

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
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2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 01-Aug-2014	4. REQUISITION/PURCHASE REQ. NO. N6919714RCD1401	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00189	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A

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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) GENERAL DYNAMICS INFORMATION TECH., INC. 3211 Jermantown Road Fairfax VA 22030-2844	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4012-EX03
	10B. DATED (SEE ITEM 13) 25-Jun-2014
CAGE CODE 07MU1	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.
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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) Joseph A Haviland, Contracting Officer
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
(Signature of person authorized to sign)	BY /s/ Joseph A Haviland (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 01-Aug-2014

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

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

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GENERAL INFORMATION

The purpose of this modification is to incrementally fund the task order in the amount of \$597,417.85. As a result, the task order is fully funded in the amount of \$1,597,417.85. All other terms and conditions remain unchanged. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,000,000.00 by \$597,417.85 to \$1,597,417.85.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700001	O&MN,N	942,687.50	597,417.85	1,540,105.35

The total value of the order is hereby increased from \$1,597,417.85 by \$0.00 to \$1,597,417.85.

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	D318	IT/HR Support (O&MN,N)	1.0	LO	██████████	██████████	\$1,540,105.35
700001	D318	Funding provided for CLIN 7000 - ACRN AA - \$942,687.50 (O&MN,N)					
7001	D318	OPT I: IT/HR Support (O&MN,N) Option	1.0	LO	██████████	██████████	\$1,788,526.90
7002	D318	OPT II: IT/HR Support (O&MN,N) Option	1.0	LO	██████████	██████████	\$1,806,422.44
7003	D318	OPT III: IT/HR Support (O&MN,N) Option	1.0	LO	██████████	██████████	\$1,685,175.92
7004	D318	OPT IV: IT/HR Support (O&MN,N) Option	1.0	LO	██████████	██████████	\$1,700,866.38

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D318	ODCs in support of CLIN 7000 - NTE \$57,312.50 (O&MN,N)	1.0	LO	\$57,312.50
9001	D318	Opt I: ODCs in support of CLIN 7001 - NTE \$57,292.50 (O&MN,N) Option	1.0	LO	\$57,292.50
9002	D318	Opt II: ODCs in support of CLIN 7002 - NTE \$57,275.00 (O&MN,N) Option	1.0	LO	\$57,275.00
9003	D318	Opt III: ODCs in support of CLIN 7003 - NTE \$57,275.00 (O&MN,N) Option	1.0	LO	\$57,275.00
9004	D318	Opt IV: ODCs in support of CLIN 7004 - NTE \$57,275.00 (O&MN,N) Option	1.0	LO	\$57,275.00

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

(a) The level of effort for the performance of this task order during the period from the start of performance to twelve months thereafter is based upon 23,040 estimated manhours of direct labor. If all options are exercised by the government, the level of effort for the performance of this task order will be increased by an additional 103,760 estimated manhours of direct labor, for a total level of effort of 126,800 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

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

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Labor Category	Base	Option 1	Option 2	Option 3	Option 4
DCPDS Human Resources Specialist	3,840	3,840	3,840	3,840	3,840
Technical Subject Matter Specialist	1,920	1,920	1,920	1,920	1,920
HP Unix System Administrator	1,920	1,920	1,920	1,920	1,920
Windows System Administrator	3,840	5,760	5,760	5,760	5,760
Oracle Database Manager and Administrator	3,840	3,840	3,840	3,840	3,840
Data and Interoperability Reports Manager	1,920	3,840	3,840	3,840	3,840
Web Administrator and Developer	1,920	1,920	1,920	960	960
Software Analyst and Programmer	1,920	1,920	1,920	1,920	1,920
Senior ERP Specialist	1,920	1,920	1,920	1,000	1,000
Total Hours	23,040	26,880	26,880	25,000	25,000

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

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this task order the contractor expends in excess of 75% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

PAYMENT OF FIXED FEE (FE 1996)

The fixed fee for work performed under this task order is \$** provided that approximately ** hours of technical effort are employed by the contractor in performance of this task order. If substantially fewer than ** hours of technical effort are employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of \$** per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." Payments shall be subject to the withholding

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provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment shall not exceed seventy-five (75%) percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

Contract Year	CLIN	Fixed Fee	Hours	Fee Per Direct Labor Hour
Base	7000	\$ [REDACTED]	23,040	\$ [REDACTED]
Option I	7001	\$ [REDACTED]	26,880	\$ [REDACTED]
Option II	7002	\$ [REDACTED]	26,880	\$ [REDACTED]
Option III	7003	\$ [REDACTED]	25,000	\$ [REDACTED]
Option IV	7004	\$ [REDACTED]	25,000	\$ [REDACTED]

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 Background

The Department of the Navy (DON) employs over 200,000 civilians at more than 1,390 naval activities throughout the world. DON civilians provide the essential expertise, administrative and technical continuity, and quality-of-life program support necessary for the DON to meet its military mission. The Office of Civilian Human Resources (OCHR) and its five servicing Operations Centers (OPS Centers) are comprised of more than 1,300 Navy civilian employees who perform the tasks and functions necessary for meeting the agency's and the DON's mission in recruitment and sustainment of qualified personnel to meet DON missions. OCHR supports and services an additional 2,500 Department of Defense (DOD) and Department of Army (DOA) civilians in support of each Command's strategic missions and goals.

OCHR is an Echelon II Command reporting to the Secretary of the Navy via the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) and the Deputy Assistant Secretary of the Navy for Civilian Human Resources (DASN (CHR)). Specifically, OCHR is chartered with the development of the DON strategic plan for delivery of Human Resource (HR) services; formulating civilian HR policy and guidance; managing the delivery of civilian HR services through a regionalized structure of OPS Centers, program oversight for human resources services provided by Human Resources Offices (HROs); developing and implementing DON HR information technology plans in accordance with the Department of Defense's (DOD) modernization efforts, the Office of Personnel Management (OPM) mandates and the DON Functional Area Management (FAM) process.

The Human Resources Systems Division (HRSD) centrally manages and oversees the full life cycle of federal employees on a day-to-day operational basis for Human Resources personnel-to-pay transactional processing in compliance with federal policies and regulations across the DON HR Community. HRSD has the authority and control of ensuring HR requirements, policies, mandates, and regulations are integrated within Information Technology policies, mandates, and regulations to successfully operate and maintain DON's HR Enterprise Systems and Applications in full compliance. HRSD has the unique responsibility to implement, sustain, and support the hardware, software, systems and applications, public and private portals, and functional administration and communications infrastructure ensuring compliance with both HR and IT directives in accordance with the Office of Personnel Management (OPM), Code of Federal Regulations (CFR), Guide to Personnel Processing, DOD Defense Civilian Personnel Advisory Services (DCPAS), the Department of Navy Chief Information Officer (DON CIO), Naval Network Warfare Command (NETWARCOM), Navy Enterprise Network (NEN), and DON's Functional Area Management (FAM). The HR personnel-to-pay transactional processing, and systems and applications managed by the HRSD Division within the OCHR organization affect the entire 204,500 DON, DOA, and DOD civilian workforce.

OCHR, HRSD's HR transactional processing, infrastructure and HR systems reside within a very complicated environment comprised of DOD, Office of Personnel Management (OPM) and DON mandated suite of applications having a Mission Assurance Category II (MAC-II) classification. Sustainment of the infrastructure and systems requires key alignment, communication and collaboration between HRSD and multiple federal agencies, including a DoD authorized data center and their on-site personnel where the equipment resides. MAC-II systems handle information that is essential to the support of deployed and contingency military and civilian forces. The consequences of loss of integrity are unacceptable; loss of availability is difficult to deal with and can only be tolerated for a short time. The consequences could include delay or degradation in providing important support services or commodities that may seriously impact mission effectiveness or operational readiness, therefore MAC-II systems require additional safeguards beyond best practices to ensure assurance. System and application support will require experienced, knowledgeable and certified personnel to support HRSD in sustainment of DON's Human Resources day-to-day operations.

OCHR's Human Resources Civilian Personnel (HRCP) System is comprised of multiple modules; fully registered and compliant per ASN(RD&A) and DONCIO mandates (NAV-IDAS: ITPR # 49422, DITPR-DON #: 22152).

The purpose of this Performance Work Statement (PWS) is to provide the necessary level of administrative, professional, and technical support required to facilitate the overall objectives of the Department of the Navy, Office of Civilian Human Resources (OCHR), Human Resources System's Division (HRSD). The contractor shall provide, as identified within Section 2, the required certified, experienced and/or qualified personnel to ensure continued Human Resources services and operations within the key positions identified below; and directly support infrastructure and related equipment to perform the work delineated herein.

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2.0 Scope

The Contractor shall provide Information Technology professionals, Resource Management professionals, Human Resources professionals, and technical services in support of the OCHR HR Systems Division's strategic initiatives and assigned mission. The work effort is to provide the support required to maintain the Department of the Navy (DON) mission critical HR full life cycle transactional processing systems and applications; and achieve the desired degree of expertise and responsiveness essential to accommodate workload demands.

3.0 Technical Requirements:

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

3.1 Defense Civilian Personnel Database System (DCPDS) Human Resource Specialist:

3.1.1 Perform personnel transactional processing within the DoD's production and System Qualification Test (SQT) DCPDS environments in accordance OPM's Code of Federal Regulations and Guide to Personnel Processing.

3.1.2 Perform and support DON's Wage Mariner civilian personnel with transactional processing within DCPDS, performing quality assurance on all Wage Mariner software modifications and/or enhancements as implemented by DoD. Assess, prepare, generate, and submit Change Request Transmittals (CRTs) to DoD Defense Civilian Personnel Advisory Services (DCPAS) for Wage Mariner annual pay table and Wage Mariner software problems for resolution.

3.1.3 Resolve complex problems concerning DCPDS personnel transactions and interfaces to the Defense Civilian Payroll System (DCPS). Research, assess, and evaluate system and interface problems. Create scenarios to duplicate and identify the source of system and interface problems. Input application transactions on appropriate database and analyze test results. Generate DCPDS problem reports in accordance with DCPAS mandates and submit via Quality Center.

3.1.4 Perform research and analysis on DON DCPDS personnel processing software problems; generating and submitting System Change Requests (SCR) and CRTs to DCPAS requesting system changes and/or enhancements in support of DON requirements.

3.1.5 Conduct system release testing. Test SCRs, CRTs, and problem reports as specified in DCPAS' release documentation within designated timeframe. Input transactions within DCPAS' System Qualification Test (SQT) system and verify test results

3.1.6 Prepare and submit DON's unique salary pay tables annually; submitting three weeks prior to effective date. Coordinate with DCPAS, HRSD, and OCHR's Pay & Compensation Program Manager to ensure DON's compliance with OPM mandates.

3.1.7 Research, resolve and document designated Human Resources Information Technology Support System (HITS) trouble tickets within one (1) to five (5) days of receipt; timeframe dependent on trouble ticket severity level code. Answer telephonic and email queries and document in HITS. Provide technical assistance to users concerning DCPDS and DCPS transactions.

3.1.8 Coordinate DCPDS-DCPS pay related HITS issues with DON, DoD, and DFAS Program Managers; identify, document, and coordinate utilizing DoD's Quality Center and DFAS' Remedy tracking system to resolve pay problems.

3.1.9 Attend, participate, and generate meeting summaries on DoD, DFAS, and DON Program Manager meetings in support of DCPDS Enterprise Suite, Wage Mariner Payroll Implementation, DFAS, and OPM initiatives.

3.1.10 Prepare DCPDS and DCPS HR processing articles for DON's Monthly System Advisory Notices (SAN).

3.1.11 Prepare and disseminate DCPDS Enterprise Suite informational and instructional emails to HRSCs relating to HR processing, table updates, policy changes and/or mandates.

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The minimum qualifications for these tasks are:

- a) Five (5) years Human Resources Staffing and Processing experience
- b) Five (5) years DCPDS Enterprise Suite and DCPS experience; operational and problem solving through analysis, problem statements, testing and verification
- c) Two (2) years General Schedule, Demonstration Projects, and Wage Mariners Staffing and Pay Schedule experience as identified within Code of Federal Regulations
- d) U.S. citizenship
- e) Completed NACI or ANACI background verification

3.2 Technical Subject Matter Expert

3.2.1 Perform Activity Customer Technical Representative (ACTR) functions, managing Navy Enterprise Network (NEN) requirements in support of OCHR and five Operation Centers within the NEN environment as defined by OCHR's Customer Technical Representative (CTR).

3.2.2 Execute, coordinate, and complete annual NEN Asset Reconciliation and fiscal year rollover procedures for OCHR and five Operation Centers.

3.2.3 Plan, coordinate, and complete NEN Technical Refresh procedures as identified by COR.

3.2.4 Perform the following NEN action items as identified by COR: MAC Requests, Pre-Invoice and Invoice Management, Change Services (Move, Add Change Services), Transition/Cutover procedures, escalate and/or monitor NEN issues, generate and submit SRM/MACs, address network outages and local technical issues with COR, assist with information security mandates, liaison for Information Assurance Managers (IAM), coordinate special NEN activities, maintenance of public folders and shared drives, and communication of NEN and internal business rules.

3.2.5 Perform NEN ACTR functions within 2 days of action request utilizing the Enterprise Information Technology Service Management System (EITSMS), Integrated Solutions Framework, and Requirement to Award Process tools.

3.2.6 Perform same-day analysis and research for Information Assurance directives and compliances' to be incorporated within OCHR's Enterprise Infrastructure.

3.2.7 Generate communication emails and notifications regarding NEN upgrades and/or enhancement schedules, notifications, or emergency messages to COR for dissemination across OCHR and five Operation Centers; plan, coordinate, and hold conference calls with COR and five Operation Centers regarding key NEN information.

The minimum qualifications for these tasks are:

- a) Four (4) years of hands-on experience within Information Technology
- b) Two (2) years of hands-on experience with NEN or business operating procedures processes, and rules
- c) Current Network+, Security+, or higher as defined by DoD CIO Information Assurance (IA) Certification requirements
- d) U.S. citizenship
- e) SECRET Clearance

3.3 Hewlett Packard (HP) Unix System Administrator

3.3.1 Provide system administration support for OCHR's HP UNIX operating systems, including install software, apply patches, manage file systems, monitor performance and troubleshoot alerts from monitoring tools.

3.3.2 Analyzes and resolves problems associated with the operating system's servers, hardware, and applications software. Detects, diagnoses, and reports UNIX related problems on servers, including system failure analysis and recovery; insuring the consistency and integrity of file systems.

3.3.3 In-depth hardware configuration knowledge, shell programming expertise, and a solid understanding of standard concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals, performs a variety of tasks, and works under general supervision.

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- 3.3.4 Responsible for daily monitoring of interface programs between multiple enterprise systems; review daily logs and ensure successful completion; notify HRSD Operations Branch Head of any failures.
- 3.3.5 Perform cold backups/patching on the first and third Saturday of each month or as specified by the COR or ACOR.
- 3.3.6 Setup backup's for UNIXs OS and Oracle database while following OCHR's policy procedures.
- 3.3.7 Provide system administration support to HP UNIX Operating system servers in various network environments in a large multi-site enterprise; supporting both Production and COOP environments.
- 3.3.8 Responsible for and have experience to perform DoD UNIX STIG's.
- 3.3.9 Provide performance metrics and usage charts, including CPU usage, disk usage and network uptime; for the HP UNIX Servers.
- 3.3.10 Provide general maintenance, upgrades, and new installation of servers, SAN and Tape Library; coordinating with data center personnel to execute. Document and generate business processes for day-to-day and emergency support procedures.
- 3.3.11 Utilizing HP's Data Protector Tape Library system, coordinate, monitor, and ensure successful execution of all UNIX-based databases and systems.
- 3.3.12 Install, test, and verify Oracle/HP Security Patches; coordinating, documenting requirements and timelines, and working closely with HRSD's Oracle database administrators.
- 3.3.13 Collaborate with HRSD System Administrator teams to ensure optimal response time for received tasks.
- 3.3.14 Perform systems security administration functions, including creation and maintenance of customer profiles and accounts.
- 3.3.15 Perform requirements for establishment, documentation and development, and execution of COOP, Risk Assessment, and System Security Authorization Agreement (SSAA) meeting NETWARCOM and NEN directives.
- 3.3.16 Responsible for creating and/or maintaining standard operating procedures for the UNIX documentation library.
- 3.3.17 Answer and resolve trouble calls related to application, server, and communication within OCHR's Civilian HR Portfolio to serviced customers, including: DCPDS, Recruitment Suite, Benefits Suite, Autoflow, HRLink Reporting and related OCHR software via HITS.

The minimum qualifications for these tasks are:

- a) Six (6) years of system administration experience on HP UNIX operating systems
- b) Three (3) years of hands-on experience with HP Blade Enclosures and HP BL860c Itanium server, EVA 4400, Command View and Data Protector.
- c) Administrator in sustaining systems and applying DISA STIGs, IAVAs, and SSH, SFTP, Putty, and Toad requirements
- d) Current Network+, Security+, or higher as defined by DoD CIO Information Assurance (IA) Certification requirements
- e) U.S. citizenship
- f) SECRET Clearance

3.4 Windows System Administrator

- 3.4.1 Provide system administration support for Windows 2003/2008 operating systems, including install software, apply patches, manage file systems, monitor performance and troubleshoot alerts from monitoring tools.

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3.4.2 Analyzes and resolves problems associated with the operating system's servers, hardware, and applications software. Detects, diagnoses, and reports Window related problems on servers, including system failure analysis and recovery; insuring the consistency and integrity of file systems.

3.4.3 In-depth hardware configuration knowledge, scripting expertise, and a solid understanding of standard concepts, practices and procedures.

3.4.4 Relies on experience and judgment to plan and accomplish goals, performs a variety of tasks, and works under general supervision. Must be able to correctly diagnose the problem figure out what is wrong and how best it can be fixed in small amount of time.

3.4.5 Experience with HP Blade Enclosures Blade servers and HP Storage Area Networks (SANs) for setup and sustainment within production environment.

3.4.6 Sustain OCHR's Citrix Server Farm in support of DoD and DON mandated HR applications

3.4.7 Responsible for upgrades and sustainment of XenApp Citrix and Citrix Single Sign on.

3.4.8 Provide support, maintenance, and administration of OCHR's Microsoft Exchange e-mail server

3.4.9 Provide performance metrics and usage charts, including CPU usage, disk usage, and network uptime; for the Window servers

3.4.10 Responsible for identifying, executing and implementing DoD's OS(operating system) and application STIGs. For example, but not limited to Windows, Citrix, Exchange and HBSS

3.4.11 Responsible for creating and maintaining SOP's for the Window's documentation Library

3.4.12 Setup backup's for Window's applications while following HRSD's policy utilizing Data Protector

3.4.13 Responsible maintaining Windows 2008 Active Directory. System Administrator must have a strong grasp of computer security (e.g firewalls, and intrusion detection systems)

3.4.14 Setup and maintain user accounts following HRSD's policy

3.4.15 Create a backup and recovery policy following HRSD's policy.

3.4.16 Responsible for each DNS server in OCHR's Domain

3.4.17 Work with IIS 6 and IIS 7 as well as Tomcat

3.4.18 Working with and troubleshooting all of the following, including but not limited to: SMTP, SNMP, SSL, SSH, HTTP, HTTPS, TELNET, SFTP, DNS, RDP, TCP, ICMP, and UPD.

3.4.19 Setup and Install SQL databases.

3.4.20 Maintain OCHR's enterprise software and hardware inventory for maintenance contracts and asset tracking.

3.4.21 Perform hardware and software patching on the first and third Saturday of each month or as specific by HRSD Director, Deputy Director, or Operations Branch Head.

3.4.22 Provide both local and remote maintenance support, as defined by HRSD Operations Branch Head's Operation Schedule, to the Citrix Farm, AccuTrax, GRB Assist, HRLink; Resumix, Benefits, and DONCADS Enterprise suites deployed at multiple locations.

3.4.23 Provide System Administration in support of OCHR's Cognos Business Intelligence v8 and v10 servers and applications including Metrics Manager, ReportNet, Visualizer, PowerPlay, and tool sets. Maintain AD interface for Cognos BI Tools.

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- 3.4.24 Provide, sustain, and execute Active Directory Administration.
- 3.4.25 Perform requirements for establishment, documentation and development, and execution of COOP, Risk Assessment, and SSAA meeting NETWARCOM and NMCI directives.
- 3.4.26 Assist functional personnel in resolving connectivity, communication and technical issues with DCPDS, MyBiz, MyWorkplace, Recruitment and Benefits Suites, and related OCHR software.
- 3.4.27 Maintain, troubleshoot, and load software on quarantined PCs in support of DCPDS and other portfolio and quarantined applications.
- 3.4.28 Provide help desk function for all OCHR enterprise problems and issues utilizing HITS. Resolve all problems and issues with consideration toward potential follow-on application implementations via upgrades and patches. Answer trouble calls that come into OCHR. Answer telephonic and email queries. Document all problems and responses.
- 3.4.29 Document, analyze and test identified DCPDS networking and connectivity problems by Operation Centers and DON Commands. Provide technical interface between OCHR and Operation Centers via HITS. Provide technical assistance to users concerning DCPDS transactions.
- 3.4.30 Monitor network communications connectivity between different platforms, such as DCPDS, Benefits, DONCADS, COGNOS, etc.
- 3.4.31 Monitor all database log files to detect errors and potential problems. Analyze throughput processing to provide tuning alternatives and more effective/efficient CPU utilization. Monitor database disk space allocation and utilization.
- 3.4.32 Provide analysis and documentation of hardware and/or software specifications and requirements in support of (a) new application to be implemented or (b) migration of retired equipment to new hardware. The contractor shall install, make operational, and provide for operational support of COTs and GOTS products, required to maintain OCHR's HR missions.

The minimum qualifications for these tasks are:

- a) Six (6) years of experience as Windows System Administrator
- b) Six (6) years of experience supporting Active Directory & Exchange
- c) Five (5) years of experience of network performance and monitoring tools such as What's Up Gold and Ethereal
- d) Five (5) years of experience with intrusion detection tools such as Snort
- e) Five (5) years of experience of with Web Servers; such as IIS
- f) Three (3) years of experience with HBSS
- g) Three (3) years of experience using MS SQL Server 2005/2008 and troubleshooting
- h) Windows System Administration experience applying DISA STIGs, IAVA's and ACAS scans.
- i) Four (4) years of hands-on experience with HP-UNIX, HP Blade technology, MSL 4048, EVA SANs 4400, and Command View and DataProtector
- j) Six (6) years of related work experience supporting Enterprise level systems
- k) Current Network+, Security+, or higher as defined by DoD CIO Information Assurance (IA) Certification requirements
- l) U.S. citizenship
- m) SECRET Clearance

3.5 Oracle Database Manager and Administrator

- 3.5.1 Provide software installation, configuration, and maintenance of Oracle Database Management System (DBMS).
- 3.5.2 Provide Oracle DBMS Security Administration.
- 3.5.3 Provide Oracle DBMS optimization or tuning to maximize system performance and efficiencies.

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- 3.5.4 Provide Oracle DBMS Backup and Recovery procedures in coordination with data center personnel.
- 3.5.5 Provide Administration of DBMS objects such as tables, indexes, views, packages, and procedures.
- 3.5.6 Provide database administration to multiple databases within OCHR's Civilian HR Portfolio, including DONCADS, Recruitment, Benefits, IComplaints, and various Oracle or related relational databases adhering to OPM, DoD, or DON HR regulations and mandates.
- 3.5.7 Provide data warehousing functions to DONCADS utilizing Cognos Data Manager; integrating Oracle databases within DONCADS.
- 3.5.8 Provide analysis, design, and support the development of metadata models by HRSD's application developers, requiring experience and knowledge of federal HR policies, procedures, and regulations as outlined in the CFR.
- 3.5.9 Provide analysis, design, development, and maintenance for interface programs between Oracle databases for the purposes of extracting and combining information from different databases, consolidation of similar databases, improving performance, streamlining existing interfaces and generating queries/reports.
- 3.5.10 Ensure optimum database access and performance, meeting minimum or acceptable performance level defined by HRSD Operations Branch Head. Expediently (same day) identify, coordinate, and resolve any database access or performance problems with HRSD Operations Branch. Monitor disk utilization of the databases.
- 3.5.11 Perform daily monitoring of all database log files to detect errors and potential problems. Analyze throughput processing to provide tuning alternatives and more efficient/effective CPU utilization. Monitor and maintain database disk space allocation and utilization. Troubleshoot and resolve any user reported Oracle database problems.
- 3.5.12 Perform maintenance, upgrades, testing, and verification of interface programs between DCPDS and DONCADS as defined by HRSD Managers; monitor nightly interfaces and resolve any errors encountered.

The minimum qualifications for these tasks are:

- a) Five (5) years of database administration experience on HP UNIX and Windows operating systems
- b) Five (5) years of Oracle DBMS experience within large-scale database enterprise system
- c) Five (5) years of related work experience supporting Enterprise level systems
- d) Three (3) years of experience performing ETL operations using IBM Cognos Data Manager
- e) Must have completed a Network+, Security+, or higher as defined by DoD CIO Information Assurance (IA) training course
- f) U.S. citizenship
- g) SECRET Clearance

3.6 Data and Interoperability Reports Manager

- 3.6.1 Experience with the principles, concepts, methodologies and project management of Cognos Business Intelligence (BI) applications.
- 3.6.2 Experience with federal HR data to support metadata modeling.
- 3.6.3 Provide analysis, requirements development, and documentation using Cognos 10 BI Framework Manager metadata modeling to include, but not limited to, DCPDS staging tables, DONCADS Data Warehouse.
- 3.6.4 Provide analysis, requirements development and execution of Cognos 10 BI migrations and deployments. Gather, analyze, and document business requirements in support of migrations and deployments.
- 3.6.5 Design, develop and implement reports, metrics and dashboards utilizing HTML, XML, Java, and Cognos 8 and/or 10 BI, ensuring no unauthorized cookies and/or plug ins are required.
- 3.6.6 Provide Cognos system administration in support of Cognos 8 and/or 10 BI installation and upgrades, configuration, data integration, and data management.

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- 3.6.7 Generate and deliver test plans, test applications, migrate test applications to production, and transfer knowledge to client, in the form of Database Dictionaries, Standard Operating Procedures, and User Guides.
- 3.6.8 Provide analysis and development of the HRLink utilizing Cognos 10 BI Framework Manager, Metrics Studio, Report Studio, Analysis Studio and Transformer.
- 3.6.9 Develop analytical data extracts and power cubes via Cognos BI Analysis Studio and PowerPlay Studio.
- 3.6.10 Develop a foundation and environment conducive to Balanced Scorecard data administration.
- 3.6.11 Design conceptual and logical models for the data warehouse and communicate physical designs to the database users.
- 3.6.12 Answer and resolve trouble calls related to Cognos BI, HRLink, serviced customers via HITS and email.
- 3.6.13 Utilizing HRLink, execute and distribute standard reports on a monthly, weekly, or daily schedule adhering to Secure File Transfer Protocols
- 3.6.14 Setup and Execute Automated Secure File Transfer Protocols.

The minimum qualifications for these tasks are:

- a) Five (5) years of experience with Cognos BI v8 and/or v10
- b) Five (5) years of experience with metadata modeling, or relational database development
- c) Three (3) years experience utilizing federal HR data.
- d) Three (3) years of experience with HTML, XML, and Java within NEN environment
- e) Current Network+, Security+, or higher as defined by DoD CIO Information Assurance (IA) Certification requirements
- f) U.S. citizenship
- g) SECRET Clearance

3.7 Web Administrator and Developer

- 3.7.1 Design, develop, test, and integrate to production web content in support of OCHR's internal and external Microsoft SharePoint 2010 portals and websites to include, but not limited to, OCHR's Public and Private Microsoft SharePoint 2008/2010 portals, Benefits, IComplaints, and HRLink sites.
- 3.7.2 Utilizing MicroSoft SharePoint 2010, support the design, development, and implementation of OCHR's Portal; use of Microsoft SharePoint Server 2007/2010, SharePoint Designer 2007/2010, and SharePoint Workflows required.
- 3.7.3 Information Assurance expertise as defined DoD Instruction 8570
- 3.7.4 Program and integrate Website interfaces with required databases using MS SQL Server 2000/2005 and Oracle DBMS, and two or more programming languages (ASP, ASP.NET, VB.NET, ColdFusion, Java, C#)
- 3.7.5 Design, develop, and program database queries with encryption.
- 3.7.6 Provide analysis, design, and programming of Web page clients utilizing Apache, Javascript, HTML, XHTML, XML, and CSS.
- 3.7.7 Provide analysis, design, and programming of Web and Portal pages as outlined within specified requirements by client utilizing Adobe Photoshop, Macromedia Dreamweaver, Visual Studio 2003/5, Microsoft IIS.
- 3.7.8 Create, modify, and generate graphics in support of Web and Portal pages.
- 3.7.9 Support Websites within MS Server 2003, Windows XP, IE 6+ environments

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3.7.10 Support, maintain, and enhance OCHR's HR Portal utilizing MicroSoft SharePoint 2010.

3.7.11 Answer trouble calls and emails from the DONHR website concerning the resume builder, website issues, etc. Forward emails to OCHR's Program Managers for specific human resources issues.

3.7.12 Ability to brief and present complex technical and managerial issues to senior military and civilian personnel, OCHR program and management personnel, HR community leaders and managers and HRSC/HRO/external parties of interest.

The minimum qualifications for these tasks are:

- a) Seven (7) years of experience with Portal and Web programming using ASP, HTML, XML, JAVASCRIPT, Visual Basic, JAVA and AJAX.
- b) Five (5) years of experience utilizing Microsoft Sharepoint Server 2003/2007
- c) Five (5) years of experience implementing and managing Sharepoint Portals
- d) Three (3) years of experience using Adobe Photoshop, Macromedia Dreamweaver, Visual Studio, Microsoft Visio and Microsoft IIS
- e) Three (3) years of experience with HTML, XML, and Java within NEN environment
- f) Current Network+, Security+, or higher as defined by DoD CIO Information Assurance (IA) Certification requirements
- g) U.S. citizenship
- h) SECRET Clearance

3.8 Software Analyst and Programmer

3.8.1 Provide computer programming analysis, design, development, and integration with systems and applications utilized within human resources environment.

3.8.2 Program authorized modifications and/or enhancements to human resources systems and applications utilizing Visual Basic, MS Access, SQL and Cognos BI.

3.8.3 Program authorized modifications to existing MS Access, Oracle, or other databases to incorporate DCPDS data field modifications.

3.8.4 Experience Help Desk support via HITS to service customers, responding to tickets within 24 hour period.

3.8.5 Assist System Administrators with maintenance of user accounts, Outlook email distributions, and directories.

3.8.6 Troubleshoot user equipment issues for problems identified within HITS not supported by NMCI to include, but not limited to: printers (toner and phaser replacements, paper jams, setup printer default for users), monitors, workstation relocations, laptop check-in/out, and coordination with ACTR for major hardware or NMCI issues.

3.8.7 Maintain inventory of IT supplies (toner, CDs, JumpDrives, etc) ensuring continued operation to users.

3.8.8 Maintain inventory of IT equipment using inventory tracker.

The minimum qualifications for these tasks are:

- a) Five (5) years of experience programming in SQL, Visual Basic, MS Access.
- b) Experience with the DCPDS records, data elements and operations
- c) Must have completed a Network+, Security+, or higher as defined by DoD CIO Information Assurance (IA) training course
- d) U.S. citizenship
- e) SECRET Clearance

3.9 Senior ERP Specialist

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3.9.1 HR Program Manager for special projects in support of Deputy, UNSECNAV HR office. Responsible for generating program functional requirements, program implementation plan, program time schedule, program marketing packages, and execute Senior Civilian and Military briefings.

3.9.2 Design, develop, and execute HR presentations and training packages in support of DON Civilian and Military Senior Executive workforce in support of DON 's HR Systems and Applications.

3.9.3 Design, develop, and generate functional requirements documentation in support of Computer Based Training (CBT) modules for DON's Civilian and Military Senior Executive workforce related to DON's HR Systems and Applications. Coordinate with programmers CBT development, testing, and deployment as outline within COR's POA&M.

The minimum qualifications for these tasks are:

- a) Fifteen (15) years of experience in Program Management.
- b) Ten (10) years of experience in generation of HR functional requirements documentation.
- c) Ten (10) years of experience, both verbal and in writing, communication skills to Senior-level/Executive Briefings
- d) U.S. citizenship
- e) Completed NACI and ANACI background verification

4.0 Estimated Level of Effort

Labor Category	Base	Option 1	Option 2	Option 3	Option 4
DCPDS Human Resources Specialist	3,840	3,840	3,840	3,840	3,840
Technical Subject Matter Specialist	1,920	1,920	1,920	1,920	1,920
HP Unix System Administrator	1,920	1,920	1,920	1,920	1,920
Windows System Administrator	3,840	5,760	5,760	5,760	5,760
Oracle Database Manager and Administrator	3,840	3,840	3,840	3,840	3,840
Data and Interoperability Reports Manager	1,920	3,840	3,840	3,840	3,840
Web Administrator and Developer	1,920	1,920	1,920	960	960
Software Analyst and Programmer	1,920	1,920	1,920	1,920	1,920
Senior ERP Specialist	1,920	1,920	1,920	1,000	1,000
Total Hours	23,040	26,880	26,880	25,000	25,000

5.0 Security Clearance

See DD254. United States citizenship is required for all personnel. All personnel working under this PWS will be dealing with Unclassified but Sensitive Information (Privacy Act) on a daily basis.

All personnel within the following positions will require access, based on COR's need-to-know approval and assignment, to Classified Secret materials relating to Information Assurance Vulnerability Alerts (IAVAs) to resolve and ensure compliancy with DON's Chief Information Officer, Network Operation Centers (NOC), and/or Naval Network Warfare Command (NETWARCOM) directives and mandates: Technical Subject Matter Specialist, HP Unix System Administrator, Windows System Administrator, Oracle Database Manager and Administrator, Data and Interoperability Reports Manager, Web Administrator and Developer, and Software Analyst and Programmer.

As designated within each labor category, all positions require a SECRET clearance with exception to the DCPDS

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Human Resources Specialist and the Senior ERP Specialist which require a NACI and/or ANACI.

6.0 Special Instructions/Considerations

No data provided to, or developed by, the contractor shall be used for any purpose other than this task order. All information (data files and hard copy documentation) becomes the property of the government and the contractor shall return them to the OCHR at the completion of the task.

Technical Subject Matter Specialist, HP Unix System Administrator, Windows System Administrator, Data and Interoperability Reports Manager, Web Administrator and Developer labor categories are required to have a current Network+, Security+, CISSP or equivalent certification per DoD Instruction 8570.

Oracle Database Manager and Administrator and Software Analyst and Programmer labor categories are required to have completed the Network+ or Security+ training.

7.0 Period of Performance

Base	11 July 2014 – 10 July 2015
Option Year 1	11 July 2015 – 10 July 2016
Option Year 2	11 July 2016 – 10 July 2017
Option Year 3	11 July 2017 – 10 July 2018
Option Year 4	11 July 2018 – 10 July 2019

8.0 Place of Performance

The places of performance are the following government installations: (1) Office of Civilian Human Resources Headquarters, Washington Navy Yard, Washington DC, (2) Office of Civilian Human Resources San Antonio Site, Randolph AFB, San Antonio TX, (3) Office of Civilian Human Resources Operations Center Norfolk, VA, and/or (4) as designated and approved by the government.

Due to work requirements, the following positions are required to be located within the following areas:

- System Administrators, Data and Interoperability Reports Manager, and Web Administrator and Developer positions are required to be physically located at the Washington Navy Yard, Washington DC location
- DCPDS Human Resources Specialist positions are required to be located at the San Antonio Site, Randolph AFB, San Antonio TX location.

The Government will provide the following resources:

The Government will provide access to military local area network (LAN/MAN/WAN) services (unclassified), telephone and fax (local, DSN and long distance), electronic mail, LAN support, reproduction facilities and facilities to store classified working papers and data (media disks, hard drives, etc.) should it be necessary. The contractor will be provided the authority to access all information required to perform duties. The Government point of contact will provide coordination assistance to assist the contractor in accessing required information.

The Government will provide the following information: access to relevant Government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

10.0 Travel

All travel shall be in accordance with the Government's Joint Travel Regulation (JTR) or Federal Travel Regulation (FTR). Actual expenses are limited by the Government Travel Regulations and must be pre-approved by the contracting officer or the CR. Travel vouchers and supporting documents must be presented for payment within ten (10) days after completion of the travel.

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11.0 Other Direct Costs (ODCs)

An estimated \$50,000 annually will be required to support travel requirements required by OCHR, HRSD for mission information technology requirements. No additional ODC's, other than travel, are anticipated.

12.0 DELIVERABLES.

The contractor shall provide the following deliverables and reports.

12.1 Progress Reports. Progress reports must be submitted to the COR and ITR electronically no later than the 5th work day of every month or other negotiated date.

12.2 Other Reporting Requirements. In addition to the Monthly Progress Report, the contractor shall provide the following:

12.1.1 The contractor shall inform the COR and ITR in writing of the actual task starting date on or before the starting date.

12.1.2 The contractor shall bring problems or potential problems affecting performance to the attention of the COR and ITR as soon as possible. Verbal reports will be followed up with written reports when directed by the COR or ITR.

12.1.3 The contractor shall notify the Contracting Officer and COR when 75% of the amount of the task has been expended.

12.1.4 Additional written reports may be required and negotiated.

13.0 SECTION 508 COMPLIANCE.

All electronic and information technology (EIT) procured through this Statement of Work/Bill of Materials and any resulting contract, task order, delivery order, or purchase order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov/>. The contractor shall indicate for each line item in the schedule whether each product or service is compliant or noncompliant with the accessibility standards at 36 CFR 1194. Further, the proposal must indicate where full details or compliance can be found (e.g., vendor's website or other exact location).

Standard Subpart B – 1194.21

REPORTING

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

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

REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

(a) Travel

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

Medical Examinations
Immunization
Passports, visas, etc.
Security Clearances

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

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

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

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

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

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

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

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

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

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

PERSONNEL QUALIFICATIONS (NAVSUP 5252.237-9401)(JAN 1992)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth in the Performance Work Statement and shall be fully capable of performing in an efficient, reliable, and professional manner.

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

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

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE (SERVICES) (OCT 1992)

Inspection and acceptance of services to be furnished hereunder shall be made, upon completion of the services, by the requiring activity.

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SECTION F DELIVERABLES OR PERFORMANCE

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

7000	7/11/2014 - 7/10/2015
9000	7/11/2014 - 7/10/2015

CLIN - DELIVERIES OR PERFORMANCE

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

7000	7/11/2014 - 7/10/2015
9000	7/11/2014 - 7/10/2015

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

7001	7/11/2015 - 7/10/2016
7002	7/11/2016 - 7/10/2017
7003	7/11/2017 - 7/10/2018
7004	7/11/2018 - 7/10/2019
9001	7/11/2015 - 7/10/2016
9002	7/11/2016 - 7/10/2017
9003	7/11/2017 - 7/10/2018
9004	7/11/2018 - 7/10/2019

Services to be performed hereunder will be provided at: (1) Office of Civilian Human Resources Headquarters, Washington Navy Yard, Washington DC, (2) Office of Civilian Human Resources San Antonio Site, Randolph AFB, San Antonio TX, (3) Office of Civilian Human Resources Operations Center Norfolk, VA, and/or (4) as designated and approved by the government.

Due to work requirements, the following positions are required to be located within the following areas:

- System Administrators, Data and Interoperability Reports Manager, and Web Administrator and Developer positions are required to be physically located at the Washington Navy Yard, Washington DC location
- DCPDS Human Resources Specialist positions are required to be located at the San Antonio Site, Randolph AFB, San Antonio TX location

DELIVERY OF DATA (FISC DET PHILA) (OCT 1992)

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Place and time of delivery of data shall be as specified on the DD Form 1423 (Contract Data Requirements List) which is an attachment to this solicitation/order, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

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SECTION G CONTRACT ADMINISTRATION DATA

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

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

Cost Voucher

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

Destination

(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	N00189
Admin DoDAAC	S2404A

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Service Approver DoDAAC	N69197
LPO DoDAAC	N69197

(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.

diane.bergeron@navy.mil

(g) WAWF point of contact.

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

Not applicable.

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

(End of clause)

PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (FAR 52.204-9) (JAN 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the task order that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government;

(1) When no longer needed for contract performance.

(2) Upon completion of the Contractor employee's employment.

(3) Upon task order completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

(End of Clause)

SECURITY REQUIREMENTS (Aug 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential,"

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“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.

(End of clause)

Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (5252.204-9400)(July 2013)

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 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

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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.

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

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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 NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC 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

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

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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 Statement

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.

Accounting Data

SLINID	PR Number	Amount
700001	N6919714RCD1401	942687.50
LLA :		
AA 1741804 12TU 257 69197 D 068892 2D CD1401 691974DLP09P		
Standard Number: N6919714RCD1401		
9000	N6919714RCD1401	57312.50
LLA :		
AA 1741804 12TU 257 69197 D 068892 2D CD1401 691974DLP09P		
Standard Number: N6919714RCD1401		

BASE Funding 1000000.00
Cumulative Funding 1000000.00

MOD 01

700001	N6919714RCD1401	597417.85
LLA :		
AA 1741804 12TU 257 69197 D 068892 2D CD1401 691974DLP09P		
Standard Number: N6919714RCD1401		

MOD 01 Funding 597417.85
Cumulative Funding 1597417.85

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SECTION H SPECIAL CONTRACT REQUIREMENTS

LIMITATION OF LIABILITY - INCREMENTAL FUNDING (NAVSUP 5252.232-9400) (JAN 1992)

This task order is fully funded and the amount currently available for payment hereunder is limited to \$1,597,417.85, inclusive of fee.

CLIN 700001 is fully funded and the amount currently available for payment hereunder is limited to \$1,540,105.35, inclusive of fee.

CLIN 9000 is fully funded and the amount currently available for payment hereunder is limited to \$57,312.50.

Subject to the provisions of the clause entitled "Limitation of Funds" (FAR 52.232-22) of the General Provisions of this task order, no legal liability on the part of the Government for payment in excess of \$1,597,417.85 shall arise unless additional funds are made available and are incorporated as a modification to this task order.

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

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

Diane Bergeron
Office of Civilian Human Resources
Director, HR Systems Division
614 Sicard Street, S.E., Suite 100
Washington, D.C. 20374-5072
Office (202) 685-0541
Fax (202) 685-6615
diane.bergeron@navy.mil

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR: *Not Applicable

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

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

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SECTION I CONTRACT CLAUSES

OPTION TO EXTEND THE TERM OF THE CONTRACT (FAR 52.217-9) (MAR 2000)

(a) The Government may extend the term of this task order by written notice to the Contractor within 7 days prior to the end of the period of performance; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 days before the task order expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed five (5) years.

INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (DFAR 252.239-7001) (JAN 2008)

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including—

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

(b) Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

(End of clause)

REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (FAR 52.204-10) (Jul 2013)

(a) *Definitions.* As used in this clause:

“Executive” means officers, managing partners, or any other employees in management positions.

“First-tier subcontract” means a subcontract awarded directly by the Contractor for the purpose of acquiring supplies or services (including construction) for performance of a prime contract. It does not include the Contractor’s supplier agreements with vendors, such as long-term arrangements for materials or supplies that benefit multiple contracts and/or the costs of which are normally applied to a Contractor’s general and administrative expenses or indirect costs.

“Months of award” means the month in which a contract is signed by the Contracting Officer or the month in which a first-tier subcontract is signed by the Contractor.

“Total compensation” means the cash and noncash dollar value earned by the executive during the Contractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

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(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board's Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

(b) Section 2(d)(2) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Contractor to report information on subcontract awards. The law requires all reported information be made public, therefore, the Contractor is responsible for notifying its subcontractors that the required information will be made public.

(c) Nothing in this clause requires the disclosure of classified information

(d)(1) *Executive compensation of the prime contractor.* As a part of its annual registration requirement in the System for Award Management (SAM) database (FAR provision [52.204-7](#)), the Contractor shall report the names and total compensation of each of the five most highly compensated executives for its preceding completed fiscal year, if—

(i) In the Contractor's preceding fiscal year, the Contractor received—

(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 ([15 U.S.C. 78m\(a\), 78o\(d\)](#)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) *First-tier subcontract information.* Unless otherwise directed by the contracting officer, or as provided in paragraph (h) of this clause, by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, the Contractor shall report the following information at <http://www.frs.gov> for that first-tier subcontract. (The Contractor shall follow the instructions at <http://www.frs.gov> to report the data.)

(i) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has a parent company.

(ii) Name of the subcontractor.

(iii) Amount of the subcontract award.

(iv) Date of the subcontract award.

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(v) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.

(vi) Subcontract number (the subcontract number assigned by the Contractor).

(vii) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

(viii) Subcontractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

(ix) The prime contract number, and order number if applicable.

(x) Awarding agency name and code.

(xi) Funding agency name and code.

(xii) Government contracting office code.

(xiii) Treasury account symbol (TAS) as reported in FPDS.

(xiv) The applicable North American Industry Classification System code (NAICS).

(3) *Executive compensation of the first-tier subcontractor.* Unless otherwise directed by the Contracting Officer, by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, and annually thereafter (calculated from the prime contract award date), the Contractor shall report the names and total compensation of each of the five most highly compensated executives for that first-tier subcontractor for the first-tier subcontractor's preceding completed fiscal year at <http://www.fsrs.gov>, if—

(i) In the subcontractor's preceding fiscal year, the subcontractor received—

(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(e) The Contractor shall not split or break down first-tier subcontract awards to a value less than \$25,000 to avoid the reporting requirements in paragraph (d).

(f) The Contractor is required to report information on a first-tier subcontract covered by paragraph (d) when the subcontract is awarded. Continued reporting on the same subcontract is not required unless one of the reported data elements changes during the performance of the subcontract. The Contractor is not required to make further reports after the first-tier subcontract expires.

(g)(1) If the Contractor in the previous tax year had gross income, from all sources, under \$300,000, the Contractor is exempt from the requirement to report subcontractor awards.

(2) If a subcontractor in the previous tax year had gross income from all sources under \$300,000, the Contractor does not need to report awards for that subcontractor.

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(h) The FSRS database at <http://www.fsrs.gov> will be prepopulated with some information from SAM and FPDS databases. If FPDS information is incorrect, the contractor should notify the contracting officer. If the SAM database information is incorrect, the contractor is responsible for correcting this information.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

Quality Assurance Surveillance Plan (QASP)

Contract Administration Plan (CAP)

DD254, Department of Defense Contract Security Classification Specification

DD1423, Contract Data Requirements List