

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-07-D-5088		2. DELIVERY ORDER NO. FG01		3. EFFECTIVE DATE 2013 Dec 19		4. PURCH REQUEST NO. 1300395737		5. PRIORITY DO-C9			
6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115			CODE N00174		7. ADMINISTERED BY DCMA HUNTSVILLE 1040 Research Blvd Ste 100 Madison AL 35758-2040			CODE S0107A			
9. CONTRACTOR HERDT CONSULTING, INC. 261 Normandy Lane Chelsea AL 35043			CODE BGYJ7		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS		
							12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL		
							13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G		SMALL DISADVANTAGED		
									WOMEN-OWNED		
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		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	

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.  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.
	PURCHASE		

HERDT CONSULTING, INC. [REDACTED]

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

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

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE  
**See Schedule**

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

*\*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*

24. UNITED STATES OF AMERICA	25. TOTAL	\$10,363,971.79
BY: [REDACTED]	26. DIFFERENCES	
12/19/2013 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

f. TELEPHONE	g. E-MAIL ADDRESS	31. PAYMENT COMPLETE	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR

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

a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT PARTIAL	34. CHECK NUMBER
		31. PAYMENT 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.

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## GENERAL INFORMATION

1. The following documents are hereby incorporated and are made a part of this task order:

- a. Contract Administration Plan
- b. Amendment #0001, dated 21 February 2013

[REDACTED]

[REDACTED]

## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	R425	Base Year - Enterprise Resource Planning in accordance with Performance Work Statement. (Fund Type - TBD)	1.0	LO			
4001	R425	Same as CLIN 4000 (Fund Type - TBD)	1.0	LO			

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R425	Base Year - Other Direct Costs - Not to Exceed - Travel - \$987,069.60 Materials/Supplies - \$13,068 (Fund Type - TBD)	1.0	LO	
6001	R425	Same as CLIN 6000 (Fund Type - TBD)	1.0	LO	

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	Option Year I - Enterprise Resource Planning in accordance with Performance Work Statement (Fund Type - TBD) Option	1.0	LO			
7100	R425	Option Year II - Enterprise Resource Planning in accordance	1.0	LO			

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with Performance  
Work Statement  
(Fund Type - TBD)  
Option

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Option Year I - Other Direct Costs - Not to Exceed - Travel - \$1,016,681.69 Materials/Supplie s - \$13,590.72 (Fund Type - TBD) Option	1.0	LO	██████████
9100	R425	Option Year II - Other Direct Costs - Not to Exceed - Travel - \$1,047,182.13 Materials/Supplie s - \$14,134.35 (Fund Type - TBD) Option	1.0	LO	██████████

**\* FEE IS NOT ALLOWED ON ODCS. THE ODCS ARE NOT TO EXCEED AMOUNTS THAT ARE INCLUSIVE OF ANY ASSOCIATED INDIRECT RATES.**

**IHEODTD 114 - CONTRACTING OFFICER'S REPRESENTATIVE (COR) (NAVSEA/NSWC IHEODTD) (OCT 2013)**

(a) The COR for this contract is:

Name: ██████████  
Mailing Address: 4747 Festival Park Drive, Indian Head, MD 20640  
Code: ██████  
Telephone No.: ██████████  
████████████████████

(b) The Alternate COR for this contract is: N/A

Name:  
Mailing Address:  
Telephone No.:  
Email:

Code:

(c) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion, as necessary, with respect to the specification or statement of work, and monitoring the progress and quality of contractor

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performance. The COR is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the contract (or delivery order).

(d) When, in the opinion of the contractor, the COR requests effort outside the existing scope of the contract (or delivery order), the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the contract (or in the case of a delivery order, until the ordering officer has issued a modification to the delivery order); or until the issue has been otherwise resolved.

(e) In the event that the COR named above is absent due to leave, illness or official business, all responsibility and functions assigned to the COR will be the responsibility of the alternate COR.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### **PERFORMANCE WORK STATEMENT (PWS) FOR ENTERPRISE RESOURCE PLANNING (ERP) SUSTAINMENT ACROSS NAVAL SEA SYSTEMS COMMAND (NAVSEA)**

#### 1.0 Introduction

The Naval Sea Systems Command (NAVSEA) is a United States Navy command, headquartered in Washington, DC with military members and civilian employees stationed throughout multiple sites in the continental United States.

NAVSEA has deployed approximately 30,000 seats and is operating in Navy Enterprise Resource Planning (ERP) across multiple General Fund (GF) and Working Capital Fund (WCF) sites that will be referred to as NAVSEA ERP Enterprise. In August 2010, NAVSEA established its NAVSEA ERP Business Office (NEBO) located in Indian Head, MD, which is the primary location for NAVSEA Navy ERP expertise and provides a central point for resolution of NAVSEA Navy ERP requirements.

The mission of the NEBO is to serve as the NAVSEA ERP Enterprise sustainment support for Navy ERP business operations and functional process sustainment on behalf of the NAVSEA competency leaders. The NEBO will provide a central point for resolution of NAVSEA Navy ERP sustainment matters in coordination with the competency leaders to ensure business process and technical areas are aligned. The NEBO responsibilities include operations and business process support, testing, Help Desk end-user support, issue resolution, deficiency identification, business intelligence, data management, benefits realization, user and role resolution, management, sustainment training management for curriculum maintenance and master training schedule, customer advocacy, communication, and liaison with the Navy ERP Center of Excellence (CoE). In addition, the NEBO will provide strategic recommendations to the NAVSEA leadership on the health of the organization, business operations, and recommendations for improvement based on the data obtained from the Navy ERP system. In the execution of these functions, the NEBO seeks continuous process improvement with a focus on reducing the cost of NEBO and NAVSEA operations.

#### 1.1 Purpose

This Performance Work Statement (PWS) defines work to be performed in support of Navy ERP across the NAVSEA Enterprise for sustainment, to include technical and process owner tasking. Additionally, this PWS defines work to be performed in support of NAVSEA to deploy future ERP functionality.

#### 1.2 Scope

The NAVSEA ERP CONOPS Sustainment Plan, as provided in paragraph 2.0 Applicable Documents, as Document #2 - "NAVSEA ERP Enterprise Business Office (NEBO) Sustainment Concept of Operations (CONOPS), Document version 2.0, signed 08/02/2010", defines the overall scope of sustainment operations of Navy ERP at NAVSEA. The NEBO consists of three teams: Operations and Business Process Team; Business Intelligence Team; and The Customer Liaison Team. The Contractor shall provide professional services and deliverables as needed to support this program successfully as defined and tasked.

The Contractor shall perform and support sustainment and deployment activities. This includes the help desk; participation in production turnovers and walkthroughs; defining ERP function, processes, procedures documentation; providing lessons learned and recommendations on systems deployment, data loading, and sequencing strategies; supporting training, testing, and data management, providing web content maintenance and development; providing video conferences, teleconferences, and broadcasts; support for any of the NAVSEA Enterprise sites to include competency specific support for Navy ERP sustainment.

Services shall include participation on program and project teams that involve the following functional areas:

- Cost, Schedule and Program Monitoring Support

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- Technical Support
  
- Business Operations and Process Support
  
- Business Intelligence to include:
  - Data Warehousing
  - Analytics/Predictive Analytics
  - Dashboards/Scorecards
  - Reports
  - Metrics
  
- Organizational Change Management (OCM)/Communications – (as provided in paragraph 2.0 Applicable Documents, as Document #4 - “NAVSEA ERP Sustainment Communications Plan, Document version 2.0, signed 09/20/2011”)
  
- Configuration Management
  - Data Management - (as provided in paragraph 2.0 Applicable Documents, as Document #6 - “NAVSEA ERP Data Archiving Guidelines, Document version 1.0, signed 01/23/2012”)
  - Benefits Realization
  - User Management - (as provided in paragraph 2.0 Applicable Documents, as Document #5 - “NEBO User Management Plan, Document version 1.0, signed 05/04/2012”)

The geographic scope will involve sustainment of the Navy ERP solution across the entire NAVSEA enterprise. The NEBO is located at Indian Head, MD and business process support and sustainment support is required at various NAVSEA activities as listed in Appendix A.

The Contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government nor perform any inherently governmental functions. The Contractor or its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, Contractor personnel shall wear appropriate identification identifying themselves as Contractor personnel. At all meetings, conferences, or sessions with the Government personnel, Contractor personnel shall clearly identify their status as Contractor employees. All reports delivered under this task order are property of the U. S. Government. Construction and Catering are NOT within the scope of this requirement. The procurement of Information Technology (IT) equipment is NOT within the scope of this requirement.

**2.0 Applicable Documents**

#1 - DOD 5500.7-R Joint Ethics Regulation	<a href="http://www.dtic.mil/whs/directives/corres/pdf/550007r.pdf">http://www.dtic.mil/whs/directives/corres/pdf/550007r.pdf</a>
#2 - NAVSEA ERP Enterprise Business Office (NEBO) Sustainment Concept of Operations (CONOPS), Document version 2.0, signed 08/02/2010	See Attachment (9)
#3 -NAVSEA ERP Business Office (NEBO) Sustainment Plan, Document version 5.0, signed 09/09/2011	See Attachment (10)
#4 - NAVSEA ERP Sustainment Communications Plan, Document version 2.0, signed 09/20/2011	See Attachment (11)
#5 - NEBO User Management Plan, Document version 1.0, signed 05/04/2012	See Attachment (12)

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#6 - NAVSEA ERP Data Archiving Guidelines, Document version 1.0, signed 01/23/2012	See Attachment (13)
#7 - NAVSEA ERP Business Office (NEBO) Sustainment Help Desk Expert Automation Tool (HEAT) Operating Procedures, Document version 1.0, signed 09/20/2011	See Attachment (14)
#8 - NAVSEA ERP Business Office (NEBO) Access Enforcer Handbook, Document version 1.0, signed 05/04/2012	See Attachment (15)
#9 - Sustainment Training Decision Paper, signed 02/01/2011	See Attachment (16)

### 3.0 Requirements

#### 3.1 General Support

##### 3.1.1 Performance Objective

The Contractor shall provide programmatic support for the NAVSEA Enterprise for Navy ERP within budgetary and functional limits. Review and provide recommendations of current and planned procedures in support of Navy ERP at NAVSEA.

##### 3.1.2 Specific Tasks

###### 3.1.2.1 Support Budget and Financial Management

- Support the development of and maintenance of resource-planning data.
- Support cost impact analyses on program support issues as required.
- Support the budget preparation, program cost estimates and changes, cost impacts, budget tracking and planning support.
- Support development and preparation of future year financial program plans.
- Support development of financial aspects of Plans of Action & Milestones (POA&M) and Program Objective Memoranda (POM).
- Analyze financial information in program planning documents and processes, and provide recommendations.
- Support financial risk analysis, identify and evaluate financial risks and recommend management techniques to mitigate risk exposure including inputs to the budget and related exhibits.
- Support development and preparation of draft budget formulation documentation and recommendations in support of the Navy Budget processes.
- Draft spreadsheets, reports, and conduct analysis for short and long-range budget requirements.
- Prepare and amend spending plans and funding documents to provide funding to other government activities and Contractors where applicable.
- Collect, monitor, and analyze obligation/expenditure information from the source (Contractor or government activity) and official and/or unofficial accounting records or systems. Track and maintain financial information

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required to satisfy the Acquisition Decision Memorandum (ADM) requirements.

- Support collection, analysis, and recommendation of unfunded requirements.
- Provide recommendations and initiatives for improvements to reduce overall costs, including Business Case Analysis and cost benefit analysis.
- Draft/review/prepare backup information and recommendations for financial presentations.
- Resolve problem disbursements.
- Provide budget plans and financial reports including documentation in support of reconciliation and account closure including coordination with government and commercial activities.
- Provide analyses of contractual financial execution.
- Prepare Standard Operating Procedures (SOPs) and desk guides documenting processes performed within operation and business process team. Perform periodic reviews and updates of process documentation.

#### 3.1.2.2 Program/Project Planning and Execution

- Participate in planning meetings, strategy sessions, and provide documentation as tasked.
- Prepare and submit monthly status and progress report see Contract Data Requirements List A001 (Contracting Officer's Management Report)
- Provide support in the areas of strategic planning and analysis required for accomplishing end goals to support management in the decision making process.
- Develop and prepare risk assessment analyses, studies, recommendations, program planning documents, program/project schedules, other documents, and updates to documents and risk management tool.
- Assist in performing program monitoring & control efforts, including critical path management, planning and preparation for critical events, and establishment and implementation of other control methods tailored to requirements.
- Prepare and submit Plan of Actions and Milestones (POA&M).
- Facilitate any ad-hoc teams, off-sites workshops, working groups, etc. as tasked.
- Prepare briefing materials/issue papers/point papers/ad hoc reports and conduct special studies, as tasked.
- Draft and provide recommended responses to Navy, DoD and other government agency questions or requests for information
- Recommend strategies and cost benefits for sustainment of NAVSEA ERP and provide measured results.

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- Capture lessons learned, including actionable direction, where applicable.
- Support development, collection and maintenance of Command-level metrics for reporting on NAVSEA's ERP sustainment, including Operations and Sustainment metrics that measure the effectiveness of the planning and execution of the program.
- Recommend process improvement strategies/actions that will lead to efficiencies and cost savings.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

### 3.1.2.3 Quality and Process Management

- Participate in planning meetings, strategy sessions, technical refresh sessions, and provide documentation as tasked.
- Assist with analysis, maintenance, and improvements in performance measurements and metrics.
- Analyze and document incident and problem reports and defect data.
- Perform trend and root cause analysis of the Navy ERP system impacts (including interfaces) to NAVSEA.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

### 3.1.2.4 Configuration Management

- Provide configuration management for business process changes, handbook, and business rules.
- Provide subject matter expertise for all NAVSEA deployed Navy ERP modules.
- Prepare SOPs and desk guides documenting processes performed within configuration management process.
- Perform periodic reviews and updates of process documentation.
- Coordinate functions in support of Navy ERP system scheduled maintenance and Continuity of Operations exercises.
- Provide support for all aspects of production release management, to include:
  - Liaison with Navy ERP regarding planned software upgrades and patches;
  - Communication of proposed release content and schedules to NAVSEA management, as well as NEBO teams;
  - Evaluation of proposed changes and their impact on NAVSEA business;
  - Identification of risks associated with software upgrades;
  - Providing input to Navy ERP Program Management Office (PMO) regarding testing processes;
  - Development of functional and regression test plans;
  - Coordination of test activities such as identification of testers, training testers on test processes and results tracking, development of test scenarios, and development of test data, if needed;

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- Communication of test results to Navy ERP PMO and NAVSEA management.
- Provide support for Engineering Change Proposal (ECP) management to include:
  - Communication of all proposed ECPs to NAVSEA management and NEBO Team;
  - Evaluation of proposed changes for NAVSEA impact;
  - Tracking and communicating ECP status;
  - Maintaining an awareness of desired changes by NAVSEA activities to support and participate in proposed changes, particularly those of mutual benefit;
  - Participation in the Requirements Working Integrated Process Team (RWIPT) and Navy ERP Senior Integration Board (NESIB) to maintain awareness of proposed changes;
  - Assisting originating individuals in drafting ECPs;
  - Obtain NAVSEA endorsement (or rejection) of proposed ECPs;
  - For NAVSEA endorsed ECPs, support the development of business case, priority assignment, and any needed attachments for the ECP.
- Provide support for Defect Tracking, to include:
  - Monitoring Quality Center to maintain knowledge of existing defects and communication to NAVSEA management;
  - Coordination of test plans and testing activities for defect correction;
  - Communication of test results to Navy ERP PMO and NAVSEA management;
  - Communication of defect correct release content to NAVSEA management and NEBO teams.
- Coordinate with the communications manager regarding system maintenance windows, planned system outages, unplanned system outages, updates on system restoration, production updates for break fixes, and new capabilities.
- Participate in the Release Management Working Group (RMWG).
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and update of process documentation.

#### 3.1.2.5 Administrative

- Prepare briefing presentations and associated materials, and assist with preparation of meetings including development of agendas, announcement letters, coordination of attendees, and provision of meeting minutes, as required.
- Arrange meeting facilities and necessary supporting equipment; and produce agendas, records, and proceedings.
- Prepare and maintain the necessary electronic mailing lists and announcements to notify potential attendees for meetings.
- Provide complete logistical support for planning and conducting conferences, workshops, meetings, web meetings, seminars, and teleconferences, including facilities, if tasked.

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- Prepare and distribute information packets, arrange audio-visual and recording equipment, prepare audiovisual materials, speaker notes, and handouts.
- Capture and reproduce meeting materials; and facilitate, record, and report sessions. Prepare and deliver presentations.
- Support various meetings as tasked.
- Arrange/provide subject matter technical expertise for meetings, presentations, inquiries and action item resolution.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

### 3.2 Operations and Business Process Team Support

#### 3.2.1 Performance Objective

The Contractor shall provide technical and business area expertise to ensure that the Navy ERP production system meets the ongoing NAVSEA business operations requirements. Support will include Help Desk support; master data management; reporting; analytics; and testing. The Contractor shall also support strategic planning of the operational impact of releases, upgrades, planned maintenance, schedules, and standard operating procedures.

#### 3.2.2 Specific Tasks

##### 3.2.2.1 Business Process Management

- Provide configuration management for business process changes, handbook, and business rules.
- Represent the NAVSEA Enterprise at Navy ERP conferences, workshops, councils, and meetings as tasked.
- Review and make recommendations on user proposed changes provided by NAVSEA ERP Competency Leads.
- Evaluate and coordinate requests for new capabilities; develop supporting white papers and submit to NAVSEA ERP Competency Lead Integrated Working Group. Continue to support the change request through submission to the NESIB, developing the Request for Change and providing technical support as required.
- Provide subject matter expertise for all NAVSEA deployed Navy ERP modules.
- Identify alternatives and resolutions to system issues preventing NAVSEA from performing its mission.
- Assist in the functional and regression testing of newly developed Navy ERP capabilities and testing of regular and emergent releases and system upgrades.
- Provide support in evaluating and coordinating workflow configuration and maintenance requirements in the material management area.
- Provide customer interface and liaison to Navy ERP CoE.
- Support NEBO management and/or NAVSEA Business Process Owners with master data updates and additions. Support will include coordination and entry of master data, as requested by the Operations and Business Process Team.
- Support period end/year end close, labor processing, and batch job coordination.
- Plan for and provide evaluation of Navy ERP releases (cost, schedule, staffing) as they relate the workflow and Business

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Process Owners.

- Support identification, prioritization, testing, and release of system changes, including bug fixes.
- Actively monitor metrics of business health and performance.
- Assist NEBO Role Mapping Lead with End User SAP Role Maintenance, including updating SAP roles and evaluating roles and role assignments for compliance with Separation of Duties and other business processes and rules.
- Support the Communications and Change Management Team to publish release schedules.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

### 3.2.2.2 Trouble Tickets

- Serve as technical support based upon specific module and/or business process areas of expertise to respond to Trouble Tickets or other requests for assistance.
- Provide required troubleshooting expertise and knowledge, including global enterprise and local design decisions, business practices, business rules, and customer requirements.
- Monitor trouble ticket issues and resolutions and perform root cause analysis.
- Provide customer interface and liaison to Navy ERP CoE.

## 3.3 Business Intelligence Team Support

### 3.3.1 Performance Objective

The Contractor shall support all aspects of business intelligence to include reporting/analytics/dashboards, data warehousing, data integration, data mapping, data management, data governance, archiving, security, and meta data management. The Contractor shall also support configuration management, metrics collection and reporting, triage support, and interaction with Navy ERP. The Contractor shall also support the planning, analysis, transformation, and migration of data into Navy ERP and associated systems, if a decision is made to convert additional data.

### 3.3.2 Specific Tasks

#### 3.3.2.1 Data Maintenance and Archives (see Document #6)

- Support the identification of data integrity issues and recommend corrective actions in coordination with the business owners and the operations and Business Process team. Data integrity issues may include defective data or data that has been corrupted by system anomalies or interfaces, converted data, and business rule adherence.
- Analyze and monitor batch job results for accuracy, and report issues with recommendations for future avoidance.
- Assist business process owners in identifying data available for archiving, in accordance with the Navy ERP Data Archiving Strategy and the Navy's Records Retention Policy.
- Retrieve archived data as needed to support data requests and reports.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process

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documentation.

### 3.3.2.2 Reporting

- Identify how standard Navy ERP reports align with NAVSEA’s reporting requirements as required to support the NAVSEA Enterprise documenting capability gaps, and preparing gap analysis reports as needed.
- Develop recommendations for modifying existing reports to accommodate NAVSEA specific requirements.
- Prepare a “New Capability” request as tasked.
- Recommend resolution of reporting inconsistencies.
- Maintain and communicate a corporate reports listing/catalog.
- Prepare and present report demonstrations as needed.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

### 3.3.2.3 Analytics and Information Request Support

- Perform data retrieval as requested by NAVSEA users. Data retrieval may be in the form of standard Navy ERP provided reports or those arising from custom query development for data extraction and report generation from Navy ERP.
- Respond to NAVSEA information requests by providing any special data or views of data as required. This effort will include the organization and utilization of legacy data management, including both archived and active legacy environments.
- Collaborate with other groups within NAVSEA to address information requests which are not achievable solely within Navy ERP.
- Review data extracts provided by Navy ERP to ensure data accuracy and completeness.
- Coordinate use of Business Intelligence tools and data to enable data mining, analytics, and reporting for NAVSEA users.
- Support collaborative efforts across the Systems Commands to standardize Business Intelligence environments and capabilities for financial reporting and analytics.
- Support the requirements identification and development of business intelligence dashboards, providing data visualization tools to display metrics and key performance indicators for the NAVSEA enterprise.
- Consult on the design and development of a data warehousing environment to provide reporting flexibility utilizing both ERP and non-ERP data sources.
- Recommend appropriate data relationships and structures within the data warehouse environment.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

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### 3.4 Customer Liaison Team Support

#### 3.4.1 Performance Objective

The Contractor shall provide professional services to support the NEBO in user management, training, and role mapping functions. The Contractor shall develop and provide specific role based training for end-users in the sustainment of the Navy ERP solution, as well as subject matter experts, sustainment training and training for new releases of Navy ERP. The Contractor shall provide support in developing training materials, curriculums, scheduling, and other training logistics, as well as outfitted classrooms, as tasked. The Contractor shall provide Master Trainers. Master Trainers are contractors under this contract who provide ERP training to NAVSEA users. The Contractor shall be required to provide all levels of communication products.

#### 3.4.2 Specific Tasks

##### 3.4.2.1 Communications and Change Management (see Document #4)

- Support participation in activities that raise awareness within NAVSEA of the sustainment of ERP solution, including:
  - Support for Town Hall meetings, workshops, and knowledge transfers in various venues as required.
  - Support and maintenance of ERP data for websites such as NAVSEA.
- Support the development of multiple methods for receiving customer feedback.
- Propose solutions to NEBO communication problems.
- Liaison as tasked with senior public affairs officers across NAVSEA and other Systems Command (SYSCOM).
- Research, write, edit and proof video and multimedia scripts and text while employing good grammar and clarity commensurate to reach the particular comprehension and retention levels of the intended audience.
- Design, develop and produce printed project material and graphic presentations for visual appeal, clarity and effectiveness in meeting the informational and educational requirements of its intended audience.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

##### 3.4.2.2 Role and User Maintenance (see Document #5)

- Prepare the necessary documentation required for User Management Working Group (UMWG) end user role decision sessions.
- Coordinates with Users and Navy ERP CoE Information Assurance (IA) and Basis teams to meet changing user access requirements and information security policies.
- Support role-mapping activities in Access Enforcer at NAVSEA, including coordination of inputs and present finding and issues to the UMWG - (as provided in paragraph 2.0 Applicable Documents, as Document #8 - "NAVSEA ERP Business Office (NEBO) Access Enforcer Handbook, Document version 1.0, signed 05/04/2012").
- Support end user role sustainment activities such as providing supervisors of end users the necessary tools, procedures and forms so their personnel may be granted access to applicable end user roles that are necessary to execute business transactions with the Navy ERP production environment.
- Provide recommendations for improvements to UMWG processes and procedures.
- Provide segregation of duties tool with procedures assignments by groups, review for compliance on a routine basis, and

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incorporate new users or changes in user positions/roles notification.

- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

#### 3.4.2.3 Training Team (see Document #9)

- Review and maintain all training processes;
- Plan and schedule Training Client Password Assignments (NEBO Training Client Manager);
- Identify Quarterly Training Requirements and maintain Master Training schedule;
- Assist in logistics to support training schedules (instructors, facilities, materials);
- Responsible for updating final NAVSEA ERP training materials and "instructor information sheets" to iNAVSEA;
- Assist in configuration control of training materials;
- Assist in training instructors and providing refresher training. Conduct regular communication sessions;
- Communicate and improve training approach based on surveys and feedback;
- Provide training evaluation metrics;
- Identify lessons learned;
- Maintain Parking Lot;
- Maintain, update, and manage system configuration to sustainment training clients;
- Validate and maintain data after quarterly refresh (workflow, Material Management (MM) postings, and configuration tables);
- Maintain, validate, test datasheets and provide support for the creation of any new desk guides or updates to existing desk guides.
- Prepare SOPs and desk guides documenting processes performed. Perform periodic reviews and updates of process documentation.

#### 3.4.2.4 Master Trainers

- Provide support in the development of final training materials and instructor notes to be used during training delivery (instructor information sheets);

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- Train new Site instructors and provide refresher training to current certified instructors;
- Create, maintain, communicate, and reinforce a consistent NAVSEA training approach and delivery; provide instructor feedback to ensure training consistency;
- Provide feedback, identify problems, and recommend changes to the NEBO Training Lead on the training process. Provide feedback to the NAVSEA Competence Leads on course curriculum, course materials, or other training related issues;
- Provide Instructor Lead Training as needed;
- Provide support for process issues, Help Desk tickets or system testing;
- Work with NEBO staff or other personnel to analyze requirements associated with qualifications and needed roles for end-users.
- Prepare SOPs and desk guides document processes performed. Perform periodic reviews and updates of process documentation.

### 3.5 Program Management Support

#### 3.5.1 Performance Objective

The Contractor shall provide programmatic and technical support to Government personnel and programs.

#### 3.5.2 Specific Tasks

- Assist the development of management plans and strategies, milestone planning and tracking, preparation of technical briefing materials in both hard copy and soft copy format, evaluations of program schedules, and deliverable tracking to include the planning, and/or reviewing of program data deliverables.
- Organize, attend, and facilitate program meetings as tasked by the Director, Deputy, Team Leaders, Contracting Officer's Representative (COR) or Technical Point of Contact (TPOC).
- Assist in preparing and coordinating the agenda to key meetings, prepare presentation materials, and draft the minutes and action items for appropriate action. The contractor is not authorized to provide for the catering of these meetings.
- Designate a program manager or alternates who shall be responsible for management and oversight of work performance, serve as a point of contact for all customer relations, and be responsible for resolving all quality, timeliness, and accuracy issues.
- Designate sufficient alternates to serve in the program manager's capacity when absent.
- Provide a means of immediately contacting the program manager or alternate, 7 days a week, 24 hours per day, 365 days a year.
- Ensure, in the event of an emergency, that the program manager or alternate makes a verbal contact with the COR or TPOC within 60 minutes of the COR's or TPOC's contact.
- Provide a program manager knowledgeable of the current United States Navy policies and procedures governing fraud, waste, and abuse.
- Monitor contractor employee activities for such behavior and take necessary steps to prevent or correct all occurrences.

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- Immediately notify the COR and Contracting Officer (KO) upon observance of behavior constituting fraud, waste, or abuse by contractor employee or any of its subcontractor employees.
- Ensure adequate programmatic controls are applied in each task area, including scheduling, resources, direction, cost, quality control, report preparation, establishing and maintaining records, and resolution of customer complaints.

#### **4.0 REPORTING REQUIREMENT IN ACCORDANCE WITH NMCARS Part 5237.102(90)**

The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for ERP sustainment support via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address [REDACTED].

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

#### **HQ C-1-0001 DATA REQUIREMENTS (NAVSEA) (SEP 1992)**

Item(s) 0001 - The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit(s) A, attached hereto.

#### **HQ C-2-0002 ACCESS TO PROPRIETARY DATA OR COMPUTER SOFTWARE (NAVSEA) (JUN 1994)**

(a) Performance under this contract may require that the Contractor have access to technical data, computer software, or other sensitive data of another party who asserts that such data or software is proprietary. If access to such data or software is required or to be provided, the Contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the proprietary data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains proprietary. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the Contractor has agreement(s).

(b) The Contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other Contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with the spirit and intent of this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the Contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.

(c) The restrictions on use and disclosure of the data and software described above also apply to such information received from the Government through any means to which the Contractor has access in the performance of this contract that contains proprietary or other restrictive markings.

(d) The Contractor agrees that it will promptly notify the Contracting Officer of any attempt by an individual, company, or Government representative not directly involved in the effort to be performed under this contract to gain access to such proprietary information. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.

(e) The Contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "Contractor" where appropriate.

(f) Compliance with this requirement is a material requirement of this contract.

#### **HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)**

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a

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person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

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(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

**HQ C-2-0063 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (APR 2004)**

(a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.

(b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a requirement that:

(1) The support contractor not disclose any information;

(2) Individual employees are to be instructed by the support contractor regarding the sensitivity of the official contract files;

(3) The support contractor performing these services be barred from providing any other supplies and/or services, or competing to do so, to NAVSEA for the period of performance of its contract and for an additional three years thereafter unless otherwise provided by law or regulation; and,

(4) In addition to any other rights the contractor may have, it is a third party beneficiary who has the right of direct action against the support contractor, or any person to whom the support contractor has released or disclosed protected information, for the unauthorized duplication, release, or disclosure of such protected information.

(c) Execution of this contract by the contractor is considered consent to NAVSEA's permitting access to any information, irrespective of restrictive markings or the nature of the information submitted, by its file room management support contractor for the limited purpose of executing its file room support contract responsibilities.

(d) NAVSEA may, without further notice, enter into contracts with other contractors for these services. Contractors are free to enter into separate non-disclosure agreements with the file room contractor. (Please contact Director, E Business Division for contractor specifics.) However, any such agreement will not be considered a prerequisite before information submitted is stored in the file room or otherwise encumber the government

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## **SECTION D PACKAGING AND MARKING**

See Basic Contract and Performance Work Statement.

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance at Destination.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4000	12/19/2013 - 12/18/2014
4001	12/19/2013 - 12/18/2014
6000	12/19/2013 - 12/18/2014
6001	12/19/2013 - 12/18/2014

CLIN 7000 12 Months After Date of Option I Exercised

CLIN 9000 12 Months After Date of Option I Exercised

CLIN 7100 12 Months After Date of Option II Exercised

CLIN 9100 12 Months After Date of Option II Exercised

The basic effort to be performed under this contract, shall be completed within a period of twelve (12) months from the base year, with Two (one) Year Options to be exercised if deemed in the best interest of the government.

**The task order period of performance shall not exceed the period of performance of the Seaport Contract.**

### HQ F-2-0003 DATA DELIVERY LANGUAGE FOR SERVICES ONLY PROCUREMENTS (JUN 2011)

All data to be furnished under this contract shall be delivered prepaid to the destination(s) and at the time(s) specified on the Contract Data Requirements List(s), DD Form 1423.

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## SECTION G CONTRACT ADMINISTRATION DATA

### IHEODTD 76 – NAVAL SURFACE WARFARE CENTER INDIAN HEAD EXPLOSIVE ORDNANCE DISPOSAL TECHNOLOGY DIVISION (NSWC IHEODTD), NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/NSWC IHEODTD)(OCT 2013)

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.
2. The scheduled holidays for NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division, are:

#### **HOLIDAYS\***

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

\* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

For a specific calendar year, the actual date of observance for each of the above holidays may be obtained from the OPM website at OPM.GOV or by using the following direct link: <http://www.opm.gov/fedhol/index.asp>.

3. The hours of operation for the Contracts Department and Receiving Branch are as follows:

AREA	FROM	TO
<b>NORTH CAMPUS:</b>		
Contracts Office (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Office (BLDG. 116)	7:30 A.M.	11:30 A.M. 12:30 P.M.      3:30 P.M.
<b>SOUTH CAMPUS:</b>		
Contracts Office (BLDG. 2008)	7:30 A.M.	4:00 P.M.
Receiving Office (BLDG. 2195)	7:30 A.M.	3:30 A.M.

If you intend to visit the Contracts Office, it is advised that you call for an appointment at least 24 hours in advance.

4. NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division is a tenant of the Naval Support Activity South Potomac (NSASP) at Indian Head. Access to the NSASP at Indian Head Explosive Ordnance Disposal Technology Division shall be in accordance with NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division Command Security Policy requirements.

Routine Physical Contractor Access to a Federally-controlled Activity

#### 4.1 Activity Regulations

All contractor personnel employed on the Activity shall become familiar with and obey all Activity regulations including but are not limited to installation access control policy, safety, traffic and security regulations. The contractor in the performance of work requirements must comply with these regulations.

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#### 4.2 Personally Identifiable Information (PII)

Personally Identifiable Information is information that can be used to distinguish or trace someone's identity. It includes information such as name, social security number, date and place of birth, mother's maiden name, and biometric records, including any other personnel information which is linked to an individual. When submitting any of this information in electronic communication methods ensure the subject line indicates "For Official Use Only (FOUO) Privacy Sensitive". Contractor's who work with records that contain the aforementioned sensitive information are responsible for protection of PII. Failure to safeguard PII can result in identity theft as well as can result in criminal penalties against the individual and civil penalties against the agency. In order to protect PII, all documentation utilized by Naval Support Activity South Potomac (NSASP) for vetting and determining the fitness of individual requesting and/or requiring access to NSASP installations will be destroyed.

#### 4.3 Citizenship

Individuals working on this contract must be U.S. citizens, immigrant/resident aliens who hold a current resident alien card with a photo; either the I-551 with a photo and without an expiration date or who hold the new type I-766 Employment Authorization Card (with magnetic strip, photo, hologram) issued by Homeland Security in their possession in order to enter the installation. As is the case with anyone allowed access to the installation, these individuals must also have a current driver's license or state issued identification card.

Resident aliens or those with a Homeland Security I-766 may work in the general or restricted areas but cannot enter or work inside technical buildings unless authorized by the cognizant command.

Those with any other type of work permit, resident cards with expiration dates, visas, etc. will not be granted access.

#### 4.4 Expected Visitor

Submission of personal information is required for the purpose of vetting individuals to ensure fitness for access to military installations, to include criminal record and sex offender registry status. In accordance with the Office of the Chief of Naval Operations (OPNAV), OPNAVINST 1752.3 dated 27 May 2009 sex offenders are prohibited from accessing Navy facilities. Information obtained will be destroyed once verified. Non-compliance in providing personal information will result in denial of access.

An expected visitor must identify the Company Name along with address, Date of the Visit, Visitor Name (first name, middle initial and last name), Social Security Number (SSN), Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date), Building Number Visiting, Point of Contact and Telephone number not later than **five working days** before the required visit to the Contracting Officer Representative (COR).

Prior to granting access, the aforementioned expected visitor information is required to be submitted to the COR.

On the day of the arrival, the person must bring their photo identification, vehicle registration and proof of insurance card. All visitors must stop at the Activity pass office for clearance.

#### 4.5 Recurring Vendors, Contractors, Suppliers and Other Service Providers

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NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division has implemented RAPIDGate for non-common access card (CAC) vendors, contractors, and suppliers program in accordance with Commander, Navy Installations Command (CNIC) Notice 5530 dated 12 July 2010. It is strongly encouraged that all non-CAC holders who require base access enroll into the RAPIDGate program. RAPIDGate provides a standardized background check, identification credential, biometric capabilities and entry procedures that will enhance security while significantly expediting access. RAPIDGate credential will be issued and base access granted once the enrollee passes vetting and National background checks conducted by RAPIDGate systems maintained by the installation. The RAPIDGate credential will be the only means for long term installation access. After 1 June 2011, NSASP will only issue one day Temporary Paper Passes and all previously issued passes will expire. Participants in the RAPIDGate program will have streamlined access to the installation which will reduce time and costs to companies desiring to conduct business on NSASP installations. The following RAPIDGate Program Enrollment Information is provided:

#### 4.5.1 Enrollment in RAPIDGate

Enroll your company by calling 1-877-RAPIDGate (1-877-727-4342). A customer service representative will give you all the necessary information regarding the program and send you the necessary enrollment forms. You will need to provide your installation name (NSA South Potomac) and sponsor point of contact or (COR), including a name, phone number and e-mail address. NSASP must authorize your request to participate in the RAPIDGate Program. The minimum elapsed time from company enrollment to an employee receiving RAPIDGate credential is approximately two weeks.

#### 4.5.2 Current RAPIDGate Enrollment

If your company is already enrolled in the RAPIDGate Program at another installation, you may request access to this installation by calling the aforementioned number. Once your company is approved by NSASP your employees who already hold RAPIDGate credentials will be able to use the same credentials at our installation.

#### 4.5.3 Approved RAPIDGate Enrollment

Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees to register at the self service registration located at the NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division Pass and ID Office at Indian Head Explosive Ordnance Disposal Technology Division. Each employee should be ready to provide your company's RAPIDGate company code, his or her address, phone number, date of birth, and social security number. The registration station will capture the employee's photograph for badging and fingerprints for identity verification.

#### 4.5.4 Assisted RAPIDGate registrations

Assisted registration at your company's location may be available if you have 50 or more employees to register. Contact RAPIDGate for details at 1-877-RAPIDGate.

#### 4.5.5 RAPIDGate Background Screening and Credentialing

RAPIDGate program performs background screening and credentialing. Upon the company approving an employee participation and paid the registration fee, the RAPIDGate Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized RAPIDGate credentials at the NAVSEA, Naval Surface Warfare Center Indian Head Explosive

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Ordnance Disposal Technology Division Pass and ID Office. To retrieve the credential, the employee must show proof of identity by presenting one form of identification from List A or two forms of identification from List B.

#### 4.5.6 Forms of Acceptable Identification for picking up credentials:

##### List A – One Required

- U.S. Passport (current not expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

##### List B – Two Required

- Drivers license or ID card issued by a state
- ID Card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal document
- Driver's license issued by a Canadian Government Authority
- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

#### 4.5.6.7 RAPIDGate entry

After activating the RAPIDGate credentials, employees present them to the officer at the entry control point to request entry to NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division. Participants must wear and display their credential at all times while on the installation. Questions about the RAPIDGate program shall be addressed to [info@rapidgate.com](mailto:info@rapidgate.com) with the subject line RE: RAPIDGate Program.

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#### 4.6 Activity Identification Badges

Contractors that require routine access to the installation shall obtain an identification badge accordance with Naval Support Activity South Potomac installation access control procedures.

Contractor employees shall submit an application for badge requests to the COR by providing their personal information such as Company Name and Address, Name (last name, first name and middle initial), SSN, Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date). Any lost or stolen badges shall immediately be reported to the COR along with the Security Office.

#### 4.7 Badge Returns

Notify the Physical Security Office and the COR of all terminations of employees to ensure access levels are removed and all badges issued to the person by the Activity are returned.

#### 4.8 Installation Traffic and Parking Regulations

All contractors at NSASP are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), and NSASP regulations, policies and appropriate supported command instructions. All provisions of Virginia and Maryland vehicle codes apply unless one of the aforementioned regulations or policies is more restrictive.

Contractors must comply with NSASP Instruction 5560.1 dated 26 February 2009 for traffic control, parking control and traffic court at the Naval Support Activity, South Potomac installations for NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division This aforementioned instruction is located on the internet website, [REDACTED]. Any violations of the instruction, Navy or DoD regulation or policy, or state or federal laws may result in a wide range of penalties. These may include but are not limited to: criminal charges, civil charges, vehicle towing, vehicle impoundment at owner's expense, and/or other administrative or legal action up to and including removal of vehicle or individuals from the confines of NSASP installations.

Privately owned vehicles that operate on the Activity must comply with state inspection requirements of the state in which the vehicle is registered.

Regardless of status, all vehicles and personnel entering and exiting the Activity shall be subject to searches to ensure the overall readiness of the Activity.

All drivers entering shall possess a valid driver's license, issued by competent authority, on their person when operating a motor vehicle. In addition, all vehicles shall have a current registration, license plates, and proof of insurance.

All personnel onboard the Activity are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), NSASP regulations and State laws, policies and appropriate supported commands instructions in support of the mission.

#### 4.9 Smoking Policy

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Smoking is prohibited within and outside of all buildings on the installation activity except in designated areas. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. Matches or lighters and other spark/flame producing devices are prohibited in the Activity restricted area. Only installed electric lighters shall be allowed in designated smoking areas. A vehicle is not a designated smoking area.

#### 4.10 Hand Held Cellular Devices and Earpieces

- a. All vehicle operators onboard the Activity shall not use cell phones unless the vehicle is safely parked or unless they are using a hands free device. Use of cellular phones, CB radios, walkie-talkies, and other portable radio transmitters is prohibited in the restricted areas beyond NSASP NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division unless approved by the hazards of electromagnetic radiation to ordnance (HERO) program manager.
- b. **Restrictions on Electronic Devices** – In accordance with NAVSEA Instruction 5510.2C dated 7 August 2012 entitled “NAVSEA Access and Movement Control” designates that any device or equipment capable of recording, transmitting, or exporting photographic images or audible information of any kind is strictly prohibited within all NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division buildings and detachments.

#### 4.11 Photographic Equipment

Photographic equipment of any kind is prohibited within the restricted area unless a camera permit is approved by their command and issued by the Activity Pass and ID.

#### 4.12 Early Dismissal and Closure of NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division Facilities

When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility shall follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they shall go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors shall monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

External local media (television and radio) will be used to communicate the working status for employees of NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division for inclement weather. Ensure to look/listen for the notifications specific to NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division.

#### **Television Stations:**

WRC-TV – Channel 4

Fox – Channel 5

ABC News – Channels 7 and 8

WUSA – Channel 9

WJZ-TV – Channel 13 (CBS – Baltimore)

#### **Radio Stations:**

WTOP – 103.5 FM (<http://ww.wtop.com/?nid=667>)

WSMD – 98.3 FM

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When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat or a facility related problem), on site contractors will continue working established work hours off site as permitted by parent company policy or take leave in accordance with parent company policy. Those contractors who take leave shall not direct charge the nonworking hours to the contract or task order.

Non-essential contractor personnel are not permitted to remain or work at a Government facility when the facility is closed to Federal employees and/or early dismissal of Federal employees.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closing in accordance with FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the contract or task order period of performance, and shall not follow any verbal directions to the contrary. The Contracting Officer will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

**IHEODTD 86 – SECURITY BADGES AND ON-SITE CONTRACTOR PERSONNEL (NAVSEA/NSWC IHEODTD) (OCT 2013)**

Security badges will be issued by the Government only to those contractor personnel who require access to NAVSEA, Naval Surface Warfare Center, Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD), Naval Support Activity South Potomac (NSASP) in connection with work to be performed under this contract. Approval for such issuance may only be granted by the COTR, Ordering or Contracting Officer. As contained in the DON Homeland Security Presidential Directive-12 (HSPD-12) dated 22 December 2011 policy, a National Agency Check with Inquiries (NACI) investigation with a favorable fingerprint result are the basis for the issuance of a Common Access Card (CAC). However, the Commanding Officer is the final adjudicating official for CAC issuance and will be based on OPM Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12. The command, during the adjudication, has the flexibility to apply the supplemental credentialing standards delineated in OPM Final Credentialing Standards for Issuing Personal Identity Verification Cards, in addition to the six basic standards if information is developed during the credentialing process that may present an unacceptable risk to the life, safety, or health of employees, contractors, vendors or visitors.

The Contractor shall maintain a register of employees currently authorized access to NAVSEA, NSWC IHEODTD, NSASP. This does not include badges temporarily authorized for contractor visitors to NAVSEA, NSWC IHEODTD, NSASP. Furthermore, the contractor shall maintain a current register of contractor personnel with full or part-time work or office space located on board the Naval Support Activity South Potomac. This register will be made available upon request of the Contracting Officer. The contractor shall follow station security procedures in this regard.

**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 [REDACTED] following the step-by-step procedures for self-registration available at this



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THE ABOVE EMAIL ADDRESS IS FOR THE WAWF NAVY HELP DESK

(Contracting Officer: Insert applicable information or "Not applicable.")

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

**HQ G-2-0009 SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (SEP 2012)**

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

**IHEODTD 6 - CONTRACT POINTS OF CONTACT (NAVSEA/NSWC IHEODTD) (OCT 2013)**

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

Any concerns regarding your contract, should be directed to the above mentioned personnel, or the Contracting Officer [REDACTED]

**SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (SEP 2012)**

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.



**SECTION H SPECIAL CONTRACT REQUIREMENTS**

**52.236-13 ACCIDENT PREVENTION (NOV 1991)**

**5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)**

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ITEM	ALLOTTED TO COST	ALLOTTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
████	██████████	██████████	██████████
████	██████████	████	██████████

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs                     N/A                     are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

**5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)**

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

**5252.245-9106 FACILITIES TO BE GOVERNMENT-FURNISHED (COST-REIMBURSEMENT) (SEP 1990)**

(a)(1) The estimated cost and fee, if any, and delivery schedule set forth in this contract contemplate the rent-free use of the facilities identified in paragraph (b) below and in paragraph (d) (applicable only for research and development contracts) if such paragraph (d) is added to this requirement. If the Government limits or terminates the Contractor's rent-free use of said facilities, and such action affects the ability of the Contractor to perform this contract in accordance with its terms and conditions, then an equitable adjustment in the estimated cost and fee, if any, or delivery schedule, or both, shall be made pursuant to the clause entitled "CHANGES--COST-REIMBURSEMENT" (FAR 52.243-2),

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provided, however, that if the limitation or termination is due to failure by the Contractor to perform its obligations under this contract, the Contractor shall be entitled only to such adjustment as the Contracting Officer determines as a fact to be appropriate under the circumstances.

(2) For the purposes of this requirement, facilities means industrial property (other than material, special tooling, military property, and special test equipment) for production, maintenance, research, development, or test, including real property and rights therein, buildings, structures, improvements, and plant equipment as defined in FAR Part 45.

(b) The Contractor is authorized to acquire or use the facilities described below upon the prior written approval of the cognizant Contract Administration Office, which shall determine that such facilities are required to carry out the work provided for by this contract. Immediately upon delivery of each item of approved facilities to the Contractor's plant, the Contractor shall notify the cognizant Contract Administration Office of the receipt of such facilities owned by the Government, which shall be made a part of the plant account assigned to the Contractor at that location.

#### DESCRIPTION AND IDENTITY OF FACILITIES

Office spaces within Indian Head, Buildings [REDACTED] shall be assigned to the contractor in support of this requirement.

(c)(1) In the event that the cumulative total acquisition costs (actual or estimated) of all facilities provided by the Naval Sea Systems Command to the Contractor at the same plant or general location (including the facilities to be furnished hereunder) does not exceed \$50,000, such facilities shall be provided to the Contractor as Government Property subject to and in accordance with the clause entitled "GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS) (FAR 52.245-5), unless there is in existence a facilities management contract at the same plant or general location.

(2) In the event there is in existence a facilities management contract effective at the same plant or general location, the facilities provided hereunder shall be made subject to all the terms and conditions of the facilities management contract.

(d) In addition to those items of facilities identified in paragraph (b) above, the following items may be required for the complete performance of the work called for by this contract:

#### ADDITIONAL ITEMS OF FACILITIES

N/A

Accordingly, the right of the parties to agree upon such additional facilities during the term of performance of this contract is hereby expressly reserved. The aggregate total value of facilities provided shall in no case exceed \$50,000 at any one plant or general location.

#### **5252.245-9108 GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE) (SEP 1990)**

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Contracting Officer Representative (COR), via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

The Navy will furnish appropriate project resources including desks, phones, computers, laptops, data, information, network resources, and reference material necessary for the Contractor to accomplish this Order. Generally available information will be provided to the Contractor within approximately ten (10) working days after task order award. Any additional information will be provided to the Contractor within a reasonable time commensurate with schedules and target completion dates for assigned tasks and activities.

#### **PWS SUPPLEMENTAL INFORMATION**

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## Security

A security clearance is required for all Contractor personnel working under this task order. Interim clearances are not acceptable. Personnel security clearances must be verified by the Offeror in the Joint Personnel Adjudication System (JPAS).

All Contractor personnel associated with and/or performing work relative to the resultant task order must be United States citizens. All Contractor personnel requiring access to the Government workspaces will complete a National Agency Check (NAC). If an emergency situation exists, and the Contractor requires access to the Government workspace in advance of completing the NAC, the Contractor employee may begin work with a written waiver from the Contracting Officer's Representative (COR) or Contracting Officer (KO). Completion of submission requirement for the NAC is required for waiver approval. Personnel shall be required to obtain Secret level security clearance. Contractor personnel shall be aware at all times of any unusual persons or packages in their work area and immediately report those to the building security staff. If Contractor personnel become aware of any person seeking unauthorized access to classified materials, they shall immediately report this to the COR, Technical Point of Contact (TPOC), or KO.

Contractor personnel computers/laptops/devices shall not be connected to the Government local area network. Contractor will ensure all personnel requiring access to Navy systems obtain a CAC identification card along with appropriate Public Key Infrastructure (PKI) certificates. Additionally, Contractors will be required to obtain a Navy Marine Corps Intranet (NMCI) account.

The Contractor shall appoint a Security Officer, who shall:

- \* Assure compliance with all DoD and U.S. Navy regulations regarding security, and
- \* Assure compliance with any written instructions from the Security KO.

## Hours of Work

Contractor personnel are expected to support NEBO normal business hours Monday through Friday from 7 AM to 6 PM with the exception of Federal holidays. Some shift work may be required for 24/7 coverage of the Help Desk. Actual hours of work will be agreed upon at task order start up. Work outside of normal work hours, if required, will be addressed on a case-by-case basis between the Task Leader and the COR.

All Contractors shall comply with the requirements of the Fair Labor Standards Act and particularly with Section 7 regarding compensatory overtime. Overtime shall be approved in writing by the COR or TPOC in advance of the work actually being performed. The COR or TPOC will attempt to notify the Contractor 24 hours in advance of the requirement. Contractor employees will not be approved for overtime in excess of 20 hours per week unless previously authorized by the COR.

## Place of Performance

The Contractor shall perform this work at the NEBO facility located at the Naval Surface Warfare Center, Indian Head Division, Indian Head, MD unless otherwise tasked. If full time support is required by any of the activities identified in Appendix A, that activity will be defined as one of the contractor's duty station. Contractor personnel will NOT be reimbursed for travel to NSWC IHD or other Identified Duty Station.

## Travel

In addition to local travel, the Contractor may be required to travel throughout the Continental United States (CONUS) to provide support. In most cases the duration of travel will not exceed five (5) working days plus the required transit times. Local travel applies to destination, within the Washington Area, other than NSWC IHD. The Contractor shall provide advance notification for travel to locations requiring additional Government coordination. All travel requires advance written authorization by the COR or TPOC. Travel authorization requests shall include the following:

- \* Title, purpose/objective, expected outcome
- \* Date, time (window), and location
- \* Proposed itinerary
- \* Proposed meeting/activities agenda
- \* Number/Names of Contractor participants
- \* Desired Government participants
- \* Requested Government support
- \* Estimated costs

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## **Transition Strategy**

The Contractor shall provide a strategy/plan for the smooth transitioning from the incumbent to the awardee of this task order. Transition plan shall be for a maximum of thirty (30) days.

## **Investigations**

Contractor employees shall cooperate with Government investigative agencies conducting criminal or administrative investigations.

## **GOVERNMENT OBSERVATIONS**

Other Government personnel, such as Inspector General or staff personnel, are authorized to observe Contractor operations. However, these personnel shall not interfere with Contractor performance. Any perceived interferences shall be promptly reported to the COR, TPOC, or KO.

## **PERFORMANCE REQUIREMENTS**

With the exception of those items specifically identified as Government Furnished Facilities or Property, the Contractor shall furnish all personnel, equipment, material, general office supplies, supervision, management, and any other items and services necessary to provide the support described herein.

The Contractor shall perform support tasks in such a manner as to ensure continuity and compatibility with existing software, except when another specific language requirement is identified. The NAVSEA and other activities' software and computers/equipment are maintained by NMCI. Support tasks will be coordinated with NMCI as appropriate. All systems and applications shall be sustained such that they satisfy organizational requirements for timely, effective, and efficient collection, processing, and storing of data. Systems shall be inherently capable of producing information required by managers and working level personnel.

The Contractor shall remain current on technological advances relevant to the requirements it supports and provide documented recommendations as appropriate.

The Contractor shall ensure its employees, subcontractors, and consultants come in trained in the SAP module they are supporting or shortly after coming in.

Support activities shall comply with Command, DoD, and Department of Navy (DoN) initiatives, standards, policies, and mandates. Software efforts shall comply with Government activity standards and processes relative to requirements management, project planning, configuration management, project tracking/oversight, and quality assurance.

Any tools that will be hosted by NMCI or run on NMCI workstations must be certified for NMCI and comply with NMCI policy. Prior approval from NMCI and the COR or KO must be obtained before attempting to host any application on a Government / NMCI network.

## **Voluntary Protection Program (VPP)**

### **1. Voluntary Protection Program:**

1.1. In August 2006, Indian Head Division (IHD) Naval Surface Warfare Center (NSWC) was nominated to participate in the DoD Voluntary Protection Program Center of Excellence Implementation Initiative of the Defense Safety Oversight Council (DSOC). The Voluntary Protection Program (VPP) was established by the Occupational Safety and Health Administration (OSHA) in 1982 to recognize and promote effective worksite-based safety and health management systems. IHD NSWC, through the utilization of VPP, desires to be a model of safety and health excellence. VPP's emphasis on trust and cooperation between OSHA, the employer, employees, employees' representatives, and contractors complements the Agency's enforcement activity but does not take its place. All parties, including Contractors, are to work together to identify and resolve any safety and health problems that may arise, yet obtain Contracting Officer approval of any changes that would impact the terms of the contract. IHD

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NSWC as the VPP participant develops and implements systems to effectively identify, evaluate, prevent, and control occupational hazards so that injuries and illnesses to employees and contractors are prevented. Contractor and sub-contractor personnel are subject to occupational safety and health oversight. This oversight will be accomplished by IHD NSWC personnel and Contracting Officers. Contractors, sub-contractors, and their employees, while in performance of a contractual action on-site within the geographical boundaries of Naval Support Facility (NSF) Indian Head, shall be subject to the requirements of the IHDIVNAVSURFWARCENINST 5100.22, "Safety Manual" regardless of the type or duration of the contract. Chapter 13 of the IHDIVNAVSURFWARCENINST 5100.22, "Safety Manual", entitled "Contractor Safety" is provided as Attachment (8). Appendix 13-A, of the chapter 13 entitled "Contractor Safety Requirements When Performing Work at the Naval Support Facility (NSF) Indian Head, MD" shall be signed by the Contractor prior to commencement of services on-site at NSF Indian Head. The Contractor shall maintain one signed copy for future reference in educating its personnel and sub-contractors. A second signed copy shall be provided to the Contracting Officer to be maintained in the contract file. If an occupational safety or health related injury or illness occurs during the performance or as a result of this contractual action, the Contractor shall notify the Contracting Officer Representative (COR) as soon as practicable, who will notify the Safety Office and the Contracting Officer.

1.2 In support of VPP and in compliance with Chapter 13 of the Safety Manual, entitled "Contractor Safety," all Contractors performing on-site at NSF Indian Head shall comply with the following:

1.2.1 Public Law 91-596 (and Amendments), also known as the Occupational Safety and Health Act of 1970, establishes that all employers, including Contractors, are responsible, as far as possible, for providing every employee a safe and healthful working environment. All employers, including Contractors, shall conform to the standards as issued by OSHA. Contractors are responsible for complying with safety requirements specified in the contract as well as all Federal, State, and local safety and security regulations. Non-compliance may be cause for the removal of a Contractor or any Contractor employee from the activity and such non-compliance may form the basis for contractual action, up to and including termination for default.

1.2.2 Contractor personnel shall participate in basic safety awareness and hazard identification training offered by the Government activity at the work area they are supporting. Contractors performing on-site shall attend area weekly safety meetings and annual safety stand-downs, as determined by the COR.

1.3 The best Safety and Health Programs involve every level of the organization, instilling a safety culture that reduces accidents for workers and improves the bottom line for managers. When Safety and Health are part of the organization and a way of life, everyone wins. IHD NSWC is committed to safety excellence. The Contractor shall familiarize itself with the IHDIVNAVSURFWARCENINST 5100.22, "Safety Manual," Appendix 13-C entitled "OSHA Voluntary Protection program (VPP) Fundamentals Training for Contractors".

**2. Contractor On Site Training:**

2.1 A Contractor providing support on-site at any IHD NSWC site may be required to have its on-site Contractor personnel participate in training covering rules, practices, procedures, equipment and systems, as needed, based on the type of support being provided. This training may include, but is not limited to: Operation Security training (OPSEC); Personally Identifiable Information training; DoD Information Assurance Awareness training; Information Technology Security; Voluntary Protection Program (VPP) training; and Personnel Security training.

2.1.2 This training will be provided at no cost by the IHD NSWC site and will take place on-site during normal contract working hours without any additional compensation for the Contractor. This training does not relieve the Contractor of its responsibility to train its employees in such areas as environment, health, safety, security, sexual harassment, ethics, etc. to ensure compliance with all federal, state, and local laws and DoD regulations.

**IHD 113 – NOTICE OF INCORPORATION OF SECTIONS K, L, AND M (NAVSEA/IHD) FEB 2000**

The following sections of the solicitation will not be distributed with the contract; however, they are incorporated in and form a part of the resultant contract as though furnished in full text therewith:

SECTION	TITLE
K	Representations, Certifications and Other Statements of Offerors (Bidders)
L	Instructions, Conditions, and Notices to Offerors (Bidders)

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M

Evaluation Factors for Award

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## SECTION I CONTRACT CLAUSES

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order.

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

**FAR 52.204-7 System for Award Management (JUL 2013)**

**FAR 52.204-9 Personal Identity Verification of Contractor Personnel (JAN 2011)**

**FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2013)**

**FAR 52.204-13 System for Award Management Maintenance (JUL 2013)**

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

**FAR 52.224-1 Privacy Act Notification (Apr 1984)**

**FAR 52.224-2 Privacy Act (Apr 1984)**

**DFARS 252.222-7006 Restrictions on the Use of Mandatory Arbitration Agreements (DEC 2010)**

**DFARS 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (JUN 2012)**

**DFARS 252.245-7001 Tagging, Labeling, and Marking of Government-Furnished Property (APR 2012)**

**DFARS 252-245-7002 Reporting Loss of Government Property (APR 2012)**

**DFARS 252-245-7003 Contractor Property Management System Administration (APR 2012)**

**FAR 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013)**

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the System for Award Management database via <https://www.acquisition.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIS consists of two segments—

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—

(i) Government personnel and authorized users performing business on behalf of the Government; or

(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIS is automatically transferred after a waiting period of 14 calendar days, except for—

(i) Past performance reviews required by subpart [42.15](#);

(ii) Information that was entered prior to April 15, 2011; or

(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(c) The Contractor will receive notification when the Government posts new information to the Contractor's record.

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(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite [52.209-9](#) and request removal within 7 calendar days of the posting to FAPIIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

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

(a) The Government may extend the term of this contract by written notice to the Contractor within **365 days of award** or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60 days** before the task order expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed **3 years**.

#### **52.219-13 Notice of Set-Aside of Orders (Nov 2011)**

The Contracting Officer will give notice of the order or orders, if any, to be set aside for small business concerns identified in [19.000\(a\)\(3\)](#) and the applicable small business program. This notice, and its restrictions, will apply only to the specific orders that have been set aside for any of the small business concerns identified in [19.000\(a\)\(3\)](#).

## SECTION J LIST OF ATTACHMENTS

1. Contract Administration Plan
  2. Wage Determination, 05-2103, Rev.-13, dated 6/25/13
  3. DD 254 - Department of Defense Contract Security Classification Specification
  4. Quality Assurance Surveillance Plan
  5. IHDIVNAVSURFWARCENINST 5100.22, Safety Manual
  6. NEBO Sustainment Concept of Operations
  7. NEBO Sustainment Plan
  8. ERP Sustainment Communications Plan
  9. NEBO User Management Plan
  10. ERP Data Archiving Guidelines
  11. NEBO Sustainment Help Desk Expert Automation Tool Operating Procedures
  12. NEBO Access Enforcer Handbook
  13. Sustainment Training Decision Paper
  14. Appendix A NAVSEA Activities
  15. Appendix B Terms and Acronyms
- Exhibit A - Contract Data Requirements List, DD 1423

### ATTACHMENT – List of Approved Subcontractors

The following is a list of approved subcontractors for task order **N00178-07-D-5088 FG01**

APPROVED SUBCONTRACTOR	CAGE CODE	SMALL (S) or LARGE (L) BUSINESS	EFFECTIVE DATE	EXPIRATION DATE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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