

**SOLICITATION**

**FINAL**

1. SOLICITATION NO. N00024-10-R-3110		2. AMENDMENT NO. 3		3. EFFECTIVE DATE 02/18/2010		4. PURCHASE REQUEST NO. N00174-10-PR-1087	
5. ISSUED BY Juzar M Ghadyali NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 juzar.ghadyali@navy.mil 301-744-6633				6. ADMINISTERED BY			
7. CONTRACTOR				8. DELIVERY DATE See Section F		9. CLOSING DATE/TIME 02/23/2010 1700 <small>(hours local time – Block 5 issuing office)</small>	
10. MAIL INVOICES TO See Section G				11. SHIP TO See Section D			
12. PAYMENT WILL BE MADE BY				13. TYPE OF ORDER D      X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.			
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.							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT		
See the Following Pages							
*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.		21. UNITED STATES OF AMERICA  By: _____ CONTRACTING/ORDERING OFFICER				22. TOTAL	
SECTION	DESCRIPTION	SECTION	DESCRIPTION				
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS				
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES				
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS				
E	INSPECTION AND ACCEPTANCE	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS				
F	DELIVERIES OR PERFORMANCE	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS				
G	CONTRACT ADMINISTRATION DATA	M	EVALUATION FACTORS FOR AWARD				

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## **GENERAL INFORMATION**

1. Amendment 2 to this solicitation did not post correctly to the SeaPort portal. This amendment is being offered instead.
2. We've been made aware that vendors were having difficulty entering cost data into SeaPort in response to this solicitation. That issue has been resolved and we ask all prospective offerors to input their cost data into SeaPort for the Base Year as well as all Option Years. As a result, we have decided to extend the closing date of this solicitation.
3. This amendment is being issued to extend the closing date of this solicitation to Tuesday February 23, 2010 at 1700 hours EST. All other terms and conditions of the solicitation remain unchanged.

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	Base Year Labor (OTHER)	1.0 Lot			
4100	Option Year I Labor (OTHER) Option	1.0 Lot			
4200	Option Year II Labor (OTHER) Option	1.0 Lot			
4300	Option Year III Labor (OTHER) Option	1.0 Lot			
4400	Option Year IV Labor (OTHER) Option	1.0 Lot			

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6000	Base Year ODCs (OTHER)	1.0 Lot	
6100	Option Year I ODCs (OTHER) Option	1.0 Lot	
6200	Option Year II ODCs (OTHER) Option	1.0 Lot	
6300	Option Year III ODCs (OTHER) Option	1.0 Lot	
6400	Option Year IV ODCs (OTHER) Option	1.0 Lot	

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**TASK ORDER MANAGER (TOM)**

(a) The Task Order Manager for this task order is:

Rebecca Kirklighter  
The Joint Staff  
C4 Systems Directorate (J6PB)  
The Pentagon, RM 2B865  
Washington, DC 20318-6000  
Office: (703) 571-9741  
Fax: (703) 571-9750  
[rebecca.kirklighter@js.pentagon.mil](mailto:rebecca.kirklighter@js.pentagon.mil)

(b) The TOM 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 TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(c) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(d) In the event that the TOM named above is absent due to leave, illness or official business, all responsibility and functions assigned to the TOM will be the responsibility of the alternate TOM.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement (PWS) For

#### Command, Control, Communications, and Computers (C4) Analysis & Management Support

#### PART 1 GENERAL INFORMATION

##### Description of Services

###### Background

C4 Analysis and Management support focuses on relevant and timely objectives for enhancing the Coalition Warrior Interoperability Demonstration (CWID); comprehensive oversight of national and international electromagnetic (EM) spectrum issues raised by government and non-government organizations; the Global Positioning System (GPS) as it becomes such an integral part of our warfighting capability that it is essentially transparent to the user; and the focus of Information Assurance (IA) as we advance the US qualitative superiority in key joint warfighting capabilities, achieving Department of Defense (DoD) transformational goals of protecting networks from cyber attacks, and implementing joint operational concepts.

The CWID is the Chairman of the Joint Chiefs of Staff (JCS) annual event that enables US combatant commands, Home Land Security (HLS) national civil authorities, and the international community to investigate C4 solutions that focus on relevant and timely objectives for enhancing coalition interoperability and exploring new partnerships. CWID has three functional aspects: 1) CWID Interoperability Trials are the activities used to address the core coalition interoperability objectives selected each year; 2) the operational environment scenario is created by the host combatant command and provides the context for warfighter validation of the proposed interoperability solutions; and 3) use of the secure multinational, multi-releasable network with mobility among domains.

The revised Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6260.01B, 30 June 2004, dedicated CWID to the pursuit of coalition interoperability, maintained CWID under Joint staff direction, maintained host combatant command leadership, eliminated lead service designation, and eliminated limiting trials to technologies intended for acquisition. The CJCSI changed the name of the program from Joint Warrior Interoperability Demonstration (JWID) to CWID, transferred oversight of CWID to US Joint Forces Command (USJFCOM), transferred the majority of the lead service responsibilities to the Defense Information Systems Agency (DISA) Advanced Information Technology Services Joint Program Office, and directed establishment of a Joint Management Office to administer and manage the CWID effort.

CWID seeks to solve coalition interoperability deficiencies, and ensures that successful solutions are replicable and usable in the field through technical, security, and warfighter assessments, professional documentation, and dissemination of final products. As an instituted coalition interoperability forum, CWID further extends standing invitations to North Atlantic Treaty Organization (NATO) and the Combined Communications Electronics Board (CCEB) nations (Australia, Canada, New Zealand, the United Kingdom, and the United States). Needing a flexible network for such a diverse group of participants, CWID formed the first Coalition Wide Area Network (CWAN) to better accommodate international security agreements. The need for an enhanced CWAN foresaw the US Federated Battle Laboratories (FBLs) connecting to similar institutions in the CCEB countries and to the NATO C3 Agency. The Combined Federated Battle Laboratory Network (CFBLNet) evolved out of the CWAN.

The DoD requires comprehensive oversight of national and international electromagnetic (EM) spectrum issues raised by government and non-government organizations, which could adversely affect spectrum access required by Joint Task Force (JTF) Component Commanders; Combatant Commands; National Command Authorities; Joint Staff; Army, Air Force, Navy, Marine Corps, and Coast Guard (Services); and Defense Agencies. Commercial technological advances and subsequent economic opportunities present significant worldwide challenges to DoD EM spectrum access. International and national regulatory agencies issue rules and regulations directly affecting DoD usage of spectrum for training, exercises and operations. National spectrum agencies, Congress, and Executive Branch

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agencies make spectrum rulings and promulgate procedures for the US and its possessions. To ensure these national-level spectrum decisions do not adversely affect DoD operations, careful assessments through technical study, review of analysis, and close coordination with Combatant Commanders, and DoD agencies along with other government agencies are required. Tracking and reviewing proposed rules or decisions and drafting appropriate replies require understanding of spectrum issues affecting DoD. Continuous preparation of information products, such as reports on technical analysis, information papers, and briefings enables senior leaders to maintain awareness of emerging spectrum issues and make key spectrum decisions.

The Global Positioning System (GPS) has become such an integral part of our warfighting capability that it is essentially transparent to the user. As we go forward it will become even more so through the integration of embedded systems and miniaturization of electronics. This subtle evolution has resulted in a more challenging environment for those who require the systems unique capabilities and those who work to ensure they are provided. The Joint Staff must remain actively engaged if GPS is to remain a reliable capability “at the right time, at the right place.” This support ensures comprehensive oversight of national and international GPS and Navigation Warfare (Navwar) issues as well as Service GPS User Equipment (UE) Roadmap Implementation and System Acquisition Synchronization issues raised by Government and non-government organizations, which could adversely affect GPS Space Based Position Navigation and Timing (PNT) access by Joint Task Force (JTF) Component Commanders, Combatant Commands, National Command Authorities, Joint Staff, and Services. To ensure the Joint Warfighter access and use of GPS is maintained, sustained and improved and that adversary efforts to deny that capability do not adversely affect DoD operations, careful assessments through technical study, review of analysis, and close coordination with Combatant Commanders, Services, and DoD agencies along with other Government agencies are required. Tracking and reviewing proposed rules or decisions and the drafting of appropriate responses require understanding of the key tenets of Navwar and technical and acquisition insight into the GPS and other Satellite Based PNT systems. Continuous preparation of information products, such as reports on technical analysis, information papers, and briefings enable senior leaders to maintain awareness of emerging Navwar and GPS issues and make critical acquisition and policy decisions.

Activities range from follow through on current activities to providing necessary attention to issues vital to National Security. To fulfill its mission Information Transport Division (J65A) must continue to pursue and support Joint Requirement Oversight Council directed collection and consolidation of the Service Roadmaps and to support the implementation of the Deputy Secretary of Defense Memo and Presidential Policy for PNT. The contractor shall review subject matter, provide analysis and technical expertise and furnish reports, briefing and analysis products as required.

The Information Assurance (IA) program focuses on advancing US qualitative superiority in key joint warfighting capabilities, achieving DoD transformational goals of protecting networks from cyber attacks, and implementing joint operational concepts of Joint Vision (JV) 2020. Information Superiority (IS) is vital to winning the war on terrorism and achieving in the Chairman’s JV2020 goals. IA is the defensive portion of IS that attempts to assure the availability of information and information systems for the Secretary of Defense, Services, Combatant Commands, and operating forces. JV2020 cites information, information processing, and communications networks as the core of every military activity. Information operations are essential to achieving full spectrum dominance. Joint Forces must be capable of conducting information operations, to facilitate and protect US decision-making processes, and degrade those of an adversary during conflict. The protection of the ability to conduct information operations is one of the principal challenges in the future. This protection will require both technical and non-technical solutions to include traditional (e.g., physical security and encryption) and nontraditional (e.g., anti-virus protection and innovative secure data transmission) techniques. This PWS addresses several tasks that shall support the Joint Staff in addressing urgent IA, Defense in Depth, and computer network defense requirements, and the incorporation of these concepts and approaches into joint policy and doctrine.

Real adversaries threaten our information and information systems. Terrorist forces are active on the cyber battlefield and are a real threat to our war on terrorism. IA assures survivability and availability of information and information systems to include C4. In the age of digital electronics, our forces rely upon computers and telecommunications as essential information capabilities that are being networked into a complex, massive Global Information Grid (GIG). The GIG is vital to achieving IS—the key enabler to achieving the JV2020 goal of Full Spectrum Dominance. The organizational and procedural framework to manage the GIG is provided by Network Operations (NETOPS). Because these information capabilities are so valuable as weapons, they are also lucrative targets that are under threat of harm in all national security situations, from peacetime through full-scale war. In this environment, information assurance is vital to defense within our information systems

## 1.2 Purpose

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The purpose of this requirement is to acquire Contractor Advisory and Assistance Services (CAAS) for the Joint Staff, J6 Directorate in support of the annual CWID exercise and for the Combined Federated Battle Laboratory Network (CFBLNet) activities within the Assured Information Sharing Division (J65C) and for analytical, managerial and technical EM Spectrum support to the Joint Staff. Contractor support will include interfacing with the Office of Secretary of Defense, Combatant Commands, Services, Defense Agencies, Industry and other U.S. Government Agencies having a role in national spectrum policy, research and analysis support of the Command, Control Communications & Computers System Support Division J65A.

### **1.3 Objective**

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform the required support as defined in this PWS; except that which is Specified in Section 3 as Government Furnished Facilities and Utilities at the Joint Staff's Pentagon spaces. Contract services will be provided at the Pentagon, Washington D.C., and at other locations designated in Technical Instructions (TIs). The contractor shall perform to the standards in this contract. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to the supervision and control of the Government.

The contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government, nor perform any inherently Government functions. The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, contractor personnel will wear appropriate identification (in accordance with JCS policy), identifying themselves as contractor personnel. At all meetings, conferences, or sessions with the Government personnel, contractor personnel shall clearly identify their status as contractor employees. All reports delivered under this contract are the property of the U.S. Government.

Technical Instructions (TI's) issued under this contract may not be used to:

- Assign additional work outside the original scope of work
- Direct a change
- Increase/decrease costs or period of performance
- Change any of the terms and conditions of the contract
- Increase the scope of the contract
- Create a binding obligation upon the contractor or the Government.

### **1.4 General Information**

#### **1.4.1 Period of Performance**

The Period of Performance shall be for one (1) Base Period of 12 months. Four 12-month option periods may be exercised, at the discretion of the Government. The Period of Performance reads as follows:

- Base Period: DOA plus DOA plus Twelve Months
- Option Period I: Start Date Option Period I plus Twelve Months
- Option Period II: Start date Option Period II plus Twelve Months
- Option Period III: Start Date Option Period III Plus Twelve Months.
- Option Period IV: Start Date Option Period IV Plus Twelve Months.

#### **1.4.2 Place of Performance**

The primary place of performance for this effort is The Pentagon, Washington, DC. Individual TI's may identify other applicable places of performance. The contractor shall use their work site or the Government work site depending on the requirements of the individual TI.

#### **1.4.3 Task Order Manager (TOM)**

The Government will identify a TOM to assist the Contracting Officer with the technical aspects of the contract. The TOM will aid in providing guidance, clarification and provide the contractor access to technical data required to perform the individual TIs issued under this task order.

Rebecca Kirklighter  
The Joint Staff  
C4 Systems Directorate (J6PB)  
The Pentagon, RM 2B865  
Washington, DC 20318-6000

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**1.4.4 Primary and Alternate Points of Contact**

Primary:

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**Technical Point of Contact (POC)**

The Government will identify technical points of contact (TPOC) within each individual TI issued.

**1.4.6 Hours of Operation**

The contractor is responsible for contract performance between the hours of 7am-4pm Monday thru Friday except for Federal Holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor must at all times maintain an adequate work force 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 work force are essential.

**1.4.7 Travel**

The Government does anticipate some travel associated with this task. The numbers of trips and numbers of personnel traveling shall be limited to the minimum required to accomplish work requirements and shall be coordinated with the TOM. All travel will be conducted in accordance with FAR 31.205-46 Travel Costs and the Joint Travel Regulations (JTR) and shall be pre-approved by the TOM prior to traveling.

**Location/# Trips/# Persons/# Days**

(Represents the base year and what is anticipated for the option periods):

Germany/ 1 Trip/ 1 Person/ 10 Days, Canada/New Zealand/ 1 Trip/ 1 Person/ 7 Days, JFCOM Norfolk, VA/ 5 Trips/ 1 Person/ 5 Days, Annapolis, MD /3 Trips/1 Person/ 9 Days, Heidelberg, Germany (USEUCOM EJFP)/ 1 Trip/ 1 Person/ 7 Days, San Antonio, 1 Trip/ 1 Person/ 7 Days, Honolulu, Hawaii; USPACOM/ 1 Trip / 1 Person/ 7 Days, Colorado Springs, CO (AFSPC)/ 1 Trip/ 1 Person/ 3 Days, Omaha, NE (USTRATCOM)/ 2 Trips/ 1 Person/ 3 Days, Los Angeles, CA/ 1 Trip/ 1 Person/ 3 Days, Honolulu, HI/ 1 Trip/ 1 Person/ 3 Days, Canberra, AS/ 1 Trip/ 1 Person/ 3 Days, Omaha, NE (USSTRATCOM)/4 trips/ 1 person/ 4 days, Norfolk, VA (USJFCOM)/ 2 days/ 2 trips/ 1 person

**1.4.8 Recognized Holidays**

It is not anticipated that the contractor will be required to perform contract services on these days.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veteran's Day

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Memorial Day  
Independence Day

Thanksgiving Day  
Christmas Day

#### **1.4.9 Type of Contract**

The Government anticipates award of a Cost Plus Fixed Fee (CPFF) contract.

#### **1.4.10 Security Requirements**

##### **1.4.10.1 Clearance**

###### **Level**

All contractor personnel shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last five years. Additionally, certain positions may require a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last five years with Sensitive Compartmented Information (SCI). Specific security details for personnel associated with this task order will be provided in each individual TI.

During the performance of this contract, the contractor may encounter information that is sensitive in nature. Therefore, contractor employees associated with this contract shall sign appropriate Government non-disclosure statements prior to beginning work. Individuals working with Special Access Programs (SAP) on this contract are subject to, and must be willing to submit to an initial and random counter-intelligence polygraph at the Government's expense.

##### **1.4.10.2 Facility Clearance**

The Contractor shall possess a Top Secret facility clearance from the Industrial Security Database.

##### **1.4.10.3 Physical Security**

The Contractor shall be responsible for safeguarding all Government information or property provided for Contractor use. At the end of each work period, Government information, facilities, equipment and materials shall be secured as specified by DoD security policy and regulations. The contractor will also follow and adhere to government site specific security policy and directives, which includes the Joint Staff Security Office policies for the Joint Staff. The government will coordinate with site security offices as required to ensure the contractor has or can access all applicable security regulations and directives upon award.

##### **1.4.11 Periodic Progress Meetings**

The Contracting Officer, TOM, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these progress meetings the Contracting Officer will provide feedback to the contractor on how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. The Government and the contractor shall take appropriate action to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

##### **1.4.12 Identification of Contractor Employees**

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status may not be obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the audience that they are Government officials. Contractor personnel must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractors will be required to obtain a Pentagon Badge and Common Access Card.

##### **1.4.13 Deliverables**

All deliverables become the property of the United States Government. Unless otherwise stated, all deliverables will be submitted in both hardcopy and electronic media in Microsoft Word/PowerPoint/Excel/Access/Visio/Project format. All deliverables must be submitted to the TOM, the contract specialist, and TPOC in accordance with Technical Exhibit 1, "Performance Requirements Summary".

## PART 2 DEFINITIONS AND ACRONYMS

Defective Service - A service output that does not meet the PWS standard of performance.

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Delivery Date – The specific time of delivery and/or performance.

Metrics - A system of parameters or means of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.

Performance Objective – The service and/or activity required.

Performance Requirement – The outcomes, or results, that lead to satisfaction of the objective(s).

Performance Standard – Establishes the performance level that the Government requires for the accomplishment of contract requirements. The standards shall be measurable and structured to permit an assessment of the contractor's performance.

Performance Threshold – Minimum acceptable level, error rate and/or deviation from standard.

Performance Work Statement (PWS) – A detailed work statement for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.

Quality Assurance (QA) - Those actions taken by the Government to assure services meet the requirements of the PWS.

Quality Assurance Surveillance Plan (QASP) - A document organizing how the Government will apply performance standards, the frequency of surveillance and the minimum acceptable defect rate(s).

Quality Control (QC) - Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

Quality Control Plan – A contractor generated document outlining and describing the performance control processes to be applied in delivering the level of service required by the PWS.

Task – How the contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a certain time period.

Technical Instruction (TI) – The Government Task Order Manager (TOM) shall issue TIs. TIs shall provide guidance, which assist in the interpretation of technical portions of the work described within the framework of the PWS.

Wide Area Work Flow (WAWF) – A secure Web-based system to allow contractors to submit electronic invoices, and provide the Government a means to electronically receipt for and accept supplies and services.

## PART 3 GOVERNMENT FURNISHED, FACILITIES AND UTILITIES

### **3.0 General**

The Government (J6 Staff) will provide timely access to all necessary Government documents and/or Government material that have been identified as well as any items not yet identified but subsequently required for contractor performance.

### **3.1 Facilities**

The Government will provide the necessary onsite workspace, administrative equipment and support, communications equipment, and computer support for the contractor staff needed to provide the support outlined in each individual TI. This includes desk space, chairs, cabinet space, telephones, computers, printers, FAX and copy machines, and other items necessary to provide an office environment as specified in the TI. The Government will provide access to non-secure and secure telephone systems, equipment and supplies necessary for production and reproduction of materials as specified in the TI.

### **3.2 Utilities**

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All utilities in the Government facility will be available for the contractor's use in performance of duties outlined in this PWS. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

## PART 4 TASK DESCRIPTIONS

### Task Descriptions

#### 4.1 Schedule

##### Kick-off Meeting

The contractor shall schedule and conduct a joint Government and contractor kick-off meeting to review contract PWS requirements. The kick-off meeting may be conducted via several methods. The method of the meeting shall be determined by the government.

##### 4.1.2 Project Schedule

The contractor shall deliver and maintain an integrated project schedule using Microsoft Project that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables and will be delivered as part of the monthly status report.

#### 4.2 Monthly Progress Reports

The monthly status report shall be delivered in accordance with the base contract performance work statement (PWS).

- Contractor name and address.
- Contract number and SubCLIN number.
- Date of report.
- Period covered by report.
- Man-hours expended by individual TI for the reporting period, and cumulatively during the contract
- Cost curves portraying actual and projected conditions through the technical instruction when appropriate.
- Proposed and expended cost incurred by CLIN and SubCLIN for the reporting period and total contractual expenditures as of report date.
- Description of progress made during period reported, including problem areas encountered and recommendations, if any, for solutions. Recommendations may include solutions outside the scope of this contract
- Trips and significant results to include travel proposed and travel expended
- Plans and recommendations for activities during the following reporting period
- Problems and Shortfalls; identification of potential problems; and identification of any anticipated technical or funding shortfall or irregularity during the specified period of performance not later than four (4) months prior to the anticipated shortfall.

##### 4.2.1 Disclaimer Statement

All reports resulting from this contract shall contain the following disclaimer statement on the cover of such reports:

"The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DOD) position, policy, or decision, unless so designated by other official documentation."

#### 4.3 Quality

##### 4.3.1 Quality Control Program (QCP)

The Contractor shall implement a QCP for this effort. To implement this QCP, the Contractor shall prepare and provide a quality control plan that details and describes the contractor's framework and processes within the QCP for delivering quality products and services required by this PWS. The contractor shall provide a briefing to the Government outlining its planned implementation of the QCP for the contract tasks during the kick-off meeting. The contractor shall ensure all work will be performed in accordance with the contract requirements and the quality control plan. The Contractor shall provide the requisite staffing and procedures to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and service delivery and performance requirements of this effort. The quality control plan shall identify the applicable processes and metrics used to self-assess performance, in addition to the resources to be applied to this effort.

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#### 4.4 Technical

##### 4.4.1 Task 1 – Update-Coalition Warrior Interoperability Demonstration (CWID)

The contractor shall update CJCSI 6260.01B, 30 June 2004, for Government approval, incorporating changes to CWID policies, procedures, responsibilities, and other matters related to the planning and execution of the annual CWID, and Command, Control, Communications, Intelligence, Surveillance and Reconnaissance (C4ISR) solutions for enhancing interoperability. Recommendations and updated information for future updates shall also be compiled.

##### Task 2 – Trial Transition Report

The contractor shall request and examine data and source material information from USJFCOM, DISA and other sources. The contractor shall maintain a report that identifies all potential options for transitioning CWID identified trials and technologies from the testing/assessing phase to operational use. This report shall include on-going efforts and inputs from Combatant Commands (COCOMs) and Services. At a minimum, this report shall include procedures, criteria for use, milestones/timeliness, and any funding constraints.

##### 4.4.3 Task 3 – Consolidated CWID Success Report

The contractor shall request and examine data and source material from USJFCOM and other sources. The contractor shall provide a report that identifies all successfully transitioned CWID trials or trials that in some way assisted technologies on operational use. This report shall include on-going efforts and inputs from COCOMs and Services. This report shall include CWID Demonstration number, product/trial description, process/mechanism utilized to transition, funding source(s) utilized for transition, operation requirement that product/trial fulfilled, and process to sustain.

##### 4.4.4 Task 4 – Provide Joint Staff CWID Position and Materials

The contractor shall examine and analyze all CWID issues and policies and provide written analysis and recommendations for CFBLNet to the US and CCEB/NATO initiatives. The contractor shall provide analysis to the Government prior to CWID Senior Management Group (SMG) meetings and votes. The contractor shall facilitate coordination of CWID policies and procedures between DISA, USJFCOM, COCOMs, Services, agencies, and coalition nations.

##### 4.4.5 Task 5 – CWID Planning Conferences

The contractor shall support Assured Information Sharing Division's (J65C) responsibility to prepare documentation and positions to be used at all four CWID planning conferences. The contractor support shall include drafting summary reports of topics, briefs, discussion points, and maintain other relevant conference and CWID Senior Management Group (SMG) meeting information for archiving, following each meeting. The contractor shall post these documents in the J65C CWID deliverables folder.

##### 4.4.6 Task 6 – Combined Federated Battle Laboratory Network (CFBLNet) Exec

The contractor shall work with the CFBLNet Secretariat's office to provide daily updates to the Initiatives Database. The contractor shall create and provide recommendation on Joint Staff position on Initiatives submitted for CFBLNet for both the US and CCEB/NATO initiatives. The contractor shall post this deliverable in the J65C CFBLNet deliverables folder.

##### 4.4.7 Task 7 – Initiatives for CFBLNet

The contractor shall receive and process all requests for Initiatives, checking each package for completeness and accuracy for US National Lead review. The contractor shall submit reviewed Initiatives to CFBLNet Initiatives Working Group Chair. The contractor shall post this deliverable in the J65C CFBLNet deliverables folder.

##### 4.4.8 Task 8 – Site Nominations Package Review

The contractor shall work with the CFBLNet Secretariat's office to provide daily updates to Sites Nominations for CFBLNet. The contractor shall receive and process all requests for Site Nominations, checking each package for completeness and accuracy for US National Lead review. The contractor shall create and provide recommendations on Joint Staff position on sites submitted for CFBLNet. The contractor shall post this deliverable in the J65C CFBLNet deliverables folder.

##### 4.4.9 Task 9 – Draft Summary Reports

The contractor shall support J65C's responsibility to prepare documentation to be used at the quarterly CFBLNet Management Meetings (CMM). The contractor support shall include drafting summary reports of topics, briefs,

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discussion points, and maintaining other relevant information for archiving, following each meeting. The contractor shall post these documents in the J65C CFBLNet deliverables folder.

**4.4.10 Task 10 – Allied Communications Publications (ACPs)**

ACPs are raised and issued under common agreement between member nations of the Combined Communication-Electronics Board (CCEB), of which the United States is a member. The contractor shall coordinate the DoD Components review and update of ACPs. The contractor shall also review, update, and maintain US Supplements to ACPs and support the coordination of inputs to these publications with DoD agencies and CCEB members.

**4.4.11 Task 11 - CCEB Support**

The contractor shall support the Joint Staff/J65A CCEB Frequency Planning Working Group (FPWG) member on matters pertaining to U.S. participation in the CCEB. The contractor shall provide support in documenting, monitoring and completing CCEB assigned tasks and provide reports to US CCEB participating organizations.

**4.4.12 Task 12 - Strategic Plan Implementation Guidance**

The contractor shall support tasks associated with the development and staffing of the Strategic Plan Implementation Guidance. The contractor shall attend planning meetings, participate in discussions, and provide detailed minutes to the Joint Staff J65A. The contractor shall develop draft taskings for Government approval. After Government approval the contractor shall forward the taskings to the Combatant Commands, gather comments received, and incorporate comments into the overall Implementation Plan document.

**4.4.13 Task 13 - DOD Spectrum Data Standardization**

The contractor shall support the Joint Staff in its oversight responsibility for the development of a US DoD Spectrum Data Exchange Standard. The contractor shall support J65A tasks associated with developing the policy, procedures and direction for implementation of the standard and codifying this guidance in Military Communications Electronics Board (MCEB) Publication (PUB) 8. The contractor shall attend planning meetings, participate in discussions, and provide a synopsis of meetings to the Joint Staff J65A.

**4.4.14 Task 14 - Spectrum Management Conferences**

The contractor shall support J65A Division's tasks and responsibilities associated with Joint Staff participation in the DoD Electromagnetic Environmental Effects (E3) Program Review and monthly Integrated Process Team (IPT) meetings and one or two of the following spectrum management conferences to be designated by J65A: the US European Command (EUCOM) Joint Frequency Panel (EJFP), the US Pacific Command (PACOM) Spectrum Management Conference (SMC), the Joint Staff portion of the DoD Spectrum Summit and the Joint Spectrum Center (JSC), Joint Spectrum Interference Resolution (JSIR) Conference. For the DoD E3 Program Review, the JSC JSIR Conference and the one or two additional conferences identified by the Joint Staff - the contractor shall support Joint Staff preparation to consist of preparing proposed Joint Staff activity agendas, attending planning meetings, attending the conference, and providing detailed minutes to the Joint Staff J65A.

**4.4.15 Task 15 - Frequency Panel & Working Groups**

The contractor shall support Joint Staff participation in the MCEB's Frequency Panel (FP) Program Working Group (PWG) and Ad Hoc Group activities, to include attending meetings and providing summary minutes (detailed minutes are the responsibility of the designated PWG Steering Member), participating in discussions, and making recommendations to the Joint Staff. This support shall include the Allied PWG, the International Telecommunication Union PWG, the Spectrum Operations PWG, and the ACP Ad Hoc Working Group.

**4.4.16 Task 16 - Global Positioning System (GPS) Technical Architecture Solutions**

The contractor shall support the J65A Division's GPS related responsibilities with respect to the following listed teams, groups, and documents (listed below). The contractor shall review issues raised by executive committees, working groups, and teams, review related subject matter, provide analysis and technical expertise, support the coordination of issues and analyses, provide recommendations to J-6, furnish reports, and update applicable briefings/papers to the Director, Command, Control, Communications, and Computers Systems (DJ6) and Vice Director, Command, Control, Communications, and Computers Systems (VJ6).

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National Space Policy, 31 August 2006

DoD Directive (DoDD) 4650.5, "Positioning, Navigation, and Timing"

DoD GPS Security Policy, 04 April 06

CJCSI 6130.01D, "2007 CJCS Master Positioning, Navigation, and Timing Plan"

CJCSI 3170.01F, "Joint Capabilities Integration and Development System" (JCIDS)

GPS Cryptonet Architecture Transition Plan, 16 September 2005

National Executive Committee for Space-Based PNT (NEC-P)

National Coordination Office (NCO) for Space-Based PNT

National Space-Based PNT Systems Engineering Forum (NPEF)

GPS International Working Group (WG) (Galileo issues)

DoD PNT Executive Committee (ExCom)

DoD PNT WG

DoD Navwar WG

National Space Security Office (NSSO) proceedings

GPS III Action Officer (AO) WG

#### **4.4.17 Task 17 - JCIDS and JCPAT Document**

##### **Review**

The contractor shall review, coordinate, and provide suggested comments and changes to applicable GPS and related JCIDS documents ? such as Operational Requirements Documents (ORDs), Concept Development Documents (CDDs), Concepts of Operations (CONOPS) ? applicable GPS related Joint Command, Control, Communications and Intelligence (C4I) Program Assessment Tool (JCPAT) documents, and CJCSIs.

#### **4.4.18 Task 18 - Annual Document**

##### **Reviews**

The contractor shall support the J65A Division's responsibility to conduct annual document reviews and updates by reviewing and providing any recommended changes to the following documents:

2005 Federal Radio Navigation Plan (FRP), DOT-VNTSC-RITA-05-12/DOD 4650.5

DoD GPS Security Policy 04 April 06

CJCSI 6130.01D, "2007 CJCS Master Positioning, Navigation, and Timing Plan"

GPS Cryptonet Architecture Transition Plan, 16 September 2005

#### **4.4.19 Task 19 - Service GPS User Equipment Protection Roadmaps**

##### **review/coordination**

The contractor shall provide support to J65A in its efforts to research and analyze the emerging Navwar requirements. Where there are gaps and deficiencies in doctrine and policy, the contractor shall provide recommended changes to current doctrine and policy to fully exploit Navwar. The contractor shall review and provide recommended changes for the following policy and doctrinal publications:

Coordinate with Services as their individual roadmaps are developed/updated.

Review and conduct year-to-year trend analysis based upon approved "Integrated Roadmap."

Conduct "risk analysis" of gaps between Service Roadmaps and Integrated Roadmaps.

Coordinate risk management issues with Services and recommend mitigations or alternatives.

Staff/brief "risk managed" Service roadmaps through Function Capabilities Board (FCB) /Joint Capabilities

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Board (JCB) /Joint Requirements Oversight Council (JROC) process.

**4.4.20 Task 20 - GPS and Navigation Warfare Capability Planning and Fielding** The contractor shall gather data and track activities impacting the planning and fielding of the GPS System (i.e. Modernized User Equipment, GPS III Satellite Capabilities, Control Segment Functionality & Fielding, GPS Cryptographic Key Management System transition, Protection of Navigation (PRONAV) Initiative, Navwar, Electronic Attack Systems, and Signal Intelligence Systems). The contractor shall provide support to the Joint Staff J6 on researching and analyzing matters pertaining to Navwar. This support shall include participation in the Electronic Warfare Integrate Program Team (EW IPT) in the development, implementation, and periodic review of counter satellite navigation systems.

**4.4.21 Task 21 - Review & Revision GPS Activities & Navwar Security Documents** The contractor shall support Security Classification Guidance and Capability Protection Planning. The contractor shall review, propose revisions and facilitate coordination of GPS Security Classification Guide (SCG) applicable to Special Access Program SCGs.

**4.4.22 Task 22 - JROC Directed Follow on Analysis** The contractor shall conduct research to support concept development and prototype deployment of GPS transition from the Selective Availability Anti-Spoofing Module (SAASM) security architecture to the Military Code (M-Code) security architecture and provide a written report with analysis and recommendations on its findings. These analyses involve operations concepts to support the transition to the more accurate and secure GPS M-Code signals and frequencies. The contractor shall support the development of the Navwar Concept into “full-up” Joint Integrating Concept with expanded Capabilities Based Analysis (CBA) beyond “protection” of User Equipment (UE) focus. The contractor shall support the Joint Staff, Net Centric, Force Application and Battlespace Awareness Functional Capabilities Boards in conducting a “Navwar Concept to Navwar Joint Integrating Concept” action. The contractor shall perform original research regarding: the technological upgrades to the current GPS system, the deployment of a new GPS constellation (GPS III) in the future, the need for, and scope of, expanding the CBA to include: Navwar Protection and Navwar Support Integration; Navwar Attack and Navwar Support Coordination; CONOPs; tactics, techniques and procedures (TTPs) and System Protection Security Planning.

**4.4.23 Task 23 - GPS SAASM & M-Code Black Key CONOPS & Cryptonet** The contractor shall research and develop operations concepts to support the transition to the more accurate and secure GPS M-Code signals and frequencies. This shall be original research regarding future military GPS requirements and operational concepts regarding the technological upgrades to the current GPS system, deploying a new GPS constellation (GPS III). Applying the knowledge, the contractor shall support the Joint Staff in actions related to the SAASM CONOPS – including performing annual reviews, change recommendations, and issues resolution. The contractor shall support the Joint Staff in managing and resolving foreign GPS release issues, foreign GPS key control issues, foreign GPS key release issues for the current and proposed Military Unique-Code System.

**4.4.24 Task 24 - Cryptographic Key Request Validation & Foreign Cryptonet** The contractor shall review and provide analysis of military sales of GPS user equipment and key request validation, fielding of Communications Security (COMSEC) key fill device for foreign use and GPS Key Data Loading Facility (KLIF) Distributed System transition planning. Specifically, the contractor shall analyze GPS Cryptographic Key Request Validation letters, and shall research and develop a white paper on Foreign Cryptonet Allocation issues.

**4.4.25 Task 25 - Information Assurance (IA) and Computer Network Defense (CND) Joint Policy, Responsibilities and Procedures**

The contractor shall provide support in the revision of IA documents to include whitepapers, summaries and reports. Review and assessment shall focus on policy and responsibilities outlined in DoD Directives, CJCSI documents and CJCSM documents. The recommended changes to responsibilities, procedures and metrics shall support IA and CND readiness assessments by Combatant Commands, Services, and combat support agencies. Changes shall serve the joint community with the current essential guidance on IA and CND readiness assessment of personnel, training, operations, and capabilities (hardware and software) to support Combatant Command, Services and combat support agency responsibilities to achieve and maintain defense-in-depth. Defense in Depth is an Information Assurance (IA) strategy in which multiple layers of defense are placed throughout an Information Technology (IT) system. It addresses security vulnerabilities in personnel, technology and operations for the duration of the system's lifecycle. This process includes conducting analysis and assessment of the current IA and CND policy, responsibilities and procedures used over the previous two years, or as recommended by the Office of the Secretary of Defense, Joint Staff, U.S. Strategic Command, Combatant Commands and Services.

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Assessment and document changes shall include the following topics:

Assess essential elements of IA and CND operations and defense-in-depth.

Assess changes in IA and CND policy and guidance impacting operations responsibilities and procedures.

Assess changes in current IS, information operations, network operations, information assurance, CND concepts, and their relationships to defense-in-depth.

Assess changes in current DoD network operations and Unified Command Missions that impact IA and CND responsibilities and procedures.

Assess current IA and CND operations responsibilities and procedures.

Describe required changes in Joint Staff, Combatant Commander, Services, and Combat Support Agency responsibilities.

Describe required changes in IA and CND procedures for operations and defense-in-depth.

#### **4.4.26 Task 26 – Final Development of CJCSM Documents, “Defense-in-Depth: Information Assurance (IA) and Computer Network Defense (CND)”**

The contractor shall support the development of a final version of the changes to CJCSM documents, “Defense-in-Depth: Information Assurance (IA) and Computer Network Defense (CND).” In developing the identified changes, the contractor shall incorporate Government comments on the Draft that are received prior to the due date of the Final Report.

#### **4.4.27 Task 27 – Review and Maintenance of IA CJCS Instructions and Manuals**

The contractor shall review IA CJCS instructions and Manuals for which J65C IA branch has responsibility. In review, the contractor shall ensure instructions and manuals are consistent and support Joint Staff J6 Campaign objectives.

#### **4.4.28 Task 28 – Federal Information Security Management Act (FISMA)**

The contractor shall support Joint Staff and Combatant Command FISMA reporting requirements. Reporting shall involve assessment of current FISMA reporting requirements and guidance for the Joint Staff and Combatant Commands. Specifically, the assessment shall review current FISMA IT Registry reporting requirements, and in coordination with Assistant Secretary of Defense Network and Information Integration (ASD(NII)) and Combatant Commands, make recommendations for 2010/2011 changes to FISMA guidance, IT registry, and FISMA reporting. The contractor shall:

Identify and describe possible changes to system entries for IT registry in support of DoD FISMA reporting.

Provide recommendations to DoD FISMA guidance for 2010/2011.

Support the DoD FISMA Core Working Group for FISMA guidance and reporting.

#### **4.4.29 Task 29 – FISMA Status Report**

The contractor shall review and assess status of Joint Staff and Combatant Commands IT Registry entries and FISMA reports for the Director, Command, Control, Communications and Computer Systems (DJ6), Joint Staff. The support shall include a FISMA Status Report that consolidates updates to the IT registry for Joint Staff and Combatant Command on FISMA reporting.

The Report shall consider and address the following:

Identify current FISMA reporting requirements.

Assess current FISMA IT registry requirements including accreditation for Joint Staff and Combatant Commands.

Review and assess status of Joint Staff and Combatant Command annual FISMA report.

Review, assess and provide monthly Joint Staff and Combatant Command accreditation status.

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Review, assess and provide monthly Joint Staff and Combatant Command security metrics status.

Support Joint Staff and Combatant Command IT registry reporting and completion of Chief Information Officer (CIO) FISMA report.

### **Task 30 – Federal, DoD and Joint Policy Responsibilities**

The contractor shall review Federal, DoD and Joint Policy, Responsibilities and Processes within Federal Information Processing Standards (FIPS) DoD IA and CND 8500 series directives and instructions and CJCS series IA and CND related instructions and manuals. The assessment shall consider the transformation of the Defense Information System Network (DISN) to the Global Information Grid (GIG). The assessment shall examine policy, responsibilities and processes impacts on DISN and GIG with emphasis on classified and unclassified information systems. The assessment shall include analysis of changes in Federal and DoD IA and CND policy and guidance impacting Joint policy, responsibilities and processes. The assessment shall include analysis of changes in related areas such as information operations policy and responsibilities on Joint IA and CND.

The assessment shall result in a document which addresses the following:

Assess proposed or actual changes in Federal and DoD IA and CND policy and guidance impacting Joint policy, responsibilities and processes.

Assess proposed or actual changes in Federal and DOD IA Certification and Accreditation policy and guidance impacting Joint policy, responsibilities and processes.

Assess proposed or actual changes to Joint Staff, Combatant Commander, Service, and Combat support Agency responsibilities.

Provide recommendations on proposed changes to Federal and DoD IA and CND policy and guidance based on assessments of impact.

Consolidate Joint, Services and Combatant Command recommendations on changes to Federal and DoD IA and CND policy and guidance.

## PART 5

### APPLICABLE DOCUMENTS

#### **5.0 Specific Regulation or Guidance**

- CJCSI 6260.01B, 30 June 2004 Note: 6260.01C (only if published by contract award).
- Combined Federated Battle Laboratory Network (CFBLNet) Publication 1, October, 2006
- U.S. Space-Based Positioning, Navigation, and Timing Policy, 08 December 2004
- National Space Policy, 31 August 2006
- DoD Directive (DoDD) 4650.5, “Positioning, Navigation, and Timing”
- DoD GPS Security Policy, 04 April 06
- 2005 Federal Radionavigation Plan, DOT-VNTSC-RITA-05-12/DOD 4650.5
- CJCSI 6130.01D, “2007 CJCS Master Positioning, Navigation, and Timing Plan”
- CJCSI 3170.01F, “Joint Capabilities Integration and Development System”
- GPS Cryptonet Architecture Transition Plan, 16 September 2005
- CJCSI 6510.01, “Information Assurance (IA) and Computer Network Defense”
- CJCSM 6510.01, “Defense-in-Depth: Information Assurance (IA) and Computer Network Defense (CND)”
- CJCSI 6211.01, “Defense Information System Network (DISN): Policy, Responsibilities and Processes.”

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## TECHNICAL EXHIBIT 1

### PERFORMANCE REQUIREMENTS SUMMARY

Task Paragraph	Tasks	Delivery Date	Performance Standard
<b>4.1</b>	Schedule		
<b>4.1.1</b>	Schedule and conduct a contract kick-off meeting	10 Days after Start of PoP	One Time
<b>4.1.2</b>	Deliver and maintain an integrated project schedule using MS Project; include resource loaded tasks, durations, dependencies & deliverables	Due with each Monthly Progress Report – 15 <sup>th</sup> day of each month	Monthly (updated with each monthly report). Details provided in individual TI.
<b>4.2</b>	Monthly Progress Report	NLT 15 <sup>th</sup> day of each month	Monthly
<b>4.3</b>	Quality		
<b>4.3.1</b>	Prepare and provide a Quality Control Plan	10 Days after Start of PoP	One Time
<b>4.4</b>	Technical		
<b>4.4.1</b>	CJCSI Version Updates and future update compilation	TBD after contract award	Details provided in individual TI.
<b>4.4.2</b>	Trial Transition Report	TBD after contract award	Details provided in individual TI.
<b>4.4.3</b>	Consolidated CWID Success Report	TBD after contract award	Details provided in individual TI.
<b>4.4.4</b>	Provide Joint Staff CWID Position and Materials	TBD after contract award	Details provided in individual TI.
<b>4.4.5</b>	CWID Planning Conferences	TBD after contract award	Details provided in individual TI.
<b>4.4.6</b>	Update Initiatives Database	TBD after contract award	Monthly
<b>4.4.7</b>	Maintain Initiatives Packages	TBD after contract award	Monthly
<b>4.4.8</b>	Update Site Nominations and Accreditations	TBD after contract award	Monthly
<b>4.4.9</b>	CFBLNet Management Meetings (CMM)	Semi-annual, Final due date TBD after	Semi-Annual

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		contract award	
<b>4.4.10</b>	Provide annual review and provide comments on Allied Communication Publication (ACP) 194 – Policy for the Coordination of Radio Frequency Allocations and Assignments between Cooperating Nations – Data file in a Joint Staff compatible electronic format.	TBD after contract award	Details provided in individual TI.
	Allied Communications Publication (ACP) 190 US Supp – Final Draft – Data File in a Joint Staff compatible electronic format.	30 Days after receipt of FP approved document	Details provided in individual TI.
<b>4.4.11</b>	Combined Communications-Electronic Board (CCEB) Reports (Data file in a Joint Staff compatible electronic format). The quarterly reports will provide the detail of the tasks and assignments originating at the annual CCEB Frequency Planning Working Group (FPWG) meetings. It shall include the results of the continuous monthly discussions and actions with the five CCEB host nation FPWG members, and reflect the ongoing tasks of the CCEB Executive Group and CCEB Principals with regard to the FPWG.	DOA + 90, quarterly thereafter	Quarterly
	Joint Staff CCEB FPWG Minutes – Develop and distribute the Joint Staff CCEB FPWG minutes and create an after action report for the CCEB FPWG annual FPWG meeting – Data file in a Joint Staff compatible electronic format.	60 Days after each CCEB FPWG Meeting	Details provided in individual TI.
<b>4.4.12</b>	Meeting synopsis associated with the planning meetings on the DOD EM Spectrum Strategic Plan Implementation Planning Guidance (formal meeting minutes are the responsibility of the designated Group Chair).	5 Working Days following meeting	Details provided in individual TI.
	Taskings to the Combatant Commands on the DOD EM Spectrum Strategic Plan Implementation Planning Guidance.	5 Working Days following tasking	Details provided in individual TI.
	Annual Update to JS portion of Strategic Plan Implementation Planning Guidance.	30 Days following tasking	Details provided in individual TI.
<b>4.4.13</b>	Review, provide comments, and coordinate via JSAP MCEB Publication 8 which documents the Implementation of a Standard Spectrum Data Exchange Format within the DOD – Initial Draft – Data File in a Joint Staff compatible electronic format	30 Days following receipt of document from FP	Details provided in individual TI.
<b>4.4.14</b>	Draft Agenda for JS Activities related to the Designated Annual Spectrum Management Conferences (SMCs)	10 Working Days following tasking	One-Time
	Attend Planning Meetings for JS Activities related to the Designated Annual SMCs and provide minutes	5 Working Days following meetings	Quarterly
	Final Agenda for the JS Activities related to the Designated Annual SMCs.	5 Working Days following tasking	Details provided in individual TI.

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	Attend the Designated Annual SMCs and provide minutes. Provide summary minutes for other spectrum management conferences/forums/meetings for which contractor has been requested to provide support to JS.	10 Working Days following conference	Details provided in individual TI.
<b>4.4.15</b>	Meeting synopsis from FP PWG Meetings (formal meeting minutes are the responsibility of the designated PWG Steering Member). Currently these meetings include the following PWGs which meet not more frequently than on a monthly basis; the Allied PWG, the International Telecommunication Union PWG, the Spectrum Operations PWG, and the ACP Ad Hoc Working Group.	5 Working Days following meetings	Details provided in individual TI.
<b>4.4.16</b>	<b>GPS:</b> GPS Related FCB/JCB/JROC Actions – Pre-Brief	5 Days before FCB/JCB/JROC Meeting	Details provided in individual TI.
	GPS Related FCB/JCB/JROC Actions – Analysis and Implications of Actions	5 Days following FCB/JCB/JROC meeting	Details provided in individual TI.
	Summary of DOD WGs and ExCom meetings and actions	2 Days following meeting	Details provided in individual TI.
	NEC-P, NCO and NPEF Navigation Meeting Summary – Summary of meetings and actions	2 Days following meetings w/J6 and this office	Details provided in individual TI.
	GPS Master Program Schedule – Status Information Paper	Quarterly	Quarterly
	GPS International Working Group (GIWG) – Summary of meeting and actions	2 Days following GIWG meeting	Details provided in individual TI.
	National Space Security Office (NSSO) – Summary of actions	2 Days following NSSO meeting	Details provided in individual TI.
<b>4.4.17</b>	JCIDS/JCPAT GPS Document Review – Recommendations for comment or change	Within 5 Days of Document Receipt	Details provided in individual TI.
<b>4.4.18</b>	Federal Radionavigation Systems/Plan (FRS/FRP) – Annual Review Change Matrix	Within 7 Days of OSD Tasking	Details provided in individual TI.
	DOD GPS Security Policy – Policy review and comment	Within 7 Days of OSD Tasking	Details provided in individual TI.
	GPS Cryptonet Architecture Transition Plan – Annual Review Change Matrix	TBD after contract award	Details provided in individual TI.
<b>4.4.19</b>	Service GPS User Equipment Protection Roadmaps Issues Report – Contractor format draft report	Bi-Annually & 12 months after DOA	Details provided in individual TI.
	Navigation Warfare Capability Planning and Fielding Issues Report – Contractor format final report	30 Days after each meeting	Details provided in individual TI.
<b>4.4.20</b>	GPS and Navigation Warfare Capability Planning and Fielding – Contractor Format Document/File	Quarterly	Quarterly
<b>4.4.22</b>	JROC Directed Follow on Analysis and	5 Days following	Details

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	Study Report – Contractor Format	FCB/JCB/JROC meeting	provided in individual TI.
<b>4.4.23</b>	Status Report – Contractor format status report on the GPS SAASM and M-Code Black Key CONOPS and Cryptonet Definition Development	Details provided in individual TI.	Monthly
<b>4.4.24</b>	GPS Cryptographic Key Request Validation letters	30 <sup>th</sup> of each month	Monthly
	Foreign Cryptonet Allocation Issues White Paper	30 <sup>th</sup> of each month	Monthly
<b>4.4.25</b>	Revisions of Information Assurance (IA), DOD Directives, CJCSI documents and CJCSM documents	TBD after contract award	Details provided in individual TI.
<b>4.4.26</b>	CJCSI 3401.03 Changes – Final Draft	TBD after contract award	One-time
<b>4.4.28</b>	FISMA Guidance	TBD after contract award	Details provided in individual TI
<b>4.4.29</b>	FISMA Joint Status Report – 2 <sup>nd</sup> Quarter	TBD after contract award	One-time
	FISMA Joint Status Report – 3 <sup>rd</sup> Quarter	TBD after contract award	One-time
	FISMA Joint Status Report – 4 <sup>th</sup> Quarter	TBD after contract award	One-time
	FISMA Joint Status Report – 1 <sup>st</sup> Quarter	TBD after contract award	One-time
<b>4.4.30</b>	Assessments and Recommendations on Federal and DOD Policy, Responsibilities and Processes Changes 2 <sup>nd</sup> Quarter	TBD after contract award	One-time
	Assessments and Recommendations on Federal and DOD Policy, Responsibilities and Processes Changes 4 <sup>th</sup> Quarter	TBD after contract award	One-time

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

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal [ ] dated [ ] in response to NAVSEA Solicitation No. N00024-10-R-3110.

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

**HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)**

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

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(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

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(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

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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 is at Destination.

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## **SECTION F DELIVERABLES OR PERFORMANCE**

### CLIN - DELIVERIES OR PERFORMANCE

The period of performance for this requirement, including all options, is five (5) years.

CLIN 4000 - date of award through one year  
CLIN 4100 - 1 year after exercise of Option I  
CLIN 4200 - 1 year after exercise of Option II  
CLIN 4300 - 1 year after exercise of Option III  
CLIN 4400 - 1 year after exercise of Option IV

CLIN 6000 - date of award through one year  
CLIN 6100 - 1 year after exercise of Option I  
CLIN 6200 - 1 year after exercise of Option II  
CLIN 6300 - 1 year after exercise of Option III  
CLIN 6400 - 1 year after exercise of Option IV

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## SECTION G CONTRACT ADMINISTRATION DATA

### IHD 77 ALT I – CPFF WAWF INVOICE INSTRUCTIONS (NSWCIHD) (DEC 2008)

(a) In accordance with the clause of this contract entitled “Electronic Submission of Payments Requests and Receiving Reports” (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides are also available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are “Getting Started for Vendors” and “WAWF Vendor Guide”.

(c) The designated CCR EB point of contact is responsible for activating the company’s CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company’s CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company’s CAGE code at <https://wawf.eb.mil>.

(d) The following information regarding payment request routing is provided for completion of the document in WAWF:

Look at the bottom of the first page of your contract or order (basic, not modification) to find the form number, and then use the chart below that corresponds to your contract type (i.e., firm fixed price or cost plus fixed fee). This chart is a guide to finding information necessary for creating a payment request. In most cases, the chart points to a block number on a contract form or a particular section within the contract. In the WAWF system only use the DoDAAC ext. field if specifically directed, otherwise leave blank.

Use Cost Vouchers for Cost Plus Fixed Fee Contracts/Orders	
	Below Fields Are To Be Completed By The Buyer
Contract Number	
Delivery Order	
CAGE Code/Ext.	
Pay DoDAAC	
Issue date	
IssueBy DoDAAC	
Admin DoDAAC	
DCAA Auditor DoDAAC/Ext.	
Service Approver/Ext.	ADMIN DoDAAC

(e) Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(f) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notifications” and add the following email address (es):

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Technical Representative:

This additional notification to the government is necessary to make the acceptor aware that the invoice has been submitted in WAWF. Without this notification, the government may be unable to process your submission in a timely manner, which will delay payment.

(g) When shipping material, it is strongly recommended the contractor print a completed copy of the receiving report from WAWF and include this with the shipping paperwork. This assists receiving personnel with matching received material to your payment request, which can speed your payment.

(h) The contractor shall submit invoices for payment per contract terms and the government shall process invoices for payment per contract terms.

(i) If you have any questions regarding WAWF, please contact Dan Twombly at 301-744-6613 or [daniel.twombly@navy.mil](mailto:daniel.twombly@navy.mil) or Chris Ireson at 301-744-6550 or [chris.ireson@navy.mil](mailto:chris.ireson@navy.mil).

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

#### **5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)**

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

<u>ITEM(S)</u>	<u>ALLOTED TO COST</u>	<u>ALLOTED TO FEE</u>	<u>ESTIMATED PERIOD OF PERFORMANCE</u>
	\$	\$	

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs \_\_\_\_\_ are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

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

#### **5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)**

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

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**5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)**

(a) Performance of the work hereunder will be subject to written technical instructions signed by the Ordering Officer specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

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

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

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

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

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

**CONTRACTOR PERFORMANCE ASSESSMENT RATING SYSTEM (CPARS) NAVSEA/IHD (JAN 2001)**

(a) Pursuant to FAR 42.1502, this contract is subject to DoD's Contractor Performance Assessment System (CPARS). CPARS is an automated centralized information system accessible via the Internet that maintains reports of contractor performance for each contract. CPARS is located at <https://cpars.csd.disa.mil> Further information on CPARS is available at that web-site.

(b) Under CPARS, the Government will conduct annual evaluations of the contractor's performance. The contractor has thirty (30) days after the Government's evaluation is completed to comment on the evaluation. The opportunity to review and comment is limited to this time period and will not be extended. Failure to review the report at this time will not prevent the Government from using the report.

(c) The contractor may request a meeting to discuss the CPARS. The meeting is to be requested via e-mail to the CPARS Program Manager no later than seven days following receipt of the CPAR. A meeting will then be held during the contractor's 30-day review period.

(d) The CPARS system requires the Government to assign the contractor a UserID and password in order to view and comment on the evaluation. Provide the name(s) of at least one individual (not more than three) that will be assigned as your Defense Contractor Representative for CPARS.

<u>Name</u>	<u>Phone</u>	<u>E-mail Address (optional)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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## SECTION I CONTRACT CLAUSES

**THE FOLLOWING CLAUSES ARE INCORPORATED INTO THE SUBJECT TASK ORDER:**

### **REFERENCE 52.222-41 SERVICE CONTRACT ACT OF 1965 (NOV 2007)**

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed ten years.

#### **52.204-2 SECURITY REQUIREMENTS (AUG 1996)**

- (a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."
- (b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.
- (c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.
- (d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

#### **52.232-22 LIMITATION OF FUNDS (APR 1984)**

- (a) The parties estimate that performance of this contract will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.
- (b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.
- (c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the contract by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.
- (d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under

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the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause--

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of (i) the amount then allotted to the contract by the Government or, (ii) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in subparagraph (f)(2) above, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of (1) the amount previously allotted by the Government or, (2) if this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equalling the percentage of completion of the work contemplated by this contract.

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## **SECTION J LIST OF ATTACHMENTS**

- Attachment A - Past Performance Questionnaire
- Attachment B - Solicitation DD 254
- Attachment C - Task Order Administration Plan
- Attachment D - Quality Assurance Surveillance Plan
- Attachment E - Cost Summary Format
- Attachment F - Past Performance Matrix

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## **SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

The requirement for Annual Representation and Certifications at 52.204-8 applies at the basic multiple award contract (MAC) level for each Offeror. Offerors are not required to submit representation or certifications in response to this solicitation or its subsequent Task Order award, if any. All requests for representation or rerepresentation shall come from the MAC Contracting Officer in accordance with the terms of the basic contract.

The Ordering Officer will consider quoter's size/socioeconomic status as defined within the SeaPort-e portal at the following web address:

<https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>

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## SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

#### Overview

This Task Order is reserved for contractors, which are listed under Zone 2 – National Capital Zone, identified in Section B of the MAC contract. Proposals from other contractors will not be considered.

The performance of the work required by this task order will be subject to written technical instructions. The technical instructions will be within the general scope of this task order.

Each Offeror must submit a proposal in strict accordance with these instructions. The Government reserves the right to exclude nonconforming proposals from further evaluation and award. Therefore, the Government encourages Offerors to submit all questions via the SeaPort portal to request an explanation of any aspect of these instructions deemed necessary. The procurement is being conducted on a best value basis utilizing a trade-off process. Factors are presented in descending order of importance. As a result of this solicitation, the Government intends to award a single task order based on initial offers and without holding discussions, but reserves the right to hold discussions at the Government's discretion.

Proposals must take the following form. Each volume must contain sufficient detail to enable evaluation based on the Section M clause entitled “Best Value Evaluation and Basis for Award,” and as detailed below. Offerors are instructed to clearly label all electronic files with Volume number, company name and a unique identifying name (i.e., VOL. III ABC COMPANY PRIME COST PROPOSAL). Please keep the file names consistent for all volumes.

**Volume I – Technical (Factor 1) shall address technical subfactors as detailed below. Subfactors are listed in descending order of importance. Technical proposal shall be single-spaced; not less than 10 pitch (Times New Roman or similar). Tables and graphics are acceptable, but may not be less than 10 pitch in font and are counted towards the page limitation. The Government has established the page limit for each technical subfactor as detailed below. Executive Summary, table of contents and letters of intent will not be included in page counts. Offerors are advised that excess pages will not be evaluated.**

**Subfactor 1 is more important than subfactor 2; and subfactor 2 is more important than subfactor 3.**

#### **Subfactor 1: Technical Approach (Not To Exceed 20 pages)**

The Offeror shall demonstrate an understanding of the requirements that are specified in the PWS, to include each listed deliverable. The Offeror’s technical approach must demonstrate the necessary skills, knowledge, and capabilities to successfully perform all tasks in the PWS. The Offeror shall describe their Quality Control Program which should detail and describe the contractor’s framework and processes for delivering quality products and services as required by the PWS. In addition, the Offeror’s technical proposal shall demonstrate:

- an in-depth knowledge of research techniques;
- knowledge of the DoD Global Information Grid (GIG);
- knowledge of electromagnetic (EM) spectrum issues, the Global Positioning System (GPS), and Information Assurance (IA).
- 4. knowledge of Coalition Warrior Interoperability Demonstration (CWID)

#### **Subfactor 2: Personnel Resources (Not To Exceed 10 pages)**

Offerors must demonstrate a commitment to assign appropriately skilled and experienced individuals to the tasks by submitting a matrix which cross references the proposed personnel’s name, education, level of security clearance, years of experience, and work experience against the required tasks in the PWS, and whether the person is presently employed with the Offeror, or whether they are proposed under a letter of intent. Offerors shall submit signed letters of intent for personnel not currently employed by the Offeror. The Offeror shall demonstrate an ability to provide qualified personnel in a timely manner. The Offeror’s labor mix should be cost-effective. All personnel need not be technical subject-matter-experts. This labor mix should be reflected in the content of the proposal.

In addition to the matrix, the Offeror shall provide a supporting paragraph for each proposed labor category that

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details how the candidate's education and experience demonstrates the knowledge and capability to perform the tasks in the PWS. These personnel are only representative of the skill set that may be utilized during the execution of the Technical Instructions (TIs) and are not required at date of award. Resumes will only be required at the issuance of a TI. NO RESUMES ARE REQUIRED AT THIS TIME. Letters of intent are not included in page count.

The **key** personnel requirement is for a Program Manager, Senior Military Analyst, Senior Information Analyst, Junior Information Analyst, and Information Analyst.

**A.) Program Manager (K)**

A Program Manager requires a Masters degree in a technical or management discipline with seven years experience, to include five years managing complex projects involving a large number of people in subordinate groups. In lieu of a Masters degree, a Bachelor's degree in a technical or management discipline with 15 years experience managing progressively more complex systems/projects may be substituted. The Program Manager must be able to organize, direct, and coordinate planning and production of all contract activities. The Program Manager must show the ability to interface with client personnel including the contracting officer and the Task Order Manager (TOM), recruit personnel necessary to perform assigned tasks; establish and alter (as necessary) program organization to provide effective contract support; and assign, schedule, and provide configuration control and quality assurance of project team deliverables. The Program Manager must ensure conformance to task specifications and contract provisions.

**B.) Senior Military Analyst (K)**

A Senior Military Analyst must possess a Bachelors degree in an engineering, scientific, or technical discipline. The Senior Military Analyst must have at least 10 years of related military work experience researching and analyzing issues associated with National Military Strategy; Army, Navy, Air Force or Marine Corps doctrine; Joint and Combined doctrine; new operational concepts; emerging military technologies; warfighting experiments; test and evaluation; or threat assessments. The Senior Military Analyst must have four or more years of experience in the specified functional area. The Senior Military Analyst will act as the Subject Matter Expert who provides research and analytical support for Army, Navy, Air Force and Marine Corps Transformation and Modernization initiatives, emerging doctrine and tactics, future warfighting concepts and strategic plans, or new systems acquisition and fielding.

**C.) Senior Information Analyst (K)**

A Senior Information Analyst must possess a Bachelors degree in a technical, business, or information systems discipline. The Senior Information Analyst must have 15 years of experience in the IT field, and at least 10 years of combined new and related older technical experience in the IT field directly related to the required area of expertise. The Senior Information Analyst provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. The Senior Information Analyst makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation.

**D.) Junior Information Analyst (K)**

A Junior Information Analyst must possess a Bachelors degree in a technical, business, or information systems discipline. The Junior Information Analyst must have eight years of experience in the IT field, and at least five years of combined new and related older technical experience in the IT field directly related to the required area of expertise. The Junior Information Analyst develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. The Junior Information Analyst assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation.

**E.) Information Analyst (K)**

An Information Analyst must possess a Bachelors degree in a technical, business, or information systems discipline. The Information Analyst must have 12 years of experience in the IT field, and at least 8 years of combined new and related older technical experience in the IT field directly related to the required area of expertise. The Information Analyst defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. The Information Analyst coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation.

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The **non-key** personnel requirements are for a Communications Systems Engineer, Computer Systems Analyst, Technical Writer, and Database Manager.

**F.) Communications Systems Engineer**

A Communications Systems Engineer must possess a Bachelors degree plus four years experience in Electrical Engineering with a Communications Systems, Command, and Control Systems or Computer/Automated System option. A Communications Systems Engineer with experience in the design, development and testing of military command, control, communications and computer systems, to include analysis experience in the hardware, embedded software, and firmware is preferred. The Communications Systems Engineer must be familiar with Government drawings and specifications practices, specifically related to DoD format and procedures. The Communications Systems Engineer develops, analyzes, and assesses systems engineering methodologies and procedures. The Communications Systems Engineer provides feedback for the correction or enhancement of current or proposed hardware design, implantation, and integration.

**G.) Computer Systems Analyst**

A Computer Systems Analyst must possess a Masters degree in Computer Science, Mathematics or Engineering with at least five years experience in developing complex real-time and/or database intensive software systems. The Computer Systems Analyst must have experience with Higher Level Languages. A Computer Systems Analyst conducts necessary research, compiles data and applies appropriate statistical, scientific, or operations research methods of analysis. A Computer Systems Analyst identifies required tasks and their interrelationships.

**H.) Technical Writer**

A Technical Writer must possess a Bachelor’s degree in English, Language Sciences, or equivalent plus three years experience developing clear and concise technical studies, reports, publications and papers from studies and analyses prepared by engineers and analysts. The Technical Writer researches, develops, writes, and implements systems requirements and specifications in the formulation of personnel/manpower/financial/training systems. The Technical Writer translates broad conceptual user requirements into system concepts. The Technical Writer plans, organizes, conducts and documents requirement analysis studies. A Technical Writer prepares design specifications, development schedules and resource requirements.

**I.) Database Manager**

A Database Manager must possess a Bachelors degree in Computer Science or Management Science and four years of experience, with two years of recent experience with relational database and structures query language systems. Database management experience should include a data scrub and review procedures. A Database Manager generates and implements data handling and control procedures. The Database Manager provides configuration control of data sets. A Database Manager works directly with data programmers to implement the appropriate data hierarchy and relationships. A Database Manager generates databases and statistical reports as required by the sponsor.

*Table 1 – Position Security Requirements* depicts what the Government anticipates will be the required security requirements for each Full Time Equivalent (FTE).

*Table 1 – Position Security Requirements*

<b>Position</b>	<b>Full Time Equivalents–Base &amp; Anticipated Option Years</b>	<b>Minimum Security Clearance</b>	<b>Site location</b>
Program Manager (Key)	1	TS	Off-Site
Senior Military Analyst (Key)	2	TS/SCI/SAP	On-Site
Senior Information Analyst (Key)	2	TS	On-Site
Junior Information Analyst (Key)	2	TS	On-Site
Information Analyst (Key)	2	TS	On-Site
Communications Systems Engineer	2	TS	On-Site
Computer Systems Analyst	2	TS	On-Site

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Technical Writer	2	TS	On-Site
Database Manager	1	TS	On-Site

**Subfactor 3: Management Approach (Not To Exceed 10 pages)**

The Offeror shall demonstrate an ability to provide qualified personnel within two weeks from the issuance of a TI, and a management plan for execution of all of the tasks in the PWS, with the ability to execute all tasks within the specified timeframes. The Offeror must state the current top security clearance level of their facility which must meet the security levels identified on the DD254 at time of proposal submission.

The Offeror’s management approach must demonstrate proven sound business practices, including stable fiscal control, work breakdown structure knowledge, and cost and schedule compliance. The Offeror must demonstrate that it has assessed the potential risks associated with its technical approach and management plans, and must provide a plan to mitigate identified risks.

The proposal shall describe the Offeror’s organization structure in support of this contract (including formal business arrangements). The proposal shall describe the Offeror’s proposed program and technical management processes; tools and techniques for planning/scheduling; establishing and executing requirements; and funds reporting process and capabilities.

**Volume II – Past Performance (Factor 2)**

Past performance is a measure of the degree to which an Offeror, as an organization, has during the past two years, satisfied its customers and complied with federal, state, and local laws and regulations. The Government will assess the role that subcontractors have played in contributing to the success and/or failure of the Offeror and to what extent subcontractor's performance has contributed to the past performance evaluation. The government will also assess an offeror's record in complying with subcontracting plan goals, if applicable.

The Offeror shall provide a list of three references using the *Past Performance Matrix*, (as provided in Section J of the solicitation), who will be able to provide information regarding the Offeror’s relevant past performance during the last two years in regard to the following areas: (1) customer satisfaction, (2) timeliness, (3) technical success, (4) program management, and (5) quality. ***The past performance reference information must be current to facilitate the evaluation process. If the Offeror has no relevant past performance within the last two years, or cannot otherwise provide a list of three references, then the Offeror must provide an explanation. Failure to provide the list of references or to provide an explanation will result in the removal of the Offeror from consideration for award.***

The Offeror must submit the Past Performance Questionnaire attached in Section J to the references listed on the Past Performance Matrix, and should request that references complete the Past Performance Questionnaire and email it directly to the Contract Specialist, Mr. Juzar Ghadyali at Juzar.Ghadyali@navy.mil or by fax at 301-744-6670.

Past performance questionnaires provide Offeror’s an opportunity to supplement information available in the Contractor Performance Assessment Reporting System (CPARS) and the SeaPort-e Task Order Performance Evaluation (TOPE) system, as well as other information already available to the Government.

In the evaluation of an Offeror’s past performance, the Government reserves the right to use any information concerning relevant performance within the past two years.

**Volume III – Cost (Factor 3)**

**REMINDER: It is imperative that Offerors label all cost or price files with Volume III, company name and a unique identifying name.**

This volume is the only volume that should contain cost or price information. There is no limitation on the number of pages or print size for the cost proposal. All Attachments submitted under Volume III shall be clearly identified. Only Microsoft Excel is acceptable (Office 03 preferably-any later version of Microsoft Excel is NOT ACCEPTABLE). All Offerors are to submit their cost proposal in accordance with the format entitled “**Cost Summary Format**” contained in Section J of the solicitation. Offerors shall only provide information for the columns entitled “Element/Category” and “Proposed”. The Government will complete the columns entitled “DCAA” and “Government Position” to determine the Offeror’s realized cost in conjunction with information received through DCAA. Service Contract Act

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labor categories shall be identified. Do not lock any cells. Locked cells will make it difficult for the Government to evaluate the cost proposal. A narrative shall be provided to explain any assumptions and the application of all burdens. This narrative shall be included as an attachment and cross referenced to the specific section of the cost proposal. In addition, if the offeror determines that a potential organizational conflict of interest does not exist at any tier, the offeror shall include a statement in the narrative to that effect. **Failure to include the statement will result in the removal of the Offeror from consideration for award.**

**ONE COPY OF YOUR COST PROPOSAL SHALL BE SENT TO YOUR COGNIZANT DCAA CONCURRENT WITH YOUR PROPOSAL SUBMISSION TO THE REQUIRING ACTIVITY. YOUR PROPOSED SUBCONTRACTORS AND CONSULTANTS, IF ANY, SHALL BE INSTRUCTED TO DO THE SAME.** Provide confirmation and date that copies of this cost proposal were submitted to DCAA, along with a telephone number and point of contact.

If subcontractors and/or consultants are proposed, the Prime shall clearly identify subcontractor/consultant cost information (i.e., name of subcontractor/consultant, labor category, employee name, hours, and actual rates) in the format prescribed in the Cost Summary Format. The prime shall instruct subcontractors and/or consultants to submit supporting cost proposals in the same format as required for the prime. Subcontractor and/or consultant proposals should only reflect their proposed hours and costs. If a proposed subcontractor and/or consultant does not want to disclose detailed pricing information to its prime contractor, then the subcontractor and/or consultant shall submit complete cost proposal spreadsheets in accordance with the following instructions:

The submission must include the solicitation number and the name of the prime contractor that the proposal corresponds to. Cost data provided separately by a subcontractor and/or consultant must be received by the time and date specified for receipt of proposals. The prime contractor shall be responsible for justifying the reasonableness of each subcontractor's and/or consultant's cost.

The SeaPort Bid Event Site contains functionality that allows SeaPort-e subcontractors and consultants to submit their cost proposals under their respective prime contractor without the prime contractor being able to view or access this business sensitive information. However, only subcontractor or consultant team members of a prime contractor that have both a DUNS number and CAGE Code are provided the requisite SeaPort-e Vendor Portal privileges to submit their cost proposals in this manner.

In the event that a subcontractor or consultant included within a prime contractor cost proposal does not have a DUNS number and CAGE Code, these firms would be required to transmit their cost proposal in an appropriately password protected manner to their respective prime contractor, for inclusion within the prime contractor's proposal submission package within the SeaPort-e Vendor site. A Subcontractor or consultant submitting their password protected cost proposals through their prime contractor in this manner must ensure that the applicable passwords are appropriately communicated to the Contracting Officer or Contract Specialist responsible for the procurement.

**FOR PROPOSAL PREPARATION PURPOSES ONLY:**

The Government has identified certain labor hour totals and Other Direct Costs (ODCs) amounts to be used by all Offerors in preparing their cost proposals as set forth herein.

**Estimated Labor Hours**

A man-year is based on 1920 hours. All offerors are to use the level of effort provided below for evaluation purposes to ensure all offerors propose the same level of effort in their proposal submission. The level of effort provided under this contract by the Government is the Government's best estimate and is used to establish the ceiling of the task order. The Government cannot guarantee the estimated quantities of labor hours or the total estimated labor hours for any period of the task order performance. The contractor will not be bound to these hours during the performance of the task order. The Government advises that this is the anticipated level of effort at time of award and for the life of the task order. However, the definitive level of effort will be determined at the task order kick-off meeting and throughout the life of the task order. Changes in program requirements may predicate changes in the level of effort.

All Offerors (prime, subcontractors and consultants) shall provide the employee name, number of hours, and the hourly rate for each labor category listed below in their cost proposal. The same information is required for all personnel who are proposed under letters of intent. The Offerors are instructed to not use composite rates for the labor categories; the cost proposal should reflect actual rates.

Consultants are defined as expert/specialist person/persons whose expertise is required to assist/support the contractor's own team in the performance of a task order. A consultant is not an employee of either the prime or any

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of the subcontractors.

*Table 2 – Estimated Labor Hours*

Labor Category	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
	12 months	12 Months	12 Months	12 Months	12 Months
Program Manager *	1920	1920	1920	1920	1920
Senior Military Analyst *	3840	3840	3840	3840	3840
Senior Information Analyst*	3840	3840	3840	3840	3840
Junior Information Analyst *	3840	3840	3840	3840	3840
Information Analyst *	3840	3840	3840	3840	3840
Communications Systems Engineer	3840	3840	3840	3840	3840
Computer Systems Analyst	3840	3840	3840	3840	3840
Technical Writer	3840	3840	3840	3840	3840
Database Manager	1920	1920	1920	1920	1920
<b># of Hours</b>	30,720	30,720	30,720	30,720	30,720

\* Key Personnel Labor Category

**Other Direct Costs (ODC's)**

Offerors are instructed to use travel and material/supplies as specified below, to generate their cost proposals.

*Table 3 – Other Direct Costs*

Other Direct Costs (ODC's)	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Material/Supplies (Not-to-exceed)*	\$57,000.00	\$58,710.00	\$60,471.30	\$62,285.44	\$64,154.00
Travel (Not-to-exceed)*	\$250,000.00	\$257,500.00	\$265,225.00	\$273,181.75	\$281,377.20
<b>Totals</b>	\$307,000.00	\$316,210.00	\$325,696.30	\$335,467.19	345,531.20

Inclusive of G&A, non-fee bearing

The following charts identify the anticipated level of effort and ODCs for TIs 1 and 2. Additional TIs will be identified after award.

*Table 4 – TI #1 Estimated Labor Hours*

Labor Category	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
	12 months	12 Months	12 Months	12 Months	12 Months
Senior Information Analyst *	1920	1920	1920	1920	1920
<b># of Hours</b>	1920	1920	1920	1920	1920

*Table 5 – TI #1 Other Direct Costs*

Other Direct Costs (ODC's)	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Travel (Not-to-exceed)*	\$5,895.00	\$5,955.00	\$6,016.00	\$6,078.00	\$6,141.00
<b>Totals</b>	\$5,895.00	\$5,955.00	\$6,016.00	\$6,078.00	\$6,141.00

*Table 6 – TI #2 Estimated Labor Hours*

Labor Category	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
	12 months	12 Months	12 Months	12 Months	12 Months
Junior Information Analyst *	1920	1920	1920	1920	1920
<b># of Hours</b>	1920	1920	1920	1920	1920

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*Table 7 – TI #2 Other Direct Costs*

<b>Other Direct Costs (ODC's)</b>	<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>
Travel (Not-to-exceed)*	\$15,914.00	\$16,078.00	\$16,243.00	\$16,410.00	\$16,579.00
<b>Totals</b>	\$15,914.00	\$16,078.00	\$16,243.00	\$16,410.00	\$16,579.00

**REALISM OF COST PROPOSALS**

An Offeror's proposal is assumed to represent his best efforts to respond to the solicitation. Any inconsistency, whether real or apparent, between promised performance and cost, should be explained in the proposal. For example, if the intended use of new and innovative techniques is the basis for an abnormally low estimate, the nature of these techniques and their impact on cost should be explained. Additionally, if a corporate policy has been made to absorb a portion of the estimated cost, this should be stated in the proposal. Any required explanation shall be included as an attachment to the cost proposal, and cross referenced to the specific section of the cost proposal that it refers to.

Any significant inconsistency if unexplained, raises a fundamental issue of the Offeror's understanding of the nature and scope of the work required and of the Offeror's financial ability to perform the task order, and may be grounds for rejection of the proposal. The burden of proof as to cost credibility rests with the Offeror.

**HQ L-2-0005 - NOTIFICATION OF POTENTIAL ORGANIZATIONAL CONFLICT(S) OF INTEREST (NAVSEA) (JUN 1994)**

(a) Offerors are reminded that certain existing contractual arrangements may preclude, restrict or limit participation, in whole or in part, as either a subcontractor or as a prime contractor under this competitive procurement. Of primary concern are those contractual arrangements in which the Offeror provides support to Joint Staff, or related laboratories (if applicable), in support of operation of the office or any of its programs. General guidance may be found in FAR 9.505; however, this guidance is not all inclusive. The Offeror's attention is directed to the "Organizational Conflict of Interest" (or similar) requirement which may be contained in current or completed contract(s) which prohibits the prime or subcontractor from providing certain supplies or services to the Government as described above during the period of the current "support" contract(s) or for a period after completion of the "support" contract(s). Notwithstanding the existence or non-existence of an Organizational Conflict of Interest (OCI) clause or similar requirement in current or completed contract(s), the offeror shall comply with FAR 9.5 and identify whether an OCI exists and not rely solely on the presence of an OCI requirement.

(b) If a potential conflict of interest exists at any tier, each potential prime offeror is requested to notify the Contracting Officer within 14 days of the date of this solicitation. The Offeror shall provide, as an appendix to the cost proposal: (1) the contract number and name and phone number of the Contracting Officer for the contract which gives rise to a potential organizational conflict of interest; (2) a copy of the requirement; (3) the statement of work (or technical instruction) from the existing contract; (4) a brief description of the type of work to be performed by each subcontractor under the competitive procurement; and (5) any additional information the Contracting Officer should consider in making a determination of whether a conflict of interest exists. The Government may independently verify the information received from the offeror. Notwithstanding the above, the Government reserves the right to determine whether a conflict of interest exists based on any information received from any source.

(c) The Government will notify an offeror of any conflict of interest within 14 days of receipt of all required information. Those offerors deemed to have a conflict of interest may be ineligible for award. Failure to provide the information in a timely manner does not waive the Government's rights to make a conflict of interest determination. The offeror is notified that if it expends time and money on proposal preparation, such expenditure is at its own risk that the Government will not determine that an organizational conflict of interest exists.

(d) Any potential prime contractor which proposes a subcontractor later determined to have a conflict of interest and deemed ineligible to participate in the current competition, may not be granted the opportunity to revise its proposal to remove the ineligible subcontractor. The Government reserves the right to determine which offerors remain in the competitive range through the normal source selection process.

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**(e) If the offeror determines that a potential organizational conflict of interest does not exist at any tier, the offeror shall include a statement to that effect in its response to this solicitation. Offerors shall include this statement in their Cost Volume. Failure to include the statement will result in the removal of the Offeror from consideration for award.**

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## SECTION M EVALUATION FACTORS FOR AWARD

### SECTION M - BEST VALUE EVALUATION AND BASIS FOR AWARD

This Task Order is reserved for contractors, listed under Zone 2 – National Capital Zone, identified in Section B of the MAC contract. Proposals from other contractors will not be considered.

As a result of this solicitation, the Government intends to award a single task order based on initial offers and without holding discussions, but reserves the right to hold discussions at the Government's discretion.

Offerors are required to follow specific instructions in submitting their proposal. Each Offeror's submission will be screened upon receipt by the Contracting Officer or a designee of the Contracting Officer to ensure compliance with the RFP instructions and requirements. Elimination of an Offeror due to failure to comply with the submission requirements of the RFP is at the sole discretion of the Contracting Officer.

Attention is directed to contract clause H-5 TASK ORDER PROCESS, Section C, Competitive Ordering Process, which provides that the award will be made to that Offeror whose proposal is most advantageous to the Government, following the selection criteria set forth in this Section M.

The following factors will be used to evaluate offers. The factors are listed in descending order of importance.

Volume I: Technical (Factor 1)

**Subfactor 1 is more important than subfactor 2; and subfactor 2 is more important than subfactor 3.**

**The Government has established the page limit for each technical subfactor as detailed below. Offerors are advised that excess pages will not be evaluated.**

Subfactor 1: Technical Approach  
Subfactor 2: Personnel Resources  
Subfactor 3: Management Approach

Volume II: Past Performance (Factor 2)

Volume III: Cost (Factor 3)

#### **Volume I – Technical (Factor 1)**

##### **Subfactor 1: Technical Approach (Not to Exceed 20 pages)**

The Government will evaluate the degree to which the Offeror demonstrates an understanding of the technical requirements necessary to support delivery of the Performance Work Statement (PWS) tasks, to include each listed deliverable. The Offeror's technical approach will be evaluated based on an understanding of the tasks in the PWS. The Government will evaluate the Offeror's proposal to determine the extent of innovation and the technical soundness of the proposed approach to performing and meeting the PWS requirements. The Offeror's proposal will be evaluated with regard to the relationship of the proposed technical approach to all PWS tasks and deliverables and the completeness of the technical approach. The Offeror's proposed Quality Control Program will be evaluated to determine its appropriateness and completeness. The Offeror's technical proposal must demonstrate the necessary skills, knowledge, and capabilities to successfully perform all tasks in the PWS. The Government will also assess if the Offeror has the desired experience and expertise required, as described in Section L.

##### **Subfactor 2: Personnel Resources (Not To Exceed 10 pages)**

The Government will evaluate the proposed personnel for purposes of determining how the technical knowledge and capability of proposed personnel will contribute to the Offeror's ability to meet the requirements of the PWS. The Government will evaluate if the Offeror has successfully demonstrated a labor mix that will satisfy the requirements of the PWS. The Government will evaluate the personnel by reviewing their work experience, education, level of security clearance and whether the person is presently employed with the Offeror, or whether they are proposed under a letter of intent to determine if they meet the qualifications referenced in Section L. Offerors that propose a significant number

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of contingent hires will be evaluated as a higher risk and therefore a weakness in the Offeror's proposal.

**Subfactor 3: Management Approach (Not To Exceed 10 pages)**

The Government will evaluate the Offeror's proposed management structure and approach to meeting the PWS requirements. The Offeror must provide a detailed explanation of how PWS requirements will be met. The Government will assess the Offeror's approach to mitigating risks associated with their technical approach and management plans. The Government will assess the Offeror's proposed program and technical management processes; tools and techniques for planning/scheduling; establishing and executing requirements; and funds reporting processes and capabilities.

The Government will also evaluate the current top security level of the Offeror's facility which must meet the security levels identified on the DD254 at time of proposal submission. An Offeror that proposes a facility that does not meet the security requirements identified on the DD254 at the time of the proposal submission will be deemed ineligible and will receive an overall technical evaluation grade of "F".

**Performance (Factor 2)**

Past performance is a measure of the degree to which an Offeror, as an organization, has during the past two years, satisfied its customers and complied with federal, state, and local laws and regulations. The Government will assess the role that subcontractors have played in contributing to the success and/or failure of the Offeror and to what extent subcontractor's performance has contributed to the past performance evaluation. The government will also assess an offeror's record in complying with subcontracting plan goals, if applicable.

**The Offeror shall provide three past performance references** using the *Past Performance Matrix*, (as provided in Section J of the solicitation), who will be able to provide information regarding the Offeror's relevant past performance during the last two years in regard to the following areas: (1) customer satisfaction, (2) timeliness, (3) technical success, (4) program management, and (5) quality. ***The reference information must be current to facilitate the evaluation process. If the Offeror has no relevant past performance within the last two years or cannot provide a list of references, then the Offeror must provide an explanation. Failure to provide the required list of references or to provide an explanation will result in the removal of the Offeror from consideration for award.***

Past performance questionnaires provide Offeror's an opportunity to supplement information available in the Contractor Performance Assessment Reporting System (CPARS) and the SeaPort-e Task Order Performance Evaluation (TOPE) system, as well as other information already available to the Government.

In the evaluation of an Offeror's past performance, the Government reserves the right to use any information provided by the Offeror or obtained independently by the Government concerning relevant performance within the past two years. All available, relevant, and timely past performance information will be considered during the evaluation of an Offeror's past performance.

**Volume III – Cost (Factor 3)**

Although cost is the least important factor, it becomes increasingly important when Offerors receive similar ratings for the other factors.

Price will be evaluated for the base year and all option years. The evaluation will be based on an analysis of the realism and completeness of the cost data, the traceability of the cost to the Offeror's capability data and the proposed allocation of man hours and labor mix. The Government will evaluate the Offeror's cost proposal as it compares to the level of technical capability depicted in the Offeror's technical proposal to determine cost realism. Pertinent cost information, including but not limited to DCAA recommended rates for such costs as direct labor, overhead, and G&A, as necessary and appropriate, will be used to arrive at the Government determination of most probable cost to be incurred for the performance of this task order. If proposed costs are considered to be unrealistically low, including unrealistic labor and indirect rates, the Offeror's proposed cost will be adjusted upward to reflect more realistic costs. Based on such analysis, an evaluated cost (including proposed fee) for the base year and evaluated cost (including proposed fee) for all option years will be calculated. This evaluated cost will be used in making an award recommendation. Therefore, any inconsistency, whether real or apparent, between promised performance and cost should be explained. The burden of proof for cost credibility rests with the Offeror. Offerors are cautioned that to the extent proposed costs appear unrealistically low, the Government may infer a lack of understanding of the requirements, increased risk of performance, or lack of **credibility** on the part of the Offeror

In accordance with SeaPort CONOPS Section 7.3, "The Contracting Officer may opt to defer performing an in-depth

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cost realism analysis on proposals that represent “borderline” candidates for award until further technical analysis results in a firm depiction of the set of proposals clearly within the competitive range.”

The Government will evaluate offers for award purposes by adding the total evaluated costs for the base period to the total evaluated costs for the option periods. Evaluation of the option periods will not obligate the Government to exercise the option periods.

The Government will evaluate the offerors’ response to the organizational conflict of interest clause.

**If the offeror determines that a potential organizational conflict of interest does NOT exist at any tier, the offeror shall include a statement to that effect in its response to this solicitation. Offerors shall include this statement in their Cost Volume. Failure to include the statement will result in the removal of the Offeror from consideration for award.**

## **METHODOLOGY**

Proposals will be evaluated for the degree of understanding demonstrated, the technical excellence or lack thereof within the factors, and the level of competence proposed within each factor, where appropriate. Risk assessments will be performed as to the risk of unsuccessful performance within each factor. Each factor will be reviewed based on the merits of the information contained in the Offeror’s submission. Evaluators will not allow any prior knowledge of the Offeror to affect the evaluation of Factor 1 but all available, relevant, and timely past performance information will be considered during the evaluation of Factor 2.

At the conclusion of the technical and past performance evaluations, the Government will reach a consensus grade for the technical factor and for the past performance factor for each Offeror. The Government will not assign a grade to the cost factor, but will determine the most probable cost for each Offeror based on information provided. Offerors will then be compared using tradeoffs between the technical factor, the past performance factor, and cost. Offerors are advised that the Government seeks proposals that demonstrate the greatest technical ability at a reasonable and realistic cost. The Government may pay a premium in total estimated cost for a proposal which scores higher technically. Award will be made to the Offeror whose proposal represents the greatest value to the Government, weighing the degree of technical superiority, past performance, and most probable cost.