THIRD PERSONS" (FAR 52.228-7) and shall be maintained in the minimum amounts shown:

(1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury. No property damage general liability insurance is required. (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage. Comprehensive form of policy is required. (3) Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

COST LIMITATION CEILINGS ON INDIRECT RATES

If an offeror proposes cost limitation ceilings on indirect rates, the offeror is advised that the Government may evaluate the offeror's cost proposal accordingly. The decision to propose cost limitation ceilings is the offeror's decision. In the event the offeror proposes indirect rate limitations, these same ceiling rate limitations may be incorporated into any resultant contract without discussion. Under any cost reimbursement contract, the indirect rates billed shall be limited to the ceiling rate(s) identified in the contract. Any costs incurred above ceiling rates are not allowable.

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

See Section G

(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:

TBD if required

SUP 5252.203-9401 NOTIFICATION OF USE OF FORMER/RETIRED MILITARY AND/OR SENIOR EXECUTIVE SERVICE PERSONNEL (Dec 2009)

If the contractor intends to use the services of a former or retired Flag or General Officer, or former or retired member of the Senior Executive Service in the performance of this contract and/or any task order issued under this contract, the contractor shall notify the contracting officer of the name of such individual including a description of the services such individual will be performing, the military branch from which individual retired or separated, and their rank or SES position at time of separation. Such notification shall be provided in writing prior to performance of services under the contract and/or task order by such individual.

SUP 5252.203-9402 USE OF INFORMATION/TECHNICAL DATA (DEC 2009)

In the performance of this contract, the Contractor will be required to utilize and/or have access to significant amounts of information related to military and homeland security operations and programs. Any information obtained by the Contractor or personnel working for the Contractor from any DoD/Government/private source in the performance of this contract shall be used only for the purposes of the performance of this contract. The Contractor and personnel working for the Contractor shall not use, release, sell, or reveal any information obtained in the performance of this contract to any person or entity not authorized herein. The Contractor shall ensure that its personnel comply with these requirements.

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information,

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 33 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

Information Technology (IT) Systems or Protected Health Information (July 2013)

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.

APPLICABILITY

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

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

ACCESS TO FEDERAL FACILITIES

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

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

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

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 34 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

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

INTERIM ACCESS

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

DENIAL OR TERMINATION OF ACCESS

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

CONTRACTOR'S SECURITY REPRESENTATIVE

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

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

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

SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product) the individual's

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 35 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

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

DENIAL OR TERMINATION OF ACCESS

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

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

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

SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product) To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

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

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

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

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

52.219-6 Notice of Total Small Business Set-Aside.

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 36 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

As prescribed in [19.508\(c\)](#), insert the following clause:

Notice of Total Small Business Set-Aside (Nov 2011)

(a) *Definition*. “Small business concern,” as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) *Applicability*. This clause applies only to—

- (1) Contracts that have been totally set aside or reserved for small business concerns; and
- (2) Orders set aside for small business concerns under multiple-award contracts as described in 8.405-5 and 16.505(b)(2)(i)(F).

(c) *General*.

(1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(d) *Agreement*. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(End of clause)

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 37 of 42	FINAL
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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 30 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 four years.

252.209-7998 REPRESENTATION REGARDING CONVICTION OF A FELONY CRIMINAL VIOLATION UNDER ANY FEDERAL OR STATE LAW (DEVIATION 2012-O0007) (MAR 2012)

(a) In accordance with section 514 of Division H of the Consolidated Appropriations Act, 2012, none of the funds made available by that Act may be used to enter into a contract with any corporation that was convicted of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government. (b) The Offeror represents that it is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal or State law within the preceding 24 months.

(End of provision)

252.209-7999 Representation by corporations regarding an unpaid delinquent tax liability or a felony conviction under any Federal law (Deviation 2012-O0004) (JAN 2012)

(a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012, (Pub. L. 112-74) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that –

(1) It is () is not () a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is () is not () a corporation that was convicted of a felony criminal violation under a Federal

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 38 of 42	FINAL
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law within the preceding 24 months.
(End of provision)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses: <http://acquisition.gov/far/> DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/>

(End of clause)

CLAUSES INCORPORATED BY REFERENCE

52.202-1 Definitions NOV 2013 52.203-3 Gratuities APR 1984

52.203-5 Covenant Against Contingent Fees MAY 2014

52.203-6 Restrictions on Subcontractor Sales to the Government SEP 2006

52.203-7 Anti-Kickback Procedures MAY 2014

52.203-8 Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity MAY 2014

52.203-10 Price or Fee Adjustment for Illegal or Improper Activity MAY 2014

52.203-12 Limitation on Payments to Influence Certain Federal Transactions OCT 2010

52.203-13 Contractor Code of Business Ethics and Conduct OCT 2015

52.203-17 Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights
APR 2014

52.204-2 Security Requirements AUG 1996

52.204-4 Printed or Copied Double-Sided on Postconsumer Fiber Content Paper MAY 2011

52.204-9 Personal Identity Verification of Contractor Personnel JAN 2011

52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards OCT 2016

52.204-13 System for Award Management Maintenance OCT 2016

52.204-18 Commercial and Government Entity Code Maintenance JUL 2016

52.204-19 Incorporation by Reference of Representations and Certifications DEC 2014

52.204-21 Basic Safeguarding of Covered Contractor Information Systems JUN 2016

52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment OCT 2015

52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters
JUL 2013

52.209-10 Prohibition on Contracting with Inverted Domestic Corporations
NOV 2015

52.210-1 Market Research APR 2011 52.215-2 Audit and Records—Negotiation OCT 2010

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 39 of 42	FINAL
----------------------------------	-------------------------------------	------------------	-------

52.215-8 Order of Precedence—Uniform Contract Format OCT 1997
52.215-17 Waiver of Facilities Capital Cost of Money OCT 1997

52.215-21 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data—Modifications--Alternate III OCT 1997

52.215-23 Limitations on Pass-Through Charges--Alternate I OCT 2009

52.216-7 Allowable Cost and Payment JUN 2013 52.216-8 Fixed Fee JUN 2011

52.217-8 Option to Extend Services NOV 1999

52.219-6 Notice of Total Small Business Set-Aside NOV 2011

52.219-14 Limitations on Subcontracting JAN 2017

52.219-28 Post-Award Small Business Program Rerepresentation JUL 2013

52.222-2 Payment for Overtime Premiums JULY 1990 52.222-3 Convict Labor JUNE 2003

52.222-21 Prohibition of Segregated Facilities APR 2015 52.222-26 Equal Opportunity SEP 2016

52.222-35 Equal Opportunity for Veterans OCT 2015

52.222-36 Equal Opportunity for Workers with Disabilities JUL 2014

52.222-37 Employment Reports on Veterans FEB 2016

52.222-40 Notification of Employee Rights Under the National Labor Relations Act DEC 2010 5
2.222-50 Combating Trafficking in Persons MAR 2015

52.223-5 Pollution Prevention & Right-To-Know Information MAY 2011

52.223-6 Drug-Free Workplace MAY 2001 52.223-10 Waste Reduction Program MAY 2011

52.223-17 Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts. MAY 2008
52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving AUG 2011

52.223-19 Compliance with Environmental Management Systems MAY 2011

52.224-3 Privacy Training JAN 2017 52.228-7 Insurance—Liability to Third Persons MAR 1996

52.232-17 Interest MAY 2014

52.232-18 Availability of Funds APR 1984

52.232-23 Assignment of Claims MAY 2014

52.232-25 Prompt Payment--Alternate I FEB 2002

52.232-22 Limitation of Funds APR 1984

52.232-33 Payment by Electronic Funds Transfer—System for Award Management JUL 2013
52.232-39 Unenforceability of Unauthorized Obligations JUN 2013

52.233-1 Disputes MAY 2014 52.233-3 Protest after Award--Alternate I JUN 1985

52.233-4 Applicable Law for Breach of Contract Claim OCT 2004

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 40 of 42	FINAL
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52.237-2 Protection of Government Buildings, Equipment, and Vegetation APR 1984

52.242-1 Notice of Intent to Disallow Costs APR 1984

52.242-3 Penalties for Unallowable Costs MAY 2014

52.242-4 Certification of Final Indirect Costs JAN 1997 52.242-13 Bankruptcy JUL 1995

52.243-2 Changes—Cost Reimbursement--Alternate I APR 1984 52.244-2 Subcontracts OCT 2010

52.244-5 Competition in Subcontracting DEC 1996

52.244-6 Subcontracts for Commercial Items NOV 2017

52.245-1 Government Property JAN 2017

52.245-9 Use and Charges APR 2012 52.246-25 Limitation of Liability—Services FEB 1997

52.247-67 Submission of Transportation Documents for Audit FEB 2006

52.249-6 Termination (Cost-Reimbursement) MAY 2004

52.249-14 Excusable Delays APR 1984

52.253-1 Computer Generated Forms JAN 1991

252.201-7000 Contracting Officer's Representative DEC 1991

252.203-7000 Requirements Relating to Compensation of Former DoD Officials SEP 2011

252.203-7001 Prohibition on Persons Convicted of Fraud or Other Defense-Contract-Related Felonies DEC 2008

252.203-7002 Requirement to Inform Employees of Whistleblower Rights SEP 2013

252.203-7004 Display of Hotline Posters OCT 2016

252.204-7003 Control of Government Personnel Work Product APR 1992

252.204-7005 Oral Attestation of Security Responsibilities NOV 2001

252.204-7015 Notice of Authorized Disclosure of Information for Litigation Support MAY 2016

252.205-7000 Provision of Information to Cooperative Agreement Holders DEC 1991

252.209-7004 Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism OCT 2015

252.211-7007 Reporting of Government-Furnished Property AUG 2012

252.216-7009 Allowability of Legal Costs Incurred in Connection With a Whistleblower Proceeding SEP 2013

252.223-7004 Drug-Free Work Force SEP 1988

252.225-7048 Export-Controlled Items JUNE 2013

252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns SEP 2004

252.227-7013 Rights in Technical Data--Noncommercial Items FEB 2014

252.227-7015 Technical Data--Commercial Items FEB 2014

252.227-7027 Deferred Ordering of Technical Data or Computer Software APR 1988

CONTRACT NO. N00178-14-D-7846	DELIVERY ORDER NO. N0018919F3001	PAGE 41 of 42	FINAL
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252.232-7010 Levies on Contract Payments DEC 2006

252.242-7006 Accounting System Administration FEB 2012

252.243-7002 Requests for Equitable Adjustment DEC 2012

252.245-7001 Tagging, Labeling, and Marking of GovernmentFurnished Property APR 2012

252.245-7002 Reporting Loss of Government Property DEC 2017

252.245-7003 Contractor Property Management System Administration APR 2012

252.245-7004 Reporting, Reutilization, and Disposal DEC 2017