

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 03	3. EFFECTIVE DATE 16-Sep-2018	4. REQUISITION/PURCHASE REQ. NO. N6886418RC1S018		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00189	7. ADMINISTERED BY (If other than Item 6) CODE		S2101A SCD: C
NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 [REDACTED]		DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-3375		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) International Business Machines Corporation dba IBM 6710 Rockledge Drive Bethesda MD 20817-1834	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7773-EX01
[X]	10B. DATED (SEE ITEM 13) 16-Sep-2016
CAGE CODE 3BXY7	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)
SEE SECTION G

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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) FAR Part 52.217-9 Option to Extend the Term of the Contract

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 /s/ [REDACTED] (Signature of person authorized to sign)	15C. DATE SIGNED 14-Aug-2018	16B. UNITED STATES OF AMERICA BY /s/ [REDACTED] (Signature of Contracting Officer)	16C. DATE SIGNED 17-Aug-2018

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

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

GENERAL INFORMATION

The purpose of this modification is to exercise Optional Period 2. Option Period 2, CLINS 7002, 8002, and 9002 of this Seaport-e task order is fully funded for the period of 16 September 2018 through 15 September 2019. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

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

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]0

The total value of the order is hereby increased from [REDACTED] [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]0

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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9					
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LEVEL OF EFFORT - COST TYPE CONTRACT (Sept 2015)

(a) The level of effort for CLINS 7000 - 7004 for the CPFF portion of this task order during the period from the start of contract performance to 12 months thereafter is based upon [REDACTED] If all options are exercised by the government, the level of effort for the performance of this task order will be increased by an additional [REDACTED] estimated man-hours of direct labor per fiscal year, for a total level of effort of [REDACTED] estimated man-hours of direct labor (hereinafter referred to as the "Estimated Total Hours").

(b) The annual estimated composition by labor category for the base period and each of the four option periods for CLIN 7000, 7001, 7002, 7003, and 7004 of the Estimated Total Hours is as follows:

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0

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

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

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

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Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

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

(End of Provision)

PAYMENT OF FIXED FEE (COST PLUS FIXED FEE) (FISC DET PHILA) (Sept 2015)

For CLINS 7000 - 7004, see the below chart for the applicable fixed fee payout amount per hour of work performed under this task order. If substantially fewer than the required number of hours shown in the below chart of said services are so employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rates of shown in the below chart per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." The total of all such payments shall not exceed [REDACTED] percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment

7 [REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] 0

* To be filled in by the offeror using the proposed fixed fee dollar amount.

** To be filled in by the offeror. Calculate this rate by dividing the fixed fee amount by the number of hours.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement for Naval VAMOSC Tools Support

The DoD is continually challenged to maintain high-level of military operations under increasing fiscal constraints. This intense competition for resources will continue for the foreseeable future and require deeper and more sophisticated analyses in acquisition and sustainment decisions. Evaluating the impact of procurement cost as well as the larger costs of operations and sustainment is critical to effective analysis and decision making in a fiscally constrained environment. VAMOSC remains the single largest centralized repository of weapons system operating and support cost data for the DON. It is the best suited information source for critical Analyses of Alternatives (AoAs), Affordability Analyses, and other resource allocation studies and decisions that will face the DoD and DON in the foreseeable future. In anticipation of a likely increase of these requirements from senior DON decision makers, VAMOSC must also be improved to facilitate better analysis.

Contractor support is required in the following critical areas:

Contributing to Database Content, Credibility, and Utility

- Navy, Marine Corps, and DOD business systems and processes to include:
 - budgeting, financial accounting, and cost reporting systems and databases
 - manpower, personnel, training, fuel, logistics (i.e., maintenance, supply, transportation, etc.), ordnance, and readiness reporting systems
 - weapon systems/subsystems operating and support (O&S) philosophies, processes, policies, roles, and responsibilities
 - budget execution and accounting practices, policies and procedures
- Navy and Marine Corps weapon system O&S cost elements (direct & indirect), cost drivers, and data requirements.
- Office of Secretary of Defense (OSD) Cost Analysis and Program Evaluation (CAPE) O&S policies and guidance; ability to perform statistical analysis techniques and O&S cost estimating/analysis, including cost estimating methodology development
- Naval VAMOSC: customer base, strengths & weaknesses compared to Army and Air Force VAMOSC characteristics
- Technical/instructional writing and oral communication skills

Contributing to Optimized Information Technology (IT)

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- Strategic Planning
- Evaluation of COTS hardware/software for suitability with VAMOS program
- Business Intelligence database query and report generation software (e.g., SAP Business Objects WebIntelligence)
- Maintenance of large, complex databases (greater than four terabytes (4 TB) in size) using COTS database software, especially Oracle
- Server hardware/software configuration design and installation, especially Linux RedHat, VMWare ESX, Adobe ColdFusion, and Microsoft Windows Server and IIS
- Web software development, customization, and deployment
- Software engineering/programming
- Internet security procedures, to include Information Assurance tools such as McAfee HBSS and Tenable ACAS Security Center

- Data collection from a wide variety of sources (approx. 330 individual data sets), raw data test and evaluation, processed data test and evaluation
- Operations research analysis including cost analysis/estimating in support of special projects to include budgeting, financial accounting, cost reporting systems, manpower, personnel, training, fuel, logistics (maintenance, supply & transportation), weapon systems/subsystems Operating and Support (O&S) cost systems,
- Implementation of Navy Information Assurance requirements and procedures
- SQL development (script development and execution to process data)
- Large (> 4 Terabytes) Database operations and maintenance
- Oracle database administration (Oracle 12c)
- Data server administration (RedHat Linux)
- Public and non-public website system administration using Windows Server 2012R2

1.0 Performance Objective: Database Enhancement and Modernization, and Special Analysis Support under CLINs 7000 through 7004, which are Cost Plus Fixed Fee (CPFF) Term type CLINs.

The contractor shall provide the following fully qualified Level of Effort (LOE); note that all references to database refer to a database that is > 4 Terabytes in size:

Category	Estimated Level of Effort				
	Base	Option I	Option II	Option III	Option IV

██████████████████	████	████	████	████	████
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A. Labor Category: Program Manager

Shall have three (3) years' experience within the last five (5) years in the following areas: Functioning as the overall lead advisor, manager, and administrator under a contract that includes diverse database enhancements and modernization efforts, and special analysis to include preparation of decision and white papers. Duties include serving as the senior primary interface and point of contact with Government program authorities and representatives on program and contract administration issues; supervises operations by developing management procedures; plans and directs execution of the Statement of Work efforts; monitors and reports progress; manages acquisition and employment of program resources; and manages all business-related aspects. The Program Manager is also responsible for providing a weekly status update to the COR that details database usage statistics, accomplishments, status of work products/efforts, problems requiring NCCA intervention, issues, resources expended, and future plans.

B. Labor Category: Senior Functional Analyst

Shall have five (5) years' experience within the last ten (10) years in the following areas: Working under the direction of the Program Manager under a contract that includes diverse database enhancements and modernization efforts, and special analysis to include preparation of decision and white papers. Duties include serving as a member of a small task team. Provides senior level technical expertise and subject matter knowledge to the Program Manager.

C. Labor Category: Functional Analyst

Shall have two (2) years' experience in management consulting which includes at least five years

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of experience in various aspects of DoD/DON financial operations with emphasis on financial policies, procedures and business rules. Duties included providing dedicated support in the design, implementation, and methodology of tasks/projects, and guidance to accomplish tasks.

D. Labor Category: Senior Technology Analyst

Shall have at least two (2) years' experience within the last five (5) years as a senior level consulting team member under a contract that includes diverse database enhancements and modernization efforts, and special analysis to include preparation of decision and white papers. Duties include the following: developing and implementing systems, and creating and maintaining databases.

E. Labor Category: Technology Analyst

Shall have at least two (2) years' experience within the last five (5) years working under the Senior Technology Consultant, supporting the team in development, implementation, and testing.

F. Labor Category: Senior Cost Analyst

Shall have at least five (5) years' directly related experience within the last ten (10) years in various aspects of DoD/DON business cost analysis operations to include operations research, weapon system cost estimating methodologies, and cost estimating relationships (CERs) using linear and nonlinear regression techniques.

G. Labor Category: Cost Analyst

Shall have two (2) years' experience as a consulting team member within a business cost analysis, accounting, or business administration specialty. Duties include the following: Extracts and organizes raw cost data under the supervision of an experienced analyst, and assists other analysts in the collection, development, and implementation of cost-related information.

The contractor shall provide qualified resources to perform the following specific efforts in accordance with Sections 1.1 (Database Enhancement and Modernization) and 1.2 (Special Analyses):

1.1 Databased Enhancement and Modernization: The contractor shall enhance the Navy VAMOSOC tools databases to increase the breadth and depth of reporting coverage as well as improve the timeliness of reporting. The COR will determine the nature and priority of enhancements. The contractor shall assist in the exploration of customer requirements and data sources as approved and directed by the PM. The enhancements will be accomplished with the

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following sub-tasks and in accordance with a mutually agreed upon deliverable schedule.

1.1.1 Increase the breadth and depth of reporting coverage

- Investigate and fully exploit current data sources
- Investigate and incorporate new data sources
- Investigate and incorporate new and expanded data (i.e., cost and non-cost) elements
- Investigate and integrate linkage to DON appropriation/budget fields

1.1.2 Increase data timeliness (months after FY or quarter completion) and periodicity of reporting (quarterly or monthly vice annual) as permitted by data providers

- Investigate and incorporate improved data sources
- Investigate and incorporate improved collection procedures

1.1.3 Increase database performance.

1.1.4 Develop required changes in the VAMOSC data sets in a pre-defined format that is compatible with the Operating and Support Cost Analysis Model (OSCAM).

1.2 Special Analyses: The contractor shall develop a set of recommendations to transform VAMOSC in a manner that increases utility and relevance, consistent with the on-going and anticipated needs of the of the current and future user community. Considerations include reducing known limitations in the current dataset through expanded outreach and integration of other data sources; and increasing data utility and structures that support relevant analysis efforts heavily influenced by O&S costs including but not limited to Better Buying Power (BBP), AoAs, and Affordability. Sample types of required analysis include but are not limited to the following:

- Recommend improvements to VAMOSC to include expanded data requirements and sources and increased data utility
- Investigate and develop tools and methodologies that will advance the usefulness and usability of the VAMOSC databases
- Investigate and define the optimum queries and roles of the Navy's Enterprise Resource Planning (ERP) systems to maximize collection of O&S data

2.0 Performance Objective: Database Operations and Updates; VAMOSC Information Technology (IT) Support; and VAMOSC User Support under CLINs 8000 through 8004, which

are monthly Firm Fixed Price (FFP) type CLINs.

2.1 Database Operations and Updates: The contractor shall operate and update the Naval VAMOSC cost databases. This includes completing the following sub-tasks and submitting the following deliverables on or before the dates specified. The COR will prioritize the investigation and resolution of problems and data anomalies as they occur.

- 2.1.1 Collect raw source data annually, quarterly, or monthly
- 2.1.2 Test and evaluate raw source data: verify and validate data, investigate anomalies; and adjust/correct data
- 2.1.3 Translate data into useable format
- 2.1.4 Process data conforming with established cost structures
- 2.1.5 Test and evaluate processed data: verify and validate data; investigate anomalies; adjust/correct data and/or processing methodology; and retest after changes have been made.
- 2.1.6 Provide a weekly activity report covering database operations.
- 2.1.7 Adhere to the following schedule which is based upon the number of business days starting from collection of the last data source determined as determined by the COR to the release of the database to NCCA via the COR for government testing in preparation for annual/quarterly releases:

██████████	██████████
████████████████████	██████████
██	█
██	█
██████████	█
████████████████████	█
██████████	█
████████████████████	█
██████████	█
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████████████████████	█
██	█
██████████	█ 0

Note: The above implies that no data resubmissions from source provider(s) are necessary.

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Source data is complete and has been approved for use by the government program office.

2.2 VAMOSC Information Technology (IT) Support: The contractor shall provide system administration support for the Naval VAMOSC IT System in accordance with the applicable DoD and DON regulations and instructions. Support includes Information Assurance (IA) support safeguards, mitigation, remediation, and other prescribed regulations and policies. The contractor shall provide efficient and effective operation of the IT system with minimal downtime. The contractor shall evaluate and report system performance, problems, usage and enhancement status, in accordance with all schedules agreed to during the monthly planning meetings. The contractor shall perform Webmaster responsibilities for the VAMOSC web sites, by performing maintenance, and providing updates and enhancements in accordance with DoD and DON Web Presence policies. This task includes completion of the following sub-tasks and submitting the following deliverables on or before the dates specified:

2.2.1 System Administration support to include the following:

- Administering Operating Systems (OS) including patching, maintenance, updates and upgrades;
- Monitoring and evaluating operating system performance and recommend enhancements
- Tuning/troubleshooting operating systems
- Performing full and incremental system backups (onsite and offsite)

2.2.2 Database Administration support

- Administering database software including patching, updates and upgrades
- Managing database security (i.e., issue user credentials, etc.)
- Tuning/troubleshooting databases
- Monitoring and evaluating database performance and recommend enhancements
- Performing full and incremental database backups (onsite and offsite)

2.2.3 Applications support

- Administering system support software including DB middleware, website email, tunneling, encryption, antivirus, and vulnerability scanning,
- Installing software patches and updates

2.2.4 Website Administration support

- Maintaining public, private and administration websites in accordance with DoD and DON Web Presence policies
- Developing and maintaining PKI enabled website code

2.2.5 Information Assurance

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- Performing ACAS vulnerability scans of the system,
- Generating ACAS reports and upload into VRAM
- Remediating and mitigating findings as appropriate
- Maintaining compliance with current Navy checklists and STIGS for all parts of the system including: OS(s), Database(s), website(s), and applications used in support of the system

2.2.6 Documentation – The contractor shall provide the following documentation once a requirement for such documentation is identified by the COR:

- Certification and Accreditation (C&A) Plan
- Configuration Management Plan (CMP)
- Contingency Plan (CP)
- Incidence Response Plan (IRP)
- Remediation Plan POA&M
- System Administration documentation including system password matrix

2.2.7 Metrics - The contractor shall provide the following metrics:

- Develop and monitor technical metrics for database operations and usage
- Develop and monitor metrics for data quality, including but not limited to database characteristics such as depth, breadth and accuracy

2.3 VAMOSC User Support: The contractor shall administer VAMOSC user accounts, and respond to special data requests and requests for technical assistance. The contractor shall document the VAMOSC databases. The contractor shall develop and provide training material for user training events and provide logistical support in hosting user training events. The training events will provide in-depth coverage on current database enhancements and system improvements, known data issues/limitations, and a forum for the exchange of ideas. Training sessions will provide hands-on experience for new and experienced VAMOSC users. No more than three training events will be conducted during the year with an estimated 40 students per event. The specific schedule will be coordinated with the COR during the monthly planning meetings. The contractor shall provide electronic presentations and all required training materials. The contractor shall perform the following subtasks:

2.3.1 Establishing and maintaining VAMOSC user accounts in accordance with NCCA user access policy

2.3.2 Responding to customer data requests and technical questions such as PKI/CAC issues and software compatibility issues (e.g. BusinessObjects, Java, web browsers)

2.3.3 Developing/Updating User Manuals and associated user documentation

2.3.4 Updating and expanding on-line tutorials

2.3.5 Developing/Updating training course curriculum and course materials to include:

- Developing VAMOSC presentations in Microsoft PowerPoint format for training events, coordinating with the government program office
- Administering online registration for the training events

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- Sending electronic messages and announcements to training registrants
- Archiving training presentations to the VAMOSC web site.

CONTRACT DATA DELIVERABLES: See DD 1423 attached hereto. The Program Manager shall schedule and attend a monthly planning meeting with the COR by the 23rd day of each month. The purpose of this meeting is to establish expectations for the next month and ensure that services provided under the task order are responsive to overall VAMOSC goals and objectives. CDRL E001 includes an agenda for the monthly planning meeting. CDRL E002 includes the minutes from the monthly planning meeting.

E001 Monthly Planning Meeting Agenda

The contractor shall submit an agenda for a monthly planning meeting by the 15th day of each month. The meeting agenda is the plan for a meeting that will last no more than one hour. It lays out the topics that need to be discussed. The agenda shall include the planned level of effort (labor category and number of hours) to be furnished along with the commensurate efforts from the Performance Work Statement that the contractor intends/plans to accomplish during the next calendar month. The meeting agenda provides structure to the meeting, and should be written in an outline format with an assigned time for each section and brief notes under each section.

E002 Monthly Planning Meeting Minutes

The contractor shall provide minutes from the monthly planning meeting within five days after the meeting is held. The minutes shall reflect the topics discussed, the critical decisions made, efforts from the PWS to be focused on, and agreed-to timelines. It provides a chronological, detailed explanation of the meeting events. The meeting minutes provide a structured report and record of the meeting so that team members who were not present can be updated and shall clearly indicate any changes made to plans included in the contractor's agenda for the planning meeting. The minutes also provide a record for future efforts and shall follow the agenda format with more detailed notes under each section. The minutes will function as a monthly Plan of Action.

E003 Monthly Status Report

This report is used to assess the status of each planned effort as referenced in the minutes, and performed in accordance with the PWS to include an explanation of the efforts that have been completed, the efforts that are currently being worked on, and the efforts that will be worked on over the next month, along with the hours spent on each effort.

The monthly status report shall reference the monthly planning minutes and corresponding efforts performed in accordance with the PWS. The report shall address specific accomplishments for each effort referenced in the minutes and explain any deviations from the minutes. The report should also include any communications that occurred throughout the month with other Government employees and/or contractors involved with VAMOSC efforts. The report shall include any barriers that the contractor is facing, as well as recommendations for overcoming such barriers. The report shall facilitate the agenda for upcoming planning meetings, discussion during the monthly planning meetings and allow for effective project management. The report shall include all invoiced labor categories, number of hours work per labor category, direct labor rates and all total estimated costs contained on the invoice. Additionally, the monthly status report shall include all system usage and performance indices that are identified by the COR during the preceding monthly planning meeting.

ALLOWABILITY OF MATERIAL AND GENERAL BUSINESS EXPENSES (SEP 2015)

As used herein, the term "material" includes supplies, equipment, hardware, automatic data processing equipment, and software. This is a services contract, and the procurement of material of any kind, other than that incidental to, and necessary for the furnishing of the required services is not authorized and will not be considered

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an allowable cost under the contract. No such material of any kind may be procured without the prior written approval of the Contracting Officer.

REIMBURSEMENT OF TRAVEL COST (SEP 2015)

(a) Travel

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

Medical Examinations

Immunization

Passports, visas, etc.

Security Clearances

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

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

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

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

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

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

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

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

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

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

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standard mileage guides shall be explained by the traveler on his expense sheet.

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

CONTRACTOR MANPOWER REPORTING

"The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract Naval Center for Cost Analysis, VAMOSC via a secure data collection site.

The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>"

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SECTION D PACKAGING AND MARKING

NA

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SECTION E INSPECTION AND ACCEPTANCE

The Task Order Manager identified in Section G is the only person empowered to accept work under this task order. Upon completion of all work and final submission of all data the contractors Senior Technical Representative shall prepare and sign a Certificate of Final Acceptance memorandum, and submit it to the TOM for signature. The Contractor shall include the fully signed memorandum with the final invoice

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Services to be performed hereunder will be provided at the Contractors Facility

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SECTION G CONTRACT ADMINISTRATION DATA

Points of Contact

Contracts:

[REDACTED]

Contract Specialist

[REDACTED]

[REDACTED]

[REDACTED]

Philadelphia, PA 19111

[REDACTED]

[REDACTED]

Contracting Officer Representative

[REDACTED]

[REDACTED]

Washington, DC 20350-1000

[REDACTED]

[REDACTED]

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

(a) *Definitions.* As used in this clause—

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

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

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

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

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

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

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

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

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

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

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

Cost Voucher

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

N/A_____

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

Routing Data Table*

	Routing Table	Contracting Officer Notes
██████████		██████████
██████████		████████████████████
██████████		
██████████		██████████
██████████		██████████

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------

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

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

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

COR: [REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SLINID PR Number Amount

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

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

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

[REDACTED]
[REDACTED]

[REDACTED]

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

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

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

[REDACTED]
[REDACTED] 4

[REDACTED]

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

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

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

[REDACTED]
[REDACTED]

[REDACTED]

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

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[REDACTED]

[REDACTED]

[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

NON-DISCLOSURE AND NON-USE OF DATA

(a) Data

All data (including but not limited to Planning, Programming, Budgeting, and Execution (PPBE) documents and data as described in DoD Directive 7045.14, "The Planning, Programming, and Budgeting System," May 22, 1984, Change 1, July 28, 1990 and Deputy Secretary of Defense Memorandum, "Control of Planning, Programming, Budgeting, and Execution (PPBE) Documents and Information," 27 March 2004) obtained, received, or learned by the Contractor and/or its personnel and/or subcontractors as a result of performance of this task order shall be deemed to be "sensitive" and/or "proprietary" whether or not such data is so designated or marked. The Contractor and its personnel and subcontractors shall restrict access to data obtained, received, or learned as a result of performance of this task order to the minimum number of Contractor personnel or subcontractors necessary for performance of this task order. No one who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements shall be involved in direct performance of this task order. The Contractor shall ensure that each of its personnel and subcontractors who obtains, receives, or learns data as a result of performance of this task order understands and complies with this "Non-Disclosure and Non-Use of Data" clause.

(b) Non-Disclosure of Data

The Contractor and its personnel and subcontractors shall disclose data obtained, received, or learned as a result of performance of this task order only to Contractor personnel directly performing under this task order and to United States Department of Defense personnel to whom disclosure of such data is required in performance of this task order. The Contractor and its personnel and subcontractors shall not disclose such data to anyone who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements. The Contractor and its personnel and subcontractors shall take all steps necessary to prevent disclosure of such data except as specifically permitted herein.

(c) Non-Use of Data

The Contractor and its personnel and subcontractors shall use data obtained, received, or learned as a result of performance of this task order only in direct performance of this task order and for no other purpose. The Contractor and its personnel and subcontractors shall not use or consider such data in the preparation of any offer, proposal, bid, and/or quotation for any Government and/or non Government procurement. The Contractor and its personnel and subcontractors shall take all steps necessary to prevent use of such data except as specifically permitted herein.

(d) Non-Disclosure/Non-Use Agreements

Before any of the Contractor's personnel becomes involved in performance of this task order, the Contractor shall obtain a non-disclosure/non-use agreement signed by that person. The nondisclosure/non-use agreement shall state that:

- (1) He/she shall disclose data obtained, received, or learned by him/her as a result of performance of this task order only to Contractor personnel directly performing under this task order and to United States Department of Defense personnel to whom disclosure of such data is required in performance of this task order.
- (2) He/she shall not disclose data obtained, received, or learned as a result of performance of this task order to anyone who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements.
- (3) He/she shall use data obtained, received, or learned as a result of performance of this task order only in direct performance of this task order and for no other purpose.
- (4) He/she shall not use or consider data obtained, received, or learned as a result of performance of this

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task order in the preparation of any offer, proposal, bid, and/or quotation for any Government and/or non Government procurement.

In the event that the Contractor, its personnel, and or subcontractors will obtain, receive, or learn data of other entities as a result of performance of this task order, the Contractor shall execute a nondisclosure/non-use agreement with each such entity prior to having access to the data provided by the entity.

(e) Requirement to Disclose Data

If the Contractor, its personnel and/or is subcontractors receive a court order requiring disclosure of data obtained, received, or learned as a result of performance of this task order or if the Contractor believes disclosure of such data is otherwise required by law or regulation, the Contractor shall contact the Contracting Officer immediately and fully inform the Contracting Officer of the court order or other requirement prior to any disclosure of data.

(f) Exception

This "Non-Disclosure and Non-Use of Data" clause does not apply to data which the Contractor can demonstrate was obtained, received, or learned in a way other than as a result of performance of this task order.

(g) Government Remedy

Any violation of the terms of this "Non-Disclosure and Non-Use of Data" clause is a material and substantial breach of this task order, and the Government may, in addition to any other remedy available, terminate this task order, or any part thereof, for cause or default.

(h) Non-disclosure/Non-Use Agreements

The Contractor shall maintain all Non-Disclosure and Non-Use of Data agreements required by this clause and shall make such agreements available for immediate inspection by the Contracting Officer.

(End of clause)

LIMITATION OF LIABILITY - INCREMENTAL FUNDING

This task order is incrementally funded. The amount currently available for payment hereunder is limited to [REDACTED] subject to the General Provisions of the contract and the clause FAR 52.232-22 entitled "Limitation of Funds" (APR 1984), no legal liability on the part of the Government in excess of of these individual amounts per CLIN shall arise unless additional funds are incorporated as a modification to this task order..

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (Sept 2015)

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

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

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

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_____TBD_____

NAME CODE

MAIL ADDRESS

TELEPHONE NUMBER

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

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

PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (FAR 52.204-9) (JAN 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

(End of Clause)

CONTRACT ADMINISTRATION PLAN

The Contract Administration Plan (CAP) is Attachment II in this solicitation.

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SECTION I CONTRACT CLAUSES

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

52

252.239-7001 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

(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.

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and

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Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

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

ACCESS TO FEDERAL FACILITIES

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

ACCESS TO DOD IT SYSTEMS

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

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

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

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

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is

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not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

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

CONTRACTOR'S SECURITY REPRESENTATIVE

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

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SECTION J LIST OF ATTACHMENTS

CAP

CE-PP Information Form

QASP

CDRL E001

CDRL E002

CDRL E003