

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1 2</b>	
2. AMENDMENT/MODIFICATION NUMBER <b>P00006</b>		3. EFFECTIVE DATE <b>03/22/2021</b>		4. REQUISITION/PURCHASE REQUISITION NUMBER <b>H912690009A123</b>		5. PROJECT NUMBER (If applicable) <b>N/A</b>	
6. ISSUED BY CODE <b>NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia, PA 19111-5083</b>		N00189		7. ADMINISTERED BY (If other than Item 6) CODE <b>DCMA HAMPTON 2128 Pershing Avenue Fort Eustis, VA 23604</b>		<b>S5111A SCD C</b>	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) <b>MYMIC, LLC 1040 University Blvd, Suite 100 Portsmouth, Virginia 23703</b>				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NUMBER  <input type="checkbox"/> 9B. DATED (SEE ITEM 11)		<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NUMBER <b>N00178-14-D-7846/N0018917F3042</b> <input type="checkbox"/> 10B. DATED (SEE ITEM 13) <b>09/22/2017</b>	
CODE 1TPC7		FACILITY CODE 005677419					

**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 \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;  
 or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT 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 letter or electronic communication, provided each letter or electronic communication 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)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) <b>FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2008)</b>

**E. IMPORTANT:** Contractor  is not  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

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

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		<b>Mary Mezzatesta , Contracting Officer</b>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<i>(Signature of person authorized to sign)</i>		<b>/s/Mary Mezzatesta</b>	<b>01/27/2021</b>
		<i>(Signature of Contracting Officer)</i>	

# Section C - Description/Specifications/Statement of Work

## PERFORMANCE WORK STATEMENT (PWS)

### FOR

## GLOBAL FORCE MANAGEMENT CONTINUOUS PROCESS IMPROVEMENT

### PART 1

## DESCRIPTION OF REQUIREMENT

### 1.1 Background

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

### 1.2 Purpose

Joint Staff J35 South requires non-personal services to analyze and define shortfalls, inefficiencies, and deliver solutions to improve systems, architectures and business processes related to critical mission areas of GFM, APEX, JDP and mission assurance.

### 1.3 Objective

The successful contractor shall provide qualified personnel to accomplish the tasks delineated in this PWS, performing in accordance with specific standards. This task order is to provide non-personal support to the 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 GFM, APEX, and JDP.

### 1.4 Scope

A non-development 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, Material, Leadership & Education, Personnel, Facilities, and Policy (DOTMLPF (+P)). The contractor shall analyze, and study DoDAF compliant architectural artifacts, and business process models to maximize effectiveness and efficiency in critical mission area operationally sponsored mission applications, including Joint Capabilities Requirements Manager (JCRM), Event Logbook, GFM Toolset (GFM-TS), Preferred Force Generation (PFG) capability, and Joint Operation Planning and Execution Systems (JOPES) IT. The contractor shall analyze, conduct system testing, study, create architectural artifacts and business process models to maximize effectiveness and efficiency of the Joint Planning and Execution System (JPES). The contractor shall emerge IT capabilities during the concept development, engineering, development, testing, and implementation phases.

The contractor shall draft, update and staff integrated GFM, APEX and JDP guidance, policy and procedures in Joint Doctrine as well as Department of Defense (DoD) and CJCS issuances to include instructions, manuals and other strategic and operational level documents. The contractor shall generate Department of Defense Architecture Framework (DoDAF) compliant architectural artifacts.

## **1.5 General Information**

### **1.5.1 Period of Performance**

The period of performance shall be for one (1) base period of six months and four (4) option periods of twelve (12) months each, to be exercised at the Government's discretion. The period of performance is anticipated as follows:

Base Period: 22 September 2017 – 21 March 2018

Option Period I: 22 March 2018 – 21 March 2019

Option Period II: 22 March 2019 – 21 March 2020

Option Period III: 22 March 2020 – 21 March 2021

Option Period IV: 22 March 2021 – 21 March 2022

### **1.5.2 Place of Performance**

The primary place of performance will be the Joint Staff J35 South workspaces located in Room 1175, at the Joint Deployment and Maritime Operations Center, Building NH-95, Naval Support Activity, Norfolk, Virginia.

### **1.5.3 Government Contracting Officer's Representative (COR)/Technical Assistant (TA)**

COR:

TBD

TA:

TBD

### **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 will not perform work in the Government facility when it is closed for Government workers (holidays, local or national emergencies, administrative closings, or similar events). Contractor personnel are considered non-emergency essential. 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. Contractor representatives working in government facilities shall be required to complete Joint Knowledge Online training specified by the TA and report completion to the TA.

### **1.5.5 Travel**

The Contractor shall conduct travel in accordance with FAR 31.205-46 "Travel Costs," and the Joint Travel Regulations (JTR). All travel shall be recommended by the TA and pre-approved by the 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
To: San Diego, CA: SPAWAR	3	4	1
To: Charleston, SC: SPAWAR	3	4	1
CCMD Visit to Tampa, FL SOCOM/CENTCOM	2	1	1
CCMD Visit to St. Louis, MO TRANSCOM	2	1	1
CCMD Visit to Colorado Springs, CO NORTHCOM	2	1	1
CCMD Visit to Stuttgart, GE EUCOM/AFRICOM	4	1	1
CCMD Visit to Honolulu, HI PACOM	4	1	1

### 1.5.6 Recognized Holidays

The contractor will not be present in government provided spaces on the day of the federal observance of these holidays:

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 award of a firm-fixed price task order is anticipated.

## 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. Contractor representatives are required to comply with all applicable security policies and directives. 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, COR, TA 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 in the standard Joint Staff format or as specified by the TA. All deliverables shall be provided to the TA in accordance with this PWS. The J35 GFM Policy and Doctrine Branch Chief or his/her designated representative will be the approving authority prior to final acceptance by the Government.

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	Quality Control Plan (CDRL A002)	Effective date of order + 30 working days	On Time
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 or Monthly

<b>4.4.2</b>	Provide hours/amount expended to the COR. The report shall provide relevant technical & schedule info w/  hours/amount expended ( <b>CDRL A003</b> )	By the 15th day after the last day of each month w/ MPR*	Monthly
<b>4.4.3</b>	Monthly Progress Report (MPR) ( <b>CDRL A003</b> )	By the 15th day after the last day of each month w/ MPR*	Monthly
<b>4.5</b>	GFM Continuous Process Improvement ( <b>CDRL A003</b> )	By the 15th day after the last day of each month w/ MPR*	Monthly
<b>4.5.1</b>	Business Process Analysis ( <b>CDRL A004</b> )	As occurs or no later than monthly	As occurs or Monthly
<b>4.5.2</b>	GFM Enterprise Integration Architecture ( <b>CDRL 0005</b> )	Ongoing w/ annual revision	Ongoing w/ Annual Revision
<b>4.5.3</b>	GFM Integration w/ JOPES IT Modernization ( <b>CDRL A006</b> )	As required	Weekly
<b>4.5.4</b>	Analysis & Review ( <b>CDRL A006 &amp; A007</b> )	As required	Weekly
<b>4.5.5</b>	IT Analysis & Review ( <b>CDRL A008</b> )	As required	Weekly
<b>4.5.6</b>	GFM JCIDS and DOTMLPF(+P) Functional Analysis ( <b>CDRL A003</b> )	By the 15 <sup>th</sup> day after the last day of each month w/MPR *	Monthly
<b>4.5.7</b>	Objective GFM Analysis ( <b>CDRL A003</b> )	By the 15 <sup>th</sup> day after the last day of each month w/MPR *	Monthly
<b>4.5.8</b>	Policy and Doctrine Support ( <b>CDRL A009</b> )	As required	Weekly
<b>4.6</b>	Outreach and Awareness ( <b>CDRL 003</b> )	By the 15 <sup>th</sup> day after the last day of each month w/MPR *	Monthly
<b>4.6.1</b>	Stakeholder Engagement ( <b>CDRL 010</b> )	As required	Quarterly
<b>4.6.2</b>	Training Requirements ( <b>CDRL 011</b> )	As required	Quarterly
<b>4.6.3</b>	Meeting Support ( <b>CDRL 012</b> )	As required	As occurs

Deliverable	PWS Ref	Description	Gov't Surveillance	Due Date
CDRL A001 Kick-off Meeting and Report	IAW Para 4.1.1	Schedules and conducts a joint Gov't/contractor review of PWS	Participation and observation	

CDRL A002 Quality Control Plan	IAW Para 4.3.1	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 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	
CDRL A006 GFM Integration w/	IAW Para 4.5.3 &	Information papers on integrating GFM, Force	Product Review	

JOPES IT Modernization	4.5.4	Planning, & Joint Deployment/Redeployment with JOPES, along  with analysis of GFM & critical mission areas, including  recommendations		
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 Policy and Doctrine 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	Product Review	



		other than J35 South		
		divisional meetings		

## PART 2

### DEFINITIONS AND ACRONYMS

Contracting Officer's Representative (COR) – The Government will identify a COR to assist the Contracting Officer with the technical aspects of the contract. The COR will aid in providing guidance and clarification and provide the contractor's representative access to technical data required to perform the task order.

CPAR – Contract Performance Assessment Review

Defective Service - A service output that does not meet the standard of performance associated with it in the PWS.

Delivery Date – The specific time of delivery and/or 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 the contract requirements. The 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 the required results in clear, specific and objective terms with measurable outcomes.

Quality Assurance (QA) - Those actions taken by the Government to assure services 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 contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a certain time period.

Wide Area Work Flow (WAWF) – A secure Web-based system to allow contractors to submit electronic invoices, and provide the Government a means to electronically receipt and accept supplies and services.

## PART 3

### GOVERNMENT-FURNISHED FACILITY SPACE, EQUIPMENT, AND UTILITIES

### **3.0 General**

The Government will provide the facility space, equipment, and utilities.

#### **3.1 Facilities**

The Government will furnish the necessary workspace for the contractor's representative to provide the support outlined in this PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

#### **3.2 Equipment**

Not applicable.

#### **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.

## **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, experience 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**).

#### **4.4.3 Monthly Progress Report (MPR)**

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 for both travel funds and deliverable spend rate
- 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 Critical Mission Area Continuous Process Improvement**

The contractor shall perform the following representative activities, enumerated below, 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 deliverables become the property of the United States Government. All deliverables shall be submitted in both hardcopy and electronic media in Microsoft Word/PowerPoint/Excel/Access/Visio/Project in the standard Joint Staff format or as specified by the TA.

All deliverables shall be provided to the TA. 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 conduct analysis and prepare documentation of the GFM Business Process and provide recommendations to support integrating critical mission area 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 update the business process, systems, operational, technical, and data architecture representations of GFM that 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 and IT system development. 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 IT Modernization**

The contractor shall provide results of analysis, system requirements, 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. (**CDRL A006**).

#### **4.5.4 Analysis and Review**

The contractor shall analyze guidance, policy and doctrinal documents relating to critical mission areas, identify shortfalls, redundancies or inefficiencies, and recommend including functional management and technical requirements, and documentation for GFM related improvement initiatives. The contractor shall submit results (**CDRL A006**) and 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, JPES, JPS or other tools as they are developed) 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) information paper or other format, as appropriate to the task (**CDRL A008**).

#### **4.5.6 Critical Mission Area JCIDS and DOTMLPF(+P) Functional Analysis**

The contractor shall review, draft, staff Joint Capabilities Integration & Development Systems (JCIDS) Documents, such as 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) for the COR's approval. (**CDRL A003**).

#### **4.5.7 Objective Critical Mission Area Analysis**

The contractor shall analyze critical mission area processes, identifying actions associated with processes and documenting specific operational and functional relationships involved in the process, including documenting changes

and recommending improvements to those processes. The results of this analysis shall be reported on a monthly basis in the MPR (CDRL A003).

#### **4.5.8 Guidance, Policy and Doctrine Support**

The contractor shall review guidance, policy, & doctrine with equities relating to critical mission areas are appropriately represented and draft recommendations for drafting and revising Joint Publications, DoD Issuances and CJCS Directives, and other strategic and operational documents, as required. In addition, the contractor shall maintain those Joint Publications for which J35 South is assigned as Joint Staff Doctrine Sponsor (JSDS) or that have equity in critical mission areas. Furthermore, the contractor shall review Joint Staff Action Process (JSAP) tasking assigned to the J35 Policy and Process Division, as required. Comments resulting from the above support shall be submitted via the Joint Staff Comment Resolution Matrix (CRM) or the appropriate format specified in the assigned tasking. (CDRL A009).

#### **4.6 Outreach and Awareness**

The following outreach and awareness efforts in 4.6.1 -4.6.2 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). J35 stakeholders include other Joint Staff Directorates, Office of the Secretary of Defense, Defense Agencies, Functional and Geographic Combatant Commands, and the Services.

##### **4.6.2 Training and Education Requirements**

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

##### **4.6.3 Meeting Support**

The contractor's representative shall attend J35 South Policy and Doctrine Branch weekly meetings. The contractor shall attend and support J35 South in GFM related conferences, meetings, symposia, and workshops. A one-page summary report of all meetings other than J35 South division and branch meetings shall be submitted by the contractor on company letterhead within three (3) working days after attendance at such meetings. The report shall contain enclosures of all briefings and presentations at the meeting. (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.
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 on a daily basis.
2. Yellow: Contractor is reactive in identifying problems and recommending solutions. Contractor acts on problems identified by the Government within two business days of the issue.
3. Red: Contractor is not responsive with identifying problems and recommending solutions. Problems and issues are not resolved within two business days of the issue.

#### **4.7.4 Relevancy of Recommendations to Current Environment**

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

#### **4.8.1 Reserved.**

#### **4.8.2 Labor Descriptions/Qualifications**

##### **4.8.2.1 Program Manager**

The program manager must possess a master's degree 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. The Program manager shall exhibit proficiency in business process improvement techniques and methods (i.e. Six Sigma).

##### **4.8.2.2 Lead Senior Engineer**

The Lead Senior Engineer 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 critical mission areas. The experience must include direct experience with the integration of GFM with Adaptive Planning & Execution with a master's degree in any discipline from an accredited college or university. The Lead Senior Engineer will accomplish the following tasks:

- 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 Title 10, US Code, DoD level policy, DoD organizations and processes, Joint and Service doctrine, and the planning and operational employment of Forces, with a focus on the critical mission areas.
- Apply a broad understanding of Military Command & Control and Force structure at the Military Department and Unified/Specified level (Joint Commands) to the Joint planning process and mission analysis for GFM.
- Originate, conceive, and conduct continuous process improvement of critical mission areas to include: planning, architecture development and refinement, process analysis, studies, and information technology tool capability requirements development including or leading to:
  - Affordable improvements and innovation in GFM integration with APEX and JD
  - Development of DoDAF Compliant Architecture and recommendations for the improvement and streamlining of GFM processes
  - GFM/APEX/JD studies, analyses, or modeling & simulation
  - Support of the integration of GFM & APEX processes and policies into war games or simulations
  - GFM Policy integration supporting Joint Deployment Process Owner equities in the Joint Deployment and Distribution Enterprise
  - Recommended Joint processes employing templates
  - Exhibit proficiency in business process improvement techniques and methods (i.e. Six Sigma)
  - Understanding of the Joint Capabilities Integration and Development System (JCIDS) and the documents and products produced within JCIDS
  - 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.
- 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 Senior Engineers**

Senior engineers must have a bachelor's degree in a related technical or management discipline from an accredited college or university. 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 requirement of a bachelor's degree in a related technical or management discipline. The Senior Engineer will accomplish the following tasks:

- 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 Title 10, US Code, DoD level policy, DoD organizations and processes, Joint and Service doctrine, and the planning and operational employment of Forces, with a focus on the critical mission areas.
- Apply a broad understanding of Military Command & Control and Force structure at the Military Department and Unified/Specified level (Joint Commands) to the Joint planning process and mission analysis for GFM.
- Originate, conceive, and conduct continuous process improvement of critical mission areas to include: planning, architecture development and refinement, process analysis, studies, and information technology tool capability requirements development including or leading to:
  - Affordable improvements and innovation in GFM integration with APEX and JD
  - Development of DoDAF Compliant Architecture and recommendations for the improvement and streamlining of GFM processes
  - GFM/APEX/JD studies, analyses, or modeling & simulation
  - Support of the integration of GFM & APEX processes and policies into war games or simulations
  - GFM Policy integration supporting Joint Deployment Process Owner equities in the Joint Deployment and Distribution Enterprise
  - Recommended Joint processes employing templates
  - Being conversant in business process improvement methods and techniques
  - Understanding of the Joint Capabilities Integration and Development System (JCIDS) and the documents and products produced within JCIDS
  - 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.
- 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.

#### **4.8.2.4 Technical Editor**

The technical editor must be a high school graduate with five (5) years 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 per the applicable writing style guide.

**4.8.3** The contractor must demonstrate to the Government that its employees meet the personnel qualifications detailed in paragraph 4.8.2.

**4.8.3.1** The minimum daily staffing requirement shall be, eight (8) hours daily with core hours being 0700 - 1600. In instances of sickness or leave greater than 5 work days, the contractor shall provide a temporary employee that meets all of the requirements specified in this Statement of Work.

**4.8.3.2** In instances when an employee is sick or on leave for more than 5 consecutive workdays, the contractor shall ensure the minimum staffing levels meet the daily requirements specified in paragraph 4.8.2.

**4.8.3.3** The Contract's firm fixed price is based on the contractor's obligation to provide adequate staff resources divided among labor categories as provided for in the performance work statement paragraph (referencing labor categories). To the extent that less than the staffing complement required by the contract is provided for any period of time, a deduction will be



negotiated to reflect the required performance that was not provided due to the reduced staffing. The deduction shall be calculated based on the hourly rates provided in the contractor's price proposal for the performance period in question for the effected labor categories. The contractor shall make said deductions on its monthly invoices and invoice only for services actually rendered.

## PART 5

### APPLICABLE DOCUMENTS

#### Applicable Documents:

Document Reference	Number	Title	Date
		National Military Strategy	Nov 2016
-	-	Unified Command Plan (UCP) 2011 w/change 1	12 Sep 2011
CJCSI	3100.01J	Joint Strategic Capabilities Plan	25 Sep 2015
-	-	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)	
CJCSG	3122	TPFDD Primer	
CJCSG	3130	APEX Overview and Policy Framework	
CJCSM	3122.05	Operating Procedures for Joint Operations Planning and Execution System (JOPES)	
CJCSM	3130.02	APEX Policies and Procedures	
CJCSM	3130.03	APEX Formats	18 Oct 2012
CJCSM	3130.06 Series	Global Force Management Allocation Policies and Procedures	12 Oct 2016
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

All deliverables become the property of the United States Government. All deliverables shall be submitted in both hardcopy and electronic media in Microsoft Word/PowerPoint/Excel/Access/Visio/Project in the standard Joint Staff format or as specified by the TA.

All deliverables shall be provided to the TA. 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."

PWS Ref.	Tasks	Delivery	Expected No. of Submissions

<b>4.1</b>	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
<b>4.2</b>	Prepare & provide a Quality Control Plan  (CDRL A002)	Effective date of order + 30 working days	One Time
<b>4.3</b>	Technical Qualifications		
<b>4.4</b>	Monthly Performance/Cost Reporting		
<b>4.4.1</b>	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 or Monthly
<b>4.4.2</b>	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
<b>4.4.3</b>	Monthly Progress Report (MPR) (CDRL A003)	By the 15th day after the last day of each month w/ MPR*	Monthly
<b>4.5</b>	GFM Continuous Process Improvement  (CDRL A003)	By the 15th day after the last day of each month w/ MPR*	Monthly
<b>4.5.1</b>	Business Process Analysis (CDRL A004)	As occurs or no later than monthly	As occurs or Monthly
<b>4.5.2</b>	GFM Enterprise Integration Architecture  (CDRL 0005)	Ongoing w/ annual revision	Ongoing w/ Annual Revision
<b>4.5.3</b>	GFM Integration w/ JOPES IT Modernization (CDRL A006)	As required	Weekly
<b>4.5.4</b>	Analysis & Review (CDRL A006 & A007)	As required	Weekly
<b>4.5.5</b>	IT Analysis & Review (CDRL A008)	As required	Weekly
<b>4.5.6</b>	GFM JCIDS and DOTMLPF(+P) Functional Analysis (CDRL A003)	By the 15 <sup>th</sup> day after the last day of each month w/MPR *	Monthly
<b>4.5.7</b>	Objective GFM Analysis (CDRL A003)	By the 15 <sup>th</sup> day after the last day of each month w/MPR *	Monthly

<b>4.5.8</b>	Doctrine and Policy Support ( <b>CDRL A009</b> )	As required	Weekly
<b>4.6</b>	Outreach and Awareness ( <b>CDRL 003</b> )	By the 15 <sup>th</sup> day after the last day of each month w/MPR *	Monthly
<b>4.6.1</b>	Stakeholder Engagement ( <b>CDRL 010</b> )	As required	Quarterly
<b>4.6.2</b>	Training Requirements ( <b>CDRL 011</b> )	As required	Quarterly
<b>4.6.3</b>	Meeting Support ( <b>CDRL 012</b> )	As required	As occurs

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

[\[1\]](#) 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 "J35 South".

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

## REIMBURSEMENT OF TRAVEL COST

### (a) Travel

(1) Area of Travel. Performance under this contract 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 contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract 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 contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(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 Joint Travel Regulations, 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 Ordering Officer. Such authorization by the Ordering Officer 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 Joint Travel Regulations. 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.

# Section D - Packaging and Marking

## Section E - Inspection and Acceptance

### FAR 52.246-4 -- Inspection of Services -- Fixed-Price (Aug 1996)

(a) *Definition*: "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may --

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may --

(1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or

(2) Terminate the contract for default.

## Section F - Deliveries or Performance

### CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance of the following Firm line Items are as follows:

8000	09/22/2017 - 03/21/2018
8001	03/22/2018 - 03/21/2019
8002	03/22/2019 - 03/21/2020
8003	03/22/2020 - 03/21/2021
8004	03/22/2021 - 03/21/2022
9000	09/22/2017 - 03/21/2018
9001	03/22/2018 - 03/21/2019
9002	03/22/2019 - 03/21/2020
9003	03/22/2020 - 03/21/2021
9004	03/22/2021 - 03/21/2022

The Period of Performance of the following Option line Items are as follows:

No option line items.

The Period of Performance of the following Award Term line Items are as follows:

No award term line items.

Services to be performed hereunder will be provided at:

The primary place of performance will be the Joint Staff J35 South workspaces located in Room 1175, at the Joint Deployment and Maritime Operations Center, Building NH-95, Naval Support Activity, Norfolk, Virginia.

### **The Period of Performance of the following Firm items are as follows:**

8000	09/22/2017 - 03/21/2018
8001	03/22/2018 - 03/21/2019
8002	03/22/2019 - 03/21/2020
8003	03/22/2020 - 03/21/2021
8004	03/22/2021 - 03/21/2022
9000	09/22/2017 - 03/21/2018
9001	03/22/2018 - 03/21/2019
9002	03/22/2019 - 03/21/2020
9003	03/22/2020 - 03/21/2021
9004	03/22/2021 - 03/21/2022

# Section I - Contract Clauses

## SECTION I CLAUSES AND PROVISIONS INCLUDED BY REFERENCE

**52.203-3 Gratuities (APR 1984)**

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

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

**52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017)**

**52.204-2 Security Requirements (AUG 1996)**

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

**52.204-13 SAM Maintenance (OCT 2016)**

**52.204-18 CAGE Maintenance (JUL 2016)**

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

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

**52.209-10 Prohibition on Contracting With Inverted Domestic Corporations (NOV 2015)**

**52.212-4 Contract Terms and Conditions - Commercial Items (MAY 2015)**

**52.212-5 (Dev) Contract Terms & Conditions Required to Implement Statutes or Executive Orders-Commercial Items (Deviation 2013-O0019) (JUL 2014)**

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

**52.219-8 Utilization of Small Business Concerns (NOV 2016)**

**52.219-14 Limitations on Subcontracting (NOV 2011)**

**52.219-28 Post Award Small Business Program Rerepresentation (JUL 2013)**

**52.222-3 Convict Labor (JUN 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 w/ Disabilities (JUL 2014)**

**52.222-37 Employment Reports on Disabled Veterans (FEB 2016)**



**52.222-40 Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)**

**52.222-50 Combating Trafficking in Persons (MAR 2015)**

**52.222-54 Employment Eligibility Verification (OCT 2015)**

**52.222-59 Compliance with Labor Laws (DEC 2016)**

**52.222-60 Paycheck Transparency (OCT 2016)**

**52.223-18 Encouraging Contractor Policies to Ban Text Messaging while Driving (AUG 2011)**

**52.225-13 Restriction on Foreign Purchases (JUN 2008)**

**52.228-5 Insurance - Work on a Government Installation (JAN 1997)**

**52.232-33 Payment by Electronic Funds Transfer - SAM (JUL 2013)**

**52.232-39 Unenforceability of Unauthorized Obligations (JUN 2013)**

**52.232-40 Providing Accelerated Payments to Small Business Subcontractors (DEC 2013)**

**52.233-3 Protest After Award (AUG 1996)**

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

**52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)**

**52.243-1 Changes - Fixed Price, Alternate I (APR 1984)**

**252.201-7000 Contracting Officer's Representative (DEC 1991)**

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

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

**252.204-7003 Control of Government Personnel Work Product (APR 1992)**

**252.204-7005 Oral Attestation of Security Responsibilities (NOV 2001)**

**252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016)**

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

**252.205-7000 Provision of Information (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)**

**252.223-7006 Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials (SEP 2014)**

**252.225-7012 Preference for Certain Commodities (AUG 2016)**

**252.225-7048 Export-Controlled Items (JUN 2013)**

**252.225-7050 Disclosure of Ownership or Control by the Government of a Country that is a State Sponsor of Terrorism (DEC 2014)**

**252.232-7003 Electronic Submission of Payment Requests (MAR 2008)****252.232-7010 Levies on Contract Payments (DEC 2006)****252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel (NOV 2010)****252.239-7019 Notice of Supply Chain Risk (NOV 2013)****252.243-7002 Requests for Equitable Adjustment (DEC 2012)****252.244-7000 Subcontracts for Commercial Items (JUN 2013)****252.247-7023 Transportation of Supplies by Sea (APR 2014)****CLAUSES AND PROVISIONS INCORPORATED BY FULL TEXT****52.217-9 Option to Extend the Term of the Contract (MAR 2008)**

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

**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/>

**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 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



# Section J - List of Attachments

DD Form 254

Attachment Number	File Name	Description
	DD254.pdf	DD Form 254