

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-10-D-6350		2. DELIVERY ORDER NO. NW01		3. EFFECTIVE DATE 2016 Sep 29		4. PURCH REQUEST NO. N5702516RC051CG		5. PRIORITY Unrated		
6. ISSUED BY NAVSUP FLC San Diego, Code 200 3985 Cummings Road San Diego CA 92136-4200 Kimberly F Rieder/200 619-556-5239			CODE N00244	7. ADMINISTERED BY DCMA SAN DIEGO 9174 Sky Park Court, Suite 100 SAN DIEGO CA 92123-4353			CODE S0514A	8. DELIVERY FOB DEST NATION OTHER <i>(See Schedule if other)</i>		
9. CONTRACTOR TerraConcepts, LLC 5885 Kappa Street La Mesa CA 91942			CODE 48RP9	FACILITY	10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS	X SMALL SMALL DISADVANTAGED WOMEN-OWNED		
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus OH 43218-2381			CODE HQ0339	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.							
PURCHASE			Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIF ED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
TerraConcepts, LLC		Raymond Etter President		NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA  BY: /s/Ralph A Franchi			25. TOTAL \$124,080.00	26. D FFERENCES		
27a. QUANTITY N COLUMN 20 HAS BEEN	INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE				g. E-MA L ADDRESS		32. PAID BY		33. AMOUNT VERIF ED CORRECT FOR		
36. I CERT FY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE		34. CHECK NUMBER		35. B LL OF LADING NO.		
a. DATE	b. SIGNATURE AND TITLE OF CERTIFY NG OFFICER			31. PAYMENT PARTIAL		34. CHECK NUMBER		35. B LL OF LADING NO.		
				31. PAYMENT FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

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## GENERAL INFORMATION

This award incorporates TerraConcepts, LLC's proposal in response to RFP [REDACTED] dated August 12, 2016.

The base period of performance effective [REDACTED]

The applicable NAICS is 541330, Size Standard: \$38.5M and this award is a DVOSB Set-Aside.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R408	Training Specialist/Data analysis support services (O&MN,N)	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001		CDRL Weekly Training Report in accordance with PWS 2.1.12 Not Separately Priced	1.0	LO		NSP
8002		CDRL Bi-weekly status report in accordance with PWS 3.1 Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8100	R408	Training Specialist/Data analysis support services (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8101		CDRL Weekly training report in accordance with PWS 2.1.12 Not Separately Priced	1.0	LO		NSP
8102		CDRL Bi-weekly status report in accordance with PWS 3.1 Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8200	R408	Training Specialist/Data analysis support services (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8201		CDRL Weekly training report in accordance with PWS 2.1.12 Not Separately Priced	1.0	LO		NSP
8202		CDRL Bi-weekly status report in accordance with PWS 3.1 Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8300	R408	Training Specialist/Data analysis support services (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8301		CDRL Weekly training report in accordance with PWS 2.1.12 Not Separately Priced	1.0	LO		NSP
8302		CDRL Bi-weekly status report in accordance with PWS 3.1 Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8400	R408	Training Specialist/Data analysis support services (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8401		CDRL Weekly training report in accordance with PWS 2.1.12 Not Separately Priced	1.0	LO		NSP
8402		CDRL Bi-weekly status report in accordance with PWS 3.1 Not Separately Priced	1.0	LO		NSP

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement

#### For Individual Training Specialist/Data Analyst

#### COMNAVAIRPAC SAN DIEGO CA 92135

### 1.0 SCOPE

**General.** This Performance Work Statement (PWS) identifies and defines the management and technical services requirements for Training Specialist / Data Analyst, in support of Commander Naval Air Force, Pacific (COMNAVAIRPAC) San Diego, CA.

**1.1 Background.** COMNAVAIRPAC Code N71 has a requirement for a Training Specialist/Data Analyst to assist staff subject matter experts in defining and reviewing the requirements for, analyze the completion of, and project the demand signal for individual training course requirements for aircraft carriers, aviation squadrons, and other subordinate commands. The Training Specialist/Data Analyst reviews COMNAVAIRPAC and other authoritative guidance which establishes individual training requirements, and coordinates with COMNAVAIRPAC, other Type Commander (TYCOM) with COMNAVAIRPAC, and other training stake holders to validate and modify individual training requirements. The Training Specialist/Data Analyst reviews individual training course data in the Navy Training and Management Planning System (NTMPS), Fleet Training and Management System (FLTMPS), Catalog of Navy Training Courses (CANTRAC), Enterprise Naval Training Reservation System (eNTRS) and provides approved changes to implement COMNAVAIRPAC training policy. The Training Specialist/Data Analyst also analyzes course demand signals and course completion data for trends to identify potential training shortfalls.

### 2.0 SPECIFIC REQUIREMENTS

The following sections outline the specific task order requirements, performance indicators, associated standards, and Government quality assurance methods. Sections 2.0 and 3.0 work together to describe the tasks and performance measurements associated with this task order.

#### **2.1 Position Description Management and Classification**

**2.1.1** The contractor's primary responsibility is to maintain accurate and up-to-date individual officer and enlisted training requirements for approximately 85,000 billets (Officers & Enlisted) across 315 UICs in 216,600 individual training requirements in FLTMPS for COMANVAIRPAC and all COMNAVAIRPAC subordinate commands. (Daily M-F)

**2.1.2** The contractor makes recommendations to COMNAVAIRPAC N71 as necessary when policy changes via email reports regarding changes to the individual training requirement maintained in FLTMPS in order to comply with policy established by COMNAVAIRPAC or by

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higher authority. The contractor shall establish communications with Naval Education and Training Command (NETC), Naval Education and Training Professional Development and Technology Center (NETPDC), fleet training centers, Enlisted Placement Management Center (EPMAC), Navy Manpower Analysis Center (NAVMAC), Commander, Fleet Forces Command (CFFC), Commander, Pacific Fleet (CPF), Naval Systems Command (SYSCOMs), other type commanders, and other commands as necessary to support the development, establishment, and execution of COMNAVAIRPAC individual training policies and requirements. (Daily M-F)

**2.1.3** The contractor tracks and reports the creation, deletion, and modification of individual training requirements through NTMPS/FLTMPS. (Daily M-F)

**2.1.4** The contractor collects data primarily from FLTMPS and eNTRS and RADM as required and generates weekly reports to assist the COMNAVAIRPAC staff and fleet users managing COMNAVAIRPAC individual training requirements. (Daily M-F)

**2.1.5** The contractor identifies current and projected individual training shortfalls and recommends corrective action to N71 via verbal or email report. (Daily M-F)

**2.1.6** The contractor briefs Senior Management, Department Heads and Head of Activity on status of his oversight of individual training. (Monthly)

**2.1.7** The contractor collects and analyzes individual training data for N71 staff members. (Daily M-F)

**2.1.8** The contractor conducts routine visits to U.S. Navy ships located at Naval Air Station North Island to provide FLTMPS training and provide analysis of current and future individual training requirements and proposed solutions. (approximately 3-5 times annually)

**2.1.9** The contractor provides FLTMPS and COMNAVAIRPAC individual policy briefs to COMNAVAIRPAC staff personnel and prospective Commanding Officers, Executive Officers, and Department Heads assigned temporarily to COMNAVAIRPAC as part of the enroute training. (Monthly)

**2.1.10** The contractor maintains a historical database via computer back-up files of all FLTMPS issues and changes. (Weekly)

**2.1.11** The contractor communicates with Training Officers from ships, squadrons, Afloat Training Group (ATG), fleet learning centers, and other outside entities to resolve FLTMPS training requirement issues via email reports. (daily M-F)

**2.1.12** The contractor provides updated weekly FLTMPS training reports to N7 personnel, ships and squadrons via email reports. (weekly)

**2.1.13** The contractor participates in annual school requirement reviews via teleconference with appropriate stakeholders. (approximately 5-10 times annually)

**2.1.14** The contractor provides informational briefings for perspective Commanding Officers, Executive Officers, and Department Heads assigned temporarily to COMNAVAIRPAC as part

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of the enroute training regarding COMNAVAIRPAC N71 operational procedures as well as the training status of their perspective commands. (4-8 times annually)

### **3.0 PROGRESS REPORTS**

**3.1** The contractor shall be required to provide bi-weekly contract activity status reports to N71 via email reports on work accomplished and issues hindering completion of tasks.

**3.2** Upon return from travel, contractor shall provide report to N71 via email summarizing results of travel.

### **4.0 PLACE/PERFORMANCE AND PLACE OF DELIVERY**

**4.1** Place of Performance: Work will be performed on Government site using government office space and equipment as provided by Commander Naval Air Force, San Diego, CA.

**4.2** Place of Performance: CNAP Individual Training Office

COMNAVAIRPAC Code N71

Building 91C

Naval Air Station North Island

San Diego CA 92135-7051

### **5.0 NOTES/SPECIAL INSTRUCTIONS**

**5.1** Contracting Officer Representative (COR):



COMNAVAIRPAC

Naval Air Station North Island

San Diego, CA 92135-7051

**6.0 TRAVEL:** Travel may be required to other than San Diego area shore based commands in support of this task (Once annually).

**7.0 HOURS OF WORK:** Contractor personnel are expected to conform to customer agency normal operating hours, Monday through Friday except during Federal Holidays. Observed

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Federal Holidays are: New Year's Day, Martin Luther King's Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas.

**8.0 CONTRACTOR PERSONNEL REQUIREMENTS:** Personnel utilized by the Contractor in the performance of this task order shall meet any and all minimums with respect to experience, educational, and/or other background requirements that are set forth below. Contractor personnel shall be fully capable of performing in an efficient, reliable, and professional manner.

**8.1 Proof of Citizenship:** No employee or representative of the Contractor shall be admitted to the site of work unless satisfactory proof of citizenship is furnished or, if the individual is not a U. S. citizen, legal residency and authorization to work within the United States is confirmed. The Contractor shall maintain Immigration and Naturalization Service certifications (Form I-9) for applicable personnel.

**8.2 Literacy:** Contractor employee shall communicate in the English language (i.e., read, write, speak, and comprehend the English language with sufficient fluency to understand and be understood).

**8.4 Education, Knowledge, Experience Requirements:**

**8.4.1 Education Requirements:** A Bachelor's degree, in any field of study, is required .

**8.4.2** The contractor shall possess knowledge, experience and proficiency with the following computer based programs: Navy Training and Management Planning Systems (NTMPS), Fleet Training and Management Planning System (FLTMPS), Catalog of Navy Training Courses (CANTRAC), Enterprise Naval Training Reservation Systems (eNTRS) and CV-SHARP. The contractor shall possess the ability to learn other existing programs and future programs that may be developed to support the Navy's training operations.

**8.4.3** Must have recent in-depth experience with Microsoft Office products to include Outlook, Word, Excel, and PowerPoint.

**9.0 CNAP GUIDELINES FOR CONTRACTOR**

9.1 When performing the tasks associated with this PWS using e-mail, through phone calls, at meetings, in public or otherwise, contractor personnel will make clear to all individuals contractor personnel communicate with that they are contractor employees and not DoD employees.

9.2 Contractor personnel will not make any commitment to non-DoD personnel, including a foreign official, which commits the expenditure of U. S. Government resources.

9.3 Contractor employees performing services shall be required to comply with all local installation rules and regulations applicable to the conduct, safety, security, and procedures



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governing site entry and exit.

9.4 All Personnel performing work under this PWS shall be fully trained in the areas to which they are assigned. Personnel shall arrive on site ready and able to perform all specified tasks. The Government will not provide substantial instruction or on-the-job training for personnel not directly employed by the Government.

**9.5 Conduct:** The Contractor shall comply with Federal drug-free workplace and work force requirements. The Service Provider shall not utilize the services of any person in the performance of this contract whose presence or action(s) endangers the health, life, safety, and security of personnel or property.

**9.6 Dress Code:** Contractor employees shall wear clothing appropriate to their assigned task, especially with regard to safety and in accordance with applicable Occupational Safety and Health Administration (OSHA) requirements.

**9.7 Identification Card/Badge:** Every Contractor employee shall obtain from the Government, an Identification Code/Badge (ID Card) prior to starting work on any government facility. All employees will wear the ID Card conspicuously on their outer clothing at all times while working on the government installation. Personnel are subject to challenge and removal from the work area or denial of access to the installation if the ID card is not worn. It is the Contractor's responsibility to enforce this requirement. The loss of an ID card by a Contractor employee shall be reported to the site Security Manager, who will issue replacement ID card(s). All Government provided ID cards shall be returned to the Government either at completion of the contract or upon termination of employment of individual employees. The Contractor is responsible for the return of all ID cards issued to the Contractor employees.

## **10.0 GOVERNMENT FURNISHED PROPERTY**

The government will provide onsite government facilities, adequate working space and all necessary equipment/supplies to perform the tasks required in Section 2.0. The contractor shall maintain the space in a neat and orderly manner. Personal or company use of telephones, utilities, computers, printers, copiers or other equipment not directly related to required services is strictly prohibited. The contractor shall not remove any government furnished equipment or supplies from the worksite without express written permission of the contracting officer. No personal computers or IT devices are allowed to be used by Contractor personnel in the execution of this task order.

## **11.0 SECURITY**

**11.1** There is no security clearance requirement for this contract other than that needed to obtain a Common Access Card (CAC). Contractor personnel will need access to NMCI and various DOD and DON web sites to accomplish the tasks of this work statement, which requires

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issuance of a CAC. The Contractor shall coordinate and ensure personnel obtain Common Access Cards (CAC) required to allow contractor personnel access to various DOD networks and designated work spaces.

**11.1.2** Initial DOD Contractor eligibility for issuance of a CAC is physical access to federal facilities and installations and logical access to DOD networks, including but not limited to Navy Marine Corps Internet (NMCI), Command Websites, and SharePoint. Contractors required to have a CAC to access government systems, or a particular installation shall be required to pass a trustworthy National Agency Check plus Written Inquiries with Credit Check (NACI), in accordance with DTM-08-003 or latest guidance, at no cost to the government, prior to being allowed to work under this PWS.

**11.1.3** The contractor FSO will enter the contractor employee in the Joint Personnel Adjudication System (JPAS) and submit a visit request to JPAS SMO Code N570254. The Contractor FSO must also submit a Visit Authorization Letter (VAL). The VAL is required to validate the contractors employment and for CAC issuance. The JPAS visit request and VAL must be provided prior to the contractor reporting to the command for the contracted assignment. The VAL must be sent via encrypted or password protected email to the COMNAVAIRPAC Security Manager and the COMNAVAIRPAC Trusted Agent Sponsorship System Trusted Agent (TASS TA) provided below, and will include the following information:

- a. Contractor's company name, address, telephone number, assigned CAGE Code, certification of the level of facility security clearance, contract number and expiration date.
- b. Government Sponsor.
- c. Name, date and place of birth, and citizenship of the employee(s).
- d. Contractor employee(s) email address (for CAC issuance).
- e. Certification of the employees' personnel security clearance (type of clearance, date clearance granted, type of investigation and date investigation completed) and any special access authorizations required for the visit.
- f. Purpose of visit.

**11.1.4** Once the contractor employee has been properly vetted, an application for a Contractor's access Card (CAC) will be initiated by a DoD Trusted Agent (TA) via the Trusted Agent Sponsorship System (TASS). The CAC will be used to gain physical access to DoD installations and logical access to DoD information assurance resources. This access will include Sensitive But Unclassified (SBU) and Personally Identifiable Information (PII). When the CAC is no longer required, the Contractor or Program manager will recover the CAC from the Contractor employee and return the CAC to the CNAP DoD TASS Trusted Agent (TA) or sponsor.

**11.1.5** The contractor shall comply with all applicable DoD security regulations, policies and procedures during the performance of this task order. The contractor shall not disclose and must safeguard Classified Information, Procurement Sensitive Information, Computer Systems

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(Hardware) and data, Privacy Act Data, Sensitive But Unclassified (SBU) information and all other government work obtained or generated in the performance of this contract. Contractor personnel on site will participate in all Government activity security awareness training. The Contractor FSO shall refer to and follow the National Industrial Security Program Operating Manual (NISPOM) DoD 5220.22-M and applicable Government security policies for security guidance.

- DoD 5200.1R Information Security Program
- DoD 5200.2-R Personnel Security Program

**11.1.6** The COMNAVAIRPAC Security Manager is [REDACTED];

**11.2.7** The TASS TA for this contract is [REDACTED]

**11.3** Contractor personnel with access to NMCI must comply with current DoD mandated Information Technology (IT) training requirements. The current training requirements are:

COURSE TITLE	PERIODICITY	Provided
DOD Cyber Awareness Challenge V2 (DOD-IAA-V12.0)	Annual	Navy Knowledge Online, <a href="https://www.nko.navy.mil/">https://www.nko.navy.mil/</a>
Privacy and Personally Identifiable Information (PII) Awareness Training (DOD-PII-2.0)	Annual	Navy Knowledge Online, <a href="https://www.nko.navy.mil/">https://www.nko.navy.mil/</a>
Records Management in the DON: Everyone's Responsibility (DOR-RM-010-1.1)	Annual	Navy Knowledge Online, <a href="https://www.nko.navy.mil/">https://www.nko.navy.mil/</a>

**11.4** All information or data developed under this contract belongs to and is the property of the U.S. Government and shall be marked and handled as For Official Use Only (FOUO). The contractor shall comply with all applicable DOD security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and government personnel work products, which are obtained or generated in the performance of this task order. The Trustworthiness clause is applicable to this task order. Contract security requirements are defined in the contract DD254, Contract Security Classification Specification. The contractor shall comply with all applicable DOD security regulations and procedures during performance of this task order. The contractor shall not disclose and must safeguard sensitive information, computer systems and data, privacy act data and government work products obtained or generated in performance of this task order. Contractor facility and all contractual personnel providing services under this contract must have clearances at time of start date.

**11.4.1 Disclosure of Information:** Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the express prior written agreement of the Contracting Officer. The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for a purpose and to the extent

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authorized herein.

**11.4.2 Limited Use of Data:** Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government Contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or Contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the Contracting Officer (CO).

The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the Government between the Contractor and the data owner that provides for greater rights to the contractor.

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and acceptance of the services to be furnished hereunder shall be made by the Task Order Manager (TOM). 52.246-4 INSPECTION OF SERVICES -- FIXED-PRICE (AUG. 1996)

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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000



### CLIN - DELIVERIES OR PERFORMANCE

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

8000



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

8100



8200



8300



8400



Services to be performed hereunder will be provided at (insert specific address and building etc.)

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## SECTION G CONTRACT ADMINISTRATION DATA

### CONTRACT ADMINISTRATION PLAN (CAP)

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The **Procuring Contracting Office (PCO)** is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage maintof the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The **Contract Administration Office (CAO)** is responsible for matters specified in FAR 42.302 and DFARS 242.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The **Contracting Officer's Representative (COR)** is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. 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. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

#### a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations /clarifications of specific details relating to technical aspects of contract requirement; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

#### b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the



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contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

**c. Invoice Review and Approval/Inspection and Acceptance**

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as certificates of performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

**d. Contract Modifications.** The COR is responsible for developing the performance work statement for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed performance work statement.

**e. Administrative Duties**

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR shall provide, to the contractor, email addresses of each individual addressee under the addressee heading (block 14a) of the Contract Data Requirements List (CDRL).

(4) The COR shall be responsible for updating and maintaining the addressee list.

**f. Government Furnished Property.** When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

**g. Security.** The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

**h. Standards of Conduct.** The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

**i. Written Report/Contract Completion Statement.**

(1) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

**Contracting Officer (PCO):** [REDACTED]

**Contract Specialist:** [REDACTED]

**Contracting Officer's Representative (COR):** [REDACTED]  
[REDACTED]

**Quality Assurance and Surveillance Plan (QASP)**

<b>Task Performance</b>	<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level (AQL)</b>	<b>Quality Surveillance Plan</b>
COMNAVAIRPAC N71 Individual Training program support and data analysis	Provide performance results to the task described in the scope of work	All tasks must be performed accurately	All task actions must contain no more than 5% inaccuracies.  Task actions must be completed within assigned periods 95% of the time	Deliverables must be submitted no later than ten days after completion of tasking.  Monthly review by Government and Contractor Representatives on the quantity and quality of services provided and adherence to the PWS.  Customer feedback  On-site random checks by Government Representative.

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			<p>Government oversight of review/comment /approval process and timeliness.</p> <p>On-going government review of contractor performance.</p>
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Accounting Data

SLINID	PR Number	Amount
8000	[REDACTED]	[REDACTED]
LLA :		
AA 1761804 70AE 251 57025 H 068688 2D C051CG 570256RGR7QQ		

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H15 APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s)(COR) for this contract: (to be filled-in at the time of award)

CDR Philip Decker

(b) 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).

(c) 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.

### N00244H001 TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS (MAY 2004)(FLCSD)

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although these contracts are not classified and therefore contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. Contractors whose work involves access to sensitive unclassified information warrants a judgement of an employee's trustworthiness. Therefore, all personnel accessing DON computer systems must undergo a National Agency Check to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the contractor employees. The following addresses those requirements for Trustworthiness Security: --Each contractor employee will have a favorably completed National Agency Check (NAC). --If contractor personnel currently have a favorably adjudicated NAC the contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year. --If no previous investigation exists the contractor personnel will complete the requirement for a Trustworthiness NAC. --In accordance with NAVSUPINST 5239.1A, if the contractor employee is a Foreign National prior approval of the Network Security Officer (NSO) is required. Access may be granted to Foreign Nationals who have a need to know and at least one of the following applies: (a) Foreign National is employed by DOD, or ( b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or (c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity. The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Personnel Security Questionnaire (EPSQ) SF 85P. The EPSQ software can be downloaded at the Defense Security Service (DSS) website <http://www.dss.mil/epsq/index.htm>. The contractor should provide the completed EPSQ electronically (electronic mail/diskette) to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (DSS) who will conduct the NAC. The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information. Trustworthiness determinations are the sole prerogative of

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the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required. The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

## **ORGANIZATIONAL CONFLICT OF INTEREST**

### **A. Introduction**

In accordance with Federal Acquisition Regulations (FAR Part 9.5), both the contractor and the Contracting Officer have an affirmative duty to identify and mitigate actual and potential organizational conflicts of interest.

The contract requires the contractor, herein defined, to provide management support, professional consulting services, in particular, the contract calls for the contractor to provide engineering and technical direction, as defined in FAR Part 9.505-1. In addition, the contractor will be providing other administrative support that may include accessing and/or preparing budget information; accessing and/or preparing documents containing Privacy Act information. These services will be provided to COMNAVAIFOR, COMMARFORPAC, and COMMARFORLANT. The purpose of this "Organizational Conflict of Interest" clause ("OCI Clause" or "clause") is to ensure that the opinions and recommendations provided in this contract are inherently reliable and non-biased; and it will also ensure that information received or developed during performance of this contract will not be improperly exploited to affect competition or released in contravention of the Trades Secret Act or the Privacy-Act.

### **B. Definitions**

- (1) "Contractor" means the firm awarded this contract or task order;
- (2) "Offeror" means any firm engaged in, or having a known or prospective interest in, participating as an offeror in response to any solicitation related to or resulting from the procurement.
- (3) "Affiliates" means employees, agents, or officers of the Contractor, its subsidiaries or parent companies, and first tier subcontractors involved in performance of this contract.
- (4) "Interest" means organizational or financial interest;
- (5) "Term of this task order" means the period of performance of any task order issued with this restriction, including any extensions thereto; and
- (6) "Contracting Officer" is the warranted Government official signing this contract or task order; he or she will be identified by name and will be signing the contract or task-order provision incorporating this Organizational Conflict of Interest clause.

### **B. WARRANTY AGAINST EXISTING CONFLICTS OF INTEREST**

By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation requiring it to provide products/services to be evaluated under this contract. By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation where access to listed program business sensitive information, budgetary information, or technical documentation may give it an unfair advantage in developing a competitive proposal for that solicitation, or the contractor may be unable or potentially unable to render impartial assistance or advice to the Government, or the Contractor is otherwise not considered objective or impartial. [In no event may the contractor refuse to provide services/support in accordance with contract terms because of a potential or actual organizational conflict of interest that could affect future competitive acquisitions.]

### **C. PROSPECTIVE RESTRICTIONS ON CONTRACTING:**

Contractor understands and agrees that if it actually develops systems' specifications (see FAR 9.505-2) and/or provides systems' engineering and technical direction, as defined in FAR Part 9.505-1, it cannot be awarded a contract to supply the system, subject of the specification or systems engineering and technical direction. It cannot be a subcontractor or consultant to a supplier of the system or any of its major components. Contractor may provide

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administrative support and may have access to Government business-sensitive data and/or Privacy Act information. For a period of one year after contract is completed, neither it nor its affiliates shall propose in response to a solicitation, nor shall it consult or exchange information with any offeror, where such data would provide it with an advantage in that solicitation.

#### D. RESTRICTIONS ON DISCLOSURE

The Contractor agrees and understands that it may have access to business sensitive information, to include, but not limited to budget estimates, allocations/appropriations data, project or program cost estimates, and contract cost estimates. Contractor and its affiliates shall not, under any circumstances, disclose or exploit in any way data used or accessed during the course and scope of this contract. Further, Contractor shall abide by the restrictions imposed by the Privacy-Act clause, incorporated herein by reference: FAR 52.224-1, Privacy Act Notification. Far 52.224-2, Privacy Act.

The Contractor shall have each and every employee accessing information that is subject to these restrictions sign a “non-disclosure agreement.” These agreements shall be maintained by the Contractor and shall be available for review/submission to the Contracting Officer or Ordering Officer upon request. These non-disclosure agreements must be maintained by the Contractor for the life of the contract plus five-years (5). Before destroying these documents, the Contractor must contact the Contracting Officer for further guidance – these documents may still be documentary evidence to be preserved in the case of litigation. In which case, the documents may have to be maintained in perpetuity. If for some reason, the documents cannot be maintained for the time frames set forth above, the contractor should notify the Contracting Officer for further guidance and possible release to the Navy.

In accordance with FAR 9.505-4, Contractor may access third-party procurement sensitive or trade secret information after execution of an agreement with the third-party agreeing to protect the information from unauthorized use or disclosure. Contractor shall immediately notify the Contracting Officer if it has been tasked to access such data; and, it shall promptly execute an agreement with any third-party providing that data, prior to reviewing, manipulating or otherwise, accessing such data. If no agreement is reached (copy to be furnished to the contracting officer), the Contractor shall cease and desist any further actions resulting in accessing third-party trade-secret information and contact the Contracting Officer for further guidance. Under no circumstances shall any such data be commercially exploited and/or otherwise released to any party without the express approval of the Contracting Officer. Contractor agrees to put this clause, or one in substantial conformance to this clause, in its subcontractors when, as indicated, the subcontractor or its employees will be providing the services identified herein. A subcontractor may therefore be bound by the terms and conditions of this OCI clause.

#### E. GOVERNMENT REMEDY

The Contractor agrees that any breach or violation of the warranties, restrictions, disclosures or non disclosures set forth in this conflict of interest clause shall constitute a material and substantial breach of terms, conditions, and provisions of this task order and that the Government may, in addition to any other remedy available, terminate the contract for default.

Further, the Contractor understands that this clause may serve as support to the contracting officer/office for finding the contractor ineligible for award. See FAR Part 9, “Responsibility” determination(s).

#### **Enterprise-wide Contractor Manpower Reporting Application (ECMRA)**

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Commander, Naval Air Force US Pacific Fleet via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission

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(D304) and Internet (D322) ONLY;

(5) S, Utilities ONLY;

(6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address  
<https://doncmra.nmci.navy.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, linked at <https://doncmra.nmci.navy.mil>.

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## SECTION I CONTRACT CLAUSES

- 52.204-9 Personal Identity Verification of Contractor Personnel (JAN 2011)
- 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (OCT2015)
- 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (NOV 2015)
- 52.219-8 Utilization of Small Business Concerns (OCT 2014)
- 52.219-27 Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011)
- 52.222-55 Minimum Wages Under Executive Order 13658 (DEC 2015)
- 52.222-17 Non-displacement of Qualified Workers (MAY 2014)
- 52.223-5 Pollution Prevention and Right-to-Know Information (MAY 2011)
- 52.223-6 Drug-Free Workplace (MAY 2001)
- 52.223-10 Waste Reduction Program (MAY 2011)
- 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)
- 52.224-1 Privacy Act Notification (APR 1984)
- 52.228-5 Insurance - Work on a Government Installation (JAN 1997)
- 52.232-18 Availability of Funds (APR 1984)
- 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
  
- 252.203-7000 Requirements Relating to Compensation of Former DoD Officials (SEP 2011)
- 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting
- 252.201-7000 Contracting Officer Representative
- 252.203-7000 Requirements Relating to Compensation of Former DoD Officials
- 252.204-7015 Disclosure of Information to Litigation Support Contractors
- 252.237-7010 Prohibition on Interrogation of detainees by Contractor Personnel

### **52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1 day 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.



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#### **5252.237-9400 - SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992)**

- a. The offeror agrees to assign to the contract those persons whose resumes, personnel data forms or personnel qualification statements were submitted as required by Section L to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.
- b. The offeror agrees that:
- 1) during the contract performance period
  - 2) during the first 90 days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) below.
- c. If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the Contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.
- d. All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapproved the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.
- e. In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.
- f. The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.
- g. If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

#### **5252.237-9401 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992)**

- a. Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.
- b. The Government will review resumes of contractor personnel proposed to be assigned, and if personnel not currently in the employ of Contractor, a written agreement from potential employee to work will be part of the technical proposal.
- c. If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

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d. The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

#### **5252.234-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)**

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's.

In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

#### **252.232-7006 Wide Area WorkFlow Payment Instructions (MAY 2013)**

##### 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 , Electronic Submission of Payment Requests and Receiving Reports.[252.232-7003](#)

(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 ; and<https://www.acquisition.gov>

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

(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).

2-in-1

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

NAS NORTH ISLAND; SAN DIEGO, CA 92135

(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\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	██████
Issue By DoDAAC	██████
Admin DoDAAC	██████
Inspect By DoDAAC	██████
Ship To Code	███
Ship From Code	███
Mark For Code	███
Service Approver (DoDAAC)	██████
Service Acceptor (DoDAAC)	██████
Accept at Other DoDAAC	███
LPO DoDAAC	██████
DCAA Auditor DoDAAC	███
Other DoDAAC(s)	███

(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.

████████████████████  
████████████████████

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(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

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

**252.203-7997 - PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003)(OCT 2015)**

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

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## **SECTION J LIST OF ATTACHMENTS**

Attachment I: CDRL Weekly Training Report

Attachment II: CDRL Bi-Weekly Status Report

Attachment III: Wage Determination