

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 04	3. EFFECTIVE DATE 01-Apr-2010	4. REQUISITION/PURCHASE REQ. NO. Various		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NSWC, CRANE DIVISION 300 Highway 361 - Building 64 Crane IN 47522-5001 casie.marriage@navy.mil 812-854-4741	CODE N00164	7. ADMINISTERED BY (If other than Item 6) DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299		CODE S2101A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Computer Sciences Corporation 1201 M. Street SE, Suite 400 Washington DC 20003	9A. AMENDMENT OF SOLICITATION NO.		
	9B. DATED (SEE ITEM 11)		
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4030-FC09		
CAGE CODE 8X463	FACILITY CODE 112373324	[X]	10B. DATED (SEE ITEM 13) 29-Jan-2010

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 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:
[X]	D. OTHER (Specify type of modification and authority) By mutual agreement of contracting parties

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 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) JAYNE LEITER, Pr. Contracts Administrator		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mary T Sturgis, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/JAYNE LEITER (Signature of person authorized to sign)	15C. DATE SIGNED 05-Apr-2010	16B. UNITED STATES OF AMERICA BY /s/Mary T Sturgis (Signature of Contracting Officer)	16C. DATE SIGNED 07-Apr-2010

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement for Information Technology Support

1.0 SCOPE

NSA/NSWC Crane has a requirement for Information Technology (IT) support. The contractor shall provide personnel with professional, technical and administrative skills to support the IT tasks required that are outside the cognizance of the Navy Marine Corps Intranet (NMCI) contract. Included are the support of new and existing applications and programs; support of the research, development, test and evaluation (RDT&E) network; and additional various administrative support functions of IT Tasking.

1.1 Background

The Department of the Navy (DON) has migrated to an enterprise wide network and computing environment with standard architecture and services, and a uniformly high level of security. Federal Statutes and Department of Defense and DON directives provide the overarching policy that governs every aspect of the network and computing environment. NMCI is a major component of this environment and operates within the bounds of that policy. Applications developed for the NMCI environment should require no desktop components or plug-ins to operate and only use an Internet browser (Microsoft's Internet Explorer or Netscape).

1.2 Applicable Contract Paragraphs

This task order applies to the following Performance Work Statement (PWS) paragraphs of the basic SeaPort Enhanced (SeaPort-e) Multiple Award contract (MAC):

<u>Basic SOW</u>	<u>Para Task Requirements</u>
3.5	System Design Documentation and Technical Data Support
3.6	Software Engineering, Development, Programming and Network Support
3.10	Configuration Management Support
3.12	Information System (IS) Development, Information Assurance (IA), and Information Technology (IT) Support
3.16	Acquisition Logistics Support
3.18	Training Support
3.20	Program Support
3.21	Functional and Administrative Support

2.0 APPLICABLE DOCUMENTS

The Contractor shall perform support tasks in accordance with applicable military standards, handbooks, performance specifications, and non-Government documents, as well as all project specific technical documentation and information as specified herein. Project specific documentation will be provided as Government Furnished Information (GFI). All references listed are assumed to be the latest revision as of the date of TO award. In the event of conflict between these documents and the contents of this SOW, the SOW shall be considered a superseding requirement.

2.1 Instructions and Directive

NSWCCRANEINST 7410.14B 057	Timekeeping, Payroll and Labor Distribution Policy and Procedures
DOD 5220.22-M	National Industrial Security Program Operating Manual
DOD 5200.40	Information Security Certification and Accreditation Process (DITSCAP)
MIL-HDBK-259	Lifecycle Costs in Navy Acquisitions
NAVFAC P-1021	Building Fire Warden Inspection Report
C9 CFR 1910	Material Safety
NAVSURFWARCENDIVCRANEINST 5510.1	Information, Personnel and Industrial Security Manual
OPNAVINST 5102.1C	Navy and Marine Corps. Mishap and Safety Investigation, Reporting and Record Keeping Manual
OPNAVINST 5239.1B	Navy Information Assurance (IA) Program
SECNAVINST 5370.2J	Standards of Conduct

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3.0 REQUIREMENTS

The contractor shall provide all labor, material, travel and administrative costs to support the following tasking. The principle projects and programs to be supported by this PWS may include, but are not limited to, the following departments: Command Staff, Mission Support Services, Acquisition and Extended Enterprise, Applied Science and Demand Management, Global Deterrence and Defense, Joint Special Operations Response, and Spectrum Warfare Systems.

3.1 Program Management Support

3.1.1 Information Assurance

The contractor shall apply principles, methods and knowledge of the functional area of expertise to specific task requirements, advanced business, management and administrative principles and methods to exceptionally difficult technical problems in Government information assurance programs. The contractor shall analyze complex information assurance requirements based on direct interface with customers, and supports the design, development and integration of software based solutions. The contractor shall provide software applications to include cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. The contractor shall design, develop, troubleshoot, debug, and implement software code for components of web sites and shall work with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the web site. The contractor shall be responsible for interface implementation. The tasking requires strong navigation and site design instincts.

3.1.2 Project Reporting

The contractor shall develop, prepare and maintain program reports, such as Microsoft Project plans and/or Excel spreadsheets for use in the reporting and reviews of the various projects being supported by the contract. The contractor may be required to prepare PowerPoint presentations to support briefings and reviews from information provided by the customer.

3.1.3 Database Support

The contractor shall provide database support, including development, maintenance, and data tracking. The contractor shall maintain data logistics support as required on various databases. The contractor shall provide data management support associated with specified systems. This effort may include, but is not limited to, providing administrative and managerial support for technical manuals, drawings and other technical data.

3.1.4 Analytical and Documentary Support

The contractor shall provide analytical and documentary support of information systems, program management systems or evaluation systems. The contractor shall provide analysis of current regulations, proposed regulatory changes, or other automated or manual systems that could impact the current information systems. The contractor shall develop and monitor Plan of Action and Milestones (POA&M), selected life cycle management documentation, and graph charts (providing ample narrative to facilitate understanding). The contractor shall conduct research analysis relative to functional processing problems. This analysis may result in draft project plans, scope documents, impact statements and presentations. The contractor shall maintain records as required and prepare reports and comments as required.

The contractor shall assist in the establishment of technical data tracking systems and in the control and dissemination of materials as required to support the projects associated with the contract. The contractor shall provide program management support including, but not limited to, attending briefings, developing briefing materials and participating in the briefing meetings. The contractor shall generate and distribute meeting agendas and publish minutes and action items from the various meetings and conferences when requested. The contractor shall facilitate the planning and support of various meetings, conferences and reviews. This task involves arranging and securing adequate facilities, preparing/coordinating the generation of briefing materials, and developing and distributing agendas and minutes.

3.1.5 NMCI Customer Advocacy

The contractor shall provide NMCI support and legacy equipment support to users as required, and collect ordering information, monitor trouble tickets, set up user profiles, coordinate seat orders, submit Move/Add/Changes (MACs) and respond to numerous data calls.

3.1.6 NMCI Analyst

The contractor shall provide services in support of the acquisition planning prior to procurement of NMCI equipment and services. Contractor may prepare invoice reconciliations, process cost transfers, approve charge backs, track

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deployments, expedite trouble tickets, monitor SLA performance, process MACs, provide facility administration and MILCON provisioning support and guidance, document processes, and administer share space.

3.1.7 Enterprise Resource Planning

The contractor shall provide support in the data mapping, gap analysis, transition, conversion and post deployment support of the Navy Enterprise Resource Planning (ERP) effort. The contractor shall perform as Subject Matter Experts (SMEs), Users, Super Users, Trainers, and Help Desk personnel as part of the ERP rollout.

3.1.8 Legacy Applications

The contractor shall provide information gathering, data analysis and project management support to the Legacy applications rationalization effort. The contractor shall track applications through the registration, testing and deployment process, and stay apprised of Navy initiatives, Functional Area Manager (FAM) processes and NAVSEA/NSWC directions.

3.1.9 Quality Assurance Testing

The contractor shall perform quality assurance testing actions on modifications made to computer programs in accordance with requirements and project schedules. All programming shall be done within the procedures and standards provided by the government. The contractor shall validate and verify the interaction of all programs within a subsystem, the interfaces among subsystems, and all external interfaces ensuring that the system works under all foreseeable conditions. If errors or problems are found with the delivered product, those errors or problems will be documented and provided to the contractor for correction.

3.2 Acquisition Support

3.2.1 Acquisition Preparation

The contractor shall serve as liaison on various IT service and maintenance contracts. The contractor shall review and/or prepare recommendations for performance based PWS and specifications in support of procurements in accordance with requirements defined by Government personnel. This support will also include handling invoicing and compliance issues, and processing appropriate waivers when necessary.

3.2.2 Maintenance Planning

The contractor shall be required to make recommendations for maintenance contract renewals and serves as a liaison with the cognizant ordering activity and vendors. The contractor shall prepare cost estimates, waivers, and requisitions supporting service and maintenance contracts, and will prepare reports as required.

3.2.3 Proposal Evaluation

The contractor shall assist government personnel in the preparation of Technical Data Packages (TDPs) in relation to hardware/software procurements in accordance with requirements and provide recommendations and the justification for those recommendations to the Government. The contractor shall also prepare independent cost estimates with detailed supporting schedules in accordance with MIL-HDBK-259 or as specified by provided Government Furnished Information.

3.3 Existing Systems Support

3.3.1 Hardware Maintenance

The contractor shall perform maintenance and technical support for Local Area Networks (LAN) and Wide Area Networks (WAN) that are outside the cognizance of the NMCI. As NMCI nears the end of its initial contract term, the contractor of this TO may be called upon to provide additional support if it is deemed that the role and functional support of NMCI were to diminish.

3.3.2 Computer Operation

The contractor shall activate computer and peripheral equipment by following prescribed startup procedures, shall set up batch job runs, and shall initiate job execution in accordance with a schedule provided daily. The contractor shall monitor systems status and performance by observing system messages and shall respond promptly with any required action. The contractor shall monitor job flow and system utilization by entering commands through the control console to assure effective and efficient processing, and shall coordinate with remote processing sites as required assuring successful transmission and receipt of files. The contractor shall investigate system malfunction to determine cause, define and isolate the specific problem, and initiate corrective action. As required, the contractor shall contact vendor engineers, system administrators, or software specialists to determine the cause of the problems

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resistant to normal problem solving techniques. The contractor prepares written shift reports by e-mail at the end of each work shift detailing all operation completed and problems encountered, and participates in shift turnover activities by discussion with incoming peers, work in progress, and problems related to production schedules, systems, status, equipment malfunctions and other operational problems. The contractor shall ensure the rigorous application of information security policies, principles, and practices in the delivery of computer operations services.

3.3.3 Network Administration

The contractor shall analyze and define network requirements. The contractor shall define and maintain network architecture and infrastructure and configure and optimize network servers, firewalls, hubs, routers and switches. The contractor shall analyze network workload and monitor network capacity and performance. The contractor shall diagnose and resolve network problems and develop network backup and recovery procedures. The contractor shall configure, monitor and maintain Storage Area Network (SAN) hardware. The contractor shall install, test, maintain and upgrade network operating systems and hardware, and also ensure the rigorous application of information security policies, principles, and practices in the delivery of network administration services.

3.3.4 Video Conferencing (VTC) Support

The contractor shall provide VTC services for NSA/NSWC Crane. Tasking shall include scheduling meetings, operating government furnished equipment, performing or scheduling maintenance and repairs on equipment, and ensuring connectivity with sites as required. The contractor shall coordinate and assist in the scheduling and setup of portable VTC services for buildings throughout NSA/NSWC Crane.

3.3.5 System Administration

The contractor shall plan and schedule the installation of hardware, operating systems, and applications software, and shall manage computer accounts, privileges and access to systems and equipment. The contractor shall manage system resources including performance, capacity, availability, serviceability and recoverability. The contractor shall implement security procedures and tools, develop and document systems administration standard operating procedures, and resolve hardware and software interface and interoperability problems. The contractor shall ensure systems availability, functionality, integrity and efficiency and maintains systems configuration. The contractor shall manage the installation and integration of systems fixes, updates, and enhancements and ensure the rigorous application of information security policies, principles, and practices in the delivery of systems administration services.

3.3.6 Database Administration

The contractor shall analyze and define data requirements and specifications, design, normalize, develop, install and implement databases. The contractor shall maintain, monitor, tune and perform backup and recovery of databases. Tasking includes responsibility for installing, configuring and maintaining database management systems software, and analyzing and planning for anticipated changes in data capacity requirements. The contractor shall develop and administer data standards, policies and procedures, and develop and implement data mining and data warehousing programs. The contractor shall evaluate and provide recommendations on new database technologies and architectures, and ensure the rigorous application of information security policies, principles, and practices in the delivery of database administration services.

3.3.7 Software Application Maintenance

The contractor shall perform ongoing software engineering maintenance enhancement actions on existing computer programs in accordance with requirements and project schedules. If, as a result of government or contractor quality assurance testing, errors or problems are found with the delivered product, those errors or problems shall be documented and provided to the contractor for correction. The contractor shall incorporate the comments, update all necessary documentation and provide the revised program or module upon completion.

3.3.8 Software Analysis

The contractor shall provide information system software analysis, requirements definition, design development, test, modification, installation, implementation, quality assurance, training and documentation to meet the evolving data storage and reporting needs of programs and management. The contractor shall analyze existing IT and Information System (IS) databases, web sites and applications and recommend new or improved interfaces and improved management tools that meet new management requirements, or improve management effectiveness and efficiency. The contractor shall modify, implement and maintain web based information systems and links, develop web-site structure, prepare documentation for population, implement and maintain web sites.

3.3.9 Systems Engineering

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The contractor shall provide systems engineering and technical support for establishment, test, upgrade and operational support of systems, network, workstations and support equipment hardware and software that are outside the cognizance of NMCI including support for tactical/weapons systems. The contractor shall conduct information assurance (IA) analyses; develop, recommend, implement, monitor, update and maintain IA practices, procedures, equipments, algorithms, and hardware that are outside the cognizance of NMCI. The contractor shall provide technical knowledge and analysis of highly specialized business environments that are part of IA projects, such as e-commerce and critical infrastructure. The contractor shall provide system engineering disciplines that incorporate total system development, requirements management, technical planning, technical risk management, technical controls and monitoring and providing technical reviews.

3.4 New Systems Support

Contractor personnel shall have the following skills and knowledge: (1) knowledge and experience with the multiple phases of systems life cycle management; (2) best practices and industry standard for system and application development concepts, practices and procedures; (3) data warehouse methodologies; (4) data and computer operational support; (5) user implementation and acceptance practices including training and documentation support.

3.4.1 Software and Systems Requirements

The contractor shall gather user requirements and document the requirements in the format required by the requesting development office. Formats of these requirements documents may include programming specifications, the "Use Case" methodology for requirements definitions, and plans for development implementation. This shall include dialogue with users and customers to capture and record the expectations, business rules, user safety compliance, operating environment, technical architectures, fielding and deployment considerations, and other design parameters and requirements. The contractor shall ensure that each program accepts only valid data and produces the correct output, whether to a file, a screen, an e-mail, a web page, or a hard copy report in accordance with the requirements.

3.4.2 Software Application Enhancements

The contractor shall develop new application software to meet user requested changes. The new software shall be developed in accordance with existing processes and procedures utilizing industry "best-practice" techniques as applicable to the local environment. This includes, but is not limited to, developing processes to consolidate all of the applicable reusable modules, components, procedure calls, screens and reports into complete functioning units. The contractor shall perform quality assurance testing on the new application software to ensure that all requirements are met and the application performs as required in the operational environment.

3.5 Documentation Support

3.5.1 Data Dictionary

The contractor shall create, maintain, and update when requested, physical, relational database models and data structures consistent with data warehouse methodologies, with the flexibility for implementation across different vendor hardware configurations. This shall include documentation detailing the elements and configuration of the data base models and data structures.

3.5.2 User Documentation

The contractor shall maintain the user documentation in the format and structure as required by the requesting office. This may include, but is not limited to, user's manuals (both in hardcopy and electronic medium), system manuals, batch report manuals, online help and user's guides, utilizing the agreed upon word processing software or tool. The contractor shall create and maintain the user documentation in an effective manner, and ensure all new development; maintenance and enhancement changes as a result of this tasking are incorporated. Version controls will be performed against an approved and implemented configuration control plan and methodology.

3.5.3 Rationalization

The contractor shall support the rationalization, testing, packaging and deployment of every developed application and every revision to operational applications that are intended for the NMCI environment. Rationalization involves determining whether the application is needed for mission-related requirements. Testing determines the compatibility of the application with the NMCI environment with regard to boundary ports and protocols, co-existence with Gold Disk software, and security safeguards. Packaging deals with enveloping any desktop component of the application in a product whereby it becomes suitable for electronic software distribution. Deployment involves determining the user base and gathering information needed to distribute the application and any revisions.

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3.6 User and Help Desk Support

The contractor shall provide support to the end user in the form of, but not limited to, installing releases of the supported systems into the production versions of those said systems. The contractor shall create or maintain data categories and dictionaries in data mining tools such as Intelligent Query, Business Objects, LaserFICHE and Online Computer Information Exchange (OCIE). The contractor shall provide direct support to the Navy activities using the system determining the needs and problems experienced by the end user and relating those issues to the support analysts.

The contractor shall answer and troubleshoot calls received by the Crane “Legacy” Help Desk, which typically average 290 calls per week and is operational from 0630 to 1700 on regular business days. Each call shall be entered into the Remedy system (or other designated system). The contractor shall receive and process all computer access forms, contractor account access forms, and non-disclosure agreement forms.

The contractor shall assist users with problems with Corporate Systems as follows:

- Industrial Logistics Support Management Information System (ILSMIS)
- Visitor System
- Personnel System (PERMIS)
- Online Computer Information Exchange (OCIE)
- Integrated Quality (IQ)
- Interactive Checkbook Balance (ICB)
- Job Order Number Automated System (JONAS)
- Enterprise Resource Planning (ERP)
- Standard Labor Data Collection and Distribution Application (SLDCADA)
- Defense Travel System (DTS)

3.7 Training

The contractor shall develop training curriculum for utilizing specific applications and business processes as identified by the Government. The contractor shall also provide the curriculum and any related material in the format and media as specified by the Government. The contractor shall also plan, schedule, and conduct user training as required. Classes will be scheduled based on specific applications requested. The contractor shall conduct training classes for assigned systems and provide system administration to include creating forms, accounts, and groups for system users. The contractor shall also be responsible for establishing training user accounts and resetting passwords for new students.

3.8 Relational Data Input

The contractor shall input data into relational databases for existing programs and systems. The contractor shall make changes to the database using the graphical user interfaces or other mechanism provided by the programs.

3.9 Information Technology Security

3.9.1 System Security

The contractor shall identify software and solutions for developing Intrusion Detection Architecture for NSWC Crane networks. This shall include deploying Intrusion Detection Architecture for NSWC Crane networks, and conducting vulnerability scans for several major servers supporting the NSWC Crane network. The contractor shall conduct vulnerability scans and penetration testing, audits, reviews and logs on the NSWC Crane critical infrastructure. The contractor shall work closely with Crane’s Information System Security manager (ISSM) and security staff to assist in continued development of the Intrusion Detection Architecture. The contractor shall work closely with Crane’s ISSM and security staff as well as Crane’s RDT&E staff in identifying security risks and exposures, and defining security policies, standard and guidelines. The contractor shall create reports showing data traffic trends and conduct scans for unsecured wireless networks. The contractor shall conduct research, provide guidance or communicate DOD mandated security requirements, documentation of IDS software and/or hardware used and other topics specific to Information Assurance Vulnerability Alerts (IAVA’s). The contractor shall possess or obtain a TOP SECRET security clearance.

3.9.2 Certification and Accreditation

The contractor shall develop and maintain documentation required by the DOD Instruction 5200.40, Department of Defense Information Technology Security Certification and Accreditation process (DITSCAP). This shall include responsibility for development and maintenance of all Crane Corporate documentation required by the DITSCAP

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process and for providing support to the System Administrators in the development and maintenance of the required documentation for their individual systems. Information Assurance guidance shall be focused on achieving DoD IT (DIT) Security Certification and Accreditation (SCAP) (DITSCAP) Certification and Accreditation (C&A) compliance and preparing for the technical aspects of transitioning from a legacy Navy environment to the NMCI environment. IA guidance shall include the C&A process, NMCI Security Certification and Accreditation Process (NSCAP), which allows fielded systems to be assessed and approved for transition to NMCI while still working toward full DITSCAP compliance. Contractor shall ensure that employees keep all required certifications current to meet Navy Information Assurance (IA) Workforce requirements. The definitions of the categories in the IA Workforce and the acceptable certification for each can be found at the following web site:
<http://www.dtic.mil/whs/directives/corres/pdg/857001m.pdf>.

3.10 Configuration Management

The contractor shall perform management and oversight of the Configuration Management (CM) System, in support of asset identification and documentation and creating and maintaining a CM baseline for systems in DoD, NAVSEA and NSWC information systems. The contractor shall perform basic CM support, which may include, but is not limited to, the following tasks: track and control changes to information systems and subsystems, establish and maintain CM records, perform audits and analyze audit results, establish and maintain software maintenance, perform life cycle support, create and maintain documentation of CM processes and work instructions. The contractor shall also respond to data calls requiring CM information, coordinate CM efforts with technical personnel to plan installations, transitions and testing of hardware, software, utilities and capabilities. The contractor shall verify and update system configurations, perform change control, risk analysis, ensure disaster recovery capability of information systems and monitor software requests against valid license numbers.

3.11 Database knowledge requirements

Contractor personnel will be required to have a working knowledge of the following databases currently in use at NSA/NSWC Crane:

- Microsoft SQL Server 2000
- Microsoft Access (Version 2000 and above)
- Oracle (Versions 8, 9i and above)

Additional database knowledge may be required in the future.

3.12 Language Requirements

Contractor personnel will be required to have a command of the following computer languages used in programming at NSA/NSWC Crane:

- COBOL
- Microsoft
- .NET
- Oracle
- Access
- Visual Basic
- SQL
- C++
- ASP
- HTML
- Java
- Java Server Pages (JSP)
- Java Scripting
- Cold Fusion
- Crystal Reports
- PowerBuilder
- MRO Brio report writer
- MRO Actuate report writer

Additional computer language utilization may be required in the future.

3.13 Operating Systems and Associated Applications

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The following list of operating systems and applications are currently in use at NSA/NSWC Crane. Additional operating systems and/or applications may be added in the future:

- UNIX
- SunOS
- Windows NT and above
- Microsoft Internet Information Server (IIS)
- LINUX
- VxWorks
- X Windows
- LabView
- Citrix
- Nfuse
- File Transfer Protocol (FTP)

(Note: These products, NT Terminal Server, Citrix and Nfuse, allow the installation to publish the various applications in a “Web like” environment along with many other system management capabilities.)

3.14 Commercial off the Shelf Products

The following list of commercial products is utilized at NSA/NSWC Crane. Additional products may be added or required in the future:

- Learning Management System (LMS)
- Microsoft Project
- Microsoft Office Suite

4.0 GOVERNMENT FURNISHED ITEMS

4.1 Government Furnished Information

The government will provide all applicable technical documentation and information to the contractor as Government Furnished Information (GFI). This GFI will be provided as required by TI or at the request of the contractor.

4.2 Government Furnished Material

Government Furnished Material (GFM) will be provided when the contractor has a requirement for special or specific Government material per specific tasking and as instructed by the TI.

4.3 Government Furnished Equipment

Government Furnished Equipment (GFE) will be provided when the contractor has a requirement for special or specific Government equipment per specific tasking and as instructed by the TI.

4.4 Government Furnished Facilities

When necessary for the contractor to be on center the Government shall provide office space and equipment, forms, access to hardware, software, general office supplies and storage space as required to protect Government documentation. On-site contractors required to perform work on site at NSWC, Crane due to accessibility of files and other information will need NMCI seats and services. The Government will provide all equipment and computing resources including NMCI hardware, software programs. Off-site contractors who require only e-mail access to NSWC, Crane personnel and data do not need NMCI seats or services. Those situations require access to the internet, a valid Government issues software certificate, the associated software and if necessary valid government issued identification.

4.5 Government Owned Vehicles

The Government shall provide contractor access and authorization to operate Government owned vehicles for the purpose of transporting materials and documents to Government owned vehicles for the purpose of transporting materials and documents to and from buildings within the NSWC, Crane confines. Government provided vehicles shall be used solely for the purposes as described in this SOW and authorization shall be annotated in individual TIs. All drivers must present proof of valid operator driver’s license prior to operating a government vehicle. The contractor shall operate motor vehicles IAW NSWCCRANEINST 11240.1 or most recent instruction. All contractor personnel operating Government vehicles, to include materials handling equipment, shall be licensed in IAW provisions set forth IAW NSWCCRANEINST 11240.1 or most recent instruction, except when a valid state drivers

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Frequency: Monthly

Medium: Electronic format (Microsoft compatible format whenever possible). Unless the original format of the document is a requirement, contractor format is acceptable. Document shall be transmitted via e-mail or accessible via the Internet.

Due Date: First submission is due NLT 75 calendar days after task order award and by 15th of each month thereafter

5.3 Program Management Plan (CDRL A003)

The contractor shall provide a plan for Program Management, Task Order Management and Operational Management of all assigned tasks. In addition, the contractor shall develop, implement and maintain standardized method of tracking and reporting technical and financial information concerning the progress and status of each TI under this TO. As a minimum the following elements shall be addressed in the contractor's report:

Frequency: Semi-Annual

Medium: Electronic format (Microsoft compatible format whenever possible). Unless the original format of the document is a requirement, contractor format is acceptable. Document shall be transmitted via e-mail or accessible via the Internet.

Due Date: To be submitted semi-annually.

5.4 Task Order Funding Notification Letter (CDRL B011)

Contractor shall provide TO Funding Notification Letter showing percentage funding expended by TI on this TO. An example of the TO Funding Notification Letter can be found at: <http://www.crane.navy.mil/acquisition/Funding%20Notification%20Letter%20Example%20visual%20chartJun%2009.doc>

Frequency: Monthly

Medium: Electronic format (Microsoft compatible format whenever possible). Document shall be transmitted via e-mail or accessible via the Internet.

Due Date: First submission is due NLT 75 calendar days after task order award and by 15th of each month thereafter.

6.0 SPECIAL PROVISIONS

6.1 Key Control

The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. No keys issued to the contractor by the Government shall be duplicated. The contractor shall develop procedures covering key control. Key control and accountability shall be in accordance with the key control requirements set forth in applicable regulations.

6.2 Security

The work to be performed under this TO as delineated in the TO DD Form 254, involves access to, handling of, and generation of classified material up to and including TOP SECRET. The contractor shall appoint a Security Officer, who shall (1) be responsible for all security aspects of the work performed under this TO (2) assure compliance with all DOD and U.S. Navy regulations regarding security and (3) assure compliance with any written instructions from the Security Officers of NSA/NSWC Crane. In the event that any individual tasking requires a higher level of clearance, a separate DD Form 254 will be prepared and issued. The contractor may be required to have access to live data during the performance of this TO. Any records and data or information the contractor may have access to may be highly sensitive and confidential. The contractor must not divulge any information about files, data processing activities or functions, user IDs or passwords, or any other knowledge that may be gained by anyone not authorized to have access to such information. It is the contractor's responsibility to ensure that all TO employees have proper authority.

6.2.1 Physical Security

The contractor shall be responsible for safeguarding all Government property provided for contractor use in the

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instructions and regulations that apply to safeguarding and storing of Government property.

6.3 Release of Information

All technical data provided to the contractor shall be protected from the public. All other information relating to the items to be delivered and services to be performed under this TO may not be disclosed by any means without prior approval of the authorized representative of the Contracting Officer. Dissemination or public disclosure includes, but is not limited to, permitting access to such information by foreign nationals or by any other person or entity, publication of technical or scientific papers, advertising, or any other proposed public release. The contractor shall provide adequate physical protection to such information so as to preclude access by any person or entity not authorized such access.

6.3.1 DADMS Non-Disclosure Agreement

All contractor personnel requiring access to DON Application and Database Management System (DADMS) shall sign a DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER CONTRACTOR NONDISCLOSURE AGREEMENT FOR SENSITIVE AND/OR PROPRIETARY INFORMATION. The Contracting Officer must sign the DADMS NDA as the Government Sponsor with the authority to bind the Contractor. Failure to do so will result in denial of access to DADMS.

6.4 Privacy Act

Under US Code Title 5 Section 552, information accessed in completing this Task Order is subject to the Privacy Act.

6.5 Control of Contractor Personnel

The contractor shall comply with the requirements of NSWC 5510.1 and NSWC 5910.1 (or latest versions). All persons engaged in work while on Government property shall be subject to search of their persons (no bodily search) and vehicles at any time by the Government, and shall report any known or suspected security violations to the NSA/NSWC Crane Security Department. Assignment, transfer, and reassignment of contractor personnel shall be at the discretion of the contractor. However, when the Government directs, the contractor shall remove from contract performance any person who endangers life, property, or national security through improper conduct. All contractor personnel engaged in work while on Government property shall be subject to the standards of conduct contained in SECNAVINST 5370.2J. Prior to conducting work under this contract, the contractor shall provide a list of employees that will be working on this site. The employee list shall contain full names, security clearance levels, job titles, and dates of birth. This list shall be updated within forty-eight hours after changes occur.

6.6 Non-Personal Services

The Government will neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances will the Government assign tasks to, or prepare work schedules for individual Contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor feels that any actions constitute or are perceived to constitute personal services it shall be the contractor's responsibility to notify the COR immediately. Support services under this contract shall not be used to perform work of a policy/decision making or management nature, i.e., inherently Governmental functions. All decision relative to programs supported by the contractor shall be the sole responsibility of the Government.

6.7 Identification Badges

The contractor shall be required to obtain identification badges from the Government for contractor personnel to be located on Government property. The contractor shall furnish all requested information from the Government to facilitate issuance of a badge and shall conform to application regulations concerning the use and possession of badges. The contractor shall be responsible to ensure that all identification badges are returned to the appropriate Government security personnel following completion of the Task Order, relocation or termination of the employee, or upon request by the Contracting Officer.

6.8 Investigations

Contractor employees located on Government property shall cooperate with Government investigative agencies conducting criminal or administrative investigations.

6.9 Government Observations

Other Government personnel, such as Inspector General or high headquarters staff, are authorized to observe contractor operations. Efforts will be made to minimize the degree of disturbance on contractor performance.

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6.10 Accident Reporting

The Contractor shall maintain an accurate record of and shall report all accidents to the COR and/or the NSWC, Crane Security Department as prescribed by OPNAVINST 5102.1, Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual.

6.11 Safety Requirements

The requirements of this order may require Contractor personnel to come in contact or be exposed to hazardous conditions and materials. The Contractor shall abide by all applicable Federal, local, and state occupational safety and health requirements. The Government will provide Standard Operating Procedures (SOP) when applicable. The Contractor must have on record a corporate safety plan and shall provide a copy to the COR when instructed. The Contractor shall ensure all employees have appropriate Personal Protection Equipment (PPE). The Contractor shall ensure employees have all required training and certifications related to Occupational Safety and Health Requirements.

6.12 Quality Assurance

The Government shall monitor the contractor's TO work performance under this SOW by requiring progress reports, conducting on-site inspections and inspecting TO deliverables for compliance to tasking.

6.13 Work Area Cleanliness

The contractor shall be responsible for the orderliness and cleanliness of all areas being used for office and storage. The space shall be clean and neat and free from fire hazards, unsanitary conditions and safety hazards.

6.14 Damage Reporting

The contractor shall maintain an accurate record of and shall report to the COR all damages to Government Furnished Equipment and facilities as prescribed by OPNAVINST 5102.1.

6.15 Smoking Regulations

Smoking on NSA/NSWC Crane premises shall be approved areas subject to the NSWC Crane Division Smoking Policy and in accordance with NAVFAC P-1021.

6.16 Coffee Mess

The establishment and upkeep of coffee messes must have individual authorization and approval in accordance with NSA/NSWC Crane regulations.

6.17 Conservation of Utilities

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating, while on the facility, to the requirements set forth in NSA/NSWC Crane regulations.

- a. Lighting shall be used only in areas where and when work is actually being performed, or when necessary to ensure safety of personnel.
- b. Contractor employees shall not adjust mechanical equipment controls for heating, ventilation and air conditioning systems in any Government facility.
- c. Water faucets, spigots or valves shall be turned off after the required usage has been accomplished.

6.18 Classified Document Control

All classified documents shall be processed by the contractor at approved classified sites. The contractor shall observe and comply with all security provisions in effect at NSA/NSWC Crane. All classified material shall be processed and protected in accordance with the provisions of this performance work statement and all required instructions and directives in effect concerning the processing of classified material.

6.19 Hours of Operation

The following hours of operation shall apply to the contractor's on-site personnel and the contractor's liaison facility personnel.

6.19.1 Closed Days

The Commander, NSA/NSWC Crane shall designate all closed days. Closed days are generally associated with holidays and/or inclement weather. The contractor will not be allowed to work on NSA/NSWC Crane during designated closed days, unless they are deemed to be essential personnel.

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6.19.2 Inclement Weather

When NSWC, Crane Division is closed by the Commander because of inclement weather conditions and/or dangerous conditions (NAVWPNSUPCENINST 11210.1), notification of the closing will be broadcast over local radio and television stations.

6.19.3 Holidays

A list of NSA/NSWC Crane observed holidays and/or closed days in conjunction with the holidays will be published at the beginning of each calendar year. Contractor employees will not be allowed to work on NSA/NSWC Crane on a holiday unless they are deemed to be essential personnel.

6.19.4 Compressed Work Schedule

The contractor may be permitted to utilize a compressed work schedule for NSA/NSWC Crane contractor employee in accordance with Timekeeping, Payroll and Labor Distribution Policy and Procedures, NSWCCRANEINST 741014B 057 issued 23 Jan 2008. A compressed work schedule allows a starting time between the hours of 0600 and 0830 for eight of the ten workdays (nine hours per day), and between 0630 and 0900 for one of the ten workdays (eight-hour day) with a stopping time between the hours of 1500 and 1800. The contractor's full-time employee shall adhere to the same number of hours each day for eight of the ten workdays (nine hours per day) during a biweekly pay period for one eight hour day during the same biweekly pay period. The contractor's full-time employee is required to work 80 hours in a biweekly pay period and this work must be scheduled for fewer than 10 days in a biweekly pay period. In some cases, a contractor employee may be required to remain on a non-compressed work schedule or to adjust contractor employee work hours (arrival and departure time) to accommodate the needs of the organization that they support. The contractor may be required to respond to an emergency requirement and work outside of regular working hours to perform the work. Exceptions to the compressed schedule may exist and the contractor will be notified by the COR of any permanent or temporary exceptions.

6.20 Travel Requirements

The contractor may be required to travel throughout the continental United States (CONUS) and to locations outside of CONUS. Trip duration will normally not exceed five to ten working days plus the required transit time. It is estimated that no more than 10 percent of the contractor's annual work hours charged against this TO will be needed to travel.

6.20.1 Travel Authorization

Any travel undertaken by the contractor for performance of tasking must have prior authorization by the Contracting Officer or the COR.

6.21 Contracting Officer's Representative

The Contracting Officer's Representative (COR) is Rhonda Rush, telephone 812-854-1619 or e-mail rhonda.rush@navy.mil. The COR is the point of contact for non-substantive communications of a technical nature. Only the Contracting Officer has the authority to change the requirements of this order.

6.22 Contractor Employee Training/Certifications

Contractor employees shall obtain the necessary training/certifications required in the performance of their assigned tasks. The certification training specific to the Government may be funded and/or provided by the Government. Training considered to be employee development will not be funded and/or provided by the Government.

6.23 Contractor Response Time

The contractor shall respond to a user's request for support within one business hour of the request. A response consists of contacting the requester either in person or by telephone. The contractor shall initiate service on a call within four hours of the request and resolve the issue within 48 hours. The COR may extend the 48-hour resolution time for unique circumstances. The contractor shall also recognize that circumstances requiring immediate response may occur. The Contracting Officer's Representative will notify the contractor as to these situations to enable them to expedite this work.

6.23.1 Communication

The Government will require, as defined by individual TIs, communication with support contractor personnel outside normal business hours.

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6.24 Contractor Management and Supervision

The contractor shall be responsible for providing managerial and supervisor personnel to support all current contractor employees assigned to tasking under this TO located at NSA/NSWC Crane. Contractor supervision shall maintain control of all pertinent source documents; respond to adjustments in processing due to changes in priority, due dates or other factors; provide instructions to contractors and ensure that work progresses to meet deadline requirements identified by the customer; analyze processing problems in cooperation with NSA/NSWC Crane to determine cause and take appropriate action to correct any procedural error; recommend improvements to existing processing procedures and techniques, utility programs, and facility. Contractor supervision shall participate in plans for overall production system to ensure proper consideration is given to customer support and ensure contractor personnel maintain acceptable standards of conduct on the job site to alleviate any detriment to meeting the requirements of the TO.

7.0 PLACE OF PERFORMANCE

The work shall be performed at NSA/NSWC Crane Government facilities and contractor facilities. The contractor shall be required to have a building and facilities within a 50 mile distance of the NSWC, Crane to allow commuting with a one hour drive. The contractor shall provide personnel to perform services at their facility, the NSWC, Crane or any other off-site locations required to complete mission goals.

7.1 Period of Performance

The initial award will be for a 2-year base period of performance (POP) with 3 one-year award terms. The POP, including award terms, is 5 years.

8.0 PERFORMANCE STANDARDS

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVELS	METHODS OF SURVEILLANCE
Provide data deliverables in a timely manner in accordance with Paragraph 5.0 of the PWS	Data deliverables received 100% on schedule	Data deliverables received at least 95% on schedule	Random Inspection
Provide data deliverables at a quality level in accordance with paragraph 5.0 of the PWS	Data deliverables received with a first pass yield 100% of the time	Data deliverables received with a first pass yield at least 95% of the time	Random Inspection
Provide services within Rough Order of Magnitude (ROM) for each Technical Instruction	Services provided within ROM or revised ROM 100% of the time	Services provided within ROM or revised 100% of the time	Random Inspection
Provide satisfactory services in accordance with section 3.0 of the PWS	For All valid complaints, a plan of resolution is provided within 3 business days and complaints are resolved in a timely manner.	For All valid complaints, a plan of resolution is provided within 3 business days and the complaints are resolved in a timely manner	Written User/Customer Complaints
Meet small business subcontracting goals as set forth in Section H of the task order.	Small business subcontracting goals met 100% of the time	Small business subcontracting goals met 100% of the time	Contractor Reporting/Random Inspection
End User Satisfaction – Overall customer satisfaction based on technical performance, schedule adherence, staffing and overall management.	100% of end users satisfied with contractor overall performance	95% of end users satisfied with contractor overall performance	End User Satisfaction Survey

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SECTION D PACKAGING AND MARKING

All provisions and clauses in SECTION D of the basic contract apply to this task order, unless otherwise specified in this task order.

DATA PACKAGING LANGUAGE (5503)

All unclassified data shall be prepared for shipment in accordance with best commercial practice.

Classified reports, data, and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M dated January 1995.

MARKING OF REPORTS (NAVSEA) (SEP 1990) (5506)

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

- (1) name and business address of the Contractor
- (2) contract number
- (3) task order number
- (4) sponsor: _____
(Name of Individual Sponsor)

(Name of Requiring Activity)

(City and State)

PROHIBITED PACKING MATERIALS (5512)

The use of asbestos, excelsior, newspaper or shredded paper (all types including waxed paper, computer paper and similar hygroscopic or non neutral material) is prohibited. In addition, loose fill polystyrene is prohibited for shipboard use.

INSTRUCTIONS FOR MARKING DISTRIBUTION STATEMENT (5513)

The Contractor shall comply with the instructions cited below for placement of the distribution statement associated with data. The applicable distribution statement is identified on each Contract Data Requirements List (DD Form 1423-1). The distribution statement shall be displayed conspicuously on technical documents so as to be recognized readily by receipts.

The distribution statement shall appear on each front cover and title page of a report. If the technical document does not have a cover or title page, the applicable distribution statement shall be stamped or typed on the front page in a conspicuous position.

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

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SECTION E INSPECTION AND ACCEPTANCE

All provisions and clauses in SECTION E of the basic contract apply to this task order, unless otherwise specified in this task order.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at DESTINATION.

INSPECTION AND ACCEPTANCE LANGUAGE FOR DATA (5602)

Inspection and acceptance of all data shall be as specified in the Contract Data Requirements List as described within the SOW.

GOVERNMENT FURNISHED MATERIAL (NAVSEA) (MAY 1995)

Government Furnished Material: When material is furnished by the Government, the contractor's procedures shall include at least the following:

- (a) Examination upon receipt, consistent with practicality, to detect damage in transit;
- (b) Inspection for completeness and proper type;
- (c) Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and deterioration during storage;
- (d) Functional testing, either prior to or after installation, or both, as required by contract to determine satisfactory operation;
- (e) Identification and protection from improper use or disposition; and
- (f) Verification of quantity.

Damaged Government Furnished Material: The contractor shall report to the Government representative any Government-furnished property found damaged, malfunctioning, or otherwise unsuitable for use. In event of damage or malfunction during or after installation, the contractor shall determine and record probable cause and necessity for withholding material from use. Bailed Property: The contractor shall, as required by the terms of the Bailment Agreement, establish procedures for the adequate storage, maintenance, and inspection of bailed Government property. Records of all inspections and maintenance performed on bailed property shall be maintained. These procedures and records shall be subject to review by the Government representative.

[As used in the foregoing, the term "material" applies to Government-furnished equipment to be installed in or furnished with the end item. The term "property" is Government equipment that is used in the fabrication or assembly of the end item, and is not delivered as part of the end item.]

NOTE: Government representative means Contracting Officer

CLAUSES INCORPORATED BY REFERENCE

52.246-3 Inspection of Supplies-Cost Reimbursement MAY 2001
52.246-5 Inspection of Services-Cost Reimbursement APR 1984
252.246-7000 Material Inspection and Receiving Report MAR 2003

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

4000	1/29/2010 - 1/28/2012
6000	1/29/2010 - 1/28/2012

The periods of performance for the Award Term Items are as follows:

4300	1/29/2012 - 1/28/2013
4400	1/29/2013 - 1/28/2014
4500	1/29/2014 - 1/28/2015
6300	1/29/2012 - 1/28/2013
6400	1/29/2013 - 1/28/2014
6500	1/29/2014 - 1/28/2015

Services to be performed hereunder will be provided at NSWC Crane and Contractor Facility.

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SECTION G CONTRACT ADMINISTRATION DATA

All provisions and clauses in SECTION G of the basic contract apply to this task order, unless otherwise stated herein.

SECURITY ADMINISTRATION

The highest level of security required under this task order is TOP SECRET as designated on DD Form 254 attached hereto and made a part hereof. The Commander, Defense Security Service, Director of Industrial Security, Southern Region, is designated Security Administrator for the purpose of administering all elements of military security hereunder.

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Rhonda Rush
300 Highway 361, Bldg. 3173
Crane, IN 47522
rhonda.rush@navy.mil
812-854-1619

INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

Invoices for services rendered under this task order shall be submitted electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF): The vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the internet at <https://wawftraining.eb.mil>. Additional support can be accessed by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293). Select the Cost Voucher within WAWF as the invoice type. The cost voucher prepares the interim voucher. Back up documentation (such as timesheets, cost breakdowns, etc.) can be included and attached to the invoice in WAWF.

Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. The following information regarding Naval Surface Warfare Center, Crane, Indiana is provided for completion of the invoice in WAWF:

PAY DODAAC:	HQ0338
WAWF Invoice Type:	Cost Voucher
Issue by DODAAC:	N00164
Admin DODAAC:	S2101A
DCAA DODAAC (if applicable):	N/A
Service Approver:	N00164
Inspect by DODAAC:	N/A
Service Acceptor DODAAC:	N00164
LPO DODAAC:	N/A

The contractor shall submit invoices for payment per contract terms. The contractor shall invoice per ACRN by SLIN (sub-contract line item number). The Government shall process invoices for payment per contract terms. Payment is not to be pro-rated across ACRNs. ACRNs are to be paid in accordance with contractor's invoice. After clicking the submit button a Notice or successful/unsuccessful submission screen will appear. This screen allows you to enter an additional e-mail notification address. You must click on the "Send More E-mail Notifications" link and add the e-mail address listed below for submittal of the acceptor:

Or e-mail the invoice to the following address:

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CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Rhonda Rush
300 Highway 361, Bldg. 3173
Crane, IN 47522
rhonda.rush@navy.mil
812-854-1619

Additional WAWF Information:

On the Miscellaneous Tab of the invoice in WAWF attach the cost breakdown for the cost voucher amount being submitted IAW the invoicing instructions.

CONTRACT ADMINISTRATION DATA LANGUAGE (5802)

Enter below the address (street and number, city, county, state and zip code) of the Contractor's facility which will administer the task order if such address is different from the address shown on the proposal.

Address: _____
Street & number: _____
City & State: _____
County: _____
Zip Code: _____

CONTRACTOR PERFORMANCE ASSESSMENT RATING SYSTEM (CPARS) (JAN 2001)

- a) Pursuant to FAR 42.1502, this task order is subject to DoD's Contractor Performance Assessment Rating System (CPARS). CPARS is an automated centralized information system accessible via the Internet that maintains reports of contractor performance for each contract/task order. CPARS is located at <http://www.cpars.navy.mil/>. Further information on CPARS is available at that web-site.
- b) Under CPARS, the Government will conduct annual evaluations of the contractor's performance. The contractor has thirty (30) days after the Government's evaluation is completed to comment on the evaluation. The opportunity to review and comment is limited to this time period and will not be extended. Failure to review the report at this time will not prevent the Government from using the report.
- c) The contractor may request a meeting to discuss the CPAR. The meeting is to be requested via e-mail to the CPARS Program Manager no later than seven days following receipt of the CPAR. A meeting will then be held during the contractor's 30-day review period.
- d) The CPARS system requires the Government to assign the contractor a UserID and password in order to view and comment on the evaluation. Provide the name(s) of at least one individual (not more than three) that will be assigned as your Defense Contractor Representative for CPARS.

PURCHASING OFFICE REPRESENTATIVE LANGUAGE

PURCHASING OFFICE REPRESENTATIVE:

[Casie Marriage, 812-854-4741](mailto:casie.marriage@navy.mil)
casie.marriage@navy.mil

EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (DEC 1995)

- a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$500 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either part at the end of the contract except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual

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SECTION H SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT FURNISHED PROPERTY (SEP 1990) (NAVSEA 5252.245-9108)

The Government will provide only that property set forth below, notwithstanding any term or condition of this task order to the contrary. Upon Contractor's written request to the cognizant Contracting Officer's Representative, via the cognizant Procuring Contract Office (NSWC Crane), the Government will furnish the following for use in the performance of this task order:

* To be identified upon issuance of each Technical Instruction (TI).

TECHNICAL INSTRUCTIONS (MAY 1993)(NAVSEA 5252.242-9115)

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

1. Directions to the contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill-in details or otherwise serve to accomplish the contractual statement of work.
2. Guidelines to the contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical Instructions may not be used to:

1. Assign additional work under the task order
2. Direct a charge as defined in the "CHANGES" clause of this task order
3. Increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for task order performance
4. Change any of the terms, conditions or specifications of the task order.

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

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

H20S INSURANCE - WORK ON A GOVERNMENT INSTALLATION

The following types of insurance are required in accordance with the clause entitled. Insurance - Work On A Government Installation (FAR 52.228-5), and shall be maintained in the minimum amounts shown:

1. Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury.
2. Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage.
3. Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum of \$100,000.

ALLOTMENT OF FUNDS (MAY 1993) (NAVSEA 5252.232-9104)

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

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performance for which it is estimated the allotted amount(s) will cover is as follows:

* See Section G

H30S LIMITATION OF LIABILITY - INCREMENTAL FUNDING (JUN 2004)

This task order is incrementally funded and the amount currently available for payment hereunder is limited to \$* inclusive of fee, profit and all other charges. The clause entitled, Limitation of Funds (FAR 52.232-22) applies. The Government is not obligated to reimburse the Contractor for costs incurred in excess of this amount unless additional funds are made available and are incorporated as a modification to this task order.

*Refer to Page 2, General Information Section.

H81S TRAVEL COSTS AND RESPONSIBILITIES

(a) Performance under this task order may require travel by contractor personnel. If travel, domestic or overseas, is required, the Contractor shall be responsible for making all needed arrangements for his personnel. This includes, but is not limited to, medical examinations; immunizations; passports, visas, etc. and security clearances. If any work will take place on a U.S. Navy vessel, the Contractor shall obtain boarding authorization for all contractor personnel from the Commanding Officer of the vessel. Authorization shall be obtained prior to boarding.

(b) The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the task order in accordance with FAR subpart 31.2 or 31.3 as applicable.

H83S SERVICE CONTRACT ACT WAGE DETERMINATION (JUN 2004)

The applicable Service Contract Wage Determinations by the Secretary of Labor are provided as attachment J-1 in Section J.

HC25S ACCESS TO GOVERNMENT SITE (JUN 2004)

Contractor personnel shall comply with all current badging and security procedures required to gain access to any Government site.

1. The contractor shall ensure that contractor personnel employed on any Government site become familiar with and obey Activity Regulations.
2. Contractor personnel shall not enter restricted areas unless required to do so and until cleared for such entry.
3. The contractor shall request permission to interrupt any activity roads or utility services in writing a minimum of 15 calendar days prior to the date of interruption.
4. Contractor personnel shall bear personal protective equipment in designated areas.
5. All contractor equipment shall be conspicuously marked for identification.
6. The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

HG10S CONTRACTUAL AUTHORITY AND COMMUNICATIONS (JUN 2004)

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

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

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

HP10S OPTION TO EXTEND THE TERM OF THE TASK ORDER

This task order is renewable at the prices stated in Section B of the Contractor's proposal upon written modification to authorize performance under Award Terms 1, 2, and 3 of the task order as provided for elsewhere herein. The total duration of this task order, including Award Terms, shall not exceed 60 months.

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HQ-C-2-0014 CONTRACTORS PROPOSAL (NAVSEA)(SEP 1990)

(a) Performance of this task order by the contractor shall be conducted and performed in accordance with detailed obligations to which the contractor committed itself in proposal dated 11 December 2009 in response to NSWC Crane solicitation N00024-09-R-3489.

(b) The technical volume(s) of the contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-08) clause of this task order. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the contractor's proposal referenced herein is hereby designated as item (f) of the clause following "The Specifications" in order of precedence.

CONFORMANCE WITH THE ENVIRONMENTAL MANAGEMENT SYSTEM

The Contractor shall perform work under this contract, at the installation or at the Contractor site, consistent with the policy and objectives identified in the installation's Environmental Management System (EMS) and applicable rules and regulations provided to the contractor as Government Furnished Information (GFI). The Contractor shall perform work in a manner that conforms to objectives and targets, environmental programs and operational controls identified by the EMS. The Contractor shall provide monitoring and measurement information as required by the EMS coordinator (Environmental Protection Manager) to address environmental performance relative to environmental, energy, and transportation management goals.

In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall be responsible for coordinating with the installation's Environmental Protection office on proposed corrective and/or preventive actions and for completing all corrective/preventive actions as required by the EMS coordinator or the Environmental Protection Office. In addition, the Contractor shall ensure its employees are aware of their roles and responsibilities under the EMS and Environmental laws and regulations, and how these EMS roles and responsibilities affect work performed under the contract.

The Contractor shall be responsible for ensuring their employees receive applicable environmental and occupational health and safety training, and maintain regulatory-required specific training for the type of work to be conducted. All Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause an environmental impact shall be competent on the basis of appropriate education, training or experience. Upon contract award, the Government will provide EMS Awareness and Environmental Awareness training on CD to the Contractor. The contractor shall provide the EMS coordinator with all training records required by the EMS coordinator or the Environmental Protection Office (including but not limited to EMS training, waste water treatment certifications, asbestos certifications, etc.) for all contractor personnel and subcontractor personnel within 30 days prior to performance or at time of contract award whichever comes first and annually thereafter. The installation EMS Coordinator will retain associated records.

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SECTION I CONTRACT CLAUSES

Note: All the provisions and clauses of SECTION I of the basic contract apply to this task order unless otherwise specified herein.

52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed \$23,352.00 or the overtime premium is paid for work --

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall --

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

252.222-7999 Additional Requirements and Responsibilities Restricting the Use of Mandatory Arbitration Agreements

(DEVIATION)

Use the following clause in all contracts in excess of \$1 million utilizing funds appropriated by the Fiscal Year 2010 Defense Appropriations Act (Pub. L. 111-118), except in contracts for the acquisition of commercial items and commercially available off-the-shelf items.

ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES
RESTRICTING THE USE OF MANDATORY ARBITRATION
AGREEMENTS (DEVIATION) (FEB 2010)

(a) *Definitions.*

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“Covered subcontract,” as used in this clause, means any subcontract, except a subcontract for the acquisition of commercial items or commercially available off-the-shelf items, that is in excess of \$1 million and uses Fiscal Year 2010 funds.

(b) The Contractor-

(1) Agrees not to-

(i) Enter into any agreement with any of its employees or independent contractors that requires, as a condition of employment, that the employee or independent contractor agree to resolve through arbitration any claim under title VII of the Civil Rights Act of 1964 or any tort related to or arising *out* of sexual assault or harassment, including assault and battery, intentional infliction of emotional distress, false imprisonment, or negligent hiring, supervision, or retention; or

(ii) Take any action to enforce any provision of an existing agreement with an employee or independent contractor that mandates that the employee or independent contractor resolve through arbitration any claim under title VII of the Civil Rights Act of 1964 or any tort related to or arising out of sexual assault or harassment, including assault and battery, intentional infliction of emotional distress, false imprisonment, or negligent hiring, supervision, or retention; and

(2) Certifies, by signature of the contract, for contracts awarded after June 17, 2010, that it requires each covered subcontractor to agree not to enter into, and not to take any action to enforce any provision of any agreements, as described in paragraph (b)(1) of this clause, with respect to any employee or independent contractor performing work related to such subcontract.

(c) The prohibitions of this clause do not apply with respect to a Contractor's or subcontractor's agreements with employees or independent contractors that may not be enforced in a court of the United States.

(d) The Secretary of Defense may waive the applicability of the restrictions of paragraph (b) to the Contractor or a particular subcontractor for the purposes of the contract or a particular subcontract if the Secretary or the Deputy Secretary personally determines that the waiver is necessary to avoid harm to national security interests of the United States, and that the term of the contract or subcontract is not longer than necessary to avoid such harm. This determination will be made public not less than 15 business days before the contract or subcontract addressed in the determination may be awarded.

(End of clause)

52.244-2(d)

If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:

Any subcontract exceeding the Simplified Acquisition Threshold (\$100,000.00), inclusive of subcontractor labor, fees, and ODCs (both travel and material), not previously included in the Prime Contractor's accepted proposal.

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

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

52.222-41 Service Contract Act of 1965 (NOV 2007)

52.227-14 Rights in Data - General (DEC 2007)

252.227-7013 Rights in technical data - Noncommercial items. (NOV 1995)

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SECTION J LIST OF ATTACHMENTS

Attachment 1 – Wage Determination 05-2183, Rev 9

Attachment 2 – CDRLs A001-A003 & B011 Rev 1

Attachment 3 – QASP

Attachment 4 – DD 254