

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

J

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

03

3. EFFECTIVE DATE

31-Oct-2017

4. REQUISITION/PURCHASE REQ. NO.

N0006018RC0012C

5. PROJECT NO. (If applicable)

N/A

6. ISSUED BY

CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S1109A

SCD: C

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

Calhoun International LLC
 3417 W Lemon Street
 Tampa FL 33609-1433

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-12-D-6808-FK03

10B. DATED (SEE ITEM 13)

05-Dec-2016

CAGE
CODE

43HU6

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)
52.217-9

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

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

SEE PAGE 2

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

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

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

08-Nov-2017

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
 FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to:

1. Exercise Option Year One, Line Items 8001, 8002, Period of Performance: 12/5/2017-12/4/2018.
 2. In accordance with FAR 52.222-41, Service Contract Act, Wage Determination # 2015-4341, Rev 2 is deleted in its entirety and replaced with Wage Determination # 2015-4341, Revision # 6, dated 07/25/2017. The contractor is put on notice that the latest applicable Wage Determination and subsequent revisions will take effect without further notice.
 3. All other terms and conditions remain unchanged.
 4. A conformed copy of this Task Order is attached to this modification for informational purposes only.
- Accordingly, said Task Order is modified as follows:

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R699	Trans Financial Analysis Support Services IAW PWS. (O&MN,N)	1.0	LO	██████████	██████████
8001	R699	Trans Financial Analysis Support Services IAW PWS. (O&MN,N)	1.0	LO	██████████	██████████
8002	R699	Trans Financial Analysis Support Services IAW PWS. (O&MN,N) Option	1.0	LO	██████████	██████████
8003	R699	Trans Financial Analysis Support Services IAW PWS. (O&MN,N) Option	1.0	LO	██████████	██████████
8004	R699	Trans Financial Analysis Support Services IAW PWS. (O&MN,N) Option	1.0	LO	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R699	Travel IAW PWS. (O&MN,N)	1.0	LO	██████████
9001	R699	Travel IAW PWS. (O&MN,N)	1.0	LO	██████████
9002	R699	Travel IAW PWS. (O&MN,N) Option	1.0	LO	██████████
9003	R699	Travel IAW PWS. (O&MN,N) Option	1.0	LO	██████████
9004	R699	Travel IAW PWS. (O&MN,N) Option	1.0	LO	██████████

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement for Transportation Financial Analysis Support for the Fleet Forces Command and Commander Pacific Fleet

1.0 SCOPE: The Contractor shall provide a broad range of detailed transportation analysis, financial analysis, and administrative services to support all Navy and Marine Corps customers for US Fleet Forces Command (FFC) and Commander Pacific Fleet (CPF). Both comptrollers (FFC/CPF) shall monitor the Contractors' performance based upon monthly final billing reports, and tasks outlined in the Performance Work Statement.

2.0 ACRONYMS AND ABBREVIATIONS:

AMC	Air Mobility Command
DCBS	DEAMS Component Billing System
DEAMS	Defense Enterprise Accounting and Management System
DFAS	Defense Finance and Accounting Service
DISCO	Defense Industrial Security Clearance Office
DOD	Department of Defense
DON	Department of Navy
DONCAF	Department of Navy Central Adjudication Facility
E-QIP	Electronic Questionnaires for Investigations Processing
FACTS	Financial and Air Clearance Transportation System
FAD	Facility Access Determination
FAR	Federal Acquisition Regulation
FFC	Fleet Forces Command
CPF	Commander, U.S. Pacific Fleet
GDSS	Global Decision Support System
IDE/GTN	Integrated Development Environment/Global Transportation Network
JOPEs	Joint Planning and Execution
NALC	National Agency Check with Local Agency and Credit Checks
NAVSUP	Naval Supply Systems Command
NISP	National Industrial Security Program
NOLSC	Navy Operational Logistics Support Center

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OPNAV	Office of the Chief of Naval Operations
OPM	Office of Personnel Management
PSQ	Personnel Security Questionnaire
SCI	Security Clearance Investigation
SECNAV	Secretary of the Navy
SMS	Single Mobility System
USMC	United States Marine Corps
USTRANSCOM	United States Transportation Command

2.1 APPLICABLE DIRECTIVES:

2.1.1 Guidelines generated by Department of Defense (DOD), Defense Finance and Accounting Service (DFAS), United States Transportation Command (USTRANSCOM), Air Mobility Command (AMC), Secretary of the Navy (SECNAV), Office of the Chief of Naval Operations (OPNAV), Navy Operational Logistics Support Command (NOLSC), Naval Supply Systems Command (NAVSUP), Fleet Forces Command/Commander, US Pacific Fleet (FFC/CPF) to include local manuals, policies, regulations, and other guidelines which cover the logistical, operational, and budget processes.

2.1.2 Guidelines consist of reviews, reports, plans and instructions, and regulations pertaining to contingency transportation bills and accounting system requirements for these bills.

2.1.3 Guidelines generally apply, but do not specifically cover all situations encountered. The Contractor shall rely upon established techniques and interpret policies and regulations for application to specific situations.

3.0 REQUIREMENTS: The Contractor shall provide Transportation Financial Analysis Support and perform the following support tasks:

3.1 ADMINISTRATIVE SUPPORT: Specific work shall include, but not be limited to, the following:

3.1.1 The Contractor shall assist in the development of monthly Transportation reports, financial documents, and other documents as required by FFC/CPF and Joint Chief of Staff (JCS) for all transportation contingency mission data for Navy and Marine Corps customers.

3.1.2 The Contractor shall provide a report (in the FFC/CPF requested format) of all billing identified during the DEAMS Component Billing System (DCBS) pre-validation phase within three (3) days of required due date from United States Transportation Command (USTRANSCOM) to allow the FFC/CPF sufficient time to review and correct billing data.

3.1.3 The Contractor shall submit recommended corrections to the monthly DCBS billing during the DCBS review

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phase and prior to issuance of the monthly bill.

3.1.4 Transportation data shall be provided in approved formatting as required by FFC/CPF. Data reporting fields shall consist of, at a minimum, 1) DCBS Bill No.; 2) Billing Date; 3) Remarks; 4) Navy/United States Marine Corps (USMC); 5) Activity Name; 6) Passenger Count; 7) Cargo (Short Tons) and Cargo Type; 8) Activity UIC; 9) Coast; 10) Basic No.; 11) Itinerary No.; 12) Unit Line Number (ULN); 13) Contingency; 14) Departure Aerial Port of Debarkation (APOD); 15) Arrival APOD; 16) Mission ID; 17) Mission Date; 18) Mission Cost; 19) Total Navy Cost; 20) Total USMC Cost; 21) Total Cost (Navy and USMC).

3.1.4.1 Changes to reports must be approved by both sponsoring comptrollers.

3.1.4.2 Respond to queries from the Fleet Comptroller offices with supporting data within 1 business day. If the deadline is unable to be met, the Contractor shall notify the Fleets verbally and in writing of the anticipated completion date and receive approval/concurrence of that date.

3.1.4.3 The Contractor shall develop reports to monitor the planning and execution of Navy and USMC contingency transportation bills.

3.1.5 The Contractor shall research, compile, summarize and reconcile monthly billing with Air Mobility Command (AMC)/FM identifying possible duplicate bills, incorrect bill payers, and Navy and Marine units by respective Fleet supported by AMC missions.

3.1.6 The Contractor shall identify and research all discrepancies associated with the Navy contingency transportation bills with the goal of timely recording of the obligation, proper settlement of the bill and developing reports to be used in the submission of supplementary funding requests.

3.1.7 The Contractor shall compile, summarize, and identify all bills exceeding the Government estimate by ten (10) percent for action.

3.1.8 The Contractor shall identify all discrepancies associated with the Navy contingency transportation bills, and requests for supplementary funding and submit to the Government representative before funds are exhausted.

3.1.9 The Contractor shall provide analysis support to Navy and Marine Corps activities as contingency transportation services are requested. Navy and Marine Corps activities will be provided with sufficient data after mission is complete to ensure obligations are promptly recorded in order for expenditures to process prior to end of month close out.

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3.1.10 The Contractor shall interact with the Navy and Marine Corps activities to provide support of their deployments/requirements.

3.1.11 The Contractor is responsible for tracking the financial applications of Navy and Marine Corps contingency transportation transactions and keeping management advised on a continuing basis.

3.1.12 Ensure all data for contingency transportation services is provided to Navy and Marine Corps activities on a weekly basis utilizing extracts from GDSS. (This data may be requested weekly/daily during quarterly or year-end close-outs).

3.1.13 All financial implications of Navy and Marine Corps contingency transportation transactions shall be tracked and management shall be advised of current status.

3.2 Estimated Level of Effort: Approximately one (1) Full Time Equivalent (FTE) annually.

3.3 Labor Category: Management Analyst

3.4 Department of the Navy General Experience in the Following:

3.4.1 Minimum three (3) years' Transportation analysis experience performing tasks similar to those defined in section 3.0 of the PWS, Administrative Support .

3.4.2 Minimum three (3) years' working experience of Microsoft Office Products, i.e. Outlook, Word, Excel.

3.5 Specific Experience:

3.5.1 Minimum 2 years' experience in the below:

3.5.1.1 AMC Mission Reporting procedures as related to financial reporting procedures as outlined in section 3.1, Administrative Support of the PWS.

3.5.1.2 Working with the following systems:

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3.5.1.2.1 Joint Planning and Execution System (JOPES) – Contractor shall have the ability to look up Unit Line Number (ULN) and pull level 4 data to ascertain contingency supported, number of personnel assigned to the mission, amount of CARGO in short tons, Point of Embarkation (POE), Point of Debarkation (POD), and which activity is responsible for bill payment.

3.5.1.2.2 Single Mobility System (SMS) Classified

3.5.1.2.3 Integrated Development Environment/Global Transportation Network (IDE/GTN) Convergence

3.5.1.2.4 DEAMS Component Billing System (DCBS) – Contractor shall have knowledge of and understand the pre-validation process and process for correction/resolution of errors prior to issuance of the billing.

3.5.1.2.5 Financial and Air Clearance Transportation System (FACTS)

3.5.2 Comparing data retrieved from JOPES, SMS, and IGC to determine whether a shared mission was supported by FFC, CPF, or another BSO/activity and which activity is responsible for bill payment. Analyst shall have sufficient understanding of the TRANSCOM billing process in order to be able to work with TRANSCOM to correct or resolve billing discrepancies.

4.0 PERIOD OF PERFORMANCE: The period of performance is for a twelve (12) month base year to include four (4) 12-month option periods and six (6) month extension FAR 52.217-8 ‘Option to Extend Services’. Period of Performance	
Base	05 December 2016 to 04 December 2017
Option Year I	05 December 2017 to 04 December 2018
Option Year II	05 December 2018 to 04 December 2019
Option Year III	05 December 2019 to 04 December 2020
Option Year IV	05 December 2020 to 04 December 2021
Six (6) Month Extension FAR 52.217-8	05 December 2021 to 04 June 2022

5.0 PLACE OF PERFORMANCE: The place of performance is at Fleet Forces Command, 1562 Mitscher Ave Suite 250, Norfolk, VA 23551-2487.

6.0 HOURS OF OPERATION/OVERTIME: Hours are 0730 – 1600 Monday through Friday, no overtime authorized. Weekends and holidays excluded.

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6.1 Recognized Federal Holidays: Below are the traditional Federal holidays in which Government facilities will be closed. With the exception of responsibilities, such as 24-hour operations to support training events/exercises and real world events, where prior approval has been granted by the COR to perform on-site at the Government installation, Contractor shall follow their corporate policy for work on recognized Federal holidays where on-site performance cannot be conducted:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

7.0 TRAVEL AND PER DIEM: Travel shall be in accordance with the Joint Travel Regulations (JTR). All travel shall be approved in advance by the Government Representative in writing via either memorandum or e-mail. Travel once a year to USTRANSCOM (Scott AFB, Illinois) is anticipated in order to meet routine training requirements; and to CPF (Pearl Harbor, Hawaii) to received additional training once a year to both locations.

8.0 NON PERSONAL SERVICE STATEMENT: Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the Performance Work Statement. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

9.0 EMPLOYMENT OF FEDERAL EMPLOYEES: The Contractor shall not employ or enter into a contract with any person to perform work under this contract who is an employee of the United States Government, either military or civilian, unless such person receives approval IAW applicable Federal, Navy and DOD regulations.

10.0 SECURITY REQUIREMENTS:

10.1 Operations Security (OPSEC) IAW DODM 5205.02M: Contractor shall protect information listed in the Critical Information List (CIL) and any other sensitive, but unclassified information that may be useful to our adversaries. Contractor shall abide by OPSEC policies and procedures, as detailed in DODM 5205.02M, COMUSFLTFORCOMINST 3432.1A, and/or as directed by the OPSEC Manager/Officer or an OPSEC Coordinator. Contractor shall accomplish FFC initial OPSEC training within 90 days of in-processing and complete refresher OPSEC training annually. Contractor shall notify their OPSEC Coordinator or the OPSEC

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Manager/Officer of recommendations for the OPSEC program or potential OPSEC concerns. POC: USFF OPSEC Program Manager, phone 757-836-4462. The critical information list can be found in COMUSFLTFORCOMSTAFFNOTE 3070 (CRITICAL INFORMATION LIST).

10.2 Security Clearance:

The Contractor is required to obtain and hold a secret clearance. The clearance is required to access and view the Single Mobility System (SMS), Joint Planning and Execution (JOPES), and unit scheduling documents.

10.2.1 Contractor Personnel

Contractor personnel supporting this effort are required to obtain and possess a secret security clearance under this effort. Contractor deliverables will be up to and including Secret only. It is the Contractor's responsibility to obtain and maintain the appropriate security clearances for its personnel prior to the start and during the performance of work in accordance with the requisite DD254. All security requirements shall be coordinated with the COR and command security office personnel.

10.2.2 Contractor Facility Clearance

Contractor supporting this effort is required to possess a Facility Clearance at the Secret level under this effort. It is the Contractor's responsibility to obtain and maintain the appropriate facility security clearance levels required by the contract and DD254 prior to the start and during the performance of work. All security requirements shall be coordinated with the COR and command security office personnel.

10.2.3 DD254

The DD254 attached to this solicitation provides further details as to the security requirements of this contract. Contractor shall comply with all security instructions and references included in the DD254 throughout the life of this contract and beyond if required. Contractor shall comply with the COMUSFLTFORCOMSTAFFINST 5531.1A (INDUSTRIAL SECURITY PROGRAM).

10.2.4 Base Access

The Contractor is responsible for and shall obtain CACs for on-site contractor personnel and vehicle passes for vehicles requiring entry onboard Government installations. The Contractor shall complete and submit the requisite documentation to the COR. Contractors who do not have/require NMCI access are not required to obtain CAC. Contractor shall comply with the COMUSFLTFORCOMSTAFFINST 5531.1A (INDUSTRIAL SECURITY PROGRAM) at all times during the performance of this effort.

10.2.5 Physical Security

The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured. The Contractor shall follow established Government security procedures for the facility for which they are assigned and/or supporting. Contractor shall comply with the COMUSFLTFORCOMSTAFFINST 5530.2A (PHYSICAL SECURITY PLAN) at

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all times during the performance of this effort.

10.2.6 Key Control

10.2.6.1 The Contractor shall establish and implement methods of making sure access badge issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards, CAC, and individual security identification badges. No key issued to the Contractor by the Government shall be duplicated.

10.2.6.2 The Contractor shall adhere to the methods/procedures included in their proposed/accepted QCP covering key control. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

10.2.6.3 The Contractor shall immediately report any occurrences of lost or duplicate keys and key cards to the COR and local security official.

10.2.6.4 In the event keys other than master keys are lost or duplicated the Contractor shall upon direction of the Contracting Officer re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

10.2.6.5 The Contractor shall prohibit the use by any persons other than the Contractor's employees of Government keys and key cards issued to members of that Contractor's team.

10.2.6.6 The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas or those personnel authorized entrance by the Government (usually through the use of facility- or event-specific identification badges).

10.2.6.7 Lock Combinations

The Contractor shall ensure that all lock combinations are not revealed to unauthorized persons.

10.2.6.8 Instructions/Staff Notes/Regulation/Policy:

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COMUSFLTFORCOMSTAFFINST 5531.1A (Industrial Security Program)

COMUSFLTFORCOMINST 3432.1A (Operations Security)

COMUSFLTFORCOMSTAFFINST 5510.1 (Information Security Program)

COMUSFLTFORCOMSTAFFINST 5530.2A (Physical Security Plan)

COMUSFLTFORCOMSTAFFINST 5520.1 (Personnel Security Program)

COMUSFLTFORCOMSTAFFINST 3300.1 (Anti-Terrorism Plan)

COMUSFLTFORCOMINST 5239.1 (Information Assurance Program)

COMUSFLTFORCOMSTAFFINST 5239.2 (Information Assurance Policy for U.S. Fleet Forces Command)

11.0 GOVERNMENT PROPERTY FURNISHED: The Government will provide laptop for situational telework.

12.0 PERSONNEL COMPLIANCE: The Contractor shall ensure that Contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, “off limits: areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the Contractor shall comply with the more stringent or the directives or instructions.

13.0 SMOKING/DRUG/ALCOHOL POLICY: The Contractor shall comply with local command smoking policies and workforce requirements. The Contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. Copies of both policies will be provided to the Contractor by the local command Administrative Officer (AO) at performance start date.

14.0 PERSONAL APPEARANCE: Contractor employees are the first contact that customers/personnel will have contact with and shall present a neat appearance. The Contractor shall have an appropriate customer service demeanor. All Contractor personnel shall observe and otherwise be subject to such security regulations in effect for the particular premises involved.

15.0 PERSONNEL CONDUCT: The selection, assignment, reassignment, transfer, supervision, management, and control of Contractor personnel employed to perform tasks specified herein shall be the responsibility of the Contractor. The Contractor shall be responsible for the performance and conduct of Contractor and Subcontractor employees at all times. Personnel employed by the Contractor in the performance of this contract, or any representative of the Contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The Contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government’s standards of conduct.

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16.0 Government Personnel: Government and Contractor personnel will be working in common office areas. Contractor performance shall not interfere with Government work in the area where any service is being performed. In the event the Contractor believes that Government and other Contractor personnel are interfering with the performance of the tasks described in this PWS, the Contractor shall notify the Government Representative immediately. The Contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the Contracting Officer and/or Government Representative to stop work. Failure by the Contractor to notify the Government Representative and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions.

17.0 Other Contractor Personnel: Other Government Contractors may be performing required services in areas that interrelate with the requirements of this contract. The Government will facilitate initial contact between Contractors performing other contracts and this contract. The Contractor shall provide all further required coordination between other Contractors for any task specified in this contract that relates to or impacts on any other contracted work.

18.0 DELIVERABLES: Management/Quality Control Plan: The Contractor shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. Contractor shall therefore prepare and submit a management/quality control plan. The final Government approved plan shall be submitted within five working days of contract start date. The plan shall discuss the Contractor's overall approach and procedures for evaluating the major service area contained in the PWS, communicating with the Government, resolving deficiencies, identifying potential improvements, required reports USTRANSCOM reports, monthly funds status reports and managing day to day operations. As part of the management/QCP, the Contractor may conduct internal Quality Control (QC) inspections. Results of Contractor internal QC inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this PWS. The Government may periodically require the Contractor to update/revise the management/QCP to ensure quality service is maintained throughout the life of the contract.

19.0 GOVERNMENT MANAGEMENT OVERSITE: The Government will provide general instructions on limitations and deadlines. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The Contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government for adherence to procedures, accuracy, and completeness. The Government must approve, in writing, personnel substitutions proposed by the Contractor at least 15 calendar days prior to the proposed substitution. Any proposed substitute must equal or exceed the qualifications of the individual being replaced.

20.0 ACCESS AND CONTROL: Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, Contractors, suppliers, and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to and can provide justification to enter Navy installations and facilities. Visiting vendors may obtain daily passes directly from the individual Navy Installations by submitting identification credentials for verification and undergoing a criminal screening/ background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at the vendor's own cost through a designated independent Contractor NCACS service provider. Credentials will be issued every five years and access privileges will be reviewed/renewed on an annual basis. The costs incurred to obtain Navy Installation

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access of any kind are not reimbursable, and the price(s) paid for obtaining long-term NCACS credentials will not be approved as a direct cost of this contract. You can access additional information by calling 1-877-727-4342 or go online to <http://rapidgate.com>.

21.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA):

The Contractor shall report Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

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

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

22.0 CONTRACTOR ACCESS TO FEDERALLY CONTROLLED FACILITIES AND/OR UNCLASSIFIED SENSITIVE INFORMATION OR UNCLASSIFIED IT SYSTEMS (May 2010)

Homeland Security Presidential Directive (HSPD)-12, requires Government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 "DOD Implementation of Homeland Security Presidential Directive -12 (HSPD-12)" dated November 26, 2008 (or its subsequent DOD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to Contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DOD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US Government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices

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must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, Contractor employees shall follow applicable DOD/DON instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the Contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The Contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the Contractor shall provide to the Navy Command's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

Non-Sensitive Positions

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

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

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

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

The Contractor shall ensure each individual employee has a current favorably completed NAC. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

Sensitive Positions

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

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

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

IT Systems Access

When access to IT systems is required for performance of the Contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

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

Security Approval Process

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

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

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

The potential consequences of any requirements under this clause including denial of access for a proposed Contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the Contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The Contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to Government information.

23.0 TECHNICAL POINT OF CONTACT AND INSPECTION AND ACCEPTANCE: The Technical Point of Contact (TPOC) under this contract and the person responsible for performing inspection and acceptance of the Contractor's performance at the destination are as follows:

Name: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

24.0 MANDATORY CONTRACTOR TRAINING: The Contractor is responsible for its employees (and subcontractors) supporting this contract completing and staying up to date on all training required by USFF and supported activities for individuals working on Government installations. Some examples of required training and their requisite course numbers/references are listed below. The required training is subject to change throughout the life of this contract; however, the Contractor should assume at least a total of eight (8) hours for all required training courses annually per Contractor/Subcontract employee. The Contractor shall provide documentation (copies of training certificates) to the COR confirming that Contractor employees have completed the required training within five (5) days of the specific training due date.

Program / Course / Reference

Cyber Awareness / DOD-IAA-V12.0 or DOD-IC-IAA-V12.0 / SECNAVINST 52.39.3B, para. 7(a)(4)

Privacy ACT I & PII / DOD-PII-V2.0 / SECNAVINST 5211.5E, para. 18(d)(2)

Antiterrorism Awareness Level I / CENSECFOR-AT-010.1.0 / DoDI 2000.16, para. E5.25.1.5 supported by E2.11; E3.18.6

OPSEC / NIOC-USOPSEC-2.0 / OPNAVINST 3432.1A, para. 3& para. 4c(3) and

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COMUSFLTFORCOMINST 3432.1, para. 8a(7)

Suicide Prevention / CPPD-GMT-SAP-1.0 / OPNAVINST 1720.4A, para. 5a(1)

Records Management / DOR-RM-010 / OPNAVINST 5210.20, para. 25c

Counterintelligence Awareness / NCIS Face-to-Face / SECNAVINST M-5510.30, chapter 4; employee (to include contractor) is defined in Appendix A.

Security Awareness / Local Brief/ Seminar / SECNAVINST M-5510.30, chapter 4 & para. 102; employee (to include contractor) is defined in Appendix A.

Active Shooter / CNIC-TRTAS-1.1 / USFF Commander directed.

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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

See **Attachment III** in solicitation N00024-17-R-3041 for Quality Assurance Surveillance Plan (QASP) for Transportation Financial Analyst Support Services.

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	12/5/2016 - 12/4/2017
8001	12/5/2017 - 12/4/2018
9000	12/5/2016 - 12/4/2017
9001	12/5/2017 - 12/4/2018

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the base year are as follows:

8000	12/05/2016 - 12/04/2017
9000	12/05/2016 - 12/04/2017

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

8001	12/05/2017 - 12/04/2018
9001	12/05/2017 - 12/04/2018
8002	12/05/2018 - 12/04/2019
9002	12/05/2018 - 12/04/2019
8003	12/05/2019 - 12/04/2020
9003	12/05/2019 - 12/04/2020
8004	12/05/2020 - 12/04/2021
9004	12/05/2020 - 12/04/2021

Services to be performed hereunder will be provided at Fleet Forces Command, 1562 Mitscher Ave Suite 250, Norfolk, VA 23551-2487.

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SECTION G CONTRACT ADMINISTRATION DATA

252.204-7006 Billing Instructions

As prescribed in 204.7109, use the following clause:

BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall—

(a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and

(b) Separately identify a payment amount for each contract line item included in the payment request.

(End of clause)

PGI 204.7108 Payment instructions

(a) Scope. This section applies to contracts and any separately priced orders that--

(1) Include contract line items that are funded by multiple accounting classification citations for which a contract line item or items are not broken out into separately identifiable subline items (informational subline items are not separately identifiable subline items);

(2) Contain cost-reimbursement or time-and-materials/labor-hour line items; or

(3) Authorize financing payments.

(b) For contracts and orders covered by this subpart, the contracting officer shall insert numbered instructions in Section G (Contract Administration Data), to permit the paying office to charge the accounting classification citations assigned to that contract line item (see DFARS 204.7104-1(a)) in a manner that reflects the performance of work on the contract. When incorporating clauses by reference in Section G, cite the clause number, title, and date. If additional accounting classification citations are subsequently added, the payment instructions must be modified to include the additional accounting classification citations. Also, contracting officers shall not issue modifications that would create retroactive changes to payment instructions. All payment instruction changes shall be effective as of the date of the modification. When some, but not all, of the fixed price line items in a contract are subject to contract financing payments, the contracting officer shall clearly identify to which line items the payment clause(s) included in Section I apply.

(c) Payment instructions—

(1) Shall provide a methodology for the payment office to assign payments to the appropriate accounting classification citation(s), based on anticipated contract work performance;

(2) Shall be consistent with the reasons for the establishment of separate contract line items;

(3) Shall be selected from those provided in paragraph (d) of this section;

(4) Shall be revised to address the impact of changes to contract funding or significant disparities between existing instructions and actual contract performance;

(5) Shall state at what level (contract, contract line, subline, exhibit line, or ACRN) the payment instructions should be applied;

(6) Shall not be mixed within a level by contract type. For example, if the instructions apply at the contract level,

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there can be only one payment instruction for each contract type. If the instructions apply at the contract line or subline level, there can only be one payment instruction per contract line or subline item;

(7) For contracts or orders that contain a combination of fixed-price, cost-reimbursement, and/or time-and-materials/labor-hour line items, shall at a minimum include separate instructions for each contract type of contract line item (e.g., contract-wide proration for fixed-price line items and contract-wide ACRN level for cost-reimbursement line items);

(8) For contracts or orders that contain foreign military sales requirements, shall include instructions for distribution of the contract financing payments to each country's account; and

(9) Shall use one of the standard payment instructions in paragraphs (d)(7) through (11) of this section unless the contracting officer documents in the contract file that there are significant benefits of requiring contractor identification of the contract line item on the payment request.

(d) The numbered payment instructions ((d)(1) through (12)) below correspond to the automated payment instructions in the supporting systems; therefore, care should be exercised when identifying the numbered instructions below in Section G of the contract. Include either one contract-wide instruction or one or more line item specific instructions. The contracting officer shall not use a combination of contract-wide and line item specific instructions.

(4) Line item specific: by fiscal year. If there is more than one ACRN within a contract line item, [(i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated using the oldest funds first, insert the following:

252.204-0001 Line Item Specific: Single Funding. (SEP 2009)

The payment office shall make payment using the ACRN funding of the line item being billed.

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

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

2-in-1

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

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

NOT APPLICABLE

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N68836
Admin DoDAAC	N00189
Inspect By DoDAAC	N00060
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	N00060
Service Acceptor (DoDAAC)	N00060
Accept at Other DoDAAC	
LPO DoDAAC	N00060
DCAA Auditor DoDAAC	
Other DoDAAC(s)	N68732

MULTIPLE INVOICES AND PAYMENTS ARE PERMITTED

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

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

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

Contracting Officer: Insert applicable email addresses or "Not applicable.")

(g) WAWF point of contact.

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

NOT APPLICABLE

(Contracting Officer: Insert applicable information or "Not applicable.")

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

(End of clause)

5252.243-9400 Authorized Changes Only By the Contracting Officer

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

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

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address of the Contracting Officer is:

NAME: CONTRACTING OFFICER

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ADDRESS: [REDACTED]
[REDACTED]
[REDACTED]

(End of Clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: [REDACTED]
Address: [REDACTED]
Phone: [REDACTED]
[REDACTED]
Email: [REDACTED]

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name:
Address:
Phone:

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Not Applicable

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name:
Address:
Phone:

5. CONTRACTING OFFICER REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;

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- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/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 contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

Name: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]

(End of text)

**CONTRACT ADMINISTRATION PLAN (CAP)
FOR FIXED PRICE CONTRACTS**

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

1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer Representative (COR) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The COR is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event

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will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

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

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO or CAO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

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

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

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

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO or CAO) review no later than 270 days after start of contract performance. Subsequent CPARS covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

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

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

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

(3) The COR must take prompt action to provide the PCO or CAO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

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

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

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

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO or CAO, of a written, annual evaluation of the contractor's performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

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

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

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- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8000	N0006017RC0012C	██████████
LLA :		
AA 1771804 60CA 252 00060 W 068732 2D C0012C 000607OEFTCQ		
9000	N0006017RC0012C	██████████
LLA :		
AA 1771804 60CA 252 00060 W 068732 2D C0012C 000607OEFTCQ		
BASE Funding ██████████		
Cumulative Funding ██████████		
MOD 01 Funding 0.00		
Cumulative Funding ██████████		
MOD 02 Funding 0.00		
Cumulative Funding ██████████		
MOD 03		
8001	N0006018RC0012C	██████████
LLA :		
AB 1781804 60CA 252 00060 W 068732 2D C0012C 000608OEFTCQ		
9001	N0006018RC0012C	██████████
LLA :		
AB 1781804 60CA 252 00060 W 068732 2D C0012C 000608OEFTCQ		
MOD 03 Funding ██████████		
Cumulative Funding ██████████		

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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 SETASIDE, 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.

(End of Text)

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

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

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

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

ACCESS TO FEDERAL FACILITIES

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

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are

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categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain. Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date. When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

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

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security

Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

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BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required. Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination. If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

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

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

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

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

(End of Text)

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SECTION I CONTRACT CLAUSES

In addition to the terms and conditions contained within the Seaport-e Multiple Award Contracts (MACs), the following Causes/Provisions are incorporated by reference:

- 52.219-13 Notice of Set-Asides of Orders
- 2.222-55 Minimum Wages Under Executive Order 13658
- 52.228-5 Insurance - Work on a Government Installation
- 52.232-40 Providing Accelerated Payments to Small Business Subcontractors
- 52.237-2 Protection Of Government Buildings, Equipment, And Vegetation
- 52.245-1 Government Property
- 252.204-7012 Safeguarding of Unclassified Controlled Technical Information
- 252.204-7015 Disclosure of Information to Litigation Support Contractors
- 252.211-7007 Reporting of Government-Furnished Property
- 252.222-7007 Representation Regarding Combating Trafficking in Persons
- 252.223-7006 Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials
- 252.245-7001 Tagging, Labeling, and Marking of Government-Furnished Property
- 252.245-7002 Reporting Loss of Government Property
- 252.245-7003 Contractor Property Management System Administration.
- 252.245-7004 Reporting, Reutilization, and Disposal

CLAUSES INCORPORATED BY FULL TEXT

In addition to the terms and conditions contained within the Seaport-e Multiple Award Contracts (MACs), the following Causes/Provisions are incorporated by full text:

- 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **1 day** of contract expiration.

(End of Clause)

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52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT

(a) The Government may extend the term of this contract by written notice to the Contractor within **1 day**; 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 **66 months**.

(End of Clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of

Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage -- Fringe Benefits
Management Analyst GS-12	\$36.29

(End of Clause)

252.204-7008 COMPLIANCE WITH SAFEGUARDING COVERED DEFENSE INFORMATION CONTROLS

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

“Controlled technical information,” “covered contractor information system,” “covered defense information,” “cyber incident,” “information system,” and “technical information” are defined in clause [252.204-7012](#), Safeguarding Covered Defense

Information and Cyber Incident Reporting.

(b) The security requirements required by contract clause [252.204-7012](#), shall be implemented for all covered defense information on all covered contractor information systems that support the performance of this contract.

(c) For covered contractor information systems that are not part of an information

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technology service or system operated on behalf of the Government (see [252.204-7012\(b\)\(2\)](#))—

(1) By submission of this offer, the Offeror represents that it will implement the security requirements specified by National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations” (see <http://dx.doi.org/10.6028/NIST.SP.800-171>) that are in effect at the time the solicitation is issued or as authorized by the contracting officer not later than December 31, 2017.

(2)(i) If the Offeror proposes to vary from any of the security requirements specified by NIST SP 800-171 that are in effect at the time the solicitation is issued or as authorized by the Contracting Officer, the Offeror shall submit to the Contracting Officer, for consideration by the DoD Chief Information Officer (CIO), a written explanation of—

(A) Why a particular security requirement is not applicable; or

(B) How an alternative but equally effective, security measure is used to compensate for the inability to satisfy a particular requirement and achieve equivalent protection.

(ii) An authorized representative of the DoD CIO will adjudicate Offeror requests to vary from NIST SP 800-171 requirements in writing prior to contract award. Any accepted variance from NIST SP 800-171 shall be incorporated into the resulting contract.

(End of Provision)

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SECTION J LIST OF ATTACHMENTS

Attachment I - DOL Wage Determination

Attachment II - DD254

Attachment III - QASP