

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
38

3. EFFECTIVE DATE  
30-Sep-2015

4. REQUISITION/PURCHASE REQ. NO.  
N6298015RCET404

5. PROJECT NO. (If applicable)  
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6) CODE

S2404A

NAVSUP FLC Norfolk, Detachment Philadelphia  
700 Robbins Avenue, Bldg. 2B  
Philadelphia PA 19111-5083

DCMA Manassas  
14501 George Carter Way  
Chantilly VA 20151

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Lockheed Martin Integrated Systems, Inc.  
1408 Stephanie Way  
Chesapeake VA 23320

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4079-EX01

10B. DATED (SEE ITEM 13)

01-Apr-2012

CAGE CODE  
4FZ81

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.
- 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).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)  
FAR 52.232-22 Limitation of Funds

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

30-Sep-2015

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

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

CONTRACT NO. N00178-04-D-4079	DELIVERY ORDER NO. EX01	AMENDMENT/MODIFICATION NO. 38	PAGE 2 of 2	FINAL
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## GENERAL INFORMATION

The purpose of this modification is to incrementally fund option year 2... 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 \$36,429,359.68 by \$593,877.30 to \$37,023,236.98.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400223	O&MN,N	121,000.00	489,023.29	610,023.29
400224	O&MN,N	71,500.00	104,854.01	176,354.01

The total value of the order is hereby increased from \$37,419,446.46 by \$0.00 to \$37,419,446.46.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	R499	Services IAW attached Performance Work Statement in Section C (O&MN,N)					\$10,209,643.00
400001	R499	ITEMPO (O&MN,N)					
400002	R499	BOL (O&MN,N)					
400003	R499	SME (O&MN,N)					
400004	R499	COMPUTER OPS (O&MN,N)					
400005	R499	NOC IT (O&MN,N)					
400006	R499	NPC IT- PRODUCTION (O&MN,N)					
400007	R499	HELP DESK (O&MN,N)					
400008	R499	IT SERVICES (O&MN,N)					
400009	R499	HELP DESK (O&MN,N)					
400010	R499	COMPUTER OPS (O&MN,N)					
400011	R499	PRODUCTION (O&MN,N)					
400012	R499	DNS-5 (O&MN,N)					
400013	R499	DEERS/RAPID (O&MN,N)					
400014	R499	HELP DESK SUPPORT (O&MN,N)					
400015	R499	IT SERVICES - LABOR (O&MN,N)					
400016	R499	BOL IN SUPPORT OF PRIMS (O&MN,N)					
400017	R499	ADMITS WEBSITE MANAGEMENT (O&MN,N)					
400018	R499	ADMITS ENHANCMENTS (O&MN,N)					
400019	R499	ITS SERVICE LABOR (O&MN,N)					
400020	R499	BOL LABOR (O&MN,N)					
400021	R499	DATA CENTER LABOR (O&MN,N)					
400022	R499	ITS SERVICE LABOR (O&MN,N)					
400023	R499	COMPUTER OPS AND LABOR (O&MN,N)					
400024	R499	COMPUTER OPS PRODUCTION LABOR PERS-54 (O&MN,N)					
400025	R499	COMPUTERS OPERATIONS (O&MN,N)					
400026	R499	PRODUCTIONS (O&MN,N)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
400027	R499	BOL (O&MN,N)					
400028	R499	IT SERVICES (O&MN,N)					
400029	R499	HELP DESK (O&MN,N)					
400030	R499	SME (O&MN,N)					
400031	R499	RECORDS MANAGEMENT (O&MN,N)					
400032	R499	PRODUCTION-UCX (O&MN,N)					
400033	R499	IT SERVICES (O&MN,N)					
400034	R499	IT SERVICES (O&MN,N)					
400035	R499	IT SERVICES (SCA BACK PAY) (O&MN,N)					
400036	R499	IT SERVICES (SCA BACK PAY) (O&MN,N)					
4001	R499	Option I Services IAW attached PWS (O&MN,N)					\$10,763,916.00
400101	R499	Only to support DON AA Directives and Records Mgmt Div (O&MN,N)					
400102	R499	Only to support DNS-15 Navy Personnel Command (O&MN,N)					
400103	R499	ITEMPO (O&MN,N)					
400104	R499	BOL (O&MN,N)					
400105	R499	PRIMS - BOL (O&MN,N)					
400106	R499	ADMITS - BOL (O&MN,N)					
400107	R499	EMPRS - SME (O&MN,N)					
400108	R499	EMPRS - COMPUTER OPS (O&MN,N)					
400109	R499	SERV UNIQ APPL - IT SERVICES (O&MN,N)					
400110	R499	EMPRS - PRODUCTION (O&MN,N)					
400111	R499	SERV UNIQ APPN - HELP DESK (O&MN,N)					
400112	R499	DEERS/RAPID (O&MN,N)					
400113	R499	BOL (associated with SLIN 400104) (O&MN,N)					
400114	R499	Production (O&MN,N)					
400115	R499	Quarterly reports to validate payments to State DoL unemployment insurance (O&MN,N)					
400116	R499	Stay Navy Tools routine maintenance (O&MN,N)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
400117	R499	ADMITS-BOL for upgrades (associated with 400106) (O&MN,N)					
400118	R499	Help Desk (FY14 \$) (O&MN,N)					
400119	R499	Computer Operations (FY14 \$) (O&MN,N)					
400120	R499	Production (FY14 \$) (O&MN,N)					
400121	R499	BOL (FY14 \$) (O&MN,N)					
400122	R499	DNS-15 (O&MN,N)					
400123	R499	IT Services (O&MN,N)					
400124	R499	SME (O&MN,N)					
400125	R499	ITEMPO (O&MN,N)					
400126	R499	DEERS/RAPIDS (O&MN,N)					
4002	R499	Option II - Services IAW attached PWS (O&MN,N)					\$16,330,745.46
400201	R499	DONAA (O&MN,N)					
400202	R499	DNS-15 (O&MN,N)					
400203	R499	BOL labor support for ADMITS (O&MN,N)					
400204	R499	BOL labor support for PRIMS (O&MN,N)					
400205	R499	PERSTEMPO (O&MN,N)					
400206	R499	SME (O&MN,N)					
400207	R499	IT SERVICES for Pers-5 IT programs (O&MN,N)					
400208	R499	Help Desk (O&MN,N)					
400209	R499	BOL (O&MN,N)					
400210	R499	Production (O&MN,N)					
400211	R499	BOL (O&MN,N)					
400212	R499	Stay Navy Tools tech ops & subject matter expertise (O&MN,N)					
400213	R499	Computer Operations (O&MN,N)					
400214	R499	DEERS/RAPIDS (O&MN,N)					
400215	R499	Help Desk (O&MN,N)					
400216	R499	IT Services (O&MN,N)					
400217	R499	Production (O&MN,N)					
400218	R499	Extension - Stay Navy Tools (O&MN,N)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
400219	R499	Extension - PERSTEMPO (O&MN,N)					
400220	R499	Extension - Computer Operations (O&MN,N)					
400221	R499	Extension - SME (O&MN,N)					
400222	R499	Extension - Production (O&MN,N)					
400223	R499	Extension - IT Services (O&MN,N)					
400224	R499	Extension - Help Desk (O&MN,N)					
400225	R499	Extension - BOL (O&MN,N)					
400226	R499	Extension - DEERS/RAPIDS (O&MN,N)					
400227	R499	ADMITS (O&MN,N)					
400228	R499	PRIMS (O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R499	Travel in support of CLIN 4000 (O&MN,N)	1.0	LO	\$32,908.00
600001	R499	TRAVEL (O&MN,N)			
6001	R499	Other Direct Cost (ODC) in support of CLIN 4000 (O&MN,N)	1.0	LO	\$5,485.00
6003	R499	TRAVEL in support of CLIN 4001 Option I (O&MN,N)	1.0	LO	\$32,892.00
6004	R499	Other Direct Costs (ODC)in support of CLIN 4001 Option I (O&MN,N)	1.0	LO	\$5,482.00
600401	R499	ODCs (O&MN,N)			
6005	R499	TRAVEL in support of CLIN 4002- OPTION II (O&MN,N)	1.0	LO	\$32,893.00
600501	R499	Travel (O&MN,N)			
600502	R499	Travel Funding (O&MN,N)			
600503	R499	Travel (O&MN,N)			
600504	R499	Travel (O&MN,N)			
6006	R499	Other Direct Cost in support of CLIN 4002 - Option II (O&MN,R)	1.0	LO	\$5,482.00

#### LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995)

(a) The level of effort for the performance of this contract during the period from the start of contract performance to 12 months thereafter is based upon [REDACTED] estimated manhours of direct labor. If all options are exercised by the government, the level of effort for the performance of this contract will be increased by an additional [REDACTED] estimated manhours of direct labor, for a total level of effort of [REDACTED] estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

(b) The estimated composition by labor category of the Estimated Total Hours is as follows:

Minimum Qualifications	IA Requirement	Base	Option Year 1	Option Year 2
SENIOR CUSTOMER SERVICE LEAD A+ certification or Microsoft Certified Professional (MCP) certification required. Demonstrated three (3) years Tier 1 IT customer support helpdesk experience desired. Two (2) of the three (3) years experience using Remedy Helpdesk software required. Knowledge of Navy Personnel and Manpower systems preferred.	IAT-I	■	■	■
ITEMPO CUSTOMER SERVICE LEAD: Minimum Experience: Eight (8) years Navy experience in personnel systems and procedures. Demonstrated knowledge of DoD requirements to track and report deployment days of individuals who are away from their homeport or assigned unit desired.	IAT-I	■	■	■
PRODUCTION OPERATION SUPERVISOR: Three (3) or more years work experience in a high production environment coordinating administrative support activities, data entry functions, and personal computers (PC) operations. Two (2) years specialized experience working with IBM Records Manager, IBM Content Manager and Kofax scanner application and software. Demonstrated skills in production planning, expediting, and reviewing production work. Experience working with Window based servers, Microsoft SQL, and Webshpere desired.	N/A	■	■	■
DATA CENTER COMPUTER OPERATOR/SYSTEMS MONITORING: Two (2) years experience providing computer operations support. Experience should include Windows XP and newer, Unix and AIX command line utilization. Understand, monitor, and execute tape backup and restore functionality. Basic understanding of DB2 and SQL and background in general computer operations. Demonstrated experience with network, systems, and application monitoring and reporting.	IAT-II	■	■	■
DEERS APPLICATION FUNCTION EXPERT: Minimum Experience: Eight (8) years Navy experience in personnel systems and procedures. Demonstrated knowledge with records pertaining to active duty and reserve military and their family members, military retired, Department of Defense (DoD) civil service personnel, and DoD contractors and how these records pertain to DoD Smart Cards.	IAT-II	■	■	■
INFORMATION ASSURANCE SENIOR SYSTEMS/APPLICATION ADMINISTRATOR: Three (3) years experience as DOD Information Assurance administrator and two (2) working on IT systems required. Database administration experience desired. Microsoft Certified System Engineer (MCSE) certification desired. Experience using Host Based Security Systems and Tripwire.	IAT-II	■	■	■
SUPPLY TECHNICIAN/ANALYST: Three (3) years experience with a working technical knowledge of goods/services and supply support functions for a large-scale highly complex computer records management system. One of the three must be directly related to DoD IT support maintenance.	N/A	■	■	■

CUSTOMER SERVICE TECHNICIAN One (1) years Tier 1 IT customer support helpdesk experience desired. Experience using Remedy Helpdesk software required. Knowledge of Navy Personnel and Manpower systems preferred.	IAT-I	■	■	■
ITEMPO CUSTOMER SERVICE TECHNICIAN: Minimum Experience: Four (4) years Navy experience in personnel systems and procedures. Demonstrated knowledge of DoD requirements to track and report deployment days of individuals who are away from their homeport or assigned unit desired.	IAT-II	■	■	■
PRODUCTION DATA ENTRY OPERATOR (Basic): Work requires a general educational background with a high school education (diploma) or equivalent. Skills required: One (1) year experience in clerical duties; skill in using keyboard; skill in use of a personal computer with Microsoft Windows and Office and skill in verifying data input on PC software.	N/A	■	■	■
SENIOR DATA CENTER COMPUTER OPERATOR/SYSTEM ADMINISTRATOR: Four (4) years experience providing computer operations support and systems administration. Experience should include Windows XP and newer, Windows servers, Unix and/or AIX command line utilization. Experience with tape backup and restore functionality. Basic understanding of DB2 and SQL and background in general computer operations. Demonstrated experience with network, systems, and application troubleshooting, monitoring and reporting.	IAT-II	■	■	■
SENIOR STORAGE AREA NETWORK ADMINISTRATOR: Five (5) years experience with administering distributive data systems using a variety of SAN devices and software. Two (2) years applied knowledge particularly in specific storage systems such as EMC Clarion series and network protocols required. Two (2) or more years experience as a SAN Administrator required including full responsibility for system administration activities including but not limited to user access rights, security and system performance enhancements, SAN Virtualization, data replication, mirroring, configuring luns, zoning, and lun masking. Knowledgeable in administration of Enterprise-class Fiber Switch/Director Hardware and software required.	IAT-II	■	■	■
STORAGE AREA NETWORK ADMINISTRATOR: Three(3) years experience with administering distributive data systems using a variety of SAN devices and software. One (1) years applied knowledge particularly in specific storage systems such as EMC Clarion series and network protocols required. One (1) or more years experience as a SAN Administrator required including full responsibility for system administration activities including but not limited to user access rights, security and system performance enhancements, SAN Virtualization, data replication, mirroring, configuring luns, zoning, and lun masking. Knowledgeable in administration of Enterprise-class Fiber Switch/Director Hardware and software required.	IAT-II	■	■	■



SENIOR BUSINESS FUNCTIONAL EXPERT: Ten (10) years management experience in a complex Information Technology environment, such as an environment with a variety of hardware (multiple operating systems and applications). Experience in system software/hardware /infrastructure operational functionality. Demonstrated experience with Project Management methodology.	IAT-I	■	■	■
BUSINESS FUNCTIONAL ANALYST: Six (6) years Navy personnel management experience in any or all of the following areas: Personnel records management, Selection Boards, Fitness Report/Evaluation processing; (2) Years experience determining, developing, and documenting user functional and cross-functional requirements, and (1) year experience in systems testing, implementation, and maintenance of applications related to Navy personnel management systems. Two (2) years experience with Project Management methodology.	N/A	■	■	■
WINDOWS SYSTEM ADMINISTRATOR- LEAD: Eight (8) years experience working directly with the Windows 2000 Server and later versions required. Certification as a Microsoft Engineer (MSCE) and three (3) years working directly with the Windows 2000 Server and later versions desired. Must have experience working directly with at least two of the following: SolarWinds, VMWare, NetBackup, Tivoli, IBM Content Manager, IBM eRecords Manager, or Webshphere. Demonstrated experience in configuration management of systems and deployment of system changes to a production environment.	IAT-II	■	■	■
WINDOWS SYSTEM ADMINISTRATOR: Four (4) years experience working directly with the Windows 2000 Server and later versions required. Certification as a Microsoft Engineer (MSCE) and three (3) years working directly with the Windows 2000 Server and later versions desired. Must have experience working directly with at least two of the following: SolarWinds, NetBackup, VMWare, Tivoli, IBM Content Manager, IBM eRecords Manager, or Webshphere.	IAT-II	■	■	■
WINDOWS SQL ADMINISTRATOR: Five (5) years experience managing and administering very large Microsoft SQL 2005 or above databases in a high transaction volume environment, supporting windows and Linux based systems. Three (3) years experience in the development, tuning, and debugging of clustered database servers, stored procedure, triggers, and backup recovery procedures. Certification as a Microsoft Certified Database Administrator (MCDBA). Experience working directly with VMWare, Business Objects, IBM Content Manager, IBM eRecords Manager, or WebSphere desired.	IAT-II	■	■	■
BUSINESS APPLICATION EXPERT/OPERATOR: Six (6) years Navy experience in any or all of the following areas: Navy Personnel records management, Selection Boards, Fitness Report/Evaluation processing; (2) Years experience determining, developing, and documenting user functional and cross-functional requirements, and (2) year experience in systems testing, implementation, and maintenance of applications related to Navy personnel management systems. Experience working directly with Business Objects, IBM Content Manager, IBM eRecords Manager, or WebSphere	IAT-I	■	■	■

desired.				
ELECTRONIC DOCUMENTATION SPECIALIST: Two (2) years experience in documentation generation needed. Knowledge of Document Control methods and release control is necessary. Must be competent to work at the highest level of all phases of documentation.	N/A	■	■	■
IBM WEBSHERE ADMINISTRATOR: Five (5) years experience working as a Websphere systems administrator or developer is required. Two of the three years must have been working with Websphere and RUP technology. Websphere certification is also desired. Experience working directly with at least two of the following desired: Tivoli, Windows 2000 or later version, IBM eRecords Manager, IBM Content Manager.	IAT-II	■	■	■
SYSTEM ADMINISTRATOR, AIX/UNIX: Five (5) years experience with administering of distributive Unix systems, Virtualization and LPAR configuration setup, management of IBM power series servers. Two (2) years experience with administration of distributed Unix hardware configuring HMC's, LPARs and Frames running AIX 5.3 or later. Experience with TSM and Tivoli Storage Agent desired. IBM Professional certification desired.	IAT-II	■	■	■
DATABASE ADMINISTRATOR, DB2: Five (5) years experience managing and administering very large DB2 databases in a high transaction volume environment, supporting Websphere and AIX based systems, experience in tuning DB2 and SQL performance. At least two years experience using Veritas NetBackup with DB2 to perform database backups.	IAT-II	■	■	■
SENIOR IT NETWORK ENGINEER: Five (5) years experience in planning, deployment, sustainment, and operation of a major system or data center environment. Three (3) years experience working in virtual computing environment is required. Three (3) years experience Network Engineering and Administrator required including full responsibility for system administration activities including but not limited to user access rights, security and system performance enhancements, server virtualization, data replication, zoning, and IA compliance processes. Knowledge of and working with such VM ware software such as Vsphere and Vcenter is desired. MCSA Microsoft Certification desired.	IAT-II	■	■	■
INTERMEDIATE IT NETWORK ENGINEER: Three (3) years experience in planning, deployment, sustainment, and operation of a major system or data center environment. Two (2) years experience working in virtual computing environment is required. Two (2) years experience Network Engineering and Administrator required including full responsibility for system administration activities including	IAT-I	■	■	■

but not limited to user access rights, security and system performance enhancements, server virtualization, data replication, zoning, and IA compliance processes. Knowledge of and working with such VM ware software such as Vsphere and Vcenter is desired. MCSA Microsoft Certification desired.				
IBM CONTENT MANAGER ADMINISTRATOR: Two (2) years experience working directly with the IBM Content Manager Version 8 or above required. Includes experience in analyzing systems requirements and performing logical and physical systems designs and reviews. Experience working directly with at least two of the following: Tivoli, Windows 2000 or later version, IBM eRecords Manager, Websphere.	IAT-II	■	■	■
APPLICATION ANALYST/MAINTENANCE PROGRAMMER- LEAD: Four (4) years experience working directly with Remedy and other COTS identified in the SOW. Experience working directly with at least two of the following: Windows 2000 and later, BUSINESS OBJECTS, SQL, CITRIX, Oracle CRM.	IAT-II	■	■	■
APPLICATION ANALYST/MAINTENANCE PROGRAMMER- LEAD: Four (4) years experience working directly with CITRIX and other COTS identified in the SOW. experience working directly with at least two of the following: Windows 2000 and later, SQL, CITRIX, Tivoli, IBM Content Manager, IBM eRecords Manager, or Websphere.	IAT-II	■	■	■
APPLICATION ANALYST/MAINTENANCE PROGRAMMER- LEAD: Two (2) years experience working directly with CRTL-D and CTRL-M. Experience working directly with at least two of the following: Windows 2000 and later, SQL, SFTP, CITRIX.	IAT-II	■	■	■
PC/LAN SUPPORT TECHNICIAN: A+ certification or Microsoft Certified Professional (MCP) certification required. Must have experience in PC desktop support as well as network troubleshooting skills. Experience in Windows XP, and 7 is necessary. Four (4) years total experience required.	IAT-II	■	■	■
ADOBE LIVECYCLE ADMINISTRATOR: Three (3) years experience in Adobe LiveCycle eForms administration working with Adobe Livecycle Daesigner, Adobe Livecycle Workbench in the creation and modification of Java Script, Forms (static & dynamic), and workflow orchestration. Two (2) years experience in mentoring or instruction to others on LiveCycle processes and best practices.	IAT-II	■	■	■
SAP BUSINESS OBJECTS ADMINISTRATOR: Three (3) years experience in administration of Business Objects reporting suite at the enterprise level with emphasis on using Business Objects software to use Web Services, LDAP cubes and other data gathering tools. Two (2) Years of experience	IAT-II	■	■	■

with Business Object XiR2 or above with Strong knowledge of Business Object architecture, Business Objects Security Management, developing Webi reports involving complex and evolving data sources, universe and roles, designing complex dashboards and interactive reports, web services architecture. Two (2) years of experience with management of data warehouse and data mining applications.				
PROGRAM MANAGER: Fifteen (15) years experience, of which four (4) shall be management experience in a large IT environment, such as an environment with a variety of hardware (servers and mainframes networked together), multiple operating systems and applications. Ten years of Navy experience working in an IT environment is desired.	IAM-I	■	■	■
RECORDS PROJECT MANAGER Ten (10) years management experience in a complex Record Management environment. Demonstrated experience with Project Management methodology.	N/A	■	■	■
RECORDS MANAGEMENT EXPERT: Six (6) years experience working directly with DOD and/or Navy Records functions, directives, and instructions required. Desired demonstrated experience working directly with two (2) years experience working directly with TRIM.	N/A	■	■	■
RECORDS ANALYST: Desired demonstrated experience working directly with two (2) years experience working directly with TRIM.	N/A	■	■	■
RECORDS ANALYST ASSOCIATE: Desired demonstrated experience working directly with one (1) years experience working directly with TRIM.	N/A	■	■	■
FINANCE	N/A	■	■	■

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

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of

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such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours 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 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 contract the contractor expends in excess of 85% of the available estimated manhours 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 (FEB 1996)**

The fixed fee for work performed under this contract is \$ [REDACTED] provided that approximately [REDACTED] hours of technical effort are employed by the contractor in performance of this contract. If substantially fewer than [REDACTED] hours of technical effort are 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 rate of (SEE CHART BELOW) 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." Payments shall be subject to the withholding provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment shall not exceed eighty-five (85%) 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.

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

(End of Provision)

**PERSONNEL QUALIFICATIONS**

(a) Personnel assigned to or utilized by the Contractor in the performance of this task order shall, as a minimum, be a United States citizen, meet the experience, educational, or other background requirements set forth above (See Level Of Effort) 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 quoter's submission identifying the difference.**

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(b) If the Ordering Officer questions the qualifications or competence of any person performing under the task order, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(c) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery/task 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 reasonable ensure the ability for effective and efficient performance.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement for Information Technology Support Services (ITSS)

#### 1 INTRODUCTION

Navy Personnel Command (NPC) an agency of the Bureau of Naval Personnel is a shore activity in an active status. Navy Personnel Command mission is to implement Chief of Naval Operations (CNO) responsibilities for managing the planning and programming of manpower and personnel (M&P) resources and budgeting for military personnel; determination of total force M&P resources and allocation of military personnel; to plan and direct the procurement, distribution, administration and career motivation of military personnel of the regular and reserve components of the U.S. Navy; to exercise centralized coordination and control of professional standards criteria; to maintain authoritative personnel record information, and to develop and implement service-wide programs for improved human relations and quality of life. The NPC organization consists of the Deputy Chief of Naval Personnel (DCNP); command staff; special assistants; and functional departments consisting of approximately 2,500 military and civilian personnel.

The Business Operations Department (PERS 5) is responsible for centralized program management and delivery of Information Technology (IT) support services and is the NPC office responsible for planning, integration, coordination, and implementation of various components of the Human Resource IT system. The PERS 5 Assistant Commander for Navy Personnel Command (ACNPC) is responsible for establishing the necessary infrastructure to ensure timely and efficient program execution, by providing a variety of IT support services, to include message center application support, information and network security support, NMCI coordination support, and help desk support. Additionally, Navy Personnel Command is responsible for providing record management support services for the NPC located primarily in Millington, Tennessee. This includes a document imaging production operation, record maintenance and corrections, and customer support services for the repository of over 3.5 million permanent personnel records; producing over 7,000,000 images a year into the repository; and, convening approximately 150 selection boards viewing approximately 10,000,000 images up to 6 (six) time each.

#### 1.1 SCOPE OF WORK

Support is required for Information Technology Services associated with NPC's pay, personnel, and distribution systems assigned as the responsibility of the Business Operations Department, PERS 5 and other departments within Navy Personnel Command. Systems support is directly tied to the automation of personnel records storage and management for both active duty and reserve personnel. In addition to automation of personnel records storage and management systems also provide technology support for the Selection Board decision processes and web enabled personnel decision tools. These systems directly support the goals of the Commander, Navy Personnel Command (CPNC) in career management, retention, customer relations, casualty management, and technology enhancement.

#### Architecture descriptions:

NPC computing architecture is a three tiered solution, with BOL being the web presentation tier, EMPRS being the application and document management tier, and the database and SAN is the storage tier. While BOL is the web tier for EMPRS it also hosts other pay and personnel web based applications as well as providing remote user authentication. It is built on Microsoft .net framework 3.5 and IIS service. Primary programming language is c #.

EMPRS is a thin client java document repository based on IBM db2 content manager and a websphere application layer.

#### 2.0 PERFORMANCE REQUIREMENTS

The contractor shall adhere to the following performance-oriented requirements in support of Information Technology Support Services (ITSS). The Government's quality assurance procedure and the service provider's minimum satisfactory ratings for these requirements are set forth in this performance work statement. Place of performance is primarily NPC Millington, TN and Navy Director of Records, Washington, DC. Travel may be required to other locations.

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## 2.1 NPC MILLINGTON DATA CENTER (MDC) AND IT HELP DESK

Customer service functions provided are for routine data center operations, workstation and peripheral device support, NPC applications support, and user account management. MDC IT Help Desk tickets average 10,000 monthly, with primary requests submitted 0600 to 1700 local time, Monday through Friday, excluding holidays. It is estimated that it takes an average of four minutes to complete a ticket. Tickets are created from phone calls, emails, fax requests, or in person. The contractor shall provide sufficient on-site staff to maintain help desk operations 24/7, including holidays. The contractor shall:

2.1.1 Log all NAVPERSCOM and NAVPERSCOM claimancy user problems, change, and configuration calls via Remedy helpdesk software and disseminate for resolution.

2.1.2 Disseminate trouble calls and tickets to the respective functional area i.e., Networking, Development, Engineering etc.

2.1.3 Maintain a Knowledge Database of solutions to problems in Remedy and on shared knowledge portals as authorized by PERS-5.

2.1.4 Resolve low-level user issues over the telephone.

2.1.5 Interface with the Defense Information Systems Agency (DISA) Customer Service Desk to resolve across system problems.

2.1.6 Track and/or follow-up unresolved problems.

2.1.7 Issue electronic survey once trouble ticket is closed.

2.1.8 Provide ticket creation and routing services for various other department and areas throughout NPC including:

Millington Data Center (MDC) application support

NMCI network and workstation support (including e-mail)

Message Center

EMPRS

BUPERS Online

Selection Boards

2.1.9 Assist in the development of workflows to include schemas, active links and filters as required.

2.1.10 Develop and deliver comprehensive reports on a monthly basis to reflect activities as recorded in the Remedy database.

2.1.11 Monitor EMPRS and BOL and other NPC system operations and provide operational reports as authorized by PERS-5. Provide basic system administration coverage after-hours support seven days per week for Tier 2 level network and application monitoring, trouble shooting and routine systems support. Perform routine application and IT system checks to include data center environmental controls. Notify appropriate support personnel immediately upon identifying outages or anomalies. Perform scheduled IT system functions per approved Standard Operating Procedures and immediately report deficiencies. Maintain an ongoing log of scheduled and unscheduled events.

2.1.11.1 Implement automated notification procedures of system administration personnel when outages occur. After normal business hours the time from outage to notification to the system administrator notification shall not be more than 30 Min. Critical outages, as defined by the government technical representative, will require the government technical representative or designee notification within 30 min of the outage.

## 2.2 OPERATIONS SUPPORT



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Technical operations provided are for maintenance and operation of all applications within the purview of PERS 5. These are critical activities requiring rapid response(s) and sound solution implementations. Typically, system downtime is measured in less than 10 hours for an entire year, and root cause analysis is ever-vigilant. This service shall include 24 hour by 7 day (24/7) monitoring of the system. Contractors may be required to be on call. Cell phones or pagers will be Government provided for those contractors who are on call. The contractor shall:

2.2.1 Ensure application and services supporting these specific business processes are effectively maintained.

2.2.1.1 Provide hardware and software support for the workstations and associated hardware and software housed within the Selection Board. Response time to trouble calls is < 5 minutes. On-site coverage shall be from 0630 – 1930 Monday through Friday and 0800 – 1630 Saturday.

2.2.1.2 Provide hardware and software support for the workstations and associated hardware and software for other areas of EMPRS (primarily Production, User Services, Record Review room and development/test environment). Response time to trouble calls is < 30 minutes. On-site coverage shall be from 0700 – 1630 Monday through Friday.

2.2.1.3 Core Records: Provide Core Records support. This includes, but is not limited to, any issue affecting DPRIS, COM/CD generation, Rimage support, Record Review Room support, fitness reports or any other input/output issue.

2.2.1.4 Selection Board Decision Support: Provide Selection Board Decision Support in the areas of analysis and programming should an issue arise with input from Defense Enterprise Computing Center (DECC) or Core Records or execution of the Selection Board decision support module.

2.2.1.5 Provide application administration support for: IBM Content Manager, IBM Records Manager, Websphere, Crystal Reports, Spark-Chat, and Tivoli application suites, Rational Team Concert, AIX, Linux, Windows O/S.

2.2.1.6 Official Military Personnel File (OMPF) Command View and My Record application support: Maintain and modify OMPF Command View and My Record application as approved by PERS-5.

2.2.1.7 Defense Personnel Record Image Retrieval System (DPRIS): Maintain and Modify Defense Personnel Record Image Retrieval System in support of NAVPERSCOM systems.

2.2.1.8 COM/CD: Maintain and operate COM/CD in order to provide authorized personnel, commands and agencies properly requested and Government authorized copies of the OMPF on CDs. This includes the ability to order CDs on-line via BOL, e-mail, fax or letter.

2.2.1.9 eForms platform support; Maintain and operate Adobe Live-Cycle application platform by programming, database creation and administration, business workflow development and modification, and system analysis support for NPC e-forms platform. Contractor will provide experienced personnel to convert Navy forms and other documents via Adobe Live-Cycle ES software to maintain Navy e-forms repository.

2.2.1.10 REMEDY Application Support. Remedy is the customer service ticketing system used by the Help Desk and all customers that the Help Desk supports. There are currently over 325 users that directly access the system. The contractor shall:

2.2.1.10.1 Provide programming support for the Remedy application and database.

2.2.1.10.2 Install upgrades and maintain all Remedy applications to include back up and retrieval.

2.2.1.10.3 Maintain the NMCI and Functional Area Management (FAM) approved Action Request (AR) Server versions on the enterprise server.

2.2.1.10.4 Maintain the Remedy Web server.

2.2.1.10.5 Provide Remedy account administration (add/remove/grant appropriate permission levels) per government authorization.

2.2.1.10.6 Develop workflows to include schemas, active links and filters as required.

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2.2.1.10.7 Develop and deliver comprehensive reports on a monthly basis to reflect activities as recorded in the Remedy database. Provide monthly metrics reports to include resolution times for password resets CSR and top CSR categories.

2.2.1.11 BUPERS On-Line (BOL), CONTROL-D, AND CONTROL-M Support. BOL is the operation and maintenance aspect of NPC's web-enabled applications. BOL hosts several self-service applications providing information to service members and hosts several process-oriented applications that support core business functionality to various Navy commands. Contractor support is required for system and network administration of BOL, the Internet/Intranet, Control-D, Control-M, and other web systems.

The functionality and architecture are as follows;

Functionality;

BOL uses a locally developed C# .net application to authenticate users via a web service and validates the users via another web service. Users can be validated via CAC or user name and password. BOL then presents an application menu page to authorized users based on application access control lists or ACL's. Finally BOL provides user auditing for IA security. The BMC control D and Control M COTS applications are used by BOL to request and manage mainframe data reports.

BOL Architecture:

BOL Web servers, applications servers, and database servers make up the BOL environment. BOL presents public Internet Protocol address to the internet via F5 BIG IP load balancers (once session is established) users are routed to specific application Uniform Resource Locator (URL) via BOL menu page. This method provides two advantages; limited network exposure to the web and user load balancing.

As for the applications hosted within the BOL construct they are written primarily in C# .net, running in virtual server VM ware environment. Server operating system is Windows 2003 data Center edition or LINUX Red Hat enterprise edition. The web servers located in the BOL run either Internet Information Services 6.0 or greater (IIS) or Internet Hosting Service 6.0 or greater (IHS). Application servers are running IBM websphere 7.0 if needed. The Microsoft SQL 2008 cluster is running on VM ware as well and is setup in an active/fail over configuration. BOL uses Web services to connect to EMPRS LAN servers for the retrieval of images from IBM db2 content manager and to provide PDF images ingestion via BOL e-submissions application to EMPRS IBM content Manager.

BOL uses custom code and commercial off the shelf applications to provide these services and is laid out in a standard web hosting configuration, any vendor that has experience with operating, supporting, or developing with these COTS applications should have the necessary skills to perform the SOW. Vendors should demonstrate their ability to maintain, develop, and implement like services as provided by BOL.

The contractor shall:

2.2.1.11.1 Install, configure, secure, backup and maintain Microsoft's Windows Server systems.

2.2.1.11.2 Install, configure, secure and maintain Cisco routers, switches, Pix Firewalls, and Local Directors, BigIP F5 and other network devices in support of applications hosted within the Millington Data Center.

2.2.1.11.3 Install, configure, secure and maintain Microsoft Internet Information Server (IIS).

2.2.1.11.4 Install, configure, secure and maintain Microsoft's Active Directory.

2.2.1.11.5 Install, configure, secure and maintain DNS servers.

2.2.1.11.6 Review and recommend infrastructure changes including infrastructure architecture to meet NMCI, IA, DISA, and NETWARCOM requirements.

2.2.1.11.7 Monitor the infrastructure for security, performance, and stability issues. Recommend and make changes to secure and stabilize the infrastructure.

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- 2.2.1.11.8 Test and implement new technologies following standardized test and Implementation procedures.
- 2.2.1.12 Provide technical support services to include operations, network, applications and hardware maintenance support for all AIX systems assigned.
- 2.2.1.13 Support development personnel as needed to clarify, resolve technical/data exchange issues, and exchange pertinent information in support of systems assigned.
- 2.2.1.14 Provide System and Data Base Administration support for the development environment. This will include AIX Sys admin support, Windows Sys admin support, and DB2 Content Management Database admin support.
- 2.2.1.15 Maintain the set-up and configuration of the test lab for the performance of functional and technical acceptance testing.
- 2.2.1.16 Provide support and maintenance for the tape library system.
- 2.2.1.17 Maintain repair logs on all server equipment. Notify the government technical representative and proper vendor when warranty or maintenance contract actions are required.
- 2.2.1.18 Implement policies and procedures to track server trends. Monitor trends to help prevent systems outages.
- 2.2.1.19 Complete Information Assurance (IA) security updates per applicable governance instructions for applications and systems assigned. Report security update completion to the assigned Government representative within PERS 5. Perform daily IA tracking and updating of software/configuration in accordance with DoD IA standards.
- 2.2.1.20 Provide administration and troubleshooting support for NPC application, web, out of band workstations and servers.
- 2.2.1.21 Analyze network operations; monitor server utilization, document negative operation trends, plan and coordinate consolidation efforts and upon Government approval, execute network servers configuration changes to maintain optimum server capacity and utilization.
- 2.2.1.22 Monitor the network performance by completing a series of daily checks such as network backup status, internet connectivity, server performance logs, reviews of network and server monitoring tools.
- 2.2.1.23 Ensure delivery and installation of all required security patches and updates via government approved software and appliance.
- 2.2.1.24 Application Management Services.  
The contractor shall:
- 2.2.1.24.1 Manage application authentication mechanism for all for systems assigned.
- 2.2.1.24.2 Monitor and coordinate with the third party software vendors (i.e. BMC, IBM, Microsoft, Business Objects) to support the software as needed.
- 2.2.1.24.3 Provide on-site technical support of the Control-D for Distributed Systems (CDDS) software and its associated web interface product. Provide expert knowledge of the DDS product to perform troubleshooting of CDDS communications, database, file maintenance and web interface problems.
- 2.2.1.24.4 Install software upgrades and product fixes when necessary for the CDDS software suite.
- 2.2.2 NMCI/Next Generation Enterprise Network (NGEN) support.  
The contractor shall:
- 2.2.2.1 Coordinate with NMCI/NGEN staff to monitor application server outages.
- 2.2.2.2 Troubleshoot connectivity issues with NMCI.

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2.2.3 Provide and maintain Continuity of Operations Plan (COOP) support. The contractor shall:

2.2.3.1 Maintain hardware and software at designated COOP site, currently in the Great Lakes/Chicago area in concurrence with Government authorization.

2.2.3.2 Assist the government in the planning and execution of COOP annual testing.

2.2.3.3 Data Replication service: Analyze the effectiveness and efficiency of remote replication applications using government provided software. Recommend modifications for improved bandwidth usage and implement approved changes.

2.2.4 Maintain and operate existing and new External Interface Support

2.2.4.1 Create and or maintain Interface Control Documents (ICDs) for all external interfaces.

2.2.4.2 Provide operations and maintenance of new and existing approved interfaces.

2.2.4.3 Ensure all interfaces are producing desired results as defined by Pers-5.

2.2.5 Configuration Management

2.2.5.1 Ensure Configuration is managed throughout the application and system lifecycle and ensure processes are standardized across organization. Provide guidance and recommendations on executing program/project configuration management.

2.2.5.2 Maintain a Change Management library for collecting, filing and tracking all documentation associated with COMNAVPERSCOM Information Technology Programs of Record (PoR) and other systems as directed.

2.2.5.3 Ensure Change Management policies are followed according to established procedures.

2.2.5.4 Ensure change request process of programs, projects functions according to established procedures.

### 2.3 EMPRS CORE RECORDS PRODUCTION SUPPORT TASKS

This section encompasses the process of receiving, document preparing, scanning, validation, and verification to place valid, authorized documents into the Navy Official Military Personnel File (OMPF) records. These tasks are necessary to provide total operational and maintenance support to EMPRS as required to sustain the OMPF.

The following is provided for information purposes only:

Total EMPRS Records as of 14 October, 2010 = 3,522,884

Total Active records = 1,521,910

Total T-batched records = 2,000,974

EMPRS Core Records document receipts average 250 pounds per day. The total number of documents received varies daily. However, on average, 25,000 documents are processed into EMPRS daily.

Fitness Report and Evaluation (FE) documents average receipts are 50 pounds per day. The total number of documents received for FE varies daily. However, on average, 5,000 documents are processed into the FE subsystem daily.

Compact Disk (CD) and paper requests combined average 2,000 per week.

2.3.1 The current SOPs for EMPRS Production will be the initial starting point for processes at the beginning of this contract. The contractor shall maintain, recommend, prepare and submit to Navy for approval changes to the Standard Operating Procedures (SOP) for each EMPRS production area and for each work process associated with each EMPRS workstation, i.e., document receipts and distribution, document preparation, scanning, validation, verification, administrative change, and record request and review processing. The contractor shall perform the

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required tasks as set forth within the SOPs.

The contractor shall provide EMPRS production reports sufficient to determine daily, weekly, monthly and annual quality and efficiency metrics with details on the positive and negative issues that develop. This would include reports for each EMPRS production area and workstation metrics in order to verify performance and establish priorities, including delivery methods, throughput, errors encountered, and backlog. Approval to modify existing reports should be obtained from the Government representative.

### 2.3.2 DOCUMENT RECEIPTS AND PREPARATION

The basic activities associated with this section are the receipt of documents and preparing them for ingestion into the OMPF. The SOP for Document Receipts and Preparation shall account for:

- receipt, distribution, and disposition of documents
- preparing forms and documents received from Navy for scanning
- prepare FE documents received from Navy for scanning
- document types authorized for including into the Navy OMPF
- re-cycling procedures for documents to be discarded
- preparation instructions for internal to the form sequencing and page orientation
- completeness of document (missing pages, signature, etc.)
- condition of documents to be scanned (free as possible of defects and foreign objects)
- batch types and priority
- paper processing units (batches) have required notations and data (like date received)
- address efficiency and contingencies to minimize affects of priority changes.

### 2.3.3 SCANNING, including microfiche

Scanning involves either high speed scanners, flat bed scanners, or microfiche scanners. Some indexing is already automated. The SOP for Scanning documents and microfiche shall account for:

- Appropriate application selections are identified (batch type, Navy priority, etc.)
- accuracy and quality
- use appropriate scanning equipment to use for non-standard size documents such as photos, college transcripts and microfiche
- repetitive procedures like each scanned batch is closed before a new batch is started
- information to verify for each document (form name, number and correct number of images, including a breakdown for microfiche)

### 2.3.4 VALIDATION

Once a document is scanned, the document is Validated (indexed). The SOP for Validation of documents shall account for:

- all batches addressed
- rejected documents have their disposition resolved
- priority of validation

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- standard requirements of index data are met or record is modified to meet (has valid SSN, member name, form number, and document date)

- disposition of poor quality documents, those not on the list of retainable documents, those with missing index data, or those missing required signatures or data

- Quality Control (QC) of all rejected batches

- any annotation requirements (reason for rejection)

### 2.3.5 VERIFICATION

The Verification process is a quality control function to check the quality of images before they are ingested into the OMPF. The SOP for Verification of documents shall account for:

- disposition of all batches (processed and released to Content Manager as appropriate, or deleted per Navy policy, etc.)

- quality requirement of images and indexing information is correct after batches have been indexed (validated).

- standard requirements of index data are met or record is modified to meet (New Accession Dates and that all fields exist and are accurate as appropriate)

- disposition of poor quality documents is correct (including Reject code)

### 2.3.6 ADMINISTRATIVE CHANGE

Once a document is added to the OMPF it is a permanent document. Modifications to permanent documents should only be done through an administrative change. The SOP for Administrative Change shall account for:

- a minimum 24 hour "urgent" turnaround on all admin change actions

- NAVPERS-120 form and all associated documents are present on all admin change actions

- preparation of documents received for scanning into the associated OMPF

- verification the digital document number and images match to admin change request correction as written or with the documents attached to the action

- maintenance of an admin change database, including full name, social security number, and action taken to correct record

### 2.3.7 RECORD REQUEST AND REVIEW PROCESSING

We have several processes involved for requesting and reviewing the OMPF. We currently have a User Service window and record review room for processing requests for CDs and for reviewing the record on site. The SOP of Record Request and Review Processing shall account for :

- receive and process record requests (currently received via BOL, fax, mail, and walk-up window; for both a single member or multiple members); and for both Compact Disc and paper copies

- disposition of duplicate requests 90-days back from the date received

- Paper copies, which are currently made only for a few documents, like sealed court documents, or subpoenaed documents

- delivery of requested documents with time limits of 30 minutes to waiting customers, a priority mail request is normally mailed within 24 hours, routine automated requests for CD are normally mailed within 48 hours, routine request action by mail is normally mailed within 72 hours, and address urgent Navy requirements

- process to prepare, print, and affix mailing labels to CD mailers and envelopes as necessary to protect private information

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- reporting of production failures and errors (currently through the EMPRS Help Desk), determine cause and take corrective action resulting in completing record requests in a timely manner, normally completed within 24 hours

- tracking of records located at the National Personnel Records Center (NPRC), currently in St. Louis, MO, including referral information to requestor and close request for records

- operation of a User Services window, primarily to accommodate walk-in requests or receipt of record.

## 2.4 OMPF MAINTENANCE

The OMPF is comprised of millions of images/documents. Occasionally, documents and/or images get corrupted. This section covers the disposition of lost, corrupted, or deleted images and/or documents. The contractor shall:

- process Customer Service Requests (CSRs) to retrieve images that have corrupted within EMPRS or during file transfer processes

- research images that have not transferred between EMPRS components like from Core Records to the Selection Board, or Core Records to CDROM

- determine cause and take corrective action resulting in completing record requests in a timely manner.

## 2.5 INFORMATION TECHNOLOGY SERVICES

The contractor shall:

2.5.1 Provide assistance as required to complete System Security Authorization Agreements (SSAA) and DoD Information Assurance Certification and Accreditation Process (DIACAP) packages on all Navy applications and systems.

2.5.2 Provide Information Assurance Technical support (IAT) personnel to assist NPC Information Assurance Manager (IAM) with monitoring, scanning, and documenting network Information Assurance compliance.

2.5.3 Provide subject matter expertise in supporting data calls requested by the government or NMCI as they pertain to the NPC systems and operations.

2.5.4 Assist in the development and or updating of the Continuity of Operations Plans (COOP) and Contingency Plans for NPC IT production operations.

2.5.5 Provide tier 1 helpdesk support for all NPC pay and personnel applications.

2.5.6 Provide weekly and monthly reports to the Task Order Manager (TOM) and Technical Assistant (TA). Reports will include Customer Service Requests (CSR) metrics including category breakdown and resolution times.

## 2.6 INVENTORY MANAGEMENT

The contractor shall:

2.6.1 Maintain updated Standard Operating Procedures (SOP) for Asset Management (AM).

2.6.2 Track the number of deployed NPC applications on the Millington Data Center (MDC) network to the number of licenses owned by NPC. Provide a monthly report of license usage to NMCI Agency Customer Technical Representative (ACTR).

2.6.3 Track the deployed NPC assets. Include asset number, location, assigned POC, Pers-code, and host name for seats in the tracking database/spreadsheet. Maintain a history of the asset in the database/spreadsheet.

2.6.4 Track the location, number, and type of NPC seats available for assignment.

2.6.5 Monitor and track the checkout and return of all desktop projectors and laptops.

2.6.6 Monitor and track the issuing of Government owned Blackberry devices deployed by NPC.

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2.6.7 Maintain and track all MPTE-NPC software to include licenses.

2.6.8 Coordinate NPC asset deployment with NMCI if necessary.

2.6.9 Coordinate and complete documentation for transferring, sending to Defense Resource Management Office (DRMO), or disposal of IT hardware and software per government requests.

2.6.10 Assist with and maintain the quarterly asset inventory of IT hardware and software. Provide quarterly inventory list to ACTR and TOM.

## 2.7 ITEMPO

Customer service functions are provided for NPC and Navy commands for IT problems and issues related to the ITEMPO application. NPC IT Help Desk has processed over 110,000 requests this calendar year. The contractor shall:

2.7.1 Coordinate with PERS-3 to ensure the accuracy of the ITEMPO deployment data maintained in corporate databases. This will include random review of individual unit ITEMPO programs to ensure they are managing individual deployment as required. This may include tracking underway periods for shipboard Sailors, tracking time away from a PDS/homeport/local area for Sailors embarked to other deploying mobile units (such as aircraft squadrons and Seabee Mobile Construction Battalions) as well as Temporary Additional Duty (TAD) periods.

2.7.2 Coordinate with DFAS, PSDs, Ships' Personnel/Disbursing Offices and unit ITEMPO Managers on pay and personnel procedures and transactions relating to administration, administrative corrections, account management and claims for ITEMPO High Deployment Allowance (HDA) by Navy service members.

2.7.3 Assist Navy commands in obtaining and utilizing reports within the ITEMPO Report Viewing Center and conduct user training on program changes and application enhancements.

2.7.4 Review reports and develop queries to help identify and break out major claimants by command via Unit Identification Code (UIC). These queries will assist the Help Desk and the Functional Manager to identify areas for direct contact support.

2.7.5 Manage the All-Navy Report that identifies units with over 400 days and zero days of ITEMPO on individual accounts and units with expired events. Communicate with Navy Command Representatives and Type Commanders regarding units consistently identified as not in compliance with ITEMPO reporting policies and procedures.

2.7.6 Assist Program Manager in reviewing and providing input changes to the ITEMPO User Manuals, On-line/Off-line guides and web capabilities, as changes occur to ensure those capabilities are readily available and understandable to Navy units.

2.7.7 Initiate, monitor, and when authorized by PERS-3, provide assistance with inputting transactions for commands reporting ITEMPO from official Navy message traffic, phone calls, emails and faxes to the on-line program.

2.7.8 Assist PERS-3 in answering all Board for Correction of Naval Record (BCNR), DFAS and Congressional inquiries concerning High Deployment Allowance (HDA) pay matters.

### 2.7.9 DELETED

2.7.10 Provide advice and explain the weekly ad hoc reports and queries to Navy commands and Navy Personnel Command until reporting tools are added in ITEMPO resulting from modification to the current application.

2.7.11 Assist in conducting functional testing of future new ITEMPO application changes prior to release to the users.

2.7.12 Assist in performing quality control reviews of all active duty ITEMPO claims and administrative correction requests before they are forwarded to Defense Finance Accounting System (DFAS) and adjudicate all military claims due to alleged errors in Navy corporate databases.



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2.7.13 Assist Navy commands and MPT&E stakeholders in processing AD HOC reports contained with the ITEMPO program.

2.7.14 Determine data accuracy using BOL/ITEMPO AD Hoc report tool for data comparisons.

2.7.15 DELETED

2.7.16 DELETED

2.7.17 Produce weekly ITEMPO reports comparing statistics for units, major claimants, and All-Navy. Annotate any unusual trends or metrics and submit reports to PERS-3 upon completion.

2.7.18 Submit monthly program reports to PERS-3 that detail the status of expired events, event resolution problems or command situations requiring attention.

2.7.19 Produce all reports as required by legislation and DoD instruction.

## 2.8 SUPPLY OPERATIONS

Operations for EMPRS require a logistical means for authorized distribution of consumables and spare parts. All supplies, spare parts, and equipment are purchased by and the property of the Government. The contractor shall:

2.8.1 Ensure a 90-day supply of blank Compact Disks (CDs') and CD Mailers are available. The government shall provide the required number of CDs to the contractor upon request. The contractor shall notify the government when supply is estimated to last for less than 90 days.

2.8.2 Provide operational reports on cost effective measures and Efficient Order Quantities, and supply inventory.

2.8.3 Provide market research on consumables, spare parts, hardware and software.

## 2.9 FUNCTIONAL REQUIREMENTS

Support is required for the collection, organization, development and documentation of functional requirements, program and life cycle support, and testing relating to information that supports the Navy's Official Military Personnel File (OMPF) management, Fitness Reports/Evaluations (F/E), Navy Selection Boards and other Navy Personnel Command business processes. This requirement is necessary to automate business processes, reduce resource requirements, and for system modification, technical refreshment, and possibly modernization.

The contractor shall:

- solicit inputs and facilitate process mapping and requirements gathering efforts
- evaluate and document "as is" and "to be" processes, use cases, business rule documents, Standard Operating Procedures (SOP), functional process documents, and Concept of Operations (CONOPS) documents
- provide requirements modeling, and analysis
- propose procedural changes for solving identified problems considering the capabilities and limitations of existing environment
- artifacts shall be input into a designated configuration management library
- ensure all document modifications are accomplished through an official document change request process
- provide recommendations relating to the life cycle management of processes related to NAVPERSCOM programs
- provide project management support including schedules, reports, and Plan of Action and Milestones (POA&M's).
- support system testing and evaluation, including traceability between test cases and approved requirements, and develop, execute, and document detailed test plans and produce qualitative and quantitative test reports

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2.9.1 The contractor shall provide Monthly progress reports containing a summary of accomplishments, significant events, current and anticipated problems, and the status/progress on deliverable products. Schedules, reports, and POA&Ms will be updated and submitted weekly to the TOM and TA. Other reports will be delivered to the TOM.

2.9.2 Produce Meeting Minutes, Agendas and Briefs for assigned projects, as required and delivered to the TOM.

## 2.10 CAC/DEERS/RAPIDS

Defense Enrollment Eligibility Reporting System/ Real-Time Automated Personnel Identification System (DEERS/RAPIDS) serves as the centralized personnel data repository of enrollment and eligibility verification data on members of the DoD components, Uniformed Services and their eligible family members. Hardware components provide the means for Identification/Common Access Card (ID/CAC) production.

The contractor shall:

2.10.1 Perform all tasks related to transactions of CAC/ID Card producing equipment (relocation, removal, initial installment, reductions, hardware and software upgrades) both afloat and ashore (no site visit is expected).

2.10.2 Monitor security requirements for Navy Site Security Managers at CAC issuing sites navy-wide.

2.10.3 Provide guidance and technical advice for deployment and implementation of DoD mandated CAC Card to eligible DON personnel.

2.10.4 Provide technical and professional guidance to ID card issuing sites regarding procedures to resolve complex problems involving ID Card producing equipment.

2.10.5 Schedule, attend, and participate in conferences, working groups, and training related to CAC/DEERS /RAPIDS issues. Travel may be required to attend conferences regarding technical equipment/software changes.

2.10.6 Monitor issuing sites' statistical reports on all RAPIDS transactions, RAPIDS operator training and certification requirements and recommend possible solutions to correct performance inefficiencies.

2.10.7 Make DEERS record corrections and updates, as required, for all eligible Navy beneficiaries in RAPIDS.

2.10.8 Perform DEERS data entry for ROTC, OCS, medical/dental officers, and retirees not initially entered into the system due to field lockdown. Perform any additional data entries functions due to any future field lockdown as necessary.

2.10.9 Assist TA in coordinating CAC implementation afloat.

2.10.10 Monitor and assist in the resolution of outstanding/pending equipment trouble tickets that sites open with Defense Manpower Data Center (DMDC).

2.10.11 Coordinate with DMDC the required Retina pre-scans of RAPIDS workstations following for any ashore workstation movement or replacement prior to placing on NMCI network.

2.10.12 Monitor and assist Government in management of CAC cardstock allotments in Integrated Logistics Portal of DEERS application.

2.10.13 Support collection of monthly CAC/DEERS/RAPIDS metric report to include:

Number of DEERS records built, updated and corrected analysis

Number of Site Security Manager (SSM) change requests received, reviewed, and processed

Number of equipment transactions (relocations, installations, upgrades, reduction)

Number of e-mails, phone calls, and faxes.

## 2.11 NAVY RECORDS MANAGEMENT SUPPORT, INCLUDING ERM ARCHITECT

The Department of the Navy Director of Records office, DNS-5, has a requirement to obtain services in support of

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the Navy Forms program, Directives program, Records program and the DON Enterprise Records Management Solution (ERMS). The current ERMS solution for the DON is Total Records and Information Management (TRIM) by Hewlett Packard. Services provided under this section shall be performed at the Washington Navy Yard, Washington, DC.

~~Travel may be required to Norfolk, VA and to San Diego, CA. Additional services will include TRIM sustainment activities for NMCI users to include help desk support, side by side training, CLIN processing and other related support. The TRIM sustainment requirement could also include a small amount of travel.~~

~~2.11.1 Records Management (RM) Program. The government assesses, defines and communicates RM standards. The government provides policies and solutions that manage records from creation to destruction, support efficient decisions, reduce storage costs and provides benefit to various DON communities. Sustainment and training for the ERMS solution are also a large part of the RM program.~~

~~The contractor shall:~~

~~2.11.1.1 Provide entry level and advanced TRIM training, (for the DON Record Group working group) assist in writing SF 115's and process the SF 135, SF 258's that come through DNS 5.~~

~~2.11.1.2 Provide briefs, inputs and white papers to the Director of Records, including NARA related work and Federal Records Centers (FRC's) related work.~~

~~2.11.1.3 Assist in creating, testing and deploying TRIM data sets with a standard core configuration.~~

~~2.11.1.4 Make recommendations for updates to policy, standards and guidelines for records managers to follow.~~

~~2.11.1.5 Provide sustainment support for the on going deployment of the ERMS within the NMCI network.~~

2.11.2 Directives Management Program. The government is responsible for validation, distribution, and verification of instructions in accordance with DON directives standards and formatting guidelines. We serve as the official record-keeping entity for all SECNAV/OPNAV directive case files and oversee the creation and expiration of instructions. Directives are available for enterprise-wide and historical use via DON websites. The contractor shall:

2.11.2.1 Support validating, disseminating, maintaining and verifying instructions in accordance with DON directives standards and formatting guidelines, assisting with the management of official record copies of all SECNAV/OPNAV directive case files. This includes participating in the direct review and cradle to grave support of over 1000 SECNAV/OPNAV instructions.

2.11.2.2 Ensure current instructions are readily available for enterprise-wide use, and superseded/cancelled instructions are available for historical preservation via the existing Department of the Navy Issuances (DONI) and the Department of the Navy Classified Issuances (DONCI) websites.

2.11.2.3 Use TRIM and Tasker system to help with instruction reviews.

2.11.2.4 Identify information, improvements, and trends in directives management and the skill to apply them to the DON Issuances System and DON Classified Issuances System.

2.11.2.5 Assist in preparing policy directives in multiple areas and programs.

2.11.3 Forms Management Program. The government established a universal platform for e-Forms development, distribution and usage that employs an NMCI-certified Adobe solution using PDFs for long term form retention. This program supports a mobile workforce, centralizes e-Forms management, decreases form redundancy and reduces associated costs of managing paper forms. Forms are accessible for enterprise-wide and historical use via the Navy Forms Online (NFOL) website.

The contractor shall:

2.11.3.1 Support forms creation, forms reviews, report/survey creation, forms database creation, and forms data entry.

2.11.3.2 Support and administer Navy forms website Navy Forms On Line (NFOL), develop form reporting

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solutions, and form support to Navy forms designers and managers.

2.11.3.3 Facilitate meetings with forms software vendors, and support DOD and OPNAV forms case files.

2.11.3.4 Coordinate and participate with Navy Knowledge Online (NKO) and the e-learning team to develop web based training for Navy forms managers.

~~2.11.4 NMCI Enterprise Records Management Solution (ERMS). Implements the standardized, core configuration of the TRIM Context tool into all remaining DON NMCI Datasets on the NIPR network (unclassified) and select datasets on the SIPR network (classified); Implementation of the standardized, core configuration shall address security levels, retention schedules, record types, classification plans, locations, folders and thesaurus terms. For more information on the standard DON core configuration, refer to the DON TRIM Context Dataset Records Manager Guide (DRM Guide).~~

~~2.11.4.1 Field the ERMS toolset upon the existing NMCI platform for all remaining NIPR (unclassified network) data sets and select SIPR (classified network) data sets, also serving as the dataset lead implementer and trainer.~~

~~2.11.4.2 Test, build, configure and deploy the solution for the selected Navy command, including training and working group sessions on ERMS and business process workflows.~~

~~2.11.4.3 Be responsible for pre-configuring the NMCI provided TRIM dataset with all import files and settings as outlined in the current DON Dataset Records Managers Guide (DRM Guide).~~

~~2.11.4.4 Facilitate the evaluation of pre-selected process areas within these office environments and provide direct support for the configuration of the TRIM dataset to support these process areas.~~

~~2.11.4.5 Manage and track ERMS issues, provide issues management in support of command Dataset Records Managers (DRM), monitor data storage requirements and NMCI storage procurement processes, provide assist in the development of ERMS policies and procedures, and provide implementation support of those policies and procedures within the affected command.~~

~~2.11.5 Navy Records Management Support Deliverables~~

~~2.11.5.1 Monthly Financial Status Report Monthly financial status reports will be completed on or before the 5<sup>th</sup> of each month. Delivery of the report will be via email attachment. The report will include period covered, hours, labor categories and dollars expended and shall be in MS Excel format.~~

~~2.11.5.2 Weekly Status Report A face to face weekly progress meeting will be conducted with Government staff to determine progress made for the week and upcoming events for the next week.~~

~~2.11.5.3 Monthly Deliverables Report Monthly report will be completed on or before the 5<sup>th</sup> of each month. Report to include a breakdown of what actions have been taken. Describe what should be in this report.~~

### 3. ACRONYMS

ABC/ROI Activity Based Costing/Return on Investment

ACTR Agency Customer Technical Representative

AM Asset Management

BCNR Board for Correction of Naval Record

BMHS Bulk Message Handling System

BOL BUPERS On-Line

BPR Business Process Reengineering

BUPERS Bureau of Naval Personnel

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CAC Common Access Card

CD Compact Disk

CDDS Control-D for Distributed Systems

CIO Chief Information Office

CIRIMS COMNAVRUITCOM Integrated Recruiting Information Management System

CNO Chief Naval Operations

COE Center of Excellence

COOP Continuity of Operations Plans

COTS Commercial Off-the-Shelf

CSR Customer Service Request

DADMS Defense Automated Document Management System

DCNP Deputy Chief of Naval Personnel

DDR Dual Desktop Reduction

DFAS Defense Finance Accounting System

DISA Defense Information Systems Agency

DITPR DoD Information Technology Portfolio Repository

DITSCAP DoD Information Technology Security Certification and Accreditation Packages

DLN Document Locator Number

DoD Department of Defense

DoDAF DoD Architecture Framework

DPVS Distributed Plain Language Verification System

DRMO Defense Resource Management Office

DTS Defense Travel System

EMPRS Electronic Military Personnel Record System

EVA Earned Value Analysis

EWV Extended Work Week

FAM Functional Area Management

FE FITREP/EVAL

FSO Facility Security Officer

HAD High Deployment Allowance

HR Human Resource

ID/CAC Identification/Common Access Card

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IA Information Assurance  
 IIS Internet Information Server  
 IPR In Progress Review  
 IT Information Technology  
 ITEMPO Individual Personnel TEMPO  
 IT Information Technology  
 ITSS Information Technology Support Services  
 JAD Joint Application Development  
 JFTR Joint Federal Travel Regulations  
 JPAS Joint Personnel Adjudication System  
 JPMO Joint Program Management Office  
 JR&IO Joint Requirement & Integration Office  
 JTR Joint Travel Regulations  
 LAN Local Area Network  
 M&P Manpower and Personnel  
 MCTFS Marine Corps Total Force Systems  
 MDS Message Disseminating System  
 MDT Message Distribution Terminal  
 MMS Memphis Message Center  
 NACLC National Agency Check with Local Agency and Credit Check  
 NAVADMIN Navy Admin Manual  
 NAVOSH Navy Occupational Safety and Health  
 NAVPERSCOM Navy Personnel Command  
 NAVSUPACT Navy Support Activity  
 NCC Network Control Center  
 NMAPS Network Managing and Provisioning System  
 NMCI Navy/Marine Corps Intranet  
 NRC Navy Recruiting Command  
 NRPC National Personnel Records Center  
 NTP Navy Telecommunications Publications  
 OMPF Official Military Personnel File  
 OPNAVINST Office of the Chief of Naval Operations Instruction

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OPNET Office of the President Network

ORD Operational Requirements Document

PCS Permanent Change of Station

PMI Program Management Institute

POA&M Program Plan of Action and Milestones

PRIDE Personalized Recruiting Immediate and Delayed Enlistment

PSI Personnel Security Investigation

QC Quality Control

RAD Rapid Application Development

ROI Return on Investment

RUP Rational Unified Process

S&T Science and Technology

SELBD Selection Board

SITC SPAWAR Information Technology Center

SME Subject Matter Expert

SOP Standard Operating Procedure

SSAA System Security Authorization Agreements

SSN Social Security Number

TAD Temporary Additional Duty

TAR Travel Request

TCO Total Cost of Ownership

TOM Task Order Monitor

TR Technology Refreshment

UIC Unit Identification Code

VAL Visit authorization Letters

VTC Video Telecommunications Center

WEBOTOOLS Web Officer Tools

WEBSTREAM Web Standardized Territory Evaluation and Analysis for Management Model

WEBTOOLS Web Recruiting Tools

#### 4 SECURITY REQUIREMENTS

4.1 5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

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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. 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 DOD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DOD/DON instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. 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 Navy Command'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.

#### Non-Sensitive Positions

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc.) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DOD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NAC.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

#### Sensitive Positions

Contractor employee whose duties require accessing a DOD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DOD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLCC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:



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- SF-85P Questionnaire for Public Trust Positions
- Two FD-258 Applicant Fingerprint Cards
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DOD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

#### IT Systems Access

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 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 shall 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) 15 training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when re-investigations are required.

#### Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-551 0.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination 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 for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all

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subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

NOTE: The contractor shall insert this clause in full text in all subcontracts when the subcontractor is permitted to have physical access to any area of a federally controlled base, facility, or activity, and /or access to a DoD computer network, to perform certain unclassified non-sensitive or sensitive duties.

#### 4.2 Privacy Act

Personnel working on this contract may be required to handle information that is covered by the Privacy Act of 1974 (Title 5 of the U.S. Code, Section 552.a). Contractors working directly with Military Personnel Records will be required to sign a Non-disclosure agreement.

### 5 CLASSIFIED INFORMATION

Access to confidential/classified areas is required for MDC (2.1), and IT operations (2.2)) tasks on this contract. Contractors working on these tasks shall have at the minimum an **interim secret** clearance before starting work on these tasks.

### 6 SAFETY REQUIREMENTS

The contractor shall maintain safety and health standards consistent with the requirements of OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program and other requirements as set forth in this contract.

6.1 If the contractor fails or refuses to promptly comply with safety requirements, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop work order shall be made the subject of a claim for extension of time or for excess costs or damage to the contractor.

### 7 QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

#### 7.1 CRITICAL PERFORMANCE PROCESSES AND REQUIREMENTS

Critical to the performance of support for Information Technology Services associated with Navy Personnel Command's pay, personnel, and distribution systems is the timely, accurate and thorough completion of all contract/task order requirements.

#### 7.2 PERFORMANCE STANDARDS

7.2.1 Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).

7.2.2 Deliverables - The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.

7.2.3 Cost - The TOM will review monthly cost vouchers to monitor the contractor's expenditures throughout the contract and/or task order performance period(s). Also, the TOM will analyze the impact on cost of any inaccurate management assertions, acceleration of the due dates for the financial reports, or the lack of personnel.

7.2.4 Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's record of forecasting and controlling costs, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

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### 7.3 SURVEILLANCE METHODS

The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.

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#### 7.4 PERFORMANCE MEASUREMENT

Performance will be measured in accordance with the following table:

<b>Performance Element</b>	<b>Performance Requirement</b>	<b>Surveillance Method</b>	<b>Frequency</b>	<b>Acceptable Quality Level</b>
Contractor Quality Control Plan	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the TOM	Quarterly for overall QC activities; As Required for corrective actions.	>95% Compliance with the contractor plan.
Contract Deliver-ables	Contract deliverables furnished as prescribed in the PWS, attachments, CDRLs, Task Orders, etc., as applicable.	Inspection by the TA or TOM	Random inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the TOM's annual report on Contractor Performance	Assessment by the TOM	Annual	All performance elements rated Satisfactory (or higher)
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	>95% accuracy

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

#### 7.5 INCENTIVES/DISINCENTIVES

The TOM's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the TOM's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. ***The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.***

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. \_

In accordance with contract clause FAR 52.246, the Inspection of Services series, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional fee, to replace or correct work that fails to meet contract requirements. To maximize the profit earned on costs incurred, the contractor is incentivized to ensure that quality products are provided in a timely manner.

#### 8 IN PROGRESS REVIEW (IPR) MEETINGS

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The contractor's Program Manager shall meet with the TOM and the Government Program Manager weekly during the first month of the contract. Meetings will be as often as necessary thereafter, as determined by the TOM. However, a meeting will be held whenever a Contract Discrepancy Report (CDR) is issued. A mutual effort will be made to resolve all problems identified. The written minutes of these meetings shall be signed by the contractor, the contractor's manager, government program manager and TOM. Should the contractor not concur with the minutes, company representative shall state in writing (within three (3) workdays) any area wherein he does not concur to the TOM, who will forward the minutes and any supporting documentation to the Contracting Office.

## 9 HOURS OF OPERATION

The contractor is responsible for conducting business during regular working hours (refer to the specific functional requirements for hours of operation) except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

Additionally, IT Operations support (Para. 2.2) also require contractors to be on call in case of emergency. Government furnished cell phone or pagers will be provided.

Contractors shall be compensated for after hours support from the time they receive the call until the task is completed.

Some program management, training and counseling sessions will be required to be conducted after normal working hours. It may be necessary to work other than normal working hours for significant events such as a natural disaster or special military operation. The contractor shall receive approval from the TOM to define and work alternate schedules or work extended hours.

## 10 FEDERAL HOLIDAYS

The contractor will not be required to perform services on the recognized Federal Holidays:

New Year's Day	1st January
Dr. Martin Luther King's Birthday	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	4th Monday in May
Independence Day	4th July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	11th November
Thanksgiving Day	4th Thursday in November
Christmas Day	25th December

10.1 If the Federal Holiday falls on a Saturday, the preceding Friday shall be the recognized day of no work. Should the holiday fall on a Sunday, the recognized day will be the following Monday.

10.2 For contract requirements having a due date which falls on a Friday which is being celebrated as the Federal Holiday the due date shall be the preceding Thursday.

## 11 CONTRACTOR TRANSITION

In order to ensure the smooth transition to contractor performance and to prevent possible decreases in productivity, the contractor shall be authorized to have personnel on board, at no additional cost to the task order, during the thirty (30) day period prior to task order start date. Contractor personnel shall not interfere with the normal conduct of Government business. During this period the service provider may become familiar with task order requirements in order to commence full performance on task order start date.

## 12 CONTINUITY OF SERVICES

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Upon expiration of this task order, the contractor shall give his/her best effort and cooperation to a successor. The contractor shall upon written notification by the Contracting Officer, provide phase-in, phase out (PIPO) services for up to thirty (30) days after this contract expires. An equitable adjustment to the task order price shall be negotiated between the Government and contractor for the additional work.

### 13 PROGRAM MANAGER

The contractor shall designate a full-time Program Manager for this contract who shall serve as the principal point of contact for the TOM.

### 14 GOVERNMENT-FURNISHED PROPERTY AND SERVICES

Government shall provide:

14.1 Work spaces with standard Navy computer, software suite and connectivity.

14.2 Building passes for the location in which work will be performed and Common Access Cards (CAC).

14.3 Access to systems the contractor will be required to support, provided all Information Assurance requirements are met.

### 15 CONFIDENTIALITY

15.1 This project and all materials provided to the Contractor by the Government and results, conclusions and recommendations obtained thereof should be considered confidential in nature and treated with the same level of care that the Contractor treats its own confidential business information. The information shall not be disclosed, copied, modified, used (except in the completion of this project) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government's express consent.

15.2 No data provided to, or developed by, the contractor shall be used for any purpose other than this contract. All information (data files and hard copy) become the property of the government and the contractor shall return them to the Navy Personnel Command, Business Operations Department (PERS 5) at the completion of the individual task orders.

### 16 TRAVEL

All government authorized travel and per diem associated with work requirements listed in this PWS shall be billed in accordance with the Joint Federal Travel Regulation and the Joint Travel Regulation (JFTR/JTR). Travel required to complete taskings will be reported at the specific project level. The TOM shall authorize all travel prior to commencement of travel.

### 17 SECTION 508 COMPLIANCE

All information technology products acquired or developed by a federal agency after June 25, 2001 must be compatible with accessories that permit people with disabilities to use that equipment. These accessories include screen readers for the blind and telephone technology for the deaf. While agencies do not have to install assist devices and technology in their offices until an employee with disabilities is hired, any office equipment bought after June 25, 2001 must meet specific standards so assist devices can be attached if required. All Electronic and Information Technology (EIT) procured through this task must meet the applicable accessibility standards at 36 DFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 509 of the Rehabilitation Act of 1973, as amended, and is available at <http://section508.gov/accessible.html> - Part 1194.

### 18 METRICS

It is intended that this task order will be performance-based. The following is a representative but not all-inclusive list of metrics that may be required under this task order:

#### 18.1 Performance Metric

TOM and/or her Technical Assistant (TA) will assess the methodology for performing the tasks required to satisfy

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the requirement set forth in the task order to ensure that the performance has achieved the intended outcome. The TOM will measure the contractor's performance against the standards and other guidance associated with performing the required tasks. The following areas will be focal points for the performance metric:

- Working Papers – ability to document procedures of how the work was performed in accordance with the standards and other guidance associated with performing the required tasks.
- Internal Controls – compliance in terms of being able to document and perform the review of internal controls. Specific areas will include the proper recording, processing and data reporting, ensuring accuracy of data, preparing data, validating, inputting, resolving errors, and assessing internal controls effectiveness.
- Test plans – methodology/procedures used to document and perform test of internal controls, data completeness, availability, accuracy, timeliness, compliance, with standards and other guidance associated with performing required tasks. Also, that the level of testing was based on an assessment of the level of risk.

## 18.2 Schedule Metric

The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established.

## 18.3 Cost Metric

The TOM will review interim vouchers to monitor the contractor's expenditures throughout the task order implementation and inform the cognizant Defense Contract Audit Agency (DCAA) Office of any errors. Also, the TOM will analyze the impact on cost of any inaccurate management assertions, acceleration of the due dates for the financial reports, or the lack of personnel.

## 19 NPC APPLICATION ENVIRONMENT

The environments listed below describe the environment to be supported for this contract.

All NPC's pay, personnel, and distribution systems assigned as the responsibility of the Business Operations Department, PERS 5 are deployed in a virtual server environment. PERS 5 uses the following applications to support this virtual environment;

VSphere 4.01 or later

Windows 2003 Data Center

Linux Red Hat Enterprise Server

IBM AIX 6.X or later

Microsoft.Net Microsoft SQL 2005 and 2008 or later

IBM DB2 9.X or Later

Oracle 10G R12 or later

Microsoft Exchange 2005 or later

Remedy

Internet Information Services (IIS) 5 or later

Citrix server and workstation client

Windows XP professional

Windows 7 professional

Microsoft Office 2003 or later,

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Microsoft Visio, Access, Project, 2007

Internet Explorer 7 and later

WebTrends Analytic

Symantec Veritas Backup NAU 7 or later

Business Objects XI R2 and R3 or later

Solarwinds

Websphere XD 7.0 or later

IBM content Manager 8.X or later

Cisco IOS ver 11 or later

RIMAGE Protégé II with printer

Symantec Ghost

Kofax Ascent Capture

CTRL-D/PC

IBM Rational Team Concert

IBM Rational Requirements Composer

IBM Rational Quality Manager

IBM Test Manager

IBM Tivoli

ADOBE Livecycle ES 2.0 or later

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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## **SECTION D PACKAGING AND MARKING**

### **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 (SERVICES) (OCT 1992)**

Inspection and acceptance of services to be furnished hereunder shall be made, upon completion of the services, by the Contracting Officer's Representative.

(End of Provision)

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4000	7/1/2012 - 6/30/2013
4001	7/1/2013 - 6/30/2014
4002	7/1/2014 - 12/31/2015
6000	7/1/2012 - 6/30/2013
6001	7/1/2012 - 6/30/2013
6003	7/1/2013 - 6/30/2014
6004	7/1/2013 - 6/30/2014
6005	7/1/2014 - 12/31/2015
6006	7/1/2014 - 12/31/2015

### CLIN - DELIVERIES OR PERFORMANCE

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

4000	07/01/2012-06/30/2013
6000	07/01/2012-06/30/2013
6001	07/01/2012-06/30/2013

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

4001	07/01/2013-06/30/2014
4002	07/01/2014-12/31/2015
6003	07/01/2013-06/30/2014
6004	07/01/2013-06/30/2014
6005	07/01/2014-12/31/2015
6006	07/01/2014-12/31/2015

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

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## SECTION G CONTRACT ADMINISTRATION DATA



### SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008) (SUPPLIES)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site: <http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	<i>Routing Table</i>	<i>Contracting Officer Notes</i>
WAWF Invoice Type	<i>Cost</i>	-- Select Cost Voucher for all Cost Type Contracts.
Contract Number	<i>N00178-04-D-4079</i>	-(Enter Contract Number)
Delivery Order Number	<i>EX01</i>	-(Enter DO Number)
Issuing Office DODAAC	<i>N00189</i>	- (Enter DODAAC of the activity issuing the contact.)
Admin Office DODAAC	<i>S2101A</i>	-(Enter Contract Admin Office DODAAC)
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)		-(Enter Inspector DODAAC (plus extension if applicable.))
Ship To DoDAAC (for Combo), Service Acceptor DODAAC (for 2 in 1),Service Approver DODAAC	<i>N62980</i>	- (Enter DODAAC (plus extension, if applicable.))

(Cost Voucher)		
Acceptance At Other		- (Enter Other Acceptance Address if different from above (plus extension if applicable))
Local Processing Office (Certifier)		- Enter LPO DODAAC (Local Admin) (plus extension, if applicable) or leave blank.
DCAA Office DODAAC (Used on Cost Voucher's only)	HAA630	- (Enter DCAA Office DODAAC when Applicable) - Check on DCAA website: <a href="http://www.dcaa.mil/">www.dcaa.mil/</a>
Paying Office DODAAC	<a href="#">HQ0338</a>	- Enter Paying Office DODAAC located on Contract.)
Acceptor/COR Email Address	[REDACTED]	- (Enter the Acceptor Email address for this Contract if applicable)

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

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

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

SECURITY ADMINISTRATION

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security that will be required under this contract is Secret as designated on DD Form 254 attached hereto and made a part hereof.

The offeror shall indicate the name, address and telephone number of the cognizant security office;

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The facilities to be utilized in the performance of this effort have been cleared to \_\_\_\_\_ (offeror to complete) level.

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The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance. The Commander, Defense Investigative Service, Director of Industrial Security, (To be completed at time of award) Region, is designated Security Administrator for the purpose of administering all elements of military security hereunder.

**Payment Instructions:**

Per PGI 204.7108:

(12) Other. If none of the standard payment instructions identified in paragraphs (d)(1) through (11) of this section are appropriate, the contracting officer may insert other payment instructions, provided the other payment instructions--

- (i) Provide a significantly better reflection of how funds will be expended in support of contract performance; and
- (ii) Are agreed to by the payment office and the contract administration office.

The Contracting Officer has determined that the acceptable ACRN invoicing order on this task order be determined by the order in which the vendor chooses to invoice. Given that multiple lines of accounting exist on the order illustrates the fact that multiple tasks are being worked simultaneously while being supported by multiple funding sources, therefore reinforcing the need to not have a set ACRN order. As such, the ACRN invoicing order determined by the vendor is approved by the Contracting Officer.

Note: The contracting officer shall document in the contract file that there are significant benefits of requiring contractor identification of the contract line item on the payment request.

(End of clause)

Accounting Data

SLINID	PR Number	Amount
400001	N6298012RCEU402	123500.00
LLA :		
AA 1721804 22T4 252 62980 0 068566 2D CEU402 629802EU252Q		
400002	N6298012RCEN402	663000.00
LLA :		
AB 1721804 22T4 252 62980 0 068566 2D CEN402 629802EN252Q		
400003	N6298012RCEE424	61500.00
LLA :		
AC 1721804 22T4 252 62980 0 068566 2D CEE424 629802EE252Q		
400004	N6298012RCEE422	216500.00
LLA :		
AD 1721804 22T4 252 62980 0 068566 2D CEE422 629802EE252Q		
400005	N6298012RCEL407	281500.00
LLA :		
AE 1721804 22T4 252 62980 0 068566 2D CEL407 629802EL252Q		
400006	N6298012RCEE423	233000.00
LLA :		
AF 1721804 22T4 252 62980 0 068566 2D CEE423 629802EE252Q		
400007	N6298012RCEL408	126500.00
LLA :		
AG 1721804 22T4 252 62980 0 068566 2D CEL408 629802EL252Q		

BASE Funding 1705500.00  
Cumulative Funding 1705500.00



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MOD 01

400001 N6298012RCEU402 (123500.00)  
LLA :  
AA 1721804 22T4 252 62980 0 068566 2D CEU402 629802EU252Q

400002 N6298012RCEN402 (563000.00)  
LLA :  
AB 1721804 22T4 252 62980 0 068566 2D CEN402 629802EN252Q

400003 N6298012RCEE424 (61500.00)  
LLA :  
AC 1721804 22T4 252 62980 0 068566 2D CEE424 629802EE252Q

400004 N6298012RCEE422 (216500.00)  
LLA :  
AD 1721804 22T4 252 62980 0 068566 2D CEE422 629802EE252Q

400005 N6298012RCEL407 (281500.00)  
LLA :  
AE 1721804 22T4 252 62980 0 068566 2D CEL407 629802EL252Q

400006 N6298012RCEE423 (233000.00)  
LLA :  
AF 1721804 22T4 252 62980 0 068566 2D CEE423 629802EE252Q

400007 N6298012RCEL408 (126500.00)  
LLA :  
AG 1721804 22T4 252 62980 0 068566 2D CEL408 629802EL252Q

MOD 01 Funding -1605500.00  
Cumulative Funding 100000.00

MOD 02

400002 N6298012RCEN402 206000.00  
LLA :  
AB 1721804 22T4 252 62980 0 068566 2D CEN402 629802EN252Q

400003 N6298012RCEE424 45000.00  
LLA :  
AC 1721804 22T4 252 62980 0 068566 2D CEE424 629802EE252Q

400004 N6298012RCEE422 440000.00  
LLA :  
AD 1721804 22T4 252 62980 0 068566 2D CEE422 629802EE252Q

400006 N6298012RCEE423 415000.00  
LLA :  
AF 1721804 22T4 252 62980 0 068566 2D CEE423 629802EE252Q

400008 N6298012RCJ9402 75000.00  
LLA :  
AH 1721804 22T4 252 62980 0 068566 2D CJ9402 629802J9252Q

400009 N6298012RCJ2411 80000.00  
LLA :  
AJ 1721804 22T4 252 62980 0 068566 2D CJ2411 629802J2252Q

400010 N3932912RCPR405 200000.00  
LLA :  
AK 1721806 22TR 254 39329 0 068566 2D CPR405 393292PR254Q

400011 200000.00  
LLA :  
AK 1721806 22TR 254 39329 0 068566 2D CPR405 393292PR254Q

MOD 02 Funding 1661000.00  
Cumulative Funding 1761000.00

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MOD 03

400001 N6298012RCEU402 49000.00  
 LLA :  
 AA 1721804 22T4 252 62980 0 068566 2D CEU402 629802EU252Q

400012 N4703912RCD6101 334798.00  
 LLA :  
 AL 1721804 11T0 251 47039 0 068892 2D CD6101 4703921DS5AQ

400013 N6298012RCDF404 88233.00  
 LLA :  
 AM 1721804 22T4 252 62980 0 068566 2D CDF404 629802DP251Q

MOD 03 Funding 472031.00  
 Cumulative Funding 2233031.00

MOD 04

400002 N6298012RCEN402 100000.00  
 LLA :  
 AB 1721804 22T4 252 62980 0 068566 2D CEN402 629802EN252Q

400003 N6298012RCEE424 50000.00  
 LLA :  
 AC 1721804 22T4 252 62980 0 068566 2D CEE424 629802EE252Q

400004 N6298012RCEE422 300000.00  
 LLA :  
 AD 1721804 22T4 252 62980 0 068566 2D CEE422 629802EE252Q

400006 N6298012RCEE423 250000.00  
 LLA :  
 AF 1721804 22T4 252 62980 0 068566 2D CEE423 629802EE252Q

400014 N6298012RCJ9403 75000.00  
 LLA :  
 AN 1721804 22T4 252 62980 0 068566 2D CJ9403 629802J9252Q

400015 N6298012RCCL411 100000.00  
 LLA :  
 AP 1721804 22T4 252 62980 0 068566 2D CEL411 629802EL252Q

400016 N6298012RCPR401 134000.00  
 LLA :  
 AQ 1721804 22T4 257 62980 0 068566 2D CPR401 629802PR257P

400017 N6298012RCHM003 5499.00  
 LLA :  
 AR 1721804 22T4 252 62980 0 068566 2D CHM003 629802HM257Q

400018 N6298012RCHM003 4353.00  
 LLA :  
 AR 1721804 22T4 252 62980 0 068566 2D CHM003 629802HM257Q

MOD 04 Funding 1018852.00  
 Cumulative Funding 3251883.00

MOD 05

400001 N6298012RCEU402 230000.00  
 LLA :  
 AA 1721804 22T4 252 62980 0 068566 2D CEU402 629802EU252Q

400002 N6298012RCEN402 179000.00  
 LLA :  
 AB 1721804 22T4 252 62980 0 068566 2D CEN402 629802EN252Q

400010 N3932912RCPR405 125000.00

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LLA :  
AK 1721806 22TR 254 39329 0 068566 2D CPR405 393292PR254Q

400011 29000.00

LLA :  
AK 1721806 22TR 254 39329 0 068566 2D CPR405 393292PR254Q

400019 N6298012RCET408 199713.00

LLA :  
AS 1721804 22T4 252 62980 0 068566 2D CET408 629802ET257Q

400020 N6298012RCJ9404 24226.00

LLA :  
AT 1721804 22T4 252 62980 0 068566 2D CJ9404 629802J9252Q

400021 N6298012RCEP403 194689.00

LLA :  
AU 1721804 22T4 252 62980 0 068566 2D CEP403 629802EP252Q

400022 N6298012RCEL412 17836.00

LLA :  
AV 1721804 22T4 252 62980 0 068566 2D CEL412 629802EL252Q

400023 N6298010RCPM412 35706.96

LLA :  
AW 1701810 P7YP 252 62980 0 068566 1I 000000 629800PM257Q

400024 N3932912RCPR406 139757.00

LLA :  
AX 1721806 22TR 254 39329 0 068566 2D CPR406 393292PR254Q

400025 N6298012RCEE437 1128594.00

LLA :  
AY 1721804 22T4 252 62980 0 068566 2D CEE437 629802EE252Q

400026 N6298012RCEE437 1165000.00

LLA :  
AY 1721804 22T4 252 62980 0 068566 2D CEE437 629802EE252Q

400027 N6298012RCEE437 330000.00

LLA :  
AY 1721804 22T4 252 62980 0 068566 2D CEE437 629802EE252Q

400028 N6298012RCEE437 330000.00

LLA :  
AY 1721804 22T4 252 62980 0 068566 2D CEE437 629802EE252Q

400029 N6298012RCEE437 165800.00

LLA :  
AY 1721804 22T4 252 62980 0 068566 2D CEE437 629802EE252Q

400030 N6298012RCEE437 100000.00

LLA :  
AY 1721804 22T4 252 62980 0 068566 2D CEE437 629802EE252Q

400031 N49933-13-RC-G-0001 667699.29

LLA :  
AZ 1731804 12V6 251G 49933 G 068892 2D CG0001 49333G2598Q

400032 N629801RCGE403 50000.00

LLA :  
BA 1721804 22T4 252 62980 0 068566 2D CGE403 629802GA251Q

MOD 05 Funding 5112021.25  
Cumulative Funding 8363904.25

MOD 06

400012 N4703912RCD6101 206217.99

LLA :  
AL 1721804 11T0 251 47039 0 068892 2D CD6101 4703921DS5AQ

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MOD 06 Funding 206217.99  
Cumulative Funding 8570122.24

MOD 07

400033 N6298013RCEE414 321059.00  
LLA :  
BC 1731804 22T4 252 62980 0 068566 2D CEE414 629803EE252Q

600001 N6298013RCEE414 6750.00  
LLA :  
BC 1731804 22T4 252 62980 0 068566 2D CEE414 629803EE252Q

MOD 07 Funding 327809.00  
Cumulative Funding 8897931.24

MOD 08 Funding 0.00  
Cumulative Funding 8897931.24

MOD 09

400033 N6298013RCEE414 406000.00  
LLA :  
BC 1731804 22T4 252 62980 0 068566 2D CEE414 629803EE252Q

MOD 09 Funding 406000.00  
Cumulative Funding 9303931.24

MOD 10

400034 N6298013RCEN406 192000.00  
LLA :  
BD 1731804 22T4 252 62980 0 068566 2D CEN406 629803EN252Q

MOD 10 Funding 192000.00  
Cumulative Funding 9495931.24

MOD 11

400101 N4993313RCG0004 922000.00  
LLA :  
BE 1731804 12V6 251G 49933 G 068892 2D CG0004 499333G2511Q  
Only to support DON AA Directives and Records Mgmt Div

400102 N4703913RCD7112 84551.78  
LLA :  
BF 1731804 11T0252 47039 0 068892 2D CD7112 4703931DS5AQ  
Only to support DNS-15 Navy Personnel Command

400103 N6298013RCEU401 85000.00  
LLA :  
BG 1731804 22T4 252 62980 0 068566 2D CEU401 629803EU252Q

400104 N6298013RCEN404 250000.00  
LLA :  
BH 1731804 22T4 252 62980 0 068566 2D CEN404 629803EN252Q

400105 N6298013RCPR402 177100.00  
LLA :  
BJ 1731804 22T4 252 62980 0 068566 2D CPR402 629803PR257Q

400106 N6298013RCHM004 154000.00  
LLA :  
BK 1731804 22T4 252 62980 0 068566 2D CHM004 629803HM257Q

400107 N6298013RCEE423 70000.00  
LLA :

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BL 1731804 22T4 252 62980 0 068566 2D CEE423 629803EE252Q

400108 365000.00

LLA :

BM 1731804 22T4 252 62980 0 068566 2D CEE425 629803EE252Q

400109 N6298013RCEL402 77000.00

LLA :

BN 1731804 22T4 252 62980 0 068566 2D CEL402 629803EL252Q

400110 N6298013RCEE424 372000.00

LLA :

BP 1731804 22T4 252 62980 0 068566 2D CEE424 629803EE252Q

400111 N6298013RCEL403 59000.00

LLA :

BQ 1731804 22T4 252 62980 0 068566 2D CEL403 629803EL252Q

400112 N6298013RCDP402 188100.00

LLA :

BR 1731804 22T4 252 62980 0 068566 2D CDP402 629803DP257Q

MOD 11 Funding 2803751.78

Cumulative Funding 12299683.02

MOD 12

400103 N6298013RCEU401 84000.00

LLA :

BG 1731804 22T4 252 62980 0 068566 2D CEU401 629803EU252Q

400104 N6298013RCEN404 200000.00

LLA :

BH 1731804 22T4 252 62980 0 068566 2D CEN404 629803EN252Q

400107 N6298013RCEE423 100000.00

LLA :

BL 1731804 22T4 252 62980 0 068566 2D CEE423 629803EE252Q

400108 600000.00

LLA :

BM 1731804 22T4 252 62980 0 068566 2D CEE425 629803EE252Q

400110 N6298013RCEE424 700000.00

LLA :

BP 1731804 22T4 252 62980 0 068566 2D CEE424 629803EE252Q

MOD 12 Funding 1684000.00

Cumulative Funding 13983683.02

MOD 13

400102 N4703913RCD7112 96385.95

LLA :

BF 1731804 11T0252 47039 0 068892 2D CD7112 4703931DS5AQ

Only to support DNS-15 Navy Personnel Command

MOD 13 Funding 96385.95

Cumulative Funding 14080068.97

MOD 14

400035 N3932913RCPR406 383000.00

LLA :

BS 1731806 22TR 252 39329 0 068566 2D CPR406 39329PR254Q

400036 N6298013RCEE433 20009.55

LLA :

BT 1731804 22T4 252 62980 0 068566 2D CEE433 629803EE252Q

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400109 N6298013RCEL402 94500.00  
 LLA :  
 BN 1731804 22T4 252 62980 0 068566 2D CEL402 629803EL252Q

400111 N6298013RCEL403 24832.00  
 LLA :  
 BQ 1731804 22T4 252 62980 0 068566 2D CEL403 629803EL252Q

MOD 14 Funding 522341.55  
 Cumulative Funding 14602410.52

MOD 15

400103 N6298013RCEU401 125000.00  
 LLA :  
 BG 1731804 22T4 252 62980 0 068566 2D CEU401 629803EU252Q

400104 N6298013RCEN404 207000.00  
 LLA :  
 BH 1731804 22T4 252 62980 0 068566 2D CEN404 629803EN252Q

400107 N6298013RCEE423 125800.00  
 LLA :  
 BL 1731804 22T4 252 62980 0 068566 2D CEE423 629803EE252Q

400108 377400.00  
 LLA :  
 BM 1731804 22T4 252 62980 0 068566 2D CEE425 629803EE252Q

400110 N6298013RCEE424 1055356.00  
 LLA :  
 BP 1731804 22T4 252 62980 0 068566 2D CEE424 629803EE252Q

400113 N6298013RCJ9402 158000.00  
 LLA :  
 BU 1731804 22T4 252 62980 0 068566 2D CJ9402 629803J9252Q

400114 N3932913RCPR407 77000.00  
 LLA :  
 BV 1731806 22TR 252 39329 0 068566 2D CPR407 393293PR254Q

400115 N6298013RCGE403 75000.00  
 LLA :  
 BW 1731804 22T4 251 62980 0 068566 2D CGE403 629803GA251Q

400116 N6298013RCGJ403 78000.00  
 LLA :  
 BX 1731804 22T4 252 62980 0 068566 2D CGJ403 629803GJ257Q

400117 N6298013RCHM006 292000.00  
 LLA :  
 BY 1731804 22T4 252 62980 0 068566 2D CHM006 629803HM257Q

MOD 15 Funding 2570556.00  
 Cumulative Funding 17172966.52

MOD 16

400118 N6298014RCEL402 92000.00  
 LLA :  
 BZ 1741804 22T4 252 62980 0 068566 2D CEL402 629804EL252Q

400119 N6298014RCEE406 670000.00  
 LLA :  
 CA 1741804 22T4 252 62980 0 068566 2D CEE406 629804EE252Q

400120 N6298014RCEE407 635000.00  
 LLA :  
 CB 1741804 22T4 252 62980 0 068566 2D CEE407 629804EE252Q

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MOD 16 Funding 1397000.00  
Cumulative Funding 18569966.52

MOD 17

400121 N6298014RCEN402 245000.00  
LLA :  
CC 1741804 22T4 252 62980 0 068566 2D CEN402 629804EN252Q

MOD 17 Funding 245000.00  
Cumulative Funding 18814966.52

MOD 18

400122 N4703914RCD8062 23400.00  
LLA :  
CD 1741804 11T0 252 47039 B 068892 2D CD8062 4703941D5RAQ

MOD 18 Funding 23400.00  
Cumulative Funding 18838366.52

MOD 19

400122 N4703914RCD8062 73341.00  
LLA :  
CD 1741804 11T0 252 47039 B 068892 2D CD8062 4703941D5RAQ

MOD 19 Funding 73341.00  
Cumulative Funding 18911707.52

MOD 20

400119 N6298014RCEE406 230000.00  
LLA :  
CA 1741804 22T4 252 62980 0 068566 2D CEE406 629804EE252Q

400121 N6298014RCEN402 400000.00  
LLA :  
CC 1741804 22T4 252 62980 0 068566 2D CEN402 629804EN252Q

MOD 20 Funding 630000.00  
Cumulative Funding 19541707.52

MOD 21

400122 N4703914RCD8062 135000.00  
LLA :  
CD 1741804 11T0 252 47039 B 068892 2D CD8062 4703941D5RAQ

MOD 21 Funding 135000.00  
Cumulative Funding 19676707.52

MOD 22

400119 N6298014RCEE406 150000.00  
LLA :  
CA 1741804 22T4 252 62980 0 068566 2D CEE406 629804EE252Q

400120 N6298014RCEE407 200000.00  
LLA :  
CB 1741804 22T4 252 62980 0 068566 2D CEE407 629804EE252Q

MOD 22 Funding 350000.00  
Cumulative Funding 20026707.52

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MOD 23

400118 N6298014RCEL402 58000.00  
 LLA :  
 BZ 1741804 22T4 252 62980 0 068566 2D CEL402 629804EL252Q

400119 N6298014RCEE406 88500.00  
 LLA :  
 CA 1741804 22T4 252 62980 0 068566 2D CEE406 629804EE252Q

400120 N6298014RCEE407 213644.00  
 LLA :  
 CB 1741804 22T4 252 62980 0 068566 2D CEE407 629804EE252Q

400123 N6298014RCEL403 159000.00  
 LLA :  
 CE 1741804 22T4 252 62980 0 068566 2D CEL403 629804EL252Q

400124 N6298014RCEE417 46500.00  
 LLA :  
 CF 1741804 22T4 252 62980 0 068566 2D CEE417 629804EE252Q

400125 N6298014RCEU402 41400.00  
 LLA :  
 CG 1741804 22T4 252 62980 0 068566 2D CEU402 629804EU252Q

400126 N6298014RCDP401 26140.00  
 LLA :  
 CH 1741804 22T4 252 62980 0 068566 2D CDP401 629804DP257Q

MOD 23 Funding 633184.00  
 Cumulative Funding 20659891.52

MOD 24

400201 N4993314RCG0018 939782.40  
 LLA :  
 CJ 1741804 12V6 252 49933 G 068892 2D CG0018 499334G2521Q

400202 N4703914RCD8150 129000.00  
 LLA :  
 CK 1741804 11T0 252 47039 B 068892 2D CD8150 4703941D5RAQ

400203 N4339814RCHM401 217000.00  
 LLA :  
 CL 1741804 22T6 257 45997 0 068566 2D CHM401 433984HM250P

400204 N4339814RCPP401 156000.00  
 LLA :  
 CM 1741804 22T6 257 45997 0 068566 2D CPP401 433984PP250P

400205 N6298014RCEU403 79300.00  
 LLA :  
 CN 1741804 22T4 252 62980 0 068566 2D CEU403 629804EU252Q

400206 N6298014RCEE421 160000.00  
 LLA :  
 CP 1741804 22T4 252 62980 0 068566 2D CEE421 629804EE252Q

400207 N6298014RCEL405 245000.00  
 LLA :  
 CQ 1741804 22T4 252 62980 0 068566 2D CEL405 629804EL252Q

400208 N6298014RCEL404 145000.00  
 LLA :  
 CR 1741804 22T4 252 62980 0 068566 2D CEL404

400209 N6298014RCEN405 643900.00  
 LLA :  
 CS 1741804 22T4 252 62980 0 068566 2D CEN405 629804EN252Q



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400210 N6298014RCEE422 1200000.00  
 LLA :  
 CT 1741804 22T4 252 62980 0 068566 2D CEE422 629804EE252Q

400211 N6298014RCJ9401 310000.00  
 LLA :  
 CU 1741804 22T4 252 62980 0 068566 2D CJ9401 629804J9252Q

400212 N6298014RCGJ401 78000.00  
 LLA :  
 CV 1741804 22T4 252 62980 0 068566 2D CGJ401 629804GJ257Q

400213 N6298014RCEE423 1000000.00  
 LLA :  
 CW 1741804 22T4 252 62980 0 068566 2D CEE423 629804EE252Q

MOD 24 Funding 5302982.40  
 Cumulative Funding 25962873.92

MOD 25

400214 N6298014RCDP402 220000.00  
 LLA :  
 CX 1741804 22T4 251 62980 0 068566 2D CDP402 629804DP251Q

MOD 25 Funding 220000.00  
 Cumulative Funding 26182873.92

MOD 26 Funding 0.00  
 Cumulative Funding 26182873.92

MOD 27

400202 N4703914RCD8150 387000.00  
 LLA :  
 CK 1741804 11T0 252 47039 B 068892 2D CD8150 4703941D5RAQ

400205 N6298014RCEU403 370000.00  
 LLA :  
 CN 1741804 22T4 252 62980 0 068566 2D CEU403 629804EU252Q

MOD 27 Funding 757000.00  
 Cumulative Funding 26939873.92

MOD 28

400119 N6298014RCEE406 (215.50)  
 LLA :  
 CA 1741804 22T4 252 62980 0 068566 2D CEE406 629804EE252Q

400215 N6298014RCEL411 199000.00  
 LLA :  
 CY 1741804 22T4 252 62980 0 068566 2D CEL411 629804EL252Q

400216 N6298014RCEL412 691000.00  
 LLA :  
 CZ 1741804 22T4 252 62980 0 068566 2D CEL412 629804EL252Q

600401 N6298014RCEE406 215.50  
 LLA :  
 CA 1741804 22T4 252 62980 0 068566 2D CEE406 629804EE252Q

600501 N6298014RCEN405 8000.00  
 LLA :  
 CS 1741804 22T4 252 62980 0 068566 2D CEN405 629804EN252Q

MOD 28 Funding 898000.00

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Cumulative Funding 27837873.92

MOD 29

400206 N6298014RCEE421 285000.00  
 LLA :  
 CP 1741804 22T4 252 62980 0 068566 2D CEE421 629804EE252Q

400210 N6298014RCEE422 1620000.00  
 LLA :  
 CT 1741804 22T4 252 62980 0 068566 2D CEE422 629804EE252Q

400213 N6298014RCEE423 1400000.00  
 LLA :  
 CW 1741804 22T4 252 62980 0 068566 2D CEE423 629804EE252Q

400214 N6298014RCDP402 102886.00  
 LLA :  
 CX 1741804 22T4 251 62980 0 068566 2D CDP402 629804DP251Q

400217 N3932914RCPR402 460000.00  
 LLA :  
 DA 1741804 22TR 252 39329 0 068566 2D CPR402 393294PR254Q

MOD 29 Funding 3867886.00  
 Cumulative Funding 31705759.92

MOD 30 Funding 0.00  
 Cumulative Funding 31705759.92

MOD 31

600502 N6298015RCEN403 14000.00  
 LLA :  
 DB 1751804 22T4 252 62980 0 068566 2D CEN403 629805EN252Q

MOD 31 Funding 14000.00  
 Cumulative Funding 31719759.92

MOD 32

600503 N6298015RCEE412 6400.00  
 LLA :  
 DC 1751804 22T4 252 62980 0 068566 2D CEE412 629805EE252Q

MOD 32 Funding 6400.00  
 Cumulative Funding 31726159.92

MOD 33

400218 N6298015RCGJ402 536000.00  
 LLA :  
 DD 1751804 22T4 252 62980 0 068566 2D CGJ402 629805GJ257Q

400219 N6298015RCEU404 210000.00  
 LLA :  
 DE 1751804 22T4 252 62980 0 068566 2D CEU404 629805EU252Q

400220 N6298015RCEE416 1024051.20  
 LLA :  
 DF 1751804 22T4 252 62980 0 068566 2D CEE416 629805EE252Q

400221 N6298015RCEE417 226569.60  
 LLA :  
 DG 1751804 22T4 252 62980 0 068566 2D CEE417 629805EE252Q

400222 N6298015RCEE418 1769481.96  
 LLA :  
 DH 1751804 22T4 252 62980 0 068566 2D CET418 629805EE252Q

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400223 N6298015RCET404 121000.00  
 LLA :  
 DJ 1751804 22T4 252 62980 0 068566 2D CET404 629805ET257Q

400224 N6298015RCET405 71500.00  
 LLA :  
 DK 1751804 22T4 252 62980 0 068566 2D CET405 629805ET257Q

400225 N6298015RCEN405 536000.00  
 LLA :  
 DL 1751804 22T4 252 62980 0 068566 2D CEN406 629805EN257Q

400226 N6298015RCDP401 150000.00  
 LLA :  
 DM 1751804 22T4 251 62980 0 068566 2D CDP401 629805DP251Q

MOD 33 Funding 4644602.76  
 Cumulative Funding 36370762.68

MOD 34

400227 N4339815RCHM401 194000.00  
 LLA :  
 DN 1751804 22T6 257 45997 0 068566 2D CHM401 433985HM250P

400228 N4339815RCPP401 138000.00  
 LLA :  
 DP 1751804 22T6 257 45997 0 068566 2D CPP401 433985PP250P

MOD 34 Funding 332000.00  
 Cumulative Funding 36702762.68

MOD 35

600504 N6298015RCEE422 4200.00  
 LLA :  
 DQ 1751804 22T4 252 62980 0 068566 2D CEE422 629805EE252Q

MOD 35 Funding 4200.00  
 Cumulative Funding 36706962.68

MOD 36

400218 N6298015RCGJ402 (496000.00)  
 LLA :  
 DD 1751804 22T4 252 62980 0 068566 2D CGJ402 629805GJ257Q

MOD 36 Funding -496000.00  
 Cumulative Funding 36210962.68

MOD 37

400219 N6298015RCEU404 84571.00  
 LLA :  
 DE 1751804 22T4 252 62980 0 068566 2D CEU404 629805EU252Q

400225 N6298015RCEN405 132000.00  
 LLA :  
 DL 1751804 22T4 252 62980 0 068566 2D CEN406 629805EN257Q

400226 N6298015RCDP401 1826.00  
 LLA :  
 DM 1751804 22T4 251 62980 0 068566 2D CDP401 629805DP251Q

MOD 37 Funding 218397.00  
 Cumulative Funding 36429359.68

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MOD 38

400223 N6298015RCET404 489023.29  
LLA :  
DJ 1751804 22T4 252 62980 0 068566 2D CET404 629805ET257Q

400224 N6298015RCET405 104854.01  
LLA :  
DK 1751804 22T4 252 62980 0 068566 2D CET405 629805ET257Q

MOD 38 Funding 593877.30  
Cumulative Funding 37023236.98

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### LIMITATION OF FUNDS

This task order is incrementally funded. The amount currently available for payment under option period two (including the PoP extension) is limited to \$ [REDACTED] inclusive of fee. Subject to the General Provisions of the contract and clause FAR 52.232-22 entitled 'Limitation of Funds' (APR 1984), no legal liability on the part of the Government in excess of \$ [REDACTED] shall arise unless additional funds are incorporated as a modification to this task order.

### 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 contract 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 contract to the minimum number of Contractor personnel or subcontractors necessary for performance of this contract. 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 contract. The Contractor shall ensure that each of its personnel and subcontractors who obtains, receives, or learns data as a result of performance of this contract 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 contract only to Contractor personnel directly performing under this contract and to United States Department of Defense personnel to whom disclosure of such data is required in performance of this contract. 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 contract only in direct performance of this contract 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 contract, the Contractor shall obtain a non-disclosure/non-use agreement signed by that person. The non-disclosure/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 contract only to Contractor personnel directly performing under this contract and to United States Department of Defense personnel to whom disclosure of such data is required in performance of this contract.

(2) He/she shall not disclose data obtained, received, or learned as a result of performance of this contract 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 contract only in direct performance of this contract and for no other purpose.

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(4) He/she shall not use or consider data obtained, received, or learned as a result of performance of this contract 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 contract, 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 contract 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 contract.

(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 contract, and the Government may, in addition to any other remedy available, terminate this contract, 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.

(I) AVAILABILITY OF FUNDS:

Funding provided hereunder for ACRNs: AY thru BR are subject to the Continuing Resolution Acts, if any, and the final FY13 Appropriations Act passed by Congress. This funding is released for the period of time covered by the Continuing Resolution Act (CRA), in an amount proportionate to the period of time covered by CRA. Upon approval of further CRAs, if any, funding is released for the period of time covered by the additional CRA(s), in an amount proportionate to the amount of time covered by any additional CRA(s). The funding becomes fully available upon passage of the FY 13 Appropriations Act.

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## **SECTION I CONTRACT CLAUSES**

### **09RA 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 at anytime prior to completion of the base period or current option period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at anytime prior to the end of the performance period. 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 three years.

### **CLAUSES INCORPORATED BY REFERENCE**

**52.219-8 Utilization of Small Business Concerns**

**52.219-9 Small Business Subcontracting Plan**

**252.219.7004 Small Business Subcontracting Plan (Test Program) (if applicable)**

**252.222-7006 Restriction on the Use of Mandatory Arbitration Agreements**

**252.239-7001 Information Assurance Contractor Training and Certification**

**52.222-41 Service Contract Act of 1965 (Nov 2007)**

**52.222-42 Statement of Equivalent Rates for Federal Hires (May 1989)**

**52.222-43 Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Multiple Year and Option Contracts) (Sep 2009)**

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## **SECTION J LIST OF ATTACHMENTS**

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CorpExpForm

cdrlsrevised

Cost summary spreadsheet