

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE R	PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 43	3. EFFECTIVE DATE 12-Sep-2012	4. REQUISITION/PURCHASE REQ. NO. 1300185017/1300216194	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY SPAWAR HQ 4301 Pacific Highway San Diego CA 92110 [REDACTED]	CODE N00039	7. ADMINISTERED BY (If other than Item 6) DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299		CODE S2101A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) IBM Business Consulting Services 6710 Rockledge Drive Bethesda MD 20817-1826		9A. AMENDMENT OF SOLICITATION NO.
CAGE CODE 3BXY7 FACILITY CODE		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. [X] N00178-05-D-4364-EH02
		10B. DATED (SEE ITEM 13) 11-Jun-2007

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[X]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NAVSEA 5252.232-9104 and by the Mutual Agreement of the Parties
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) [REDACTED]		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) [REDACTED]	
15B. CONTRACTOR/OFFEROR [REDACTED] (Signature of person authorized to sign)	15C. DATE SIGNED 12-Sep-2012	16B. UNITED STATES OF AMERICA BY [REDACTED] (Signature of Contracting Officer)	16C. DATE SIGNED 12-Sep-2012

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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

GENERAL INFORMATION

[REDACTED]

This modification results in no other changes to the contract amounts.

MODIFICATION

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

Funding is added/adjusted as follows:

FUNDING MOVES							
SLIN	ACRN	Cost	Base Fee	Cost + Base Fee	Award Fee Pool*	Award Fee Earned**	Total***
FROM							
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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Except as modified herein, all other terms and conditions of said contract shall remain unchanged and in full force and effect.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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The total value of the order is hereby increased from [REDACTED].

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Section C—Statement of Objectives

1.0 Introduction

The required deliverables within the work package for this solicitation are defined in this Statement of Objectives (SoO), attachments and applicable sections. The work to be performed under this contract is commissioned for labor and technical support for the Realization and Initial Operational Capability (IOC) Deployment phases of the Navy Enterprise Resource Planning (ERP) Program Increments that focus on the Navy Wholesale and Retail Supply solution that will replace the current Navy Wholesale and Retail Supply capabilities and the Plant Maintenance solution that will replace the Navy Regional Maintenance Center capabilities. The Operational Requirements Document (ORD) uses Regional and Plant Supply to refer to Retail Supply functions. The Navy will take the lead in this effort by heading integrated working teams, determining the acceptability of system functionality and associated processes, and providing information and access to legacy systems and associated data. The System Integrator (SI) Contractor and its subcontractors, commonly referred to as the SI or Contractor, will support configuration and development of the system, assist in preparing the system for test, assist in testing, support third party testing, help prepare the system for deployment, develop and conduct some training, and assist in deploying the system to the selected initial sites. All design objects, resultant technical objects and documentation such as training and testing materials are the property of the US Government. Implementation of the Wholesale and Retail Supply and Maintenance solutions will be phased as indicated in the Deployment Schedule in GFI List Attachment 3. The Contractor will insure that the design allows each implementation to integrate seamlessly with previous implementations and with the legacy systems at the implementation site.

1.1 Background

In response to becoming more efficient in the light of downsizing and decreasing budgets, the Navy established the Revolution in Business Affairs Commercial Business Practices Executive Steering Group (ESG) in 1998.

The ESG assessed the performance and value of ERP systems as implemented in the commercial environment. ERP is about re-engineering Navy business processes using the latest commercial technology. It enables end-to-end product management and provides for major improvements in supply chain management and maintenance. ERP produces financial information that is tied directly to the work, resulting in more complete and accurate information. The ESG concluded that the department should pursue ERP. Based on this conclusion, they directed the formation of four limited production systems to address functionality in Program Management, Working Capital Fund Management, Regional Maintenance, and Aviation Supply and Maintenance. Each limited production system was directed to use a commercial implementation approach versus the traditional defense software development process. All four ERP limited production systems independently selected the ERP software product Systems, Applications and Products in Data Processing (SAP) as the basis for their system solution. The goals of these limited production systems were to provide improved decision information, improve efficiency and effectiveness through re-engineered business processes and improve cost management.

These limited production systems are enabling financial, maintenance, supply, human resources and program management processes in an integrated environment and will eliminate dozens of incompatible computer databases. As individual ERP limited production systems, they have proven that the embedded commercial best processes are a catalyst for business process reengineering; that these processes can be adopted for Navy operations; that the Commercial Off-the-Shelf (COTS) software can successfully run Navy business; and that the return on investment can be individually achieved.

Given the demonstrated successes of the four limited production systems, on 2 August 2002 Assistant Secretary of the Navy (Research, Development and Acquisition) ASN(RD&A) directed the convergence of the limited production systems. This was based on the need to develop a true end-to-end capability. The limited production systems, which are already showing benefits, have even greater potential when integrated across the aviation, maritime/C4I, and supply product lines. The potential for supply chain, acquisition, maintenance, and information technology efficiencies is higher when the limited production systems are converged in a single integrated

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solution. Navy ERP will reduce overall cost and provide improved benefits, improve responsiveness to the Fleet, improve architectural alignment and interoperability within the Navy, facilitate end-to-end product management and force Navy-wide standard processes. Navy ERP will improve current and future readiness, provide Navy leadership more accurate and timely information for decision making, establish common business practices, reduce legacy applications and systems redundancy, which will substantially reduce overall operating cost.

To accomplish this, the Navy immediately commenced addressing Department of Defense (DoD) architectures and began coordinating with Office of the Secretary of Defense Comptroller (OSD(C) and Deputy Under Secretary of Defense for Logistics (DUSD(L) on architectural alignment. The Navy ERP architecture is in alignment with the Future Logistics Enterprise (FLE) and is developing a process to ensure alignment with the OSD(C) Financial Management Enterprise Architecture (FMEA).

On 17 December 2002, Secretary of the Navy (SECNAV) and Chief Naval Operations (CNO) declared support for the convergence effort and on 30 January 2003, ASN(RD&A) directed the standup of a Navy ERP Program Management Office. In accordance with this direction, new limited production system functionality work has stopped. Additionally, all existing limited production system deployment planning has stopped. The Navy ERP Program Finance and Acquisition Increment 1.0 consisting of financial, work force and program management functionality is scheduled for deployment starting in October 2007. The work within this instant procurement will expand and enhance this existing functionality in Increment 1.0.

The current plan is to configure a single solution of Navy ERP that encompasses all the functionality in a single system. Development and testing of Increment 1.1 of Navy ERP Single Supply Solution (SSS) functionality, as well as future development of the maintenance solution (Increment 1.2) may be in parallel with other Increment development and testing as depicted in the Program Schedule included in GFI Attachment 3.

1.2 Program Assumptions and Constraints

The Navy will control all work products and/or interim documents. The Contractor will assist the Navy in making sure all work products and interim documents are stored in the Navy ERP program's electronic library using the Navy-furnished tools as defined in the Government Furnished Information (GFI) Attachment 3. All work products and latest interim work documents must be maintained up to date by the Contractor using structured, organized Capability Maturity Model (CMM) level 3 practices. Tools not listed in Attachment 3 may be added as the Navy ERP Program matures. Contractor may propose additional or alternative tools in their proposals or after award; however adoption of tools is controlled by Navy ERP. It is expected that Contractors will provide training for contractor resources on current or additional tools.

Increment 1.0 FDSs included in the GFI Technical Data Package under Enhancements of 1.0 FDSs/1.0 FDS Number are for information only and should not be included in cost proposal of the Offeror.

Accomplishment of the work under this contract will require cooperation with other Contractors. Together these contracts will encompass all elements of development and implementation of the Wholesale and Retail Supply (Increment 1.1) and Maintenance functionality (Increment 1.2).

The work performed must result in a solution that is fully integrated and built upon the solution provided in Increment 1.0.

1.3 Reference Documentation

The following documents provide critical technical guidance for this program and shall be used as references by the Contractor. These documents are listed and should not be construed as being in any relative order of importance. They shall serve to identify and clarify the work tasks and deliverable products. The Contractor is responsible to ensure proper versions are being used, including revisions, cancellations and supersessions of the following documents:

DoD 4140.1-R DoD Materiel Management Regulation (January 1993)

DOD 8320.2 DoD Net-Centric Data Directive

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DOD 8500.1 Information Assurance (October 2002) 

DOD 8500.2 Information Assurance Implementation (February 6, 2003)

DOD 5200.40 Defense Information Technology Security Certification and Accreditation Process (DITSCAP)
(December 1997)

Financial Management Regulation (DoD-FMR)

DoD Public Key Infrastructure

Navy Marine Corps Intranet (NMCI) Release Development and Deployment Guide (NRDDG) v2.0, 28 May 2004

In addition to the items listed above, the Navy has authorized use of the Government Furnished Information (GFI) listed in Attachment 3.

1.4 Program Overview and Schedule

 1.4.1 Program Objectives

The Navy ERP Program is intended to impact a broad spectrum of business and operational functions that can extend across the entire force structure. The ERP processes are intended to provide timely and thorough information (and information analyses) that will better serve decision makers, lower the costs of operations in the functional areas and lead to more mature capabilities in the following areas:

- Optimizing Supply Chain Management and compliance with fiduciary requirements
- Enabling of business process improvements to end-to-end product life cycle management (e.g., acquisition, financial, maintenance and logistics operations)
- Making critical assets and resources visible
- Lowering costs for organizations to accomplish their mission
- Identifying resources that may enable Navy leadership to redirect Navy accounts and recapitalize investments
- Creating efficiencies by strengthening asset management to include skilled personnel, material, facilities, and funds
- Providing financial information that is accurate, reliable and timely, and supportive of audit and oversight requirements
- Providing the required tactical support information for tactical decisions
- Providing multi-source data fusion, information management and analysis/decision making tools
- Supporting timely decision-making
- Improving the Navy's ability to scale to changes in wartime or peacetime (surge, sustain, and reconstitute war fighting capabilities)
- Enhancing combat readiness of surface, subsurface, and aviation units
- Improving condition of material equipment, supportability, and maintainability

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- Enabling controlled access to sensitive data (i.e., Controlled Unclassified Information, Privacy Act, Business Sensitive, including For Official Use Only (FOUO)).

The Navy ERP Operational Requirements Document (ORD) provides a cross reference via a matrix of the capability areas facilitated by the Navy ERP Program to Department of Navy strategic goals and objectives. These capability areas include: Process Improvement, Asset Management, Decision Support, and Readiness.

1.5 Program Scope

The scope of the overall Navy ERP program is defined in the Operational Requirements Document (ORD). The following documents are created for each of the major Increments of functionality; the Concept of Operations (CONOPS), Functional Design Specifications (FDS), ARIS Business Process Models, Deployment Schedules, and a Business Process Master List (BPML). Development for Increments 1.1 and 1.2 may be in parallel with Increment 1.0.

1.5.1 Solicitation Scope

The work performed must result in a solution that is fully integrated and built upon the solution provided in Increment 1.0. The Contractor will be required to work in cooperation with other Contractors working with Navy ERP on solution development.

The vendor shall develop and configure a solution to meet all aspects of the scope as defined in this section of the Statement of Objectives (SoO) and the Business Process Master List (BPML) and Functional Design Specifications (FDS's) as defined in GFI List Attachment 3. The solution shall contain all required interfaces, reports, conversions and extensions and implementation of workflow, business warehouse and document management functions required to satisfy the functional scope. The solution, including any bolted-on third-party products, shall satisfy all applicable DoD 8500.1 and DoD 8500.2 data security requirements and shall have no identified vulnerabilities or combination of vulnerabilities resulting in a medium or high vulnerability. No vulnerabilities associated with protection of Unclassified Naval Nuclear Plant Information (U-NNPI) data will be allowed.

The Contractor shall update and maintain appropriate strategies and procedures for solution development, including, at a minimum, data conversion, interfaces, enhancements, reporting, user interfaces, business warehouse loading, document management and development standards.

The Contractor shall develop Technical Design Specifications (TDSs) to document the design approach and to meet all the business requirements as described in the FDSs. The TDSs will include the outline of the technical solution, coding specifications, unit test plans, execution procedures, code optimization plan, finalized data mapping, screen development, detailed process logic (pseudo code), input and output details, archiving requirements, and error processing including IDOC development and recovery procedures. For interface FDSs, all middleware details will be described. The TDSs will be created and delivered for all development objects including: Conversions, Extension/Enhancements, Interfaces both batch and online, Business Warehouse (BW), Forms, Advanced Business Application Programming (ABAP) and BW reports, Document Management System (DMS), Workflow, Web Enablement and all other development.

The expected large number of Navy ERP end users, coupled with high volumes of transactions, warrants an intuitive user interface, thereby streamlining the use of the Navy ERP system to accomplish tasks and minimizing training requirements. The simplification of high volume tasks performed within a business function should be the primary driver for identifying user interface candidates for reengineering and web enablement. The Contractor shall build User Interface (UI) content that conforms to the User Interface Style Guidelines and Branding Standards set forth by Navy ERP in the Navy ERP Identity Guide, Navy ERP RICE Development Standards and the Navy ERP User Interface Style Guide provided in GFI Attachment 3. UI construction and acceptance is an evolutionary and iterative process that requires user acceptance and process community approval before a hard UI requirement can be finalized. The business logic that supports the UI follows the Navy ERP standard development process. UI requirements will be included in FDSs submitted as GFI and/or submitted at the advice or recommendation of the Contractor with the understanding that final acceptance is at the direction of Navy ERP. UI and business logic development will be a shared and collaborative responsibility between the government and Contractor(s).

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Netcentricity and Enterprise Services

Enabling netcentric warfare is a vital component of the Department of Defense transformation strategy, the key focus of which is providing timely, accurate information in support of the warfighter. At the architectural and operational level, Navy ERP is positioning itself to promote the use of enterprise services using a Service Oriented Architecture (SOA), both as a consumer and provider of services as well as its adoption of Net Centric Enterprise Services (NCES) concepts for discovery of services and data, mediation, enterprise service management and security. Navy ERP complies with the requirements and capabilities expected.

The Global Information Grid (GIG), supported by NCES, is projected to be at its desired end-state in several years, as will the Navy ERP Program. The concept and realization of net centricity will gradually evolve, as will Navy ERP, and hence, compliance with the GIG full end state vision will come in increments too. This is particularly the case in those instances where interoperability with other DoD and federal activities is required to support Navy business processes, with the understanding these activities are yet to be GIG enabled.

Within Navy ERP, the Contractor shall assist the Information Technology Architecture Team in continuing its pursuit of Net-Centric/FORCENet compliance. Contractor plans must comply with the Navy ERP appropriate and applicable standards as registered in the DoD Information Technology Standards Registry (DISR). The Navy ERP Technical View-1 (TV-1) and Technical View-2 (TV-2) documents are extractions from the DISR. Similarly, the Contractor shall comply with guidance established for the GIG Architecture, the Net-Centric Operations and Warfare Reference Model, the DoD Business Enterprise Architecture (BEA), and the Federal Enterprise Architecture (FEA).

Outside of the Navy Environment, the Contractor shall ensure that the program is capable of interacting with the Joint Environment through the use of Network Centric Enterprise Services (NCES).

Data

The Contractor shall ensure the solution approach is consistent with the following DoD net-centric data goals, as articulated in the DoD Net-Centric Data Strategy, and DoD Directive 8320.2:

The systems integrator shall ensure associated metadata will provide for descriptive tagging to facilitate discovery and search capabilities (visibility of data). Such metadata must be consistent with applicable metadata tagging standards (e.g. DoD Discovery Metadata Specification).

Interoperability

The Contractor shall ensure all necessary external information exchange requirements are implemented as part of the effort, reference Chairman of the Joint Chief of Staff Instruction CJCSI 6212.01D, Interoperability and Supportability of IT Systems. These actions shall include planning that identifies the Contractor's specific approach to ensuring data is visible, accessible, and understandable within the context of the Navy ERP program. The Contractor shall include details on 1) how data will be posted to shared spaces for users to access except when limited by security, policy, or regulations; 2) providing for interoperability with many-to-many exchanges of data, and 3) trust and integrity of users and applications.

SAP

The backbone of Navy ERP is the SAP COTS enterprise resource planning (ERP) software, mySAP Business Suite operating on the Navy Marine Corps Internet (NMCI). The backbone of SAP's business suite is SAP's Netweaver platform, a technology stack that supports open integration and an application platform that reflects SAP's commitment to industry standards and interoperability. SAP's Enterprise Services Architecture (ESA) is SAP's enhanced vision of Service Oriented Architecture and acts as a blueprint for complete services-based business solutions, physically delivered to customers through SAP NetWeaver.

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The Contractor shall provide a written explanation to show how changes to independent modules within the ERP solution could be implemented without compromising on data integrity and data interrelations with other modules in the system.

The Contractor shall provide written explanation of how integration plans and work will support the ability to develop services (e.g., web services) that can be made available and discoverable on a network.

To this end, the Contractor shall look for opportunities within the current scope of this proposal to implement the User Interface (front-end), the functional (back-end) and business process orchestration of services within SAP's ESA and the Navy ERP Architecture. In doing so, common functionality of delivering information or providing services will be presentable in numerous ways, in addition to supporting Navy ERP's foray into Net Centric warfare.

1.6 Functional and Technical Scope

The Contractor is encouraged to propose cost saving/sharing measures in development, testing and deployment, for example joint development candidates with Government CDA or pilot/other development reuse.

The Contractor shall develop and configure the SAP standard configuration (also described in terms of SAP as the Functional Baseline Configuration) in support of a solution that meets all aspects of the Navy ERP Program scope as defined in the SoO, Concept of Operations (CONOPS), the Business Process Master List (BPML) as well as Customer Input (CI) Templates and FDSs identified in GFI List Attachment 3. Increment 1.0 FDSs included in the GFI Technical Data Package under Enhancements of 1.0 FDSs/1.0 FDS Number are for information only. The Contractor must meet the functional requirements in the CI Templates and FDS but is not bound to the recommended technical solution. The SAP functional configuration shall contain all configurable transactions, and selected enhancements/extensions to satisfy the functional scope of the Functional Baseline Configuration. The Contractor shall support updating and maintaining appropriate strategies and procedures for solution development including, at a minimum, data conversion, interfaces, enhancements, reporting, user interfaces, business warehouse loading, document management and development standards. The Contractor shall support Data Preparation Conversion Workshops for Navy Legacy Systems' master and transactional data that are designated for conversion into SAP.

The Contractor shall use the FDSs as the basis to create and deliver TDSs for development objects, including: Conversions, Extensions/Enhancements, Interfaces (both batch and online), BW Forms, ABAP and BW Reports, Document Management System (DMS), Workflow, Web Enablement and other development as directed in task instructions. The TDSs will include design approach, coding specifications, unit test plans, execution procedures, code optimization (code analyzer results) plan, finalized data mapping, screen development, detailed process logic (pseudo code), input and output details, archiving requirements, and error processing including Intermediate document (IDOC) development and recovery procedures. For interfaces, all middleware details will be described.

The Contractor will develop and deliver objects defined in TDSs per a Technical Instruction and include source code and other technical information required to recreate the object when it is delivered. The Contractor is encouraged to propose opportunities to streamline design requirements in their proposal and identify a process to capture additional opportunities throughout the Realization period as they are identified.

The Contractor shall provide support necessary to assist the Navy to configure mySAP to provide for web enablement of Navy ERP. The Contractor will also support the Navy in taking advantage of available technical expertise throughout the Navy that can integrate with the Navy ERP program in support of the life cycle development of web enabled functionality. The Contractor shall provide support for the implementation of the baseline user interface requirements. This requirements list includes both business process and business packages. Forthcoming business packages that support Navy ERP requirements out-of-the-box, requiring configuration only, are to be implemented in lieu of customization if they meet business requirements. The Contractor shall support the Navy in determining follow on increments of user interface development. The Contractor shall support the government efforts with Single Sign On (SSO) within the SAP suite and associated bolt-ons. The Contractor shall help to provide user role definitions.

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The Navy ERP system extends to the functional areas of Wholesale and Retail Supply and Maintenance. The terms “wholesale” and “retail”, as used in this RFP, encompass all levels of Navy supply operations, including consumer, retail, intermediate, wholesale and other supply support scenarios, such as Performance Based Logistics.

These functional areas will be developed to the level defined by the BPML and the Functional Design Specifications (FDSs) List provided by the Navy. At Initial Operational Capability (IOC), these functional areas must meet the following requirements:

- The Navy ERP solution shall provide for sensitive but unclassified and/or unclassified information in accordance with the standards set forth in DoD security policies, and protect against unauthorized disclosures of privacy information, and shall satisfy all applicable DoD 8500.1 and DoD 8500.2 data security requirements.
- The Navy ERP solution shall have no identified vulnerabilities or combination of vulnerabilities resulting in a high vulnerability. No vulnerabilities associated with protection of sensitive data U-NNPI data will be allowed.
- The Navy ERP solution must provide capabilities to support the management of a variety of asset and commodity types.
- The Navy ERP solution must meet the Critical Technical Parameters enumerated in the Navy ERP Test and Evaluation Master Plan (TEMP).
- The Navy ERP solution must meet requirements in the in the Navy ERP Operational Requirements Document (ORD).

The Wholesale and Retail Supply solution optimizes the global Naval supply chain (e.g. sourcing, positioning, investment, transportation, and disposal) to meet Naval customer material requirements. Part of this solution is to integrate the myriad of inventories currently at stand-alone and regional support activities and to make available all information regarding customers, suppliers and the Naval supply infrastructure. This Plant/Retail level supply will be integrated with the Navy Wholesale supply. Below is a more detailed look at specific functionality within each area:

1.6.1.1 Plant/Retail Supply

Plant/Retail supply functions provide direct support to the activity’s operations and maintenance processes. In general, Plant/Retail supply is part of the integrated system that receives requirements for goods and services and then fills those needs through the management of inventories or procurement from various sources of supply. It is fully integrated with Wholesale supply functions as defined in the CONOPS and BPML (i.e. planning, material management, procurement, customer order processing, billing, financial management, visibility and access). The overarching benefits of this effort are:

- Timely delivery of the goods or service to the ultimate consumer
- Accurate status and information to the customer on the delivery of the goods or service
- Total visibility and access of material managed within the Navy global supply chain
- Efficient and timely credit card purchases, including reconciliation of the Government Commercial Purchase Card (GCPC)
- Inventory accuracy and reduction of overall inventory levels while improving material availability and wait time for the customer
- Hazardous material allowed at the activity will be efficiently procured, tracked and managed.

1.6.1.2 Wholesale Supply

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Wholesale supply functions are defined in the CONOPS and BPML (i.e. forecasting, supply and demand planning, inventory management, buy/repair planning, order fulfillment, advanced planning, serial number tracking, allowance development, provisioning and cataloging, outfitting, weapon system monitoring, and end-of-service life planning). The integrated plant/retail and wholesale supply functions will provide the overarching benefits to:

- Enhance Inventory Control Point (ICP) response time by moving to improved Average Customer Wait Time (ACWT)
- Conduct budget constrained planning and ‘what-if’ analysis,
- Reduce stock-out rate,
- Optimize Supply Material Availability (SMA)/fill rate,
- Reduce in-transit losses/in-transit write-offs,
- Optimize total visibility and access of material managed within the Navy global supply chain
- Provide National Item Identification Number (NIIN) inventory visibility by condition and quantity, and
- Improve forecasting accuracy.

1.6.1.3 Maintenance

Maintenance will be executed as a contract option. All tasks defined in 2.0 Specific Tasks will be required for this option. Maintenance functions are described in the CONOPS and BPML (i.e. defect reporting, evaluation, validation, work brokering, planning, preparing task lists, defining breakdown and planned maintenance processes, quality management, calibration management and master technical data management). Work assignments must be able to be done individually or assigned to projects. Planning will include materials, tools and technical information required. Planning and execution of routine/repetitive work is required in addition to repairs due to equipment breakdown. Work scheduling, execution, inspection and certification are required. Processes must provide data for analysis of quality of work as well as cost and schedule performance. Integration with Work Force Management is necessary for tracking of personnel qualifications and training. The SAP configuration for the Maintenance option 1.2 is reflected in baseline software configuration of Increment 1.0, Finance and Acquisition. In the event that the Maintenance option is executed, the Contractor shall review the Maintenance BPML and SAP configuration and provide recommendations that will enable successful implementation of Maintenance Increment 1.2.

These capabilities will improve:

- On-time performance
- Total direct cost and forecasting accuracy
- Direct cost per job and forecasting accuracy
- Technical directive incorporation
- Repair production vs. delivery schedule
- Screening steps in the Document Control Unit (DCU), Aeronautical Material Screening Unit (AMSU), and Production Control (PC)

The following Maintenance Functional Design Specifications found in Attachment 3, Government Furnished

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Maintenance are in a separate optional Surge Requirement line item.

FDS RPM 4082 Preventative Maintenance System Integration for Maritime (SKED)

FDS RPM 4083 MSWP Task Lists

FDS RPM 4086 MSWP Notifications

FDS RPM 4207 Calibration Inventory Report ***

FDS RPM 4210 Calibration Out of Tolerance Notification ***

FDS RPM 4244 Barcode Functionality for Calibration ***

FDS RPM 4236 Unscheduled Depot Calibration Request Authorization ***

FDS RPM 4234 Calibration Deficiency Resolution Process ***

FDS RPM 4231 CALSTD Repair Authorization Workflow ***

FDS RPM 4212 Laboratory Performance Reports ***

FDS RPM 4208 Calibration Recall / Delinquent report ***

FDS RPM 4247 ShipAlt to DIR

FDS RPM 4119 TDSA

FDS RPM 4073 Communications Link, SAP to JATDI

Prior to the decision to exercise of the option the government will require the Contractor to develop and deliver an Increment 1.2 staffing plan and key personnel resumes (key personnel are defined in Section L) CDRL A002S Increment 1.2 Supply Staffing Plan/Key Personnel Resumes.

 1.6.2 Technical Scope

1.6.2.1 System Architecture

The Navy ERP Program has developed an architecture that reflects the operational, system, technical, and data views of the program. The Navy will provide their application architecture document as GFI. The Contractor will support the Navy ERP staff to ensure the application architecture design is adhered to during the development, testing and implementation of the product. Any modifications to the system solution, as processed through the Configuration Control Board (CCB) process, will be updated in the architectural products by the government System Engineering staff. Modifications, such as the requirement for any additional software development tools that are not identified in the application architecture document, will also be required to be processed through the CCB.

The application architecture must comply with both the Navy and DoD functional and technical architecture requirements. These requirements must be traced through the design, development and testing of the system. The Contractor will support the Navy in demonstrating traceability and system compliance to requirements.

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1.6.2.3 Technology Support

All hardware, software and application administration of systems including BASIS support will be furnished by the government. Current hosting facilities are located at Patuxent River, Maryland.

The Contractor shall provide support for all applications, fault reporting, analysis, corrective actions and performance measures (metrics) for all phases of the program under this contract to assist in achieving and maintaining the Operational Requirements Document (ORD) specified performance, reliability and operational availability requirements. The Contractor shall participate in a Navy-led Integrated Product Team (IPT) environment to document the requirements to apply during installation, testing, operations and maintenance of the system.

1.6.2.4 Configuration Management

The Contractor shall adhere to the published and approved Navy ERP Configuration Management Plan, and perform all necessary system configuration and development work within the existing Navy ERP system application support infrastructure. This includes taking advantage of the existing host data center, system administration, and BASIS support, in addition to the existing program management tools, including Documents Action Items and Resources Tool (DART), Architecture of Integrated Systems Integration (ARIS), Dynamic Object Oriented Requirements System (DOORS), Dimensions, etc. The Contractor will be furnished these necessary tools to perform the Realization, and Final Prep activities necessary to complete Wholesale and Retail Supply and Maintenance at the discretion of the government.

Per the current Navy ERP instance strategy, other than the primary Enterprise Control Component (ECC) component, all system and application components of Navy ERP are considered part of the system infrastructure to be shared across both the Finance and Acquisition Increment and Wholesale and Retail Supply Increment Instance. Thus, such components as BW, Supplier Relationship Management (SRM), and the middleware environment will be one and the same for both ECC instances. The Contractor shall work in conjunction with the Government technical team and Increment 1.0 System Integrator to manage these environments to ensure full integration ensuring interoperability with the Finance and Acquisition instance is not compromised.

The current instance strategy calls for two instances, namely a Finance and Acquisition Instance, and a Wholesale and Retail Supply Instance. This strategy was a direct result of recommendations from SAP to strive for a single instance, but resulted in two instances due to the inability for ECC to handle the Navy materiel model of Dual Consignment.

As part of the Realization phase for Increment 1.1, the contractor shall re-assess the need for dual instances, in light of the Navy's Dual Consignment requirement. Furthermore, should the contractor arrive at the same conclusion, the contractor shall include the necessary configuration, design, development, testing, and implementation effort to upgrade the Increment 1.0 functionality to conform to the agreed upon instance strategy.

The two instances are expected to have the exact same configuration at the Initial Operational Capability (IOC) date for 1.1 with the exception of minor BASIS functions. The requirement for the two systems to have identical configurations is expected to result in significant upgrade planning efforts for the deployed 1.0 instance. Once the 1.1 instance is deployed, there will no longer be a need to reference a 1.0 instance. Navy ERP will have two 1.1 instances with different data contained within them.

The Wholesale and Retail Supply Increment is additional functionality that is being added to the Finance and Acquisition Increment 1.0 of the Navy ERP solution, and therefore the Wholesale and Retail Supply Increment will build on to the existing functionality already provided by the Finance and Acquisition Increment. Additionally, a third piece of functionality, Increment 1.2 Maintenance will build on the previous two Increments to deliver the Navy ERP solution.

All of the business processes, organizational elements and roles that are configured for Increment 1.0 will be the foundation for the Wholesale and Retail Supply Increment. Understanding and integrating the increments of functionality is critical for the success of the final delivered solution. The Contractor shall engage in routine interactions and discourse with the entire Finance and Acquisition team, including System Integrator Contractor, to ensure there is full understanding of existing functionality and proper integration with the new functionality.

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The Finance and Acquisition Increment is currently under configuration control, thus any approved changes to that Increment will need to be incorporated and integrated into the ongoing development of Wholesale and Retail Supply Increment.

1.6.2.5 Data Management

The Contractor shall support data migration activities from legacy source systems, including the Navy pilot ERP systems, and other non-SAP applications. The following areas shall be considered part of the support efforts:

- a. Creating and maintaining Data Conversion Agreements, Interface Control Agreements, and Memoranda of Agreement relating to data migration.
- b. Assisting source system owners with data migration efforts, including legacy-to-Navy ERP mapping and business transformation rules, and issue resolution.
- c. Creating and maintaining the Data Conversion Plan to document the data and the data structures to be converted, data and data structures to be modified, software to be used, expected load methods, and load strategy to be implemented in order to migrate data from each source system.
- d. Creating and maintaining data load processes and procedures, including manual processes, CATT scripts, and other SAP and non-SAP data migration tools.
- e. Cataloging data delivered by the source systems and maintaining the data in the Navy ERP Data Staging Area.
- f. Loading into Navy ERP data extracted from source systems during all phases of testing, including, but not limited to, unit testing, string testing, cycle testing, and mock conversion testing.
- g. Performing tests to ensure data quality.
- h. Developing and collecting metrics including but not limited to receipt of legacy data, load performance, validation and reconciliation performance, and data quality.
- i. Loading into Navy ERP data extracted from legacy system sources for Final Cutover and Go Live.
- j. Validating data loaded into Navy ERP and supporting reconciliation efforts for all test phases and Go Live.

The Contractor shall create and deliver the Data Load Plan to document the sequence in which the data must be loaded into the Navy ERP system, the programs and processes to be used, the validation and reconciliation steps to be executed, and the durations for each step. Following approval from the Navy, the Contractor shall support the execution of the Data Load Plan.

The Contractor shall create and deliver the Data Conversion Strategy and Plan to document the overarching philosophy to be applied to migrate and convert data and to execute the philosophy identified in the data conversion strategy. The Contractor shall support the execution of the Data Conversion Plan.

The Contractor shall create and deliver the Data Management Plan to develop, execute, and maintain Master Data Maintenance Procedures.

The Contractor shall support builds of SAP clients by loading and maintaining data identified by the Business Process Teams throughout the development lifecycle.

The Contractor shall create and deliver the Navy ERP SAP Data Archiving Plan to develop, execute, and maintain archiving procedures and processes using standard SAP archiving methodology.

The Contractor shall support the collection and documentation of metadata repositories and the Navy ERP metadata, including but not limited to data elements, data structures, metrics, programs, and reports to ensure

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consistent use of data throughout the Navy ERP landscape.

The Contractor shall support the handling and protection of sensitive data, including but not limited to Privacy Act data, Business Sensitive data, and Unclassified Naval Nuclear Propulsion Information (UNNPI) data.

The Contractor shall establish and document processes that perform management and distribution of master and transactional data through the Navy ERP system landscape, involving multiple productive instances of the operational and reporting systems. These processes will utilize standard SAP or third-party approved data management and distribution tools and will comply with Navy ERP configuration management standards. Following approval from the Navy, the Contractor shall support execution.

1.6.2.6 Information Assurance

The Contractor shall provide support to Navy ERP to meet security requirements; develop strategies, policies, and procedures as defined by applicable documents in GFI List Attachment 3. All aspects of Information Assurance (IA) need to be developed and deployed in accordance with prior design considerations of Increment 1.0. The Contractor shall provide support to the Navy ERP to comply with all DoD DITSCAP and Information Assurance requirements.

1.6.2.7 Software Engineering Approach

The contractor shall define a software development approach appropriate for the computer software effort to be performed under this solicitation. Because Navy ERP is using a COTS software product, SAP, the Software Development Plan (SDP) will apply only to those objects being customized for use with the SAP COTS software. The contractor shall follow this SDP for all computer software to be developed or maintained under this effort. The level of detail in the SDP shall be sufficient to define all software development processes, activities, and tasks to be conducted. Information provided must include specific standards, methods, tools, actions, strategies, and responsibilities associated with development and qualification.

1.7 Location

The work accomplished under this contract will primarily take place at the Government-provided facilities known as “the Laboratory.” The deployment and sustainment activities in this contract will be managed out of Government-provided facilities in accordance with the approved Navy ERP deployment schedule.

The Contractor may be required to support design and development work for this contract at Government-provided facilities in Mechanicsburg, Pennsylvania; Philadelphia, Pennsylvania; and maintenance depots (aviation and maritime) e.g. Norfolk, Virginia.

The Contractor may be required to provide support for design, development and or deployment at locations designated and approved by the government.

It is estimated that the Contractor will be required to provide support at locations other than the primary site up to 10% of time by up to 10% of contractor staff.

1.8 Contractor Furnished Equipment (CFE)

The Contractor shall provide laptops and wireless network access cards for all Contractor resources. Physical connection to (or seat for) the Navy Marine Corps Intranet (NMCI) network will be provided by exception based on justification and approval by the government.

All work performed on this contract will be done on contractor provided laptops or desktop computers. No personal computers will be permitted for official Government work. The contractor-provided computer will be equipped with appropriate security software, including but not limited to routinely updated anti-virus software, firewall, and anti-spyware tools. Each contractor provided computer will be equipped with a smart card reader and associated software capable of using a DoD issued Common Access Card (CAC). Each Contractor resource will apply for a CAC once assigned to the program to enable sending and receiving of digitally signed and encrypted

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e-mail using DoD PKI certificates. All work-related e-mail will be sent using a contractor provided e-mail account, or as determined by the Government, a Government provided NMCI account. This contractor provided e-mail service will be hosted in the U.S. and adequately protected to provide reasonable security measures to ensure the protection of program data. The use of commercial or free accounts such as AOL, HOTMAIL or YAHOO is not approved for official program business and will not be used.

1.9 Initial Operational Capability (IOC) Schedule

The schedule for IOC is included in the Program Schedule provided as GFI List Attachment 3.

1.10 Performance Standards and Monitoring Methods

Performance standards

1. Timeliness. Contractor shall deliver products within deadlines identified by Navy ERP.
2. Accuracy. At a minimum, products shall be factually accurate, complete, and in accordance with Navy standards and policies.
3. Quality. Products shall be deemed satisfactory by the government as to content adequacy. Products are to be fully coordinated with appropriate government counterparts and reflect adherence to applicable government standards, regulations and requirements.
4. Compatibility. Products must be fully compatible with all aspects of Navy ERP currently in production or in development. All products must be fully compatible with the approved NMCI standard applications or other applications used by the Program Office.
5. Development and documentation. The Contractor will be compliant with the Navy ERP standards and procedures for all development and documentation as stated in the Navy ERP Custom Development Control Standards Guidelines, the Business Warehouse (BW) Object Naming Conventions, the WebMethods Standards, the Workflow Process Development Guidelines, and the Workflow Object Naming Conventions provided as GFI Attachment 3.

Monitoring methods:

1. Government review and assessment of deliverables and products.
2. Monthly reports.
3. Contractor will be required to submit to specific CDRL based reporting and monitoring requirements.

1.11 Software Resources Data Reporting (SRDR)

The DD Form 2630 series (SRDR) is needed to supply the government with basic information about the size, effort, schedule, and quality of a developed software product. The DD Form 2630-2 and DD Form 2630-3 are authorized by the associated CDRL A026S and A027S. To minimize the cost and maximize the meaningfulness of the data reported, the DD Form 2630 forms and their instructions must be customized so as to conform as closely as possible to measures customarily used by the software development organization while still satisfying the basic government requirements. To serve as a point of departure, the government has provided sample DD Form 2630 forms and an associated set of instructions. These data elements represent the data the government desires. However, the government is aware that not all entities manage their software efforts using the same metrics. Therefore, the development organization is free to propose its set of software metrics that meets the overall intent of the data contained with the DD Form 2630.

The government has pre-determined – based on a targeted work breakdown structure – those elements within the WBS on which it desires a DD Form 2630. These elements are indicated within Attachment [9]. The customized DD Form 2630-2 must be submitted before and the customized DD Form 2630-3 must be submitted after

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development for each of the identified software elements within this WBS. The sample DD Form 2630 shows desired data items that are appropriate for the DD Form 2630-2 (prior to development) and DD Form 2630-3 (end of development) submissions. The developer shall submit a SRDR Data Dictionary with specific data item definitions for the proposed customized DD Form 2630-2 and DD Form 2630-3 as part of the software development proposal.

A DD Form 2630-2 must be submitted within 60 days of contract award and must contain estimates at complete for measures of size, effort, and schedule. Estimated values should be at the 50% confidence level, i.e., the probability that the actual value will be lower than the estimated value should equal the probability that it will be higher. A DD Form 2630-3 must be submitted within 120 days of software product delivery. A DD Form 2630-3 contains actual values at complete for measures of size, effort, schedule, and quality. If a contract anticipates multiple deliveries of a product, such as successive builds or releases, a DD Form 2630-2 must be submitted to provide estimates at complete for each expected delivery and a DD Form 2630-3 must be submitted after each software element is delivered. DD Form 2630-2 and DD Form 2630-3 must also be submitted for any elements developed by a subcontractor that exceed \$25 million (FY 2002) in software development cost. Subcontracted software development for less than \$25 million (FY 2002) may be reflected (rolled-up) in the data provided on the primary DD Form 2630 or may be reported separately, as appropriate or reasonable. A DD Form 2630-3 is required at contract completion that covers the entire software product.

The customized DD Form 2630-2 and the customized DD Form 2630-3 must reflect the same measures and definitions so that the two reports will give corresponding views of the expected and actual size, effort, schedule, and quality of a developed product.

1.12 Small Business Reporting

In accordance with FAR clause 52.219-9 (which is incorporated by reference in the contract) and the contractor's subcontracting plan, the contractor must maintain records on subcontracting and is required to submit reports as specified in FAR 52.219-9(j) to ensure that subcontracting objectives are fulfilled. FAR 52.219-9(j) generally requires that the Standard Form 294, Subcontracting Report for Individual Contracts, be submitted to the Contracting Officer semiannually and at contract completion. Under SeaPort, all subcontract performance reporting occurs via the SeaPort portal. In accordance with this requirement, the contractor shall submit small business subcontract performance information specific to this task order semiannually and at completion via the SeaPort portal. The contractor is responsible for obtaining the link by which it should gain entry into the SeaPort portal from their MAC contracting officer, or his designee.

2.0 Specific Tasks

All design objects and resultant technical objects and documentation such as training and testing materials are to be the property of US Government.

2.1 Project Management

The Contractor shall communicate and document their plans, processes and approaches to meet all program requirements.

 2.1.1 Project Management and Schedule

2.1.1.1 Activity: Project Management Support

1. The Contractor shall support Navy ERP in completing all Acquisition Category (ACAT I) Phases and Design and Technical Reviews of the acquisition process under DoD 5000 instructions.

2. Participate in Integrated Product Team (IPTs) and Working Integrated Project Team (WIPTs), conferences, executive and working level meetings.

3. Provide project data and information as well as assistance to Navy ERP for the management of the Program's Integrated Master Schedule (IMS).

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4. Support management of financial control including Other Direct Costs (ODCs) and risks.
5. Perform quality assessment, subcontracting, issue resolution, and human resource management activities as directed by the government. . The Contractor shall be responsive in addressing subcontracting and human resources management issues raised by the Government. The Government acknowledges that, due to the Contractor's prerogatives in such matters, specific Government direction is generally inappropriate.
6. Support and document scheduled program briefings.
7. The Contractor's Project Manager shall meet with the Navy ERP Program Manager, Technical Director and other designated Release Managers on a weekly basis to perform the following:
 - a. Ensure a mutual understanding of the objectives and scope of the work
 - b. Address Technical Instructions (change requests)
 - c. Confirm progress to-date
 - d. Review project deliverables
 - e. Validate detailed work plans
 - f. Confirm resolved issues and manage outstanding issues
 - g. Identify and evaluate risk factors and address areas where risk has changed.
 - h. Design, structure and define the roles of the project team and to identify the other individuals and organizations whose participation will be solicited
 - i. Identify cost and schedule variance
8. Submit all invoices for labor and non-labor expenses no later than the last day of the month following the month of execution. These invoices shall include only execution month expenses (month by month).

Performance Deliverables

1. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Eastern Time (ET).
2. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2.1.1.2 Activity: Schedule Support

The Navy ERP Program has developed an Integrated Master Plan (IMP) that depicts key milestone events in the program. Additionally, an Integrated Master Schedule (IMS) has been developed to capture the work to be conducted by both Navy and support Contractor personnel.

1. The Contractor shall participate in enhancing and maintaining the Integrated Master Schedule (IMS), including all the work to be conducted by the Contractor, which will be maintained and reviewed in the IMS during the weekly production meetings.

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2. The Integrated Master Schedule (IMS) will be used by the Technical Director as the primary tool for managing the work assigned to the Contractor. A weekly IMS meeting will be conducted by the Technical Director and attended by the Contractor PM and staff to review the current status of the schedule. Schedule metric reports that are generated will be reviewed during the weekly IMS meeting.

Performance Deliverables

1. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Eastern Time (EST).

2. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

 2.1.2 Earned Value Management (EVM)

2.1.2.1 Activity: Monthly Cost Status

1. The Navy will manage the contract cost, schedule, and technical performance using Earned Value Management (EVM) in accordance with DoD 5000.2, May 12, 2003. The Contractor shall provide input to the EVM as baselined to the Integrated Master Schedule (IMS) at least bi-weekly. The Contractor shall provide actual labor hours expended by Individual Name using the following codes: Project Name, Charge Code, Organization Name and Resource Name.

2. The Contractor shall attend EVM Schedule meetings and reviews to define and refine the data integration process, mappings, and analysis, and in preparation for EVM compliance reviews.

3. The Contractor shall produce and transmit the Contract Funds Status Report quarterly.

Performance Deliverables

1. Monthly Cost Status Report (CDRL A016S)

2. Contract Funds Status Report (CDRL A003S)

 2.1.3 Risk Management

2.1.3.1 Activity: Risk Management Support

1. The Contractor shall adhere to the published and approved Navy ERP Risk Management Plan and support the government-furnished Risk Management Process, and utilize existing Navy ERP Risk Management tools.

2. Risk management is vital to effectively managing any large-scale software effort because each software system being developed or maintained is dependent on a unique set of changing factors. The Contractor shall support the Navy with the following activities as part of the Risk Management approach:

a. Use government-furnished methodology and tools for identifying and managing risks that may affect cost, schedule and performance across the program.

b. Identify risks across the entire program and report weekly in production meeting format (costs, scope, and schedule and other system lifecycle sections).

c. Continuously evaluate risk to determine probability of occurrence and impact if occurred in accordance with

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Risk Management Process/Plan and the risk contingency plan or risk mitigation plan that is associated with each risk.

d. Define steps to respond to and mitigate identified risks.

e. Review and prioritize risks regularly at appropriate project levels to assess the impact to the program and project.

Performance Deliverables

1. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Time (EST).

2. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

 2.1.4 Configuration Management (CM)

2.1.4.1 Activity: Configuration Management Support

1. The Contractor shall support configuration management and control of all product development in compliance with the Navy ERP Configuration Management Plan and in accordance with the applicable Navy and DoD standards.

2. The Contractor shall support configuration management control to ensure support for Request For Change (RFC) analyses and subsequent Control Board review/approval processes, establishment of Functional and Technical Baselines, support for configuration audits, maintain version control over all developed configuration items and configuration objects, and ensure that configuration items and objects are identified and managed in the Navy ERP CM support tools.

3. The Contractor shall support feedback to the Navy ERP Systems Engineer directly related to changes in ARIS process models and other architecture products to provide consistency between process and architecture documentation and the as-built solution to include Increment 1.1 and 1.2 development and production, and other system information as required.

 2.1.5 User Management (Roles and Authorizations)

2.1.5.1 Activity: User Management Support

The Contractor shall support the development of a User Management Plan for Increment 1.1 and 1.2 to develop, execute, and maintain a robust and secure user management process and architecture to cover Realization, Final Preparation, Deployment, and Post Deployment Phases.

The Contractor shall provide support for identifying all end user roles and authorizations that accommodate emerging Navy ERP end-to-end business processes and security requirements in accordance with the sensitive data matrix, GFI Increment 1.1 initial Baseline End User Definition List and GFI ARIS business Process Models. The Contractor shall also provide support for identifying roles and authorizations that accommodate emerging Navy ERP centralized administration roles, i.e. master data, and local deployment site administration roles.

The Contractor will provide support to the existing Navy ERP User Management Working Group (UMWG) to define and approve baseline user roles, using the GFI Increment 1.1 initial Baseline End User Definition List as a starting point, and accompanying sets of shadow and derived roles that will be needed for the system. The Contractor shall support the Navy in maintaining and updating the Increment 1.1 End User Role Definition List

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and Matrix. A sample of the Navy ERP UMWG user role efforts associated with Increment 1.0 End User Role Definition Matrix is provided for information only.

The Contractor shall support role definition, the role configuration, role unit testing, integrated system test, user acceptance test, deployment, and user management during initial IOC deployments, to include role mapping assessments and actual role mapping facilitation/support as well as user account creation and maintenance. To accomplish this objective, the Contractor will collaborate with the following Navy ERP teams; Information Assurance, Quality Assessment/Test, Systems Engineering, Deployment, Information Technology, Process Captains, and Business Process Teams.

The Contractor shall list the defined Navy ERP user roles and the impact of those roles in respect to potential organizational alignments. The Contractor shall provide recommendations for organizational alignments that make best use of business processes and Navy ERP user roles.

The Contractor will support and collaborate/update these program deliverables:

- User Management Plan
- Increment 1.1 End User Role Definition Matrix
- Increment 1.1 Baseline End User Definition List
- User Management Working Group Standard Operating Procedure Changes

Performance Deliverables

1. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2. Organization Alignment Recommendations: Recommendations for organizational alignments based on user roles.

2.2 Laboratory Support

The Contractor shall provide professional staff with the necessary technical expertise to perform the following tasks:

 2.2.1 Training Team

2.2.1.1 Activity: Training Material and Course Support

1. The Contractor, working with the Navy ERP Global Implementation Team, shall perform the actions required to create, deliver and maintain training material for Increment 1.1 and 1.2; collect user feedback and incorporate it into training courses, as appropriate; develop and maintain training material metadata; report training material development and use metrics; and develop new training material.

a. The Contractor, working with the Navy ERP Global Implementation Team, shall use the Training Materials Standards Guide which details the standards used by the Training Material Development Team as they develop, deliver and maintain training material and training prototypes. This document will establish the look and feel of all training material types and ensure development matches the look and feel of Increment 1.0 training materials. Training Materials Standards Guide will be provided as GFI.

b. The Contractor, working with the Navy ERP Global Implementation Team, shall coordinate, update, deliver and maintain the Navy ERP Training Course Catalog and provide a description of each training course to be developed, as well as the prerequisites and the suggested audience. Navy ERP Training Course Catalog will be

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provided as GFI.

c. The Contractor, working with the Navy ERP Global Implementation Team, shall develop, deliver and maintain training material for instructor-led and web-based training that contains training course material and instructor guides ready for presentation to end-users. The Contractor shall maintain this material for the duration of the project and any metrics provided on the team's progress to completion of the training material.

d. The training metadata content package defines the metadata strategy and implementation used for all training material and includes maintenance of the metadata.

e. The Contractor, working with the Navy ERP Global Implementation Team, shall develop, deliver and maintain training data sets that will be executable in the Navy ERP training environment. This deliverable includes development and maintenance of the training exercise data sets required for delivery and sustainment of Navy ERP training in accordance with the Navy ERP Training Plan and Deployment Strategy. This includes populating and maintaining the training delivery environment and managing local data sets.

2. The Contractor, working with the Navy ERP Global Implementation Team, shall develop, deliver and maintain training documentation that will be incorporated into the Navy ERP Training Plan.

3. The Contractor, working with the Navy ERP Implementation Team, shall develop, deliver and maintain Context-Sensitive Help, including:

a. Strategy and plan for management and maintenance of Context-Sensitive Help material;

b. Ensure that Context-Sensitive Help material is linked to all appropriate Navy ERP instances

4. The Contractor, working with the Navy ERP Global Implementation Team, shall coordinate training actions with the ERP Systems Integrator, government training team leads and other government Contractors, as appropriate.

5. The Contractor shall support the preparation, update and delivery of metrics charts schedules and documents to support Navy ERP meetings and formal program reviews.

Performance Deliverables

1. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2. Updated Training Course Catalog (CDRL A004S)

3. Instructor-led Training Material (CDRL A005S)

4. Web-based Training Material (CDRL A006S)

5. Training Metadata Content Package (CDRL A007S)

6. Context-Sensitive Help (CDRL A008S)

7. Training Data Sets and Training Delivery Environment (CDRL A009S)

8. Updated Navy ERP Training Plan (CDRL A010S)

2.2.1.2 Activity: Training Delivery (optional activity)

The Contractor will train Government personnel in the use of the Navy ERP solution. This may include support of

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Tester, Train-the-Trainer, Super-user, Learning Solution (LS) and End-user training courses.

Performance Deliverable

1. Monthly Status Report (A021): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the program office Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standard) measures of performance. For this activity, the attendance lists for all classes taught during the month must be attached to the Monthly Status Report.

 2.2.2 Business Process Team

2.2.2.1 Activity: Business Process Design Enhancement/Modification/Improvement Support

1. The Contractor shall support the creation, completion and/or update of necessary Customer Input Templates (CITs) and other design documentation, including Functional Design Specifications (FDSs) and ARIS models in concert with Navy ERP efforts. The Contractor shall support the Government team in completing and validating Realization preparation documentation that occurs during joint review after contract award e.g. design simplification replications proposed. The Contractor will support both formal and informal reviews of all FDSs and related documentation with the goal of design simplification. The Contractor will create and maintain a reporting structure to document progress in this area. The Contractor and the government will jointly develop the format of this work product. This culminates with a comprehensive technical data package review as part of the Functional Configuration Baseline Review.

2. The Contractor shall support the creation or update of FDSs for Navy requirements pertaining to: a) reports, interfaces, conversions, and enhancements (RICE); b) information management, e.g., business warehouse; workflow and document management; and c) web enablement.

3. The Contractor shall support the review of training materials to ensure business processes and associated SAP functionality/configuration are accurately reflected.

4. The Contractor shall prepare white papers and associated supporting documentation, (e.g. briefing materials, trade off analysis) to support business process reengineering opportunities identified by the Business Process Team. The Contractor will create, deliver and maintain a reengineering scorecard report that will summarize the range of reengineering opportunities and quantify progress in these areas.

5. The Contractor shall support the issues resolution process and risk mitigation process by conducting analysis to resolve the issues/mitigate risks, providing issues, alternatives and recommendations, and preparing white papers and associated supporting documentation, (e.g. briefing materials, trade off analysis).

6. The Contractor shall support all design efforts, taking into account previous lessons-learned from deficiencies and associated fixes during cycle and user-acceptance testing and customer feedback after deployment.

7. The contractor shall provide an assessment of the architectural approaches identified in the SAP Version Recommendation work product below to include benefits, risks and associated mitigating actions for each alternative. As a minimum the recommendation, it should assess the benefits of the functionality available in later releases of SAP and the opportunity to reduce the number of enhancements or interfaces required. Specifically, this assessment should focus on key planning, supply chain and financial management functionality. Reviews of the applicable Functional Design Specifications (FDSs) relative to Interchangeability and Substitutability, complex procurement, Order fulfillment and related available to promise capability, material configuration management, buy/repair planning, local and regional demand planning, sales planning, hazardous material management and minimization, budget constraints and unique DoD budget/financial posting solutions are required.

Performance Deliverable

1. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support and accomplishment

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of the Performance Objectives described above, particularly as they relate to the Navy ERP Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2. Reengineering Scorecard Report: The report will summarize the range of reengineering opportunities and quantify progress in the identified business process areas. Format for this work product will be determined jointly by government and the Contractor.

3. SAP Version Recommendation: Format for this work product will be determined jointly by government and the Contractor. The recommendation will address the following alternatives:

- a. Develop Increment 1.1 in ECC 5.0 and applicable SCM Release, delaying upgrade to ECC 6.0 until after 1.1 "Go Live"
- b. Develop Increment 1.1 in ECC 6.0 and SCM 5.0 or 5.1, and upgrade Increment 1.0 to ECC 6.0 after the 1.1 "Go Live"
- c. Develop Increment 1.1 in ECC 6.0 and SCM 5.0 or 5.1 Release, and upgrade Increment 1.0 to ECC 6.0 prior to the 1.1 "Go Live"
- d. Other approaches as recommended by the Contractor

2.2.2.2 Activity: Business Process Development Support

1. The Contractor shall create and deliver the SAP IMG Configuration Settings and Enterprise Structure List to meet the requirements within the Navy's BPML.

2. The Contractor shall create and deliver Technical Functional Scripts (TFSs) to meet the requirements stipulated within the Navy's Business Process Master List (BPML).

3. The Contractor shall create and deliver Business Process Procedures (BPPs) to meet the requirements within the Navy's BPML. Each BPP will provide sufficient information to enable users to understand how the transaction fits within the context of the Navy ERP CONOPS.

4. The Contractor shall prepare and deliver documentation required in preparation of various program milestone reviews, i.e., critical design review, design readiness review, etc.

5. The Contractor shall prepare and deliver Requests for Changes (see GFI List for format) in preparation for presenting functional scope changes to the Configuration Change Board (CCB) /Configuration Management Board (CMB) for approval.

6. The Contractor shall document SAP software deficiencies in SAP Deficiency Request forms and apply SAP OSS Notes.

7. The Contractor shall support, participate and provide comments on various program milestone reviews, i.e., critical design review, design readiness review, test readiness review, production readiness review, etc. The Contractor shall support, participate and provide comments on Navy ERP Process Council meetings as determined by Navy ERP. This shall be accomplished in accordance with applicable guidelines and schedules determined by the Navy ERP Business Process Team.

8. The Contractor shall substantiate that the SAP solution as implemented by the Navy ERP adheres to applicable Navy and DoD policies, regulations, and guidelines regarding financials, acquisition and procurement, workforce management, program management, maintenance, sales and distribution, inventory management, and supply chain management. Deficiencies shall be noted in the Monthly Status Report.

9. The Contractor shall formally and continuously assess the level of integration between all applicable software components to ensure efficient and productive processing is achieved. Assessment will include (but not be

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limited to) identification of any known or potential integration issues and provide recommendations for mitigation. Reporting frequency and format of this work product will be jointly determined by the Contractor and the government.

10. The Contractor shall propose a knowledge transfer plan to ensure that government personnel are engaged with key development, testing and deployment efforts and are able to lead and support these efforts in the future without assistance. Plan should identify key positions, approach and measurements of success and will be approved by the government.

Performance Deliverables

1. SAP IMG Configuration settings and Enterprise Structure List (CDRL A015S)

2. Technical Functional scripts (TFSS) (CDRL A015S)

3. Business Process Procedures (BPPs) (CDRL A015S)

4. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support and accomplishment of the Performance Objectives described above, particularly as they relate to the Navy ERP Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

5. Integration Issues Report: The Integration Issues Report will include (but not be limited to) identification of any known or potential integration issues and provide recommendations for mitigation. Reporting frequency and format of this work product will be jointly determined by the Contractor and the government.

6. Knowledge Transfer Plan: The Knowledge Transfer Plan will ensure that government personnel are engaged with key development, testing and deployment efforts and are able to lead and support these efforts in the future without assistance. Plan should identify key positions, approach and measurements of success and will be approved by the government.

2.2.2.3 Activity: Test and Evaluation Support

1. Test Overview - The Contractor shall create, deliver and support the development and maintenance of testing activities associated with ensuring that each end-to-end business process and each application (SAP and interfaces with non-SAP) work together properly as a single system performing all of the intended functions, with the appropriate data and results. Such activities, as defined in detail under the Government Furnished Information, include the following:

a. The Contractor shall create and deliver unit, integration (end-to-end), stress and regression test plans, and scripts that are documented and repeatable without consultant assistance.

b. The Contractor shall perform all appropriate life cycle tests (e.g., unit testing, end-to-end testing, stress testing, regression testing, etc.).

c. To support independent test activity, the Contractor shall perform selective random testing where the random selection includes some complex modules that drive significant business value.

d. The Contractor shall develop and maintain test data.

e. The Contractor shall provide best practices and knowledge transfer to help stage systems before implementation (i.e., production turn over).

f. The Contractor shall support the government BASIS and data center team in SAP and non-SAP systems performance tuning enhancements to optimize the eventual production environment.

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g. The Contractor shall support integrated systems testing, user acceptance testing and operational lab testing, per Integrated Systems Test Plan (GFI List Attachment 3).

2. The Contractor will support the government to develop and conduct Test Scenario Workshops for the bi-laterally agreed upon Master Scenarios and their supporting sub-processes. The intent of the workshops is to aid the Navy ERP personnel in developing the required level of day-in-the-life user detail required for the scenarios to be converted to test scripts. The Navy will provide existing test scenarios to aid in the development of these scenarios and test scripts.

3. The Contractor will support Navy ERP Subject Matter Experts (SMEs) to lead workshops to determine the best way to capture the most common variations in the business processes, the intent being to minimize the number of test scripts required by combining as much functionality in the scenario as practicable to capture the variants. These scripts will be planned, created, executed and the results documented in the Mercury TestDirector and LoadRunner tools.

4. The Contractor shall support the Navy to perform integration tests and formal Operational Test and Evaluation of the configured solution.

5. The Contractor shall support the Navy to conduct integration testing in accordance with the Integrated Systems Test procedures to validate the readiness of the configured solution to enter into User Acceptance Testing.

a. The Contractor shall support the Navy to conduct integration testing of the configured solution to prove the functionality meets business processes within the master scenarios.

b. The Contractor shall support the Navy to document and/or update the process and findings of integration testing to include, but not limited to, the following products: Application Output Test Plan, Data Replication Plan, Network Connectivity Test Plan, Volume and Stress Test Plan, Conversion Test Procedures, Final Integration Systems Test Procedures and Technical Tests Outputs.

6. The Contractor shall support the Navy to conduct Final Integration Systems and support User Acceptance Tests and in compliance with the Navy ERP Program TEMP to validate that the integral technical and functional components of the Navy ERP solution work properly together and satisfy the Navy ERP ORD.

7. The Contractor shall support the Navy's formal Operational Test and Evaluation events. The Contractor shall provide support for Operational Test Readiness Reviews for Operational Test – Lab Test by OPTEVFOR and Operational Test – Field Validation at IOC sites by OPTEVFOR.

8. The Contractor shall provide solution functional and system experts to answer questions and correct solution and system defects (Critical and High) in accordance with the Navy ERP Integration Test Plan.

9. The Contractor shall support and collaborate on these program deliverables:

a. Application Output Test Plan

b. Data Replication Plan

c. Network Connectivity Test Plan

d. Volume and Stress Test Plan

e. Technical Tests Outputs

f. Final Integration Systems Test Execution Report

10. The Contractor shall create and deliver Functional Unit Test Cases (string tests) to meet the requirements

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within the Navy's BPML.

11. The Contractor shall complete the SAP standard configuration in preparation for the Critical Design Review (CDR) milestone to meet the requirements within the Navy's BPML and, where applicable, with the Navy's FDS requirements.

12. The Contractor shall create and deliver Functional Unit Test plans of BPPs developed during the Realization Phase to meet the requirements within the Navy's BPML, and when applicable, with the Navy's FDS requirements. The Contractor shall support the functional unit testing and shall document results and any deficiencies along with an associated corrective action plan.

13. The Contractor shall create and deliver demonstration plans of the Functional Prototype Unit Test Cases to meet the requirements within the Navy's BPML, and where applicable, with the Navy's FDS requirements. The Contractor shall support the Functional Prototype Unit Testing and shall document results and any deficiencies along with an associated corrective action plan.

14. The Contractor shall create and deliver FDS Functional Test plans for end-to-end high-level designs to meet the requirements within the Navy's FDS requirements. The Contractor shall support the observation of FDS functional testing for end-to-end high-level designs and shall document results and any deficiencies along with an associated corrective action plan.

15. The Contractor shall create and deliver System Integration test scripts in accordance with the Test and Evaluation Master Plan (TEMP) pertaining to the End-to-End Master Business Scenarios and associated SAP functionality in preparation for Systems Integration testing. The Contractor shall support the observation of systems integration testing and shall document results and any deficiencies along with an associated corrective action plan.

Performance Deliverables

1. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2. Functional Unit String Test Cases (CDRL A011S).

3. Functional Baseline Configuration (CDRL A012S).

4. Functional Unit Test Plans for Business Process Procedures (BPPs) (CDRL A013S).

5. System Integration Test Scripts (CDRL A014S).

6. Unit, integration, stress/volume and regression test plans and scripts.

2.2.2.4 Activity: Data Management Development Support

The Contractor shall support data migration activities from legacy source systems, including the Navy pilot ERP systems, and other non-SAP applications. The following areas shall be considered part of the support efforts:

a. Creating and maintaining Data Conversion Agreements, Interface Control Agreements, and Memoranda of Agreement relating to data migration.

b. Assisting source system owners with data migration efforts, including legacy-to-Navy ERP mapping and business transformation rules, and issue resolution.

c. Creating and maintaining the Data Conversion Plan to document the data and the data structures to be converted, data and data structures to be modified, software to be used, expected load methods, and load

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strategy to be implemented in order to migrate data from each source system.

d. Creating and maintaining data load processes and procedures, including manual processes, CATT scripts, and other SAP and non-SAP data migration tools.

e. Cataloging data delivered by the source systems and maintaining the data in the Navy ERP Data Staging Area.

f. Loading into Navy ERP data extracted from source systems during all phases of testing, including, but not limited to, unit testing, string testing, cycle testing, and mock conversion testing.

g. Performing tests to ensure data quality.

h. Developing and collecting metrics including but not limited to receipt of legacy data, load performance, validation and reconciliation performance, and data quality.

i. Loading into Navy ERP data extracted from legacy system sources for Final Cutover and Go Live.

j. Validating data loaded into Navy ERP and supporting reconciliation efforts for all test phases and Go Live.

The Contractor shall create and deliver the Data Conversion Strategy to document the overarching philosophy to be applied to migrate and convert legacy data.

The Contractor shall create and deliver the Data Conversion Plan to execute the overall philosophy identified in the data conversion strategy which documents the source systems, data and data structures, software used, strategies, and plans required to migrate and convert legacy data into the navy ERP production system. The Data Conversion Plan supports the execution of technical development of each conversion object. A Data Conversion Plan will be prepared and maintained for each deployment site.

The Contractor shall create and deliver the Data Load Plan to document the sequence in which the data must be loaded into the Navy ERP system, the programs and processes to be used, the validation and reconciliation steps to be executed, and the durations for each step. Following approval from the Navy, the Contractor shall support the execution of the Data Load Plan.

The Contractor shall create and deliver the Data Management Plan to develop, execute, and maintain Master Data Maintenance Procedures.

The Contractor shall support builds of SAP clients by loading and maintaining data identified by the Business Process Teams throughout the development lifecycle.

The Contractor shall create and deliver the Navy ERP Archiving Plan to develop, execute, and maintain archiving procedures and processes using standard SAP archiving methodology.

The Contractor shall support the collection and documentation of metadata repositories and the Navy ERP metadata, including but not limited to data elements, data structures, metrics, programs, and reports to ensure consistent use of data throughout the Navy ERP landscape.

The Contractor shall support the handling and protection of sensitive data, including but not limited to Privacy Act data, Business Sensitive data, and Unclassified Naval Nuclear Propulsion Information (UNNPI) data.

The Contractor shall create and deliver the Data Distribution Plan to document processes that perform management and distribution of master and transactional data through the Navy ERP system landscape, involving multiple productive instances of the operational and reporting systems. These processes will utilize standard SAP or third-party approved data management and distribution tools and will comply with Navy ERP configuration management standards. Following approval from the Navy, the Contractor shall support execution.

Performance Deliverable

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1. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2. Knowledge Transfer Plan: The Knowledge Transfer Plan will ensure that government personnel are engaged with key development, testing and deployment efforts and are able to lead and support these efforts in the future without assistance. Plan should identify key positions, approach and measurements of success and will be approved by the government.

3. Data Distribution Plan (CDRL A018S):

Navy ERP plans to include multiple production instances in its landscape for both operational and reporting systems. This environment will require master and transactional data communication and synchronization between systems.

This Plan will define:

- System Distribution Data Model Design (includes legacy)
- Distribution error handling process detailed design
- Full technical data package for custom development (ALE)

4. Data Load Plan (CDRL A017S):

The Navy ERP Data Load Plan will describe the specific tasks, sequences, and durations for each step to be executed in order to successfully migrate, convert, validate and reconcile data into the Navy ERP production system.

This Plan will define:

- Identify all execution steps required to load migrated data, expected load execution timings, and resource requirements
- Identify all interfacing systems to be initiated
- Identify all steps to be used to load, validate, test, reconcile and support the conversion and migration of the legacy data.

5. Data Conversion Strategy (CDRL A020S):

The Data Conversion Strategy is the overall philosophy documents the source stems, data and data structures, software used, strategies, and plans required to migrate and convert legacy data into the Navy ERP production system. It both supports and informs technical development of each conversion object, and must be fully integrated into the technical solution. This deliverable will be prepared for each deployment site.

This strategy will:

- Identify the source systems from which the data is migrated
- Identify interfacing source systems
- Describe all data and data structures to be migrated from each deployment site
- Describe all data and data structures to be created or modified by Navy ERP

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- Identify expected data volumes
- Identify all software to be used, or developed, to load, validate, test, reconcile, and support the conversion and migration of the legacy data.
- Describe the conversion strategy for each functional area, including legacy systems strategies

6. Data Conversion Plan (CDRL A021S):

The Data Conversion Plan executes the overall philosophy identified in the data conversion strategy which documents the source systems, data and data structures, software used, strategies, and plans required to migrate and convert legacy data into the navy ERP production system. It supports the execution of technical development of each conversion object. A Data Conversion Plan will be prepared and maintained for each deployment site.

This plan will:

- Document the procedure to implement the identified interfacing source systems
- Document set up procedures for all data and data structures to be migrated from each deployment site
- Validate the procedures to determine the readiness of all software to be used, or developed to load, validate, test, reconcile, and support the conversion and migration of the legacy data
- Validate the conversion plan for each functional area, including legacy systems strategies

7. Data Archiving Plan (CDRL A022S):

The Data Archiving Plan describes the specific tasks required to archive Navy ERP data. The plan will include recommendations on aging criteria, archiving eligibility timeframes and extraction and storage methodology for the appropriate modules.

This plan will:

- Identify methodology for when, where and how eligible resident data will be archived

8. Data Management Plan (CDRL A019S):

The Data Management Plan describes the master data maintenance procedures required to create, modify and delete Navy ERP master data. It outlines the roles and responsibilities for the data maintainer.

This plan will:

- Identify data maintenance procedures for all master data objects within a development Increment.
- Identify the roles and responsibilities for the authoritative data maintainer.

 2.2.3 Systems Engineering

2.2.3.1 Activity: Perform Configuration Reviews (ongoing)

1. The Contractor will perform periodic Configuration Reviews during the Realization Phase. Senior technical

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personnel from the development team will review configuration settings for configured transactions in the SAP system. The purpose of the review is to ensure that the configuration is technically sound, meets the design and is properly documented in the IMG. IMG documentation will include both Technical Functional Scripts (TFS) and Business Process Procedures (BPP) for the prototype units. In addition, a unit test plan for the prototype under review must be documented in accordance with QA/Test standards and reviewed with the configuration. The Navy reserves the right to have one or more representatives, on a not-to-interfere basis, observe any and all configuration reviews.

2. Configuration reviews will be conducted after the following criteria have been met:

a. One or more prototype units have been configured

b. The IMG documentation is updated

c. The unit test plan for each transaction has been documented and ready to be sent to QA/Test to support requirements traceability and Objective Quality Evidence mapping

3. The result of this review will be to observe that the configuration and custom coding are consistent with the intended use of the transactions and consistent with other configuration settings in the system (to the extent possible) as well as to verify that the configuration has been properly documented.

4. These Configuration Reviews are to be scheduled in the IMS and conducted prior to key events, such as CDR, DRR, PRR, so they are visible to the Navy ERP Technical Director. The Contractor must notify the Technical Director at the production meeting of any scheduled reviews that will not take place in the following week.

2.2.3.2 Activity: Perform Technical Development Reviews (ongoing)

1. The Contractor will perform periodic Technical Development Reviews during the Realization Phase. The purpose of this review is to observe that the design documentation is complete, complies with guidelines for the design approach within the Technical Design Specification (TDS) documents, is technically sound and will satisfy the functional requirements as defined in related Functional Design Specification (FDS) documents. Senior technical personnel from the development team will review each design approach and TDS as it is completed to ensure it has been properly documented as defined in CDRL A015S. The Navy reserves the right to have one or more representatives, on a not-to-interfere basis, observe any and all reviews.

2. Technical Development Reviews will be conducted after the following criteria have been met:

a. The design approach and TDS document have been completed

b. Related FDS documents satisfied in whole or in part by the TDS documents to be reviewed have been identified

3. These Technical Development Reviews are to be scheduled in the IMS on a regular basis so they are visible to the Navy Technical Director and the Release Manager(s). The Contractor must notify the Technical Director at the production meeting of any scheduled reviews that will not take place in the following week.

Performance Deliverable

1. Technical Design Specification (CDRL A015S): Technical Design Specifications (TDSs) are part of CDRL A015S Technical Data Package.

2.2.3.3 Activity: Perform Code Walkthroughs (ongoing)

1. The Contractor will conduct periodic Code Walkthroughs during the Realization Phase. Senior technical personnel from the development team will review the code and unit test plans that have been developed for a TDS. The purpose of the review is to identify that the code adheres to the program's development standards, is technically sound, and meets the design articulated in the related TDS, and that the unit test plan for the code

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under review is documented in accordance with QA/Test standards and as defined in CDRL A015S. The Navy reserves the right to have one or more representatives, on a not-to-interfere basis, observe any and all code walkthroughs.

2. Code walkthroughs will be conducted after the following criteria have been met:

a. One or more logical units of work have been coded

b. The unit test plan for each logical unit of work has been documented and is ready to be sent to QA/Test to support requirements traceability and Objective Quality Evidence (OQE) mapping

c. The design approach and TDS have been identified and included in the review package

3. These Code Walkthroughs must be held at the Government-provided facilities and are to be scheduled in the IMS on a regular basis so they are visible to the Navy Technical Director and the Release Manager(s). The site is defined in the "Facilities to be Government furnished" clause. The Contractor must notify the Technical Director at the production meeting of any scheduled reviews that will not take place in the following week.

2.2.3.4 Activity: Support the System Functional Review (SFR) (applicable only to Increment 1.2 Maintenance)

1. The Contractor shall provide support to the SFR to ensure that the scope is fully defined and will meet the required scope of the program as defined in the program Operational Requirements Document (ORD) and Navy ERP CONOPS. This review is generally conducted when the functional baseline is established (DOD System Integration Phase).

2.2.3.5 Activity: Support Interim Progress Review (IPR)

1. The Contractor shall provide support to the Navy ERP Program Manager for the Interim Progress Review that will assess the program's status and address any issues or concerns at that time, if required.

2.2.3.6 Activity: Conduct Critical Design Review (CDR) Demonstration

1. A CDR is a multi-functional technical review to assess whether or not the system can proceed into detail development, demonstration and test, as well as meet the stated performance requirements within cost (program budget), schedule (program schedule), risk, and other system constraints.

2. The Contractor shall conduct a demonstration to show prior to the CDR the Baseline Configuration detail design, configuration plans, and code development plans are complete. The Contractor must also demonstrate the detailed design correctly and completely implements all software requirements applicable, as documented in the DOORS database.

3. The demonstration will show a set of predefined business processes, chosen from the end-to-end processes/test scenarios, running as expected for normal business operations. Exception processing, error handling and unusual variant processes (i.e. infrequently used processes) are not required for this demonstration. Interface and data conversion programs will not be included in this demonstration. Enhancement and extension programs necessary to execute the demonstration will be included. The demonstration will be done manually, with personnel interacting directly with the configured SAP system running in a demonstration client and with oral and written explanations of the actions provided to the review team. The demonstration will not be conducted using automated scripts or through the exclusive use of screen shots shown in a presentation tool such as Microsoft PowerPoint. It is understood that certain interfaces and functions may not exist at the time of the review and may, therefore, use assumed data, screens, interfaces, etc. A successful demonstration verifies the following:

a. The detailed design correctly and completely implements those software requirements available during the review

b. Traceability of system, sub-system and component detailed design to functional, and technical requirements is maintained for the requirements available for review

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c. The draft product specifications are complete

d. Exit criteria have been met

4. The SI Contractor presentation of the demonstration shall include the following:

a. Updated development schedule

– Schedule is provided in the presentation and handout

– If multiple builds are scheduled, the contents of those different builds are provided in the presentation and handout

b. Management metrics presented.

– Software progress (e.g. detailed design, code, and testing) metrics are available in presentation and handout

– Staffing level metrics are available in presentation and handout

c. Subsystem Baseline Configuration design is presented.

– Evidence is presented, prior to CDR demonstration, that the supplier has internally verified the system detailed design correctly implements the subsystem Baseline Configuration requirements, and traceability is maintained (e.g., status of peer reviews and quality audits)

– Interface matrix identifies external interfaces and applicable specifications

– Any “To Be Determined” (TBDs) aspects in the system design for the Allocated Baseline Configuration are explained in the presentation and handout

d. For the Baseline Configuration, the formal software test approach is presented

– All TBDs in the software unit test plans are explained in the presentation and handout

– Prior to CDR demonstration, the SI Contractor has internally verified that the software unit test plan test descriptions adequately test the designed software

– Tests that deviate from the testing procedures are identified in the presentation and handout

– Walk-through demonstrations of defined scenarios are complete

– Demonstrations/modeling of the integrated system versus the performance specification is presented

e. Risk items are addressed along with closure plans.

– Risk closure plans for medium and high-risk items are reviewed in the presentation and handout.

5. The inputs for this activity include the following. Unless otherwise stated, all inputs are the responsibility of the SI Contractor.

a. Navy ERP Program IMS (Navy provided)

b. Operational Requirements Document (ORD) (Navy provided)

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- c. System Performance Specification (Navy provided)
 - d. Baseline Confirmation Test Scenarios (Navy provided)
 - e. Expected outcome of the integrated business scenario demonstrations (Navy provided)
 - f. Expected outcome of the integrated business scenario demonstrations is to show that the business processes are configured to meet the BPMLs and applicable FDS list (Navy provided)
 - g. ARIS Model (Navy provided)
 - h. An SSAA is completed for the quality assessment environment (Navy provided)
 - i. Test Plan for Baseline (Contractor provided)
 - j. Applicable, functional prototype units (Contractor provided)
 - k. Completed Enhancement/Extension Technical Design Specifications (TDS) for screen relevant enhancements to support selected scenarios (Contractor provided)
 - l. Technical Functional Scripts (TFSs) for Baseline Configuration (Contractor provided)
 - m. All design components are traceable to the functional configuration baseline, and to the requirements baseline (Contractor provided)
 - n. IMG configuration settings have been set for the Baseline Configuration and are being managed (Contractor provided)
 - o. Programs needed have been made available to the demonstration client (Contractor provided)
6. Data necessary for demonstrating the Baseline Configuration have been loaded into or created in the demonstration client. Data may be fictitious, but must conform to the format and content of standard Navy data expected to exist in the system during production operations.

2.2.3.6.1 Critical Design Review Business Process Scenarios

- 1. These scenarios will be demonstrated prior to the CDR.
 - a. Plan to Pay – External Purchasing (Increment 1.1)
 - MM- Consumption Forecast
 - MM- Consumption Material Requirements Planning (MRP)
 - PUR- External Purchase Requisition
 - PUR- External Purchasing
 - MM- Goods Receipt and Acceptance
 - FI- External Invoice Verification
 - FI- Vendor Payments

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b. Plan to Pay – Consignment (Increment 1.1)

- MM- Consumption Forecast
- MM- Consumption Material Requirements Planning (MRP)
- PUR- Consignment Purchase Requisition
- PUR- Consignment Purchasing
- MM- Goods Receipt and Acceptance
- FI- External Invoice Verification
- FI- Vendor Payments

c. Plan to Maintain (Increment 1.2)

- PS-Structure
- PS-Date Planning
- PS- Budgeting
- PS- Project Release
- PM- Project Based Maintenance Notification
- PM- Project Based Maintenance Order
- QM- Quality Inspection for the Technical Object
- MM- Reservation
- MM- Warehouse Stores
- MM- Goods Issue
- PM- Order Completion Confirmation
- PM- Order Settlements and Completion

Notes:

1. During the course of the demonstration, the Navy will show the latest copy of each individual level four business process models developed in the ARIS modeling tool. These models will aid the review personnel in following the demonstration and evaluating if each step of the process has been demonstrated.

2. The Contractor will develop a spreadsheet for each of the six area scenarios that will provide the details of the demonstration. It will require at a minimum the following information:

Activity Title (i.e. Create A Project)

Test Step Descriptions

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Role Name performing the task

SAP Transaction being used for each step

2.2.3.7 Activity: Support Site Survey Readiness Review (SSRR)

1. The Contractor will support Site Survey Readiness Review (SSRR) by supporting site survey preparations in accordance with the Deployment Schedule. This includes the following:

- a. Site Kickoff Meeting
- b. Site Kickoff Agenda
- c. Kickoff Briefs
- d. Revised Site Survey Instruction
- e. Revised Site Survey Questionnaire (SSQ)
- f. Preliminary Site Project Schedule
- g. Revised Deployment Project Handbook

2.2.3.8 Activity: Support Test Readiness Review (TRR)

1. The purpose of the Test Readiness Review is to identify that the criteria for beginning system integration testing have been met. Integration testing is a major step in the evolution of the program. Preparation for entering into integration testing is complex and represents a substantial amount of work for the entire program. As a result, restarting integration testing can cost the program valuable time and resources.

2. The inputs for this activity include the following. Unless otherwise stated, all inputs are the responsibility of the Contractor.

- a. Navy ERP Program IMS. (Navy provided)
- b. Operational Requirements Document (ORD) (Navy provided)
- c. The SAP client strategy. (Navy provided)
- d. Memoranda of Agreement for resources outside the program needed to support integration testing. For example: legacy system test beds and personnel needed to support interface testing. (Navy provided)
- e. Interface security architecture (Navy provided)
- f. An SSAA is completed for the production environment (Navy provided)
- g. Operational interface transport hardware and software (Navy provided)
- h. Product Support Plan (Navy provided)
- i. Acquisition Logistics Support Plan (Navy provided)
- j. Requirements Correlation Matrix (RCM) (Navy provided)

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k. Product Baseline consisting of SAP configuration settings and specifications for each configuration item in the system.

l. Comprehensive test plan. The plan will include a detailed, resource loaded schedule of events for integration testing.

m. Testing scenarios defined and documented with input condition(s) and expected results, including applicable Security Testing for validation of roles and system access.

n. All SAP configurations have been completed. Roles are defined and established with an approved Security Access Plan for required controlled information levels.

o. Any OSS Notes applied to the system will be identified and documented.

p. Test data and data sources have been defined. All conversion programs have been written and successfully unit tested.

q. All interface programs have been written and successfully unit tested.

r. All extension and enhancement programs have been written and successfully unit tested.

s. The SAP client strategy has been implemented in the Development and Test environments. The Test Environment must mirror the Production Environment as closely as possible. Appropriate data is properly placed in the necessary clients to support testing, and test data is managed accordingly.

t. System refresh/maintenance procedures and cycles have been defined and documented (Navy provided).

u. Testing roles and responsibilities have been defined and documented.

v. A status reporting system has been implemented so that regular, periodic status reports can be produced for testing activities.

w. The documentation identified in the above list will be provided to the review team prior to commencing the review.

x. All necessary systems and application software are loaded in the quality assessment environment and under management by the technical team (Navy provided).

y. All patches and OSS Notes have been applied in accordance with the software plan (Navy provided).

z. Stress testing and data load test plans are drafted.

aa. Data recovery test plan is drafted.

ab. The completed Sensitive Data Matrix.

ac. High availability and disaster recovery test plans are drafted.

2.2.3.9 Activity: Support Site Survey Completeness Review (SSCR)

1. The Contractor shall provide support for the Site Survey Completion Review by reviewing all necessary actions in order to initiate Go-Live activities. This review will be completed with the completion of the site-specific final preparation phase review as discussed in Section 2.2.6.

2.2.3.10 Activity: Support System Verification Review (SVR) and Production Readiness Review (PRR).

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1. The Contractor will support the System Verification Review (SVR) and the Production Readiness Review (PRR) to validate that both integration and IOC testing have been successfully completed. Generally, this review is an audit trail from the CDR and assesses that the system, final product, as evidenced in its production configuration, meets the functional requirements as derived from the ORD to the functional, allocated and product baselines. This review will validate that the following criteria have been met:

- a. Tests defined in the TEMP, comprehensive integration test plan and the development of an IOC testing plan have been successfully completed.
- b. The system can consistently produce expected results from all business scenarios.
- c. Roles have been demonstrated to allow proper access while denying access to unauthorized actions or data.
- d. Attempted violations of security are successfully prevented.
- e. No severity 1 or 2 problems, as defined in the Integrated Systems Test Plan, exist.
- f. Stress/Load tests successfully completed.
- g. Interface connectivity tests successfully completed.
- h. The program help desk is established and ready for operations.
- i. Critical support procedures like disaster recovery, system restart, backup and recovery procedures are established, tested and ready for operations.
- j. All Reusable Learning Objects (RLO) have been identified and developed in compliance with Shareable Content Object Reference Model (SCORM) 2004 standards. Objects to include:
 - Work instructions
 - Quick reference cards
 - Context sensitive help
 - Simulations

2.2.3.11 Activity: Support Operational Test Readiness Review (OTRR)

1. The Contractor will support the OTRR to validate that all necessary preparations for putting the system into a limited production operational state have been completed. The OTRR will ensure that the production configuration system can proceed into Operational Test & Evaluation (OT&E) with a high probability the system will successfully complete operational testing, in accordance with the TRR checklist of the Integrated Systems Test Plan. This review will validate that the minimum, following criteria have been met:

- a. OTRR and TRR exit criteria.
- b. All Site Training Plan requirements have been met.
- c. Role assignment has been completed.
- d. Data conversions have been completed based on the GFI-delivered files.
- e. The production environment is in place and connected to the appropriate Navy and DoD networks to allow

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access to the system.

f. System logon IDs have been issued to appropriate personnel.

g. The necessary end user and technical support organizations are established and ready for operations.

h. SAP Go-Live check successfully completed.

2.2.3.12 Activity: Software Engineering Approach

The contractor shall define a software development approach appropriate for the computer software effort to be performed under this solicitation. This approach shall be documented in a Software Development Plan (CDRL AO29S). Because Navy ERP is using a COTS software product, SAP, the Software Development Plan (SDP) will apply only to those objects being customized for use with the SAP COTS software. The contractor shall follow this SDP for all computer software to be developed or maintained under this effort.

The SDP shall define the Contractor's proposed life cycle model and the processes used as a part of that model. In this context, the term "life cycle model" is as defined in IEEE/EIA Std. 12207.0. The SDP shall describe the overall life cycle and shall include primary, supporting, and organizational processes based on the work content of this solicitation. In accordance with the framework defined in IEEE/EIA Std. 12207.0, the SDP shall define the processes, the activities to be performed as a part of the processes, the tasks which support the activities, and the techniques and tools to be used to perform the tasks. Because IEEE/EIA Std. 12207 does not prescribe how to accomplish the task, the Contractor must provide this detailed information so the Navy can assess whether the Contractor's approach is viable.

The SDP shall contain the information defined by IEEE/EIA Std. 12207.1, section 5.2.1 (generic content) and the Plans or Procedures in Table 1 of IEEE/EIA Std. 12207.1. In all cases, the level of detail shall be sufficient to define all software development processes, activities, and tasks to be conducted. Information provided must include, as a minimum, specific standards, methods, tools, actions, strategies, and responsibilities associated with development and qualification

Performance Deliverable

1. Software Development Plan (SDP) (CDRL A029S): The SDP will define the software development process to be used by the Contractor. See CDRL for information.

 2.2.4 Information Technology Team

2.2.4.1 Activity: Development of RICE, Integration Middleware, Information Management (BW, DM, WF), User Interfaces, Web Services and XML Technical Objects

1. Support: The Contractor shall perform the following tasks:

- a. Analyze Navy ERP design and development products.
- b. Develop, deliver and execute Technical End-to-End validation tests and report defect counts and rework hours.
- c. Support execution of Functional Validation Tests
- d. Analyze Navy ERP IMS interdependencies; recommend solutions to inappropriate interdependencies; review and report on tasks and dependencies under RICE cognizance.
- e. Prepare for and attend development walkthroughs and provide comments.
- f. Coordinate with other Navy ERP teams to support functional testing, as well as Program Reviews and other Navy ERP program testing.

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- g. Support development of cutover plans.
- h. Support cutover activities during final preparation for production.
- i. Attend internal and external meetings as assigned.
- j. Prepare papers, presentations and reports.
- k. Supply data and statistics to support Program Metrics and decision making.
- l. Provide weekly progress reporting.
- 2. Development: The Contractor shall perform the following tasks:
 - a. Provide development of Reports, Interfaces (both batch and online), Conversions, Extensions and Enhancements, BW, DM, WF, AIT, XML, User Interfaces, Web Services, and associated areas.
 - b. Develop and deliver TDS for all FDSs. The TDSs will include design approach, coding specifications, unit test plans, a code optimization plan, the finalized data mapping, and technical requirements for all development.
 - c. Develop and deliver technical objects.
- 3. Development: QA: The Contractor shall perform the following tasks:
 - a. Comply with project development standards and naming conventions as defined in the relevant documents.
 - b. Hold design reviews of TDS documents with government development team participation.
 - c. Conduct code reviews with government development team participation.
 - d. Conduct unit test of logical units of work and review results with the government development team.
 - e. Develop and conduct an end to end test at the FDS level with the government development team. Where possible, automated test scripts within Mercury Test Manager will be used to facilitate rapid retesting and regression testing.
 - f. Use code inspector within SAP to ensure compliance with coding standards and naming conventions.
 - g. Track and provide QA metrics as needed to support process improvement.
- 4. Testing: The Contractor shall perform the following tasks in accordance with the TEMP:
 - a. Execute unit test plans.
 - b. Support migration of objects to the Quality Assessment (QA) environment.
 - c. Execute system integration test plans.
 - d. Support operational testing and assessment.
 - e. Correct program defects discovered during testing, re-execute test(s), provide re-testing status and documentation of results and track time required for re-work.

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Performance Deliverables

1. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Eastern Time (ET).

2. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

3. Technical Data Package (CDRL A015S): See CDRL for information.

4. Technical End-to-End validation tests: See 1.b above.

 2.2.5 Information Assurance (IA) Team

2.2.5.1 Activity: Information Assurance Support

1. System Tool and Application Integration: Contractor will assist in the testing and integration of the role separation of duties and user provisioning tool. Contractor will assist the government in coordinating with IT in securely setting up a server to host the tool, test the tool, and integrate it into the Navy ERP architecture. Contractor will assist in customizing the tool with rules and configuring it for optimal security and accuracy checking.

2. Architecture Security: Contractor will ensure that Navy ERP architecture is secure and in compliance with the Global Information Grid (GIG) (compliance requirement IAW Presidential Decision Directives, Homeland Security, National Institute of Standards and Technologies (NIST), DoD, Navy, and other Federal Security requirements): Contractor will assist the government in ensuring continuous IA security upgrades in requirements from DoD, Navy, other Federal government, etc., are appropriately managed and instituted ensuring Navy ERP is in compliance.

3. Transition to DIACAP: Contractor will assist the government to ensure that the transition from DITSCAP to DIACAP is completed and ready for any new submission to the Certifier and Accreditor. Contractor will assist the government in developing and maintaining appropriate metrics and test scenarios and provide the data necessary to prove adherence to expected system performance and security metrics. Contractor will assist the government in drafting the Navy ERP IA Metrics document, and ensuring it is reviewed and approved by management. This document must be in accordance with FISMA (Federal Information Security Management Act of 2002) specifications. Contractor will assist the government to ensure that all DIACAP modifications are in accordance with the requirements and full knowledge of NETWARCOM, Office of the Designated Approving Authority.

4. IA Security Administration: Contractor will assist the government in managing audit "Event Tracker" and reviewing system audit logs and events. Contractor will assist the government in ensuring the application of Security Technical Implementation Guides (STIGS), updates to the O/S and applications.

Performance Deliverables

1. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Eastern Time (ET).

2. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

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 2.2.6 Deployment Team

The Navy ERP Global Implementation Team has the lead for all tasks in Sections 2.2.6. The Contractor, working with the Navy ERP Global Implementation Team, shall coordinate deployment actions with the ERP Systems Integrator, government leads and other government Contractors, as appropriate.

2.2.6.1 Activity: IOC Deployment Support

The Contractor shall provide support for IOC Deployment to insure coordination of activities between SI and the Global Implementation Team's Deployment resources.

Performance Deliverables

1. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Eastern Time (ET).
2. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2.2.6.2 Activity: Deployment Support (optional activity)

1. The Contractor shall assist the government in preparation, review and provide recommendations on systems deployment, data conversion, loading, and sequencing strategies.
2. The Contractor shall assist the government in preparation, modification and maintenance of deployment integrated schedules, documentation, procedures, processes, and other artifacts associated with system implementation
3. The Contractor shall assist the government in rollout management, including coordination of all activities associated with implementation of Navy ERP to designated and scheduled Navy activities. Responsibilities include, but are not limited to, the following:
 - a. The Contractor shall support preparation and management of integrated implementation schedule and resource requirements as part of the Site-Specific Project Plan, including schedule files that will be used jointly with the government to track progress and assess earned value.
 - b. The Contractor shall support facilitation and coordination of the activities supporting the implementation.
 - c. The Contractor shall support preparation and delivery of status reports on implementation as required. The Contractor shall support the preparation, update and delivery of metrics, charts, schedules and documents to support Navy ERP meetings and formal program reviews.
 - d. The Contractor shall provide on-site support to the activities with tasks associated with implementation within that activity by staffing necessary positions on the Navy ERP Global Implementation Team. The Contractor shall provide site project management support for Increment 1.1 and 1.2 with the lead Navy ERP Global Implementation Team/lead government project manager. The Contractor shall participate in and support deployment phase reviews for each site to determine readiness to proceed to the subsequent phase. A typical deployment project will include the following phases of effort:
 - i. Site Planning Phase: The Contractor shall support activities in the Site Planning Phase of a site implementation, including preparing materials and conducting kick-off meetings, conducting a site survey and analysis, assigning and training team members, initiating the change management process, finalizing plans and schedules, and

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conducting end-of-phase reviews.

ii. Site Analysis Phase: The Contractor shall perform and support activities of this phase for organizational change management, communications, training planning, functional walk-through of solution, site survey result analysis, resultant actions and activities, business process validation and execution, technical environment analysis, and end-of-phase reviews.

iii. Site Readiness and Transition Phase: The Contractor shall perform and support activities of this phase for site organizational change management transition, communications, business process change using the Navy ERP solution, SAP role assignment activities, supporting analysis of legacy data and preparation requirements, and end-of-phase reviews.

iv. Site Final Preparation Phase: The Contractor shall perform and support activities of this phase for final data collection and data migration (on-site and off-site), change transition, communications, functional and business process implementation support, finalizing and executing cutover plans, training, and end-of-phase reviews.

v. Site Go-Live Phase: The Contractor shall perform and support activities of this phase for off-site and on-site activities that are focused on providing guidance, assistance and support for the Go-Live event and a post Go-Live transition period. This support may include but is not limited to functional business process solution support and guidance (e.g., over-the-shoulder support), data and process validation, workflow support, and pre- and post go-live assistance to overcome initial cutover problems.

vi. Production Support: The Contractor shall perform and support activities consisting of help desk ramp up support, production turnover support and walkthroughs, definition of support processes, procedures and documentation.

e. The Contract shall provide recommendations and specific changes to planning and deployment documents that are applicable to the Increment/release being developed in this contract. Below is a list of these documents:

i. Site Survey Questionnaire

ii. Site-Specific Cutover Plan and Checklist

iii. Site Technical Solution Analysis Document

iv. Site-Specific Data Load and Validation Plan

v. Site-Specific Go-Live Checklist

vi. Site-Specific Go-Live and Support Review Report

Performance Deliverables

1. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Eastern Time (ET).

2. Monthly Status Report (A001S): The Monthly Status Report must address support of the Performance Objectives particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standard 1.10) measures of performance.

2.2.6.3 Activity: Data Migration

1. The Contractor will assist performing data migration from existing systems to new systems, by either electronic

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or manual methods.

2. The Contractor shall perform selected integration and stress testing to validate that the data is loaded appropriately and that error tracking/resolution has occurred and the solution is ready for production.
3. The Contractor shall support data migration as described in the Data Management Development Support Section 2.2.2.4.

Performance Deliverable

1. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.

2.2.6.4 Activity: Cutover Planning

1. The Contractor will support development of deployment and transition plans that encompass business process operations (business and IT), and technology support plans that need to be in place to mitigate implementation risk.
2. The Contractor shall support Entrance criteria, contingency plan, and procedures during the migration, acceptance criteria, and formal governance of go/no-go decision.
3. The Contractor shall support cutover preparation and execution as described in Section 2.2.6 Deployment and Section 2.2.4.1 Development of RICE, Integration Middleware, Information Management (BW, DM, WF), User Interfaces, Web Services and XML Technical Objects.

Performance Deliverables

1. Monthly Status Report (CDRL A001S): The Monthly Status Report must address support of the Performance Objectives described above, particularly in relation to the Program's Integrated Master Schedule. The report should include quantitative and qualitative (See Performance Standards 1.10) measures of performance.
2. Weekly Report: This report will be in Contractor developed, mutually agreed to format. It will show items produced during the previous week and manpower expended, in relation to the Performance Objectives above and the Program's Integrated Master Schedule. This report will highlight problem areas and recommended remedies for possible presentation at the weekly production meeting. This report is due to the government Release Manager, Program Manager and Technical Director every Monday Morning by 0900 Eastern Time (ET).

 2.2.7 Documentation Section

1. The Navy ERP Program is making a significant investment in the implementation of an ERP system. One of the key supplements to the system is the Technical Data Package (TDP) that will contain the design specifications and configurations, technical and business process procedures, test sets, test procedures, test results, source code, training documentation, and other documents provided to the Navy from the Contractor.
2. The Contractor shall deliver all software development, test, and production materials and artifacts (e.g., Technical Design Specifications, Transports, Source Code, Make Files or Instructions, Executables, Test Scripts, Test Data, and Test Results, etc.) as completed to support required reviews and Test Readiness Evaluations. This documentation will adhere to the standards and procedures outlined in the Configuration Management Plan document. The software development, test and production materials will be delivered to the Sharepoint or Dimensions repositories or Test Director at minimum, depending upon the configuration item itself.
3. The following is a list of the specific items that will be contained in the Technical Data Package:

a. Solution Manager Project

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b. IMG

c. IMG Documentation

d. TDSs with design approach

e. TFSs

f. BPPs

g. Unit Tests Data Sets

h. Unit Tests Procedures

i. Unit Tests Results, BPPs

j. Functional Prototype Unit Demonstration Results

k. Development Objects

l. Source Code

m. Reusable Learning Objects

n. Training Documentation

4. The Technical Data Package is a comprehensive Contractor deliverable and will require a significant effort to complete. The Contractor will be required to deliver 80% of the TDP at the end of the Realization Phase, with the remainder due at the completion of Cycle 3 Testing. Prior to the final delivery of the TDP, the Contractor will make current versions of the sub-products available to the Navy staff for review and comment at the CDR, TRR and Milestone C. Many of these sub-products are configuration items and must be stored and managed in the government furnished tools.

Performance Deliverable

1. Technical Data Package (CDRL A015S): The Technical Data Package (TDP) will contain the design specifications and configurations, technical and business process procedures, test sets, test procedures, source code, training documentation, and other documents. See CDRL for information.

3.0 Deliverables

1. For a detailed description of project deliverables, refer to Attachment 1 – Project Deliverables and Work Products attached to this SoO.

4.0 Government-Furnished Information

1. The most current documents will be provided at contract award. The Contractor will document the date and/or revision number in the first weekly status report provided to the Government. All subsequent receipts of government-furnished information will be documented as received in the appropriate weekly status report.

2. GFI List Attachment 3.

5.0 Personnel

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The Contractor shall provide a list of the key personnel resources assigned to this task order, along with résumés for key personnel. Other experts may be utilized to augment key personnel. However, substitute or additional personnel must be approved in advance by the Navy Task Order Manager (TOM) and must conform to the mandatory security requirements. The Contractor shall be required to retain key personnel for a minimum of 270 days from contract award before replacing any individual identified as key personnel. The Contractor shall notify the TOM no less than forty five (45) calendar days in advance of replacement, submit written justification for replacement and provide the name and qualifications of any proposed substitute(s).

Any proposed substitute shall possess qualifications equal to or superior to those of the key person being replaced. The Contractor shall not replace key personnel without written consent from the TOM. The Navy reserves the right to accept or reject any of the substitute personnel.

The Contractor shall provide experienced personnel in accordance with the key personnel clause of this contract. These key personnel will have proven SAP experience. Wholesale and Retail Supply/Maintenance knowledge as well as previous experience supporting Navy ERP Pilot initiatives will be considered beneficial.

6.0 Security

All Contractor personnel shall be U.S. citizens.

The Contractor shall ensure that all personnel requiring access to any DoD information system meet the minimum criteria specified in DoD 5200.2-R, DoD Personnel Security Program. As an example, Information Assurance personnel and system administrators shall be designated as Automated Data Processing (ADP-II) (IT-II). Current requirements are that other Contractor personnel assigned to the Navy ERP Program shall be designated as ADP-III (IT-III). ADP-II requires a DNACI/NACI; ADPIII requires a NAC/ENTNAC.

To initiate a NAC or NACI, go to the Defense Security Service website at the following address:
<http://www.dss.mil/epsq/patch.htm>

The Contractor shall provide the Government IA and Security Team the names and pertinent information of each individual working the program, at least 2 weeks prior to their arrival or 2 weeks prior to their departure such that all security relevant program activities can occur.

The Contractor shall adhere to Government and program regulations, policies and procedures controlling the access of program facilities, information and systems by visitors.

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 waiver from the Task Order Manager (TOM). Completion of submission requirement for the NAC is required for waiver approval.

Depending on the specific tasks performed, personnel may require a confidential security clearance or higher. These personnel must be able to acquire and maintain the appropriate level security clearance.

Contractor personnel should 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 Controlled Unclassified Information materials, they should immediately report this to the TOM.

6.1 Contract Clause for Protection of Unclassified Naval Nuclear Propulsion Information (applicable to Increment 1.2 Maintenance only)

During the performance of this contract, Unclassified Naval Nuclear Propulsion Information (U-NNPI) may be developed or used. Appropriate safeguards must be proposed by the Contractor and provided to the Contracting Officer for the safeguarding from actual, potential or inadvertent release of U-NNPI in any form by the Contractor or any subcontractor. These safeguards shall ensure that access to U-NNPI is limited to those governmental and Contractor parties, including subcontractors, that have an established need to know, and then only under

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conditions that assure that the information is properly protected. Access by foreign nationals or representatives of foreign interests is not permitted. In addition, any and all issuances or releases of such information beyond such necessary parties, whether or not ordered through an administrative or judicial tribunal, shall be brought to the attention of the Contracting Officer.

The Contracting Officer shall be immediately notified of any litigation, subpoenas or requests that either seek or may result in the release of U-NNPI. In the event that a court or administrative order makes immediate review by the Contracting Officer impracticable, the Contractor agrees to take all necessary steps to notify the court or administrative body of the Navy's interest in controlling the release of such information through review and concurrence in any release.

The Contracting Agency reserves the right to audit Contractor facilities for compliance with the above restrictions. Exceptions to these requirements may only be obtained with prior approval from the Commander, Naval Sea Systems Command (SEA 09T).

6.2 Security Agreement for Protection of Unclassified Naval Nuclear Propulsion Information (applicable to Increment 1.2 Maintenance only)

The undersigned hereby agrees that when provided documents (specifications, drawings, etc.) that are marked as containing sensitive information that must be controlled pursuant to federal law, the information contained therein and generated as part of the inquiry shall be used only for the purpose of preparing the proposal and shall in no case be transmitted outside of the company (unless such transmittals comply with the detailed guidance provided as part of the proposal instructions) or to any foreign national within the company. While in use, the documents shall be protected from unauthorized observation and shall be kept secure so as to preclude access by any persons who do not have a legitimate need to view them. The documents shall not be copied unless done in conformance with the detailed guidance provided as part of the proposal instructions. All the documents shall be promptly returned in their entirety, unless authorized for proper disposal or retention, following preparation of the response to the bid solicitation.

7.0 Travel

In addition to local travel, the Contractor may be required to travel throughout the Continental United States (CONUS) and to foreign countries to support deployment of the system.

The Contractor shall provide advance notification for travel to locations requiring additional Government coordination. All travel requires advance authorization by the Task Order Manager (TOM). Any travel for which reimbursement will be sought requires pre-approval with the exception of commuting expenses from residence to place of business. .

Travel authorization requests shall include the following:

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

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Commuting expenses from residence to place of business, if proposed in the offeror's proposal, do not require authorization. In accordance with FAR Subpart 31.2, commuting expenses may be allowable to the extent that they are reasonable and are required by an employer-employee agreement or an established policy of a contractor. However, the cost of personal use of company-furnished automobiles (including transportation to and from work) is a compensation for personal services and is unallowable under Subpart 31.2. Any changes to the commuting expenses from those proposed in the Offeror's proposal require advance notice to the TOM.

The Navy ERP Program recognizes that development and deployment of Increments 1.1 and 1.2 will require incurrence of travel costs. The program desires to keep these costs to the minimum necessary to accomplish requirements. The most significant costs result from travel that is extended or frequently recurring.

In order to minimize travel costs, the contractor and its subcontractors at all tiers shall comply with DoD Joint Travel Regulations (JTR) in conducting travel of employees. All travel shall be conducted in accordance with the JTR unless the TOM approves an exception in writing. The JTR stresses that the duties performed while on temporary duty (TDY) travel must be temporary in nature, and assignments must not be of such frequency or duration that a place of assignment becomes, in fact, an employee's long-term work location. The JTR specifically requires that recurring travel to one location with full short-term TDY reimbursement must not exceed 180 days in duration (inclusive of breaks such as weekend trips home). Whenever recurring travel to one location is expected to last more than 180 days, consideration of less costly alternatives is required, such as Permanent Change of Station (PCS), Temporary Change of Station (TCS), or long-term TDY at reduced fixed per diem. In any instance in which recurring travel to one location for more than 180 days is planned for personnel at any tier, the contractor

shall obtain prior written approval from the TOM, and the request for approval shall include a cost comparison addressing PCS, TCS, and long-term TDY.

Recurring travel to one location for work can also result in income tax implications for employees. Starting at the point in time when recurring travel to a single location realistically became expected to last for more than 1 year, the Internal Revenue Service treats the employment at that location as indefinite and travel reimbursements as taxable income. The contractor will not be reimbursed for any income tax liability incurred by personnel at any tier.

8.0 Conflict of Interest

The Organizational Conflict of Interest clause (HQ C-2-0037 Organizational Conflict of Interest (NAVSEA) (JUL 2000)) in the SEAPORT Multiple Award Indefinite Delivery/Indefinite Quantity (IDIQ) contract is invoked with respect to this task order, pertaining to the Navy Enterprise Resource Planning Program.

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Attachment 10, 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

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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-2-0011 COMPUTER SOFTWARE AND/OR COMPUTER DATABASE(S) DELIVERED TO AND/OR RECEIVED FROM THE GOVERNMENT (NAVSEA) (APR 2004)

(a) The Contractor agrees to test for viruses all computer software and/or computer databases, as defined in the clause entitled "RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL COMPUTER SOFTWARE DOCUMENTATION" (DFARS 252.227-7014), before delivery of that computer software or computer database in whatever media and on whatever system the software is delivered. The Contractor warrants that any such computer software and/or computer database will be free of viruses when delivered.

(b) The Contractor agrees to test any computer software and/or computer database(s) received from the Government for viruses prior to use under this contract.

(c) Unless otherwise agreed in writing, any license agreement governing the use of any computer software to be delivered as a result of this contract must be paid-up and perpetual, or so nearly perpetual as to allow the use of the computer software or computer data base with the equipment for which it is obtained, or any replacement equipment, for so long as such equipment is used. Otherwise the computer software or computer database does not meet the minimum functional requirements of this contract. In the event that there is any routine to disable the computer software or computer database after the software is developed for or delivered to the Government, that routine shall not disable the computer software or computer database until at least twenty-five calendar years after the delivery date of the affected computer software or computer database to the Government.

(d) No copy protection devices or systems shall be used in any computer software or computer database delivered under this contract to restrict or limit the Government from making copies. This does not prohibit license agreements from specifying the maximum amount of copies that can be made.

(e) Delivery by the Contractor to the Government of certain technical data and other data is now frequently required in digital form rather than as hard copy. Such delivery may cause confusion between data rights and computer software rights. It is agreed that, to the extent that any such data is computer software by virtue of its delivery in digital form, the Government will be licensed to use that digital-form with exactly the same rights and limitations as if the data had been delivered as hard copy.

(f) Any limited rights legends or other allowed legends placed by a Contractor on technical data or other data delivered in digital form shall be digitally included on the same media as the digital-form data and must be associated with the corresponding digital-form technical data to which the legends apply to the extent possible. Such legends shall also be placed in human readable form on a visible surface of the media carrying the digital-form data as delivered, to the extent possible.

HQ C-2-0014 CONTRACTOR'S PROPOSAL (NAVSEA) (MAR 2001)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed

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obligations to which the Contractor committed itself in Proposal dated in response to NAVSEA Solicitation No. N00024-07-R-3030.

(b) The technical volume(s) of the Contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-8) clause of this contract. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the Contractor's proposal referenced herein is hereby designated as item (f) of the clause, following "the specification" in the order of precedence.

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.

HQ C-2-0065 Software Development Requirements (NAVSEA)(DEC 2006)

(a) The contractor shall define a general Software Development Plan (SDP) appropriate for the computer software effort to be performed under this contract. The SDP shall, at a minimum:

- (1) Define the contractor's proposed life cycle model and the processes used as a part of that model. In this context, the term "life cycle model" is as defined in IEEE/EIA Std. 12207.0;
- (2) Contain the information defined by IEEE/EIA Std. 12207.1, section 5.2.1 (generic content) and the Plans and Procedures in Table 1 of IEEE/EIA Std. 12207.1. In all cases, the level of detail shall be sufficient to define all

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software development processes, activities, and tasks to be conducted;

- (3) Identify the specific standards, methods, tools, actions, strategies, and responsibilities associated with development and qualification;
 - (4) Document all processes applicable to the system to be acquired, including the Primary, Supporting, and Organizational life cycle processes as defined by IEEE/EIA Std. 12207 as appropriate. Such processes shall be equivalent to those articulated by CMMI®;
 - (5) Include the content defined by all information items listed in Table 1 of IEEE/EIA Std. 12207.1, as appropriate for the system and be consistent with the processes proposed by the developers;
 - (6) Adhere to the characteristics defined in section 4.2.3 of IEEE/EIA Std. 12207, as appropriate;
 - (7) Describe the overall life cycle and include primary, supporting, and organizational processes based on the work content of this contract;
 - (8) Be in accordance with the framework defined in IEEE/EIA Std. 12207.0, including, but not limited to, defining the processes, the activities to be performed as a part of the processes, the tasks which support the activities, and the techniques and tools to be used to perform the tasks;
 - (9) Contain a level of information sufficient to allow the use of the SDP as the full guidance for the developers. In accordance with section 6.5.3a of IEEE/EIA Std. 12207.1, such information shall at a minimum contain, specific standards, methods, tools, actions, reuse strategy, and responsibility associated with the development and qualification of all requirements, including safety and security.
- (b) The SDP shall be delivered to the Government for concurrence under CDRL A0029S and shall not vary significantly from that proposed to the Government for evaluation for award. The contractor shall follow the Government concurred with SDP for all computer software to be developed or maintained under this effort. Any changes, modifications, additions or substitutions to the SDP also require prior Government concurrence.

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SECTION D PACKAGING AND MARKING

SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of the Multiple Award SeaPort E Delivery Order.

All Deliverables shall be submitted in accordance with the DD Form 1423.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be in accordance with Section E of the Multiple Award SeaPort E Delivery Order.

Inspection and Acceptance of the services to be furnished hereunder shall be made at the destination by the Task Order Manager (TOM) or his/her duly authorized representative.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

1000AA	5/15/2007 - 9/30/2007
1000AB	9/24/2007 - 9/30/2008
1000AC	9/24/2007 - 9/30/2008
1000BA	5/15/2007 - 9/30/2007
1000BB	9/24/2007 - 4/30/2008
1001AA	1/1/2008 - 9/30/2008
1001AB	10/1/2007 - 9/30/2008
1001AD	1/1/2008 - 7/31/2009
1001AF	10/1/2008 - 9/30/2009
1001BA	10/1/2007 - 9/30/2008
1001BB	10/1/2007 - 9/30/2008
1002AA	10/1/2008 - 10/16/2009
1002AB	10/1/2008 - 10/16/2009
1002BA	10/1/2008 - 9/30/2009
1002DA	10/1/2008 - 10/9/2009
1002HA	10/1/2008 - 9/30/2009
3000AA	5/15/2007 - 9/30/2007
3000AB	9/24/2007 - 9/30/2008
3000BA	5/15/2007 - 9/30/2007
3000BB	9/24/2007 - 4/30/2008
3001AA	1/1/2008 - 9/30/2008
3001AB	10/1/2007 - 9/30/2008
3001AC	1/1/2008 - 7/31/2009
3001BA	10/1/2007 - 9/30/2008
3001BB	10/1/2007 - 9/30/2008
3002AA	10/1/2008 - 10/16/2009
3002BA	10/1/2008 - 9/30/2009
3002DA	10/1/2008 - 10/9/2009
3002HA	10/1/2008 - 9/30/2009
4000AA	10/17/2009 - 9/30/2010
4000AB	10/17/2009 - 9/30/2010
4000BA	10/1/2009 - 9/30/2010
4000DA	10/1/2009 - 11/5/2010
4000KA	10/1/2009 - 12/31/2010
4001DA	10/1/2010 - 9/30/2012
4001EA	10/10/2010 - 9/30/2012
4001FA	10/10/2010 - 9/30/2012
4001GA	10/10/2010 - 9/30/2012

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6000AA	10/17/2009 - 9/30/2010
6000BA	10/1/2009 - 9/30/2010
6000DA	10/1/2009 - 11/5/2010
6000KA	10/1/2009 - 12/31/2010
6001DA	10/1/2010 - 9/30/2012
6001EA	10/10/2010 - 9/30/2012
6001FA	10/10/2010 - 9/30/2012
6001GA	10/10/2010 - 9/30/2012

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

1001CA	10/1/2007 - 9/30/2008
1002CA	10/1/2008 - 9/30/2009
1002EA	10/1/2008 - 9/30/2009
1002FA	10/1/2008 - 9/30/2009
1002GA	10/1/2008 - 9/30/2009
3001CA	10/1/2007 - 9/30/2008
3002CA	10/1/2008 - 9/30/2009
3002EA	10/1/2008 - 9/30/2009
3002FA	10/1/2008 - 9/30/2009
3002GA	10/1/2008 - 9/30/2009
4000CA	10/1/2009 - 9/30/2010
4000EA	10/1/2009 - 9/30/2010
4000FA	10/1/2009 - 9/30/2010
4000GA	10/1/2009 - 9/30/2010
4000HA	10/1/2009 - 9/30/2010
4000JA	10/1/2009 - 9/30/2010
4001AA	10/1/2010 - 9/30/2011
4001BA	10/1/2010 - 9/30/2011
4001CA	10/1/2010 - 9/30/2011
4001HA	10/1/2010 - 9/30/2011
4001JA	10/1/2010 - 9/30/2011
6000CA	10/1/2009 - 9/30/2010
6000EA	10/1/2009 - 9/30/2010
6000FA	10/1/2009 - 9/30/2010
6000GA	10/1/2009 - 9/30/2010
6000HA	10/1/2009 - 9/30/2010
6000JA	10/1/2009 - 9/30/2010
6001AA	10/1/2010 - 9/30/2011
6001BA	10/1/2010 - 9/30/2011
6001CA	10/1/2010 - 9/30/2011
6001HA	10/1/2010 - 9/30/2011
6001JA	10/1/2010 - 9/30/2011

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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.

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

SECTION G CONTRACT ADMINISTRATION DATA

G-300 INVOICING INSTRUCTIONS FOR SERVICES USING WIDE AREA WORK FLOW (WAWF) (APR 2009)

(a) Invoices for services rendered under this task order shall be submitted electronically through the Wide Area Work Flow-Receipt and Acceptance (WAWF). The contractor shall submit invoices for payment per contract terms. The Government shall process invoices for payment per contract terms.

(b) The vendor shall have their Cage Code activated by calling 1-866-618-5988 and selecting option 2. Once activated, the vendor shall self-register at the WAWF website at <https://wawf.eb.mil>. Vendor training is available on the internet at <https://wawftraining.eb.mil>. WAWF Vendor "Quick Reference" Guides are located at the following web site:
http://acquisition.navy.mil/rda/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/vendor_information

(c) Cost back-up documentation (such as delivery receipts, labor hours & material/travel costs etc.) shall be included and attached to the invoice in WAWF. Attachments created with any Microsoft Office product or Adobe (.pdf files) are attachable to the invoice in WAWF. The total size limit for files per invoice is 5 megabytes. A separate copy shall be sent to the COR/TOM.

(d) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable cost back-up documentation supporting payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF shall also be provided to each point of contact identified in section (g) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(e) A separate invoice will be prepared no more frequently than for every two weeks. Do not combine the payment claims for services provided under this contract.

(f) The following information is provided for completion and routing of the invoice in WAWF:

WAWF Invoice Type *	Cost Voucher
Issuing Office DODAAC	N00039
Admin DODAAC	S2404A
Inspector DODAAC (if applicable)	N40270
Inspector Contact Information	[REDACTED]
Service Acceptor DODAAC	N40270
or	
Service Approver DODAAC (Cost Voucher).	
Acceptor Contact Information	[REDACTED]

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	j [REDACTED]
COR/TOM Contact Information	[REDACTED] [REDACTED] [REDACTED]
LPO Contact Information	N/A
DCAA Auditor DoDAAC **:	HAA661
Service Approver DoDAAC **:	N00039
PAY DODAAC	HQ0338

(g) After submitting the document(s) to WAWF, click on “Send More Email Notifications” and add the acceptor/receiver email addresses noted below in the email address blocks. This additional notification to the government is necessary to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF:

Send Additional Email Notification(s) to:			
Name	Email	Phone	Role
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

HQ G-2-0005 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CITATIONS (NAVSEA)(OCT 2006)

Applicable to (see notes)

For contracts that include 1) contract line items that are funded by multiple accounting classification citations for which a contract line item or items are not broken out into separately identifiable subline items (informational subline items are not separately identifiable subline items); or 2) cost-reimbursement or time-and-material or labor-hour line items; or 3) authorize financing payments, the payment office will make payment from each ACRN within the contract in the same proportion as the amount of funding currently unliquidated for each ACRN (contract-wide: proration).

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall—

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

Accounting Data
 SLINID PR Number Amount

MOD 04

1001AD 12822871.00
 LLA :

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECTION H SPECIAL CONTRACT REQUIREMENTS

NAVSEA 5252.232-9104 ALLOTMENT OF FUNDS - ALTERNATE I (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amounts presently available and allotted to this contract for payment of base fee, if any, and award fee are set forth below. Base fee amount is subject to the clause entitled "FIXED FEE" (FAR 52.216-8). Award fee amount is subject to the requirements delineated in . 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:

(See Section B incremental funding amounts)

(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 1000AB, 1000AC, 1000BB, 3000AB, and 3000BB 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.

(See Section B incremental funding amounts)

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

NAVSEA 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), 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.

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DESCRIPTION AND IDENTITY OF FACILITIES

The Navy ERP facilities in Annapolis, MD (currently 130 Admiral Cochrane Dr. and the ARINC building [add street address]), and/or successor facilities.

(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.

5252.227-9113 GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

(OCT 2006)

(a) The Contractor shall participate in the appropriate interchange of the Government-Industry Data Exchange Program (GIDEP) in accordance with NAVSEA S0300-BU-GYD-010 dated November 1994. Data entered is retained by the program and provided to qualified participants. Compliance with this requirement shall not relieve the Contractor from complying with any other requirement of the contract.

(b) The Contractor agrees to insert paragraph (a) of this requirement in any subcontract hereunder exceeding \$500,000.00. When so inserted, the word "Contractor" shall be changed to "Subcontractor".

(c) GIDEP materials, software and information are available without charge from:

GIDEP Operations Center

P.O. Box 8000

Corona, CA 92878-8000

Phone: (951) 898-3207

FAX: (951) 898-3250

Internet: <http://www.gidep.org>

NAVSEA 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 Technical Program Manager, via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this contract:

NAVSEA 5252.227-9100 PROTECTION OF NAVAL NUCLEAR PROPULSION INFORMATION (JAN 1986)

(a) During the performance of this contract Naval Nuclear Propulsion Information (NNPI) may be developed or used. Naval Nuclear Propulsion Information is defined as that information and/or hardware concerning the design, arrangement, development, manufacturing, testing, operation, administration, training, maintenance, and repair of the propulsion plants of Naval Nuclear Powered Ships including the associated shipboard and shore-based nuclear support facilities. Appropriate safeguards must be proposed by the Contractor and approved by

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the Contracting Officer for Security for the safeguarding from actual, potential or inadvertent release by the Contractor, or any subcontractor, of any Naval Nuclear Propulsion Information in any form, classified or unclassified. Such safeguards shall ensure that only Governmental and Contractor parties, including subcontractors, that have an established need-to-know, have access in order to perform work under this contract, and then only under conditions which assure that the information is properly protected. Access by foreign nationals or immigrant aliens is not permitted. A foreign national or immigrant alien is defined as a person not a United States citizen or a United States National. United States citizens representing a foreign government, foreign private interest or other foreign nationals, are considered to be foreign nationals for industrial security purposes and the purpose of this restriction. In addition, any and all issue or release of such information beyond such necessary parties, whether or not ordered through an administrative or judicial tribunal, shall be brought to the attention of the Contracting Officer for Security.

(b) The Contracting Officer for Security shall be immediately notified of any litigation, subpoenas, or requests which either seek or may result in the release of Naval Nuclear Propulsion Information.

(c) In the event that a court or administrative order makes immediate review by the Contracting Officer for security impractical, the Contractor agrees to take all necessary steps to notify the court or administrative body of the Navy's interest in controlling the release of such information through review and concurrence in any release.

(d) The Contracting Agency reserves the right to audit Contractor facilities for compliance with the above restrictions.

(e) Exceptions to these requirements may only be obtained with prior approval from the Commander, Naval Sea Systems Command (Contact SEA 09T1).

NAVSEA 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.

NAVSEA 5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

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(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.222-41 Service Contract Act (1965)

52.224-1 Privacy Act Notification

52.224-2 Privacy Act

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) (NAVSEA VARIATION) (MAR 2000)

(a) The Government may extend the term of this contract by written notice(s) to the Contractor within the periods specified below. If more than one option exists, each option is independent of any other option, and the Government has the right to unilaterally exercise any such option whether or not it has exercised other options.

ITEM(S)	LATEST OPTION EXERCISE DATE
1001AA-1001CA, 3001AA-3001CA	2 MAY 08
1002AA-1002FA, 3002AA-3002FA	2 MAY 09
4000AA-4000HA, 6000AA-6000HA	2 MAY 10
4001AA-4001HA, 6001AA-6001HA	2 MAY 11
1002FA	30 SEP 09

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

(c) The total duration of this contract, including the exercise of any option(s) under this clause, shall not exceed five (5) years, however, in accordance with paragraph (g) of the requirement of this contract entitled "LEVEL OF EFFORT" (NAVSEA 5252.216-9122), if the total manhours delineated in paragraph (a) of the LEVEL OF EFFORT requirement, have not been expended within the period specified above, the Government may require the Contractor to continue to perform the work until the total number of manhours specified in paragraph (a) of the aforementioned requirement have been expended.

DFARS 252.239-7001 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (JAN 2008)

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including—

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

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(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

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

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

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SECTION J LIST OF ATTACHMENTS

Staffing Plan by Task

Attachment 9--Part I

Attachment 9--Part II

Cost and Software Data Reporting (CSDR) Plan

Data Item Description DI-MGMT-81334A

Contractor Cost Data Reporting (CCDR) Manual

Data Item Description DI-FNCL-81565A

Supporting Cost Documentation

Cost Summary Format

Award Fee Plan

Attachment 2-Acronyms

Labor Breakdown by Task

Contract Data Requirements List (CDRLs) DD Form 1423

Overview of IEEE/EIA Std.12207-1997

Draft DD Form 254-Contract Security Classification Specification

Attachment 1-Project Deliverables

Attachment 3--GFI List

Attachment 17--Questions and Answers

Attachment 18--Questions & Answers 3/2/07

Attachment 19--Cumulative Funding Summary (Basic)

Attachment 20--Financial Accounting Data Sheet (Basic)

Attachment 21--Contract Security Specification (DD Form 254)

Attachment 22--Contract Distribution List

Attachment 23--Financial Accounting Data Sheet

Attachment 24--Financial Accounting Data Sheet (EH0202)

Attachment 25 - Cumulative Funding Spreadsheet

Attachment 26 - Financial Accounting Data Sheet (EH0203)

Attachment 27 - Cumulative Funding

Attachment 28 - Guidance on Navy ERP Wireless Network Upgrade

Attachment 29 - DD254 dated 23 April 08

Attachment 30 - Contract Data Requirements List (CDRL)