

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7582		2. DELIVERY ORDER NO. EX01		3. EFFECTIVE DATE 2015 May 19		4. PURCH REQUEST NO. N6298020150358		5. PRIORITY Unrated	
6. ISSUED BY NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 Shannon L Mitchell/260.4B 215-697-9671				7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>			
9. CONTRACTOR AAC Inc. 8470 Tyco Road Vienna VA 22182-7515		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G		14. SHIP TO See Section D		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. PURCHASE Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
AAC Inc.					rhinehart_bruce@aac.com Director of Contracts				
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	See Schedule								
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA  BY: /s/Shannon L Mitchell		25. TOTAL <div style="background-color: black; width: 50px; height: 15px;"></div>		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN						05/12/2015 CONTRACTING/ORDERING OFFICER			
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE		g. E-MAIL ADDRESS		FINAL					
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE		34. CHECK NUMBER			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		PARTIAL		35. BILL OF LADING NO.			
FULL									
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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## GENERAL INFORMATION

Task Order Form:

Task order N00178-14-D-7582-EX01 constitutes acceptance of the quote received from AAC, Inc. on 17 February 2015 in response to RFQ N00024-15-R-3155.

The Navy Personnel Command COR is Bill Wilson, who can be reached at 901-874-3304 or via email at [bill.wilson1@navy.mil](mailto:bill.wilson1@navy.mil)

The NAVSUP FLC Contracting Officer is Shannon Mitchell, who can be reached at 215-697-9671 or via email at [Shannon.Mitchell@navy.mil](mailto:Shannon.Mitchell@navy.mil)

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	D307	Customer Systems Support Services: Base Period (O&MN,N)	12.0	MO		
800001	D307	Incremental funding for CLIN 8000. Document N6298015RCED402 applies. (O&MN,N)				
8001	D307	Base Period: NTE amount of [REDACTED] for additional ad hoc support during emergencies and natural disasters. (O&MN,N)	1.0	LO		
8002	D307	Customer Systems Support Services: Option I (O&MN,N) Option	12.0	MO		
8003	D307	Option I: NTE amount of [REDACTED] for additional ad hoc support during emergencies and natural disasters. (O&MN,N) Option	1.0	LO		
8004	D307	Customer Systems Support Services: Option II (O&MN,N) Option	12.0	MO		
8005	D307	Option II: NTE amount of [REDACTED] for additional ad hoc support during emergencies and natural disasters. (O&MN,N) Option	1.0	LO		
8006	D307	Customer Systems Support Services: Option III (O&MN,N) Option	12.0	MO		
8007	D307	Option III: NTE amount of [REDACTED] for additional ad hoc support during emergencies and natural disasters. (O&MN,N) Option	1.0	LO		
8008	D307	Customer Systems Support Services: Option IV (O&MN,N) Option	12.0	MO		
8009	D307	Option IV: NTE amount of [REDACTED] for additional ad hoc support during emergencies and natural disasters. (O&MN,N) Option	1.0	LO		

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D307	NTE amount of [REDACTED] for travel and ODCs in support of CLIN 8000. (O&MN,N)	1.0	LO	[REDACTED]
9001	D307	NTE amount of [REDACTED] for travel and ODCs in support of CLIN 8002. (O&MN,N)  Option	1.0	LO	[REDACTED]
9002	D307	NTE amount of [REDACTED] for travel and ODCs in support of CLIN 8004. (O&MN,N)  Option	1.0	LO	[REDACTED]
9003	D307	NTE amount of [REDACTED] for travel and ODCs in support of CLIN 8006. (O&MN,N)  Option	1.0	LO	[REDACTED]
9004	D307	NTE amount of [REDACTED] for travel and ODCs in support of CLIN 8008. (O&MN,N)  Option	1.0	LO	[REDACTED]

**TOTAL ESTIMATED HOURS**

The estimated number of hours and labor categories are as follows:

Labor Category	Hours
Computer Operator III	1,920
Computer Operator IV	1,920
Computer Operator V	1,920
Computer Systems Analyst/Video Teleconference Technician	3,840
Computer Systems Analyst/NMCI Technician	5,760

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement

#### Navy Personnel Command (NPC) Millington Customer Systems Support (CSS) Services

### 1. INTRODUCTION

The purpose of this Performance Work Statement is to describe the performance requirements for U.S. Navy Personnel Command, Millington, TN. The Manpower, Personnel, Training and Education (MPT&E) an office of the Bureau of Naval Personnel, is a shore activity in an active status. The MPT&E 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 MP 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 MPT&E organization consists of the Deputy Chief of Naval Personnel (DCNP); command staff; special assistants; and functional departments consisting of approximately 4,500 military and civilian personnel.

The Information Technology (Pers-5) department is responsible for centralized program management and delivery of Information Technology (IT) support services and is the MPT&E office responsible for planning, integration, coordination, and implementation of various components of the Human Resource IT system. The Information Technology (IT) Director is responsible for establishing the necessary infrastructure to ensure timely and efficient program execution, by providing IT support services, to include video telecommunications and message center support.

### 2. SCOPE OF WORK

The contractor shall provide IT support services, to include video telecommunications and message center support. Support is also required for day-to-day operational issues associated with Navy's operations within Navy/Marine Corps Intranet (NMCI) in conjunction with the Next Generation contract (NGEN).

### 3. PERFORMANCE REQUIREMENTS

The contractor shall adhere to the following performance-oriented requirements in support of NPC Message Center, NMCI operations, and video telecommunications center. 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.

#### 3.1 MESSAGE CENTER

The NPC Message Center processes on average over 116,000 messages per month via Government Official Information Exchange System (GOES) and Command and Control Information Exchange (C20IX Messages include Permanent Change of Station (PCS) orders, sexual assault SITREPS, overseas screening, suitability and unsuitability for assignment, reservist mobilization and demobilization, active duty/dependent/retiree death notification, advancement, desertion and return of deserter, medical board, discharges, exceptional family member messages, personnel messages, instructional messages, and all Navy-wide messages. The Message Center is staffed **Monday through Friday, 0630-1700**. The contractor shall perform the following tasks:

- 3.1.1 Ensure all message traffic originated by the commands serviced by the Memphis Messaging Center (MMC) meets the requirements for reliable, secure and rapid communications.
- 3.1.2 Route incoming and outgoing messages to the appropriate codes, using office codes, keywords and personal names. Outgoing messages will ensure that the Official Information Exchange (OIX) address is valid and incoming messages are distributed via specific profile configurations.
- 3.1.3 Maintain all logs and files (communications log, access roster, pick up/drop off authorization list, etc.).
- 3.1.4 Track all transmitted and/or received mail to ensure it is processed correctly.
- 3.1.5 Notify codes of pending Special Handling messages.
- 3.1.6 Draft service messages as necessary.
- 3.1.7 Maintain the Distributed Plain Language Verification System (DPVS) on the network on a weekly basis.
- 3.1.8 Perform routine maintenance on stand-alone programs required to process message traffic.
- 3.1.9 Maintain an inventory of all publications and equipment in the MMC.

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- 3.1.10 Operate the U.S. Message Text Format Editor Program, GOES and C2OIX and the BMHS systems.
  - 3.1.11 Perform maintenance of user profiles (the profile sets what messages a certain function or code will receive), processing of message service requests, research of message delivery failures and the troubleshooting of communication issues, and deletion of duplicate messages.
  - 3.1.12 Maintain Standard Operating Procedures (SOP) for all functions, updates for all function changes.
  - 3.1.13 Provide weekly and monthly status reports and monthly on-board reports via email to the Contracting Officer's Representative (COR), GPM, AGPM and GTR in MS Word Format.
  - 3.1.14 Provide Customer Service Request (CSR) metrics report to include category breakdown and resolution times. The frequency will be monthly and as needed by the GTR.
  - 3.1.15 Process official Navy and Department of Defense message traffic per Navy Telecommunications Publications (NTP) 3, and Navy Admin Manual (NAVADMIN) 0160-470.
  - 3.1.16 Delete duplicate messages before posting to the NMCI message folders.
  - 3.1.17 Transfer Messaging duty phones to the Millington Data Center at 1700. Transfer the phones back at 0600 Monday through Friday. Log transfers into the Message Center log book.
  - 3.1.18 Check the NMCI Secure Internet Protocol Network (SIPRNET) for secure messages and route to the appropriate folders on a daily basis.
  - 3.1.19 Assist with the inventory of secure crypto when required, normally once a month.
  - 3.1.20 Assist the PERS-543 NMCI operations staff in creating, routing and maintaining all command messaging public folders on the NMCI network.
- 3.2 NMCI OPERATIONS
- 3.2.1 Process Move Add Change (MAC) requests for NPC and Memorandum of Agreement (MOA) commands per NMCI instructions.
  - 3.2.2 Utilize Administration Pack (ADMINPAC) to manage administrative rights on the NMCI network to complete the following requests:
    - Validate user permissions (permissions on the legacy network transfer to NMCI).
    - Grant various and allowed user permissions on the NMCI network.
    - Validate or grant group permissions.
    - Validate or grant public folder permissions.
    - Provide shared folder administration to include folder structure and folder permissions.
    - Administer Security Groups to include adding and removing personnel from a defined security group or changing permissions of a security group.
    - Manage distribution lists.
    - Manage public folders to include public folder structure and permissions of public folders.
    - Manage MDS folders for message traffic in cooperation with the Message Center.
  - 3.2.3 Manage Functional Mailboxes to include owner management and functional mailbox creation.
  - 3.2.4 Provide technical assistance and systems analysis involving the migration of legacy applications to NMCI.
  - 3.2.5 Provide technical assistance and systems analysis involving the NMCI Enterprise Tool (NET), Service Request eForms (SReF). Requirement to Award Process Tool (RAPT), Service Manager and NMCI eMarketplace processes.
  - 3.2.6 Provide technical assistance for migrating NPC and MOA commands functional requirements and strategies to NMCI solutions.
  - 3.2.7 Provide NMCI Science and Technology (S&T) seat management as requested by the S&T manager.
  - 3.2.8 Troubleshoot connectivity issues, hardware and software issues.
  - 3.2.9 Troubleshoot and re-image S&T seats per S&T instructions as required.
  - 3.2.10 Assist in maintaining the S&T application database as required by the S&T manager.
  - 3.2.11 Use Government mandated software tools to manage the NMCI process.
  - 3.2.12 Assist in NMCI Fiscal Year order and requirement gathering process.
  - 3.2.13 Provide NPC and MOA command NMCI Service Request Management (SRM) support.
  - 3.2.14 Track project status using Microsoft Project, to include timelines with milestones and resource usage.
  - 3.2.15 Provide weekly and monthly status reports and monthly on board report via email in MS Word format.
  - 3.2.16 Provide monthly metrics reports to include category breakdown of MACs and resolution times.
  - 3.2.17 Provide NMCI account reconciliation on a monthly basis, ensure that all accounts active in NET are validated against the NMCI active directory for the containers that are assigned to the command.
  - 3.2.18 Provide assistance with monthly NMCI task order invoice validation. Validate what is being billed by the NMCI contractor against items delivered per the contract.

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3.2.19 Provide support for the Personal Accountability System (PAS) Capture attendance metrics for all hands events, training and any command mandated function.

### 3.3 VIDEO TELECOMMUNICATIONS CENTER (VTC)

Volume of VTCs for all video teleconference rooms is estimated to be approximately 14 per business day. Contractors may be required to work additional hours as needed for requirements that may have to be accounted for after working hours, i.e., an emergency VTC. The contractor shall perform the following tasks:

- 3.3.1 Provide planning, designs, development, engineering, evaluation, implementation, test and acceptance, operation, maintenance, oversight, coordination, documentation, reporting and management for video teleconferencing systems, facilities and networks.
- 3.3.2 Set-up and monitor the performance of unclassified and classified video teleconferences in order to correct any problems that may arise, e.g. loss of video, loss of audio, or disconnects.
- 3.3.3 Configure and install video teleconferencing equipment.
- 3.3.4 Provide weekly and monthly status reports to include metrics of usage and monthly on board report via email. Format will be MS Excel and Word.
- 3.3.5 Hardware supported is Polycom (Pictoretel) VTC equipment that will be NPC and NMCI supplied.
- 3.3.6 Software supported is Polycom (Pictoretel) VTC software and Windows 2000 and XP.
- 3.3.7 Though most VTC's will be conducted during normal business hours, it may be necessary to support VTC at times other than normal business hours. The contractor will receive prior approval from the COR to work other than normal business hours.
- 3.3.8 VTC services will encompass various buildings on NSA Mid-South using command provided Basic Rate Interface (BRI) connected and NMCI Ethernet connected VTC systems.
- 3.3.9 Provide Defense Connect On-Line (DCO) support, responsible for setting up DCO events, monitoring event attendees, ensuring all training materials are loaded for the event and testing before the actual event is scheduled.

## 4. PERIOD OF PERFORMANCE

- Base Period: 1 April 2015 through 31 March 2016
- Option I: 1 April 2016 through 31 March 2017
- Option II: 1 April 2017 through 31 March 2018
- Option III: 1 April 2018 through 31 March 2019
- Option IV: 1 April 2019 through 31 March 2020

## 5. PLACE OF PERFORMANCE

Place of performance is Naval Personnel Command (NPC), Millington, TN 38055.

## 6. HOURS OF OPERATION

Except as otherwise specified, contractor services shall be performed on a Government installation during regular working hours. The normal basic workday and workweek for government employees at Navy Personnel Command is from 0730 to 1600 daily, Monday thru Friday weekly. Core hours for NAVPERSCOM employees are 0900-1100 and 1300-1500. The earliest time for employees is 0630 and the latest quitting time is 1800. Work at this Government installation shall be performed by the contractor within the normal work week unless differing hours are agreed upon by the COR. The contractor shall follow established Government guidance on requesting Extended Work Week hours. 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.

## 7. FEDERAL HOLIDAYS

7.1 The contractor, including Message Center support personnel, will not be required to perform services on the recognized Federal Holidays.

Holiday	Time of Observance
New Year's Day	1 January

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Dr. Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	11 November
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	25 December

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

If any of the above holidays occur on a Saturday, then Friday may be observed as the holiday. Similarly, if one falls on a Sunday, then Monday may be observed as the holiday.

## 9. TRAVEL

All Government directed 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 tasking will be reported at the specific project level. The COR shall authorize all travel prior to commencement of travel. All travel associated with training of personnel is the contractor's responsibility.

## 8. GOVERNMENT-FURNISHED ITEMS:

8.1. The Government will provide, without cost, the items listed below:

8.2. Telephones. The Government will provide necessary telephones. Telephones will have local, DSN and long distance capabilities. The cost of non-official long distance calls shall be paid by the contractor.

8.3. The Government will furnish cell phones for contractors who are required to be on call.

8.4. Work spaces with standard computer, software suite and connectivity.

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

## 9. WORK ENVIRONMENT

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

- MESSAGE CENTER ENVIRONMENT (2.1):
- GOES, C2OIX, NMCI  
NMCI OPERATIONS ENVIRONMENT (2.2):
- VIDEO TELECOMMUNICATIONS CENTER (VTC) ENVIRONMENT (2.3):

## 10. 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 order.



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## 11. SECURITY REQUIREMENTS.

11.1 The work to be performed under this contract as delineated in the DD Form 254, involves access to and handling of classified material up to and including SECRET.

11.2 All contractors are required to obtain Common Access Card (CAC).

11.3 An automobile decal will be issue by NPC Security Office upon presentation a valid contractor CAC and the completion of an automobile decal request. The contractor assumes full responsibility for the proper use of the identification badge and automobile decal, and shall be responsible for the return of the badge and/or destruction of the automobile decal upon termination of personnel or expiration or completion of the contract.

## 12. POINTS OF CONTACT:

- Contracting Officer's Representative (COR)

Name: William H. Wilson

Address: 5720 Integrity Drive, Millington, TN 38055

Phone: 901-874-3304

Email: [bill.wilson1@navy.mil](mailto:bill.wilson1@navy.mil)

Technical Assistant (TA)

Name: Angel Torres

Address: 5720 Integrity Drive, Millington, TN 38055

Phone: 901-874-3380

Email: [tom.torres1@navy.mil](mailto:tom.torres1@navy.mil)

## 13. ACRONYMS

BMHS	Bulk Message Handling System
BRI	Basic Rate Interface
BUPERS	Bureau of Naval Personnel
CAC	Common Access Card
CNO	Chief Naval Operations
COR	Contracting Officer's Representative
CSR	Customer Service Request
DCNP	Deputy Chief of Naval Personnel
DCO	Defense Connect On-Line
DPVS	Distributed Plain Language Verification System
GOES	Government Official Information Exchange System
IT	Information Technology
IT/IM	Information Technology/Information Management
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
M&P	Manpower and Personnel
MAC	Move Add Change
MDS	Message Disseminating System
MDT	Message Distribution Terminal
MMC	Memphis Message Center

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MOA	Memorandum of Agreement
NAC	National Agency Check with Local Agency
NACLC	Credit check
NAVADMIN	Navy Admin Manual
NAVOSH	Navy Occupational Safety and Health
NAVPERSCOM	Naval Personnel Command
NGEN	Next Generation Network
NMCI	Navy/Marine Corps Intranet
NREMS	Navy Regional Enterprise Messaging System
NTP	Navy Telecommunications Publications
OPNAVINST	Office of the Chief of Naval Operations Instruction
PAS	Personal Accountability System
PCS	Permanent Change of Station
PSI	Personnel Security Investigation
S&T	Science and Technology
SOP	Standard Operating Procedure
SRM	Service Request Management
TAR	Travel Request
TA	Technical Assistant
VAL	Visit authorization Letters
VTC	Video Telecommunications Center

#### REQUIRED STANDARD OF WORKMANSHIP (OCT 1992)

Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

#### REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

##### (a) Travel

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

- Medical Examinations
- Immunization
- Passports, visas, etc.
- Security Clearances

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

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

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

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite. Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

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

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be

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reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

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

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

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

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

(End of Provision)

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **INSPECTION AND ACCEPTANCE (DESTINATION)(NAVSUP)(SEP 1994)**

Inspection and acceptance of the services to be furnished hereunder shall be performed at destination by the Contracting Officer's Representative (COR) or in the absence of the COR, the Alternate COR, or other authorized Government representative designated.

### **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 (COR), or in the absence of the COR, the Alternate COR, or other authorized Government representative designated.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	5/19/2015 - 5/18/2016
8001	5/19/2015 - 5/18/2016
9000	5/19/2015 - 5/18/2016

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

8000	5/19/2015 - 5/18/2016
9000	5/19/2015 - 5/18/2016

8001	5/19/2016 - 5/18/2017
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The periods of performance for the following Option Items are as follows:

8002	5/19/2016 - 5/18/2017
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8003	5/19/2016 - 5/18/2017
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8004	5/19/2017 - 5/18/2018
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9001	5/19/2016 - 5/18/2017
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9002	5/19/2017 - 5/18/2018
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9003	5/19/2018 - 5/18/2019
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9004	5/19/2019 - 5/18/2020
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8005	5/19/2017 - 5/18/2018
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8006	5/19/2018 - 5/18/2019
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8007	5/19/2018 - 5/18/2019
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8008	5/19/2019 - 5/18/2020
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8009	5/19/2019 - 5/18/2020
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**DELIVERY OF DATA (FISC DET PHILA) (OCT 1992)**

Place and time of delivery shall be as specified in the quality assurance surveillance plan (QASP), which is an attachment to this solicitation/task order, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

**TIME OF PERFORMANCE (FISC DET PHILA) (OCT 1992)**

Services to be furnished hereunder shall be performed and completed in accordance with the Delivery Schedule.

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## SECTION G CONTRACT ADMINISTRATION DATA

### 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

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

(a) Definitions. As used in this clause—

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

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

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

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

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

(1) Have a designated electronic business point of contact in the System for Award Management at

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

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

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

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

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

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

#### **2 in 1**

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



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## N62980

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

### Routing Data Table

Field Name in WAWF Data to be entered in WAWF

Pay Official DoDAAC TBD: HQ0338

Issue By DoDAAC TBD: N00189

Admin DoDAAC: S2404A

Service Acceptor (DoDAAC): N62980

LPO DoDAAC: N62980

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

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

[bill.wilson1@navy.mil](mailto:bill.wilson1@navy.mil)

(g) WAWF point of contact.

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

Not applicable

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

(End of clause)

252.232-7007 Limitation of Government's Obligation (MAY 2006)

(a) CLIN 8000 is incrementally funded. The sum of \$432,388.00 is presently available for payment and allotted to this CLIN. An allotment schedule is contained in paragraph (i) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this

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clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those items(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under [31 U.S.C. 1342](#).

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

(k) On execution ██████████

(l) November 2015 ██████████

#### CLAUSES INCORPORATED BY REFERENCE

52.215-22 Limitation on Pass-Through Charges--Identification of Subcontract Effort OCT 2009

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports JUN 2012

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

[REDACTED]

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

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

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

[REDACTED]  
[REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE**

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

William H. Wilson

[Bill.Wilson1@navy.mil](mailto:Bill.Wilson1@navy.mil)

901-874-3304

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

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

### **CLAUSES INCORPORATED BY REFERENCE**

52.204-9 Personal Identity Verification of Contractor Personnel JAN 2011

252.209-7004 Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country

DEC 2006

252.223-7004 Drug Free Work Force SEP 1988

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## SECTION I CONTRACT CLAUSES

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 3 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 7 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

### 5237.102(a)(90) NMCARS

The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Navy Personnel Command via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address:  
<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses: <http://acquisition.gov/far/>

DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfars/>

(End of clause)

### CLAUSES INCORPORATED BY REFERENCE

252.209-7999 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW

252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

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## **SECTION J LIST OF ATTACHMENTS**

Quality Assurance Surveillance Plan

Contract Administration Plan