

2. AMENDMENT/MODIFICATION NO. 08	3. EFFECTIVE DATE 01-Oct-2013	4. REQUISITION/PURCHASE REQ. NO. N5702514RC005CG	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00244	7. ADMINISTERED BY (If other than Item 6) CODE	S0514A

NAVSUP FLC San Diego, Code 200  
3985 Cummings Road  
San Diego CA 92136-4200  
nick.giacalone@navy.mil 619-556-6018

DCMA SAN DIEGO  
7675 DAGGET STREET, SUITE 200  
SAN DIEGO CA 92111-2241

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Ethical Personnel Services Inc. dba A Professional Personnel Service 3260 E. Victoria Dr. Alpine CA 91901		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	<b>[X]</b>	10A. MODIFICATION OF CONTRACT/ORDER NO.  N00178-10-D-6036-NW01
		10B. DATED (SEE ITEM 13)  01-Oct-2012
CAGE CODE 1YT00	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[ ]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[ ]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) Unilateral Modification IAW FAR 52.217-9 Option To Extend the Term of the Contract and FAR 52.232-22

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)
	Maria S Papet, Contracting Officer
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
(Signature of person authorized to sign)	
	16B. UNITED STATES OF AMERICA
	BY <u>/s/Maria S Papet</u> (Signature of Contracting Officer)
	16C. DATE SIGNED 09-Sep-2013

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## GENERAL INFORMATION

The purpose of this modification is to exercise option Year I CLINS: CLIN 4004, 4005, 6002 and 6003. In accordance with FAR 52.232-18 "Availability of Funds" the incremental funding added through this modification is subject to the enactment of Fiscal Year 2014 Department of Defense Appropriation Act or Fiscal Year 2014 Continuing Resolution Authority. All 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 \$4,445,687.26 by \$1,160,000.00 to \$5,605,687.26.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400401	O&MN,N	0.00	604,000.00	604,000.00
400501	O&MN,N	0.00	434,000.00	434,000.00
600201	O&MN,N	0.00	50,000.00	50,000.00
600301	O&MN,N	0.00	72,000.00	72,000.00

The total value of the order is hereby increased from \$4,445,687.26 by \$4,470,687.26 to \$8,916,374.52.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
4004	0.00	2,339,027.42	2,339,027.42
4005	0.00	1,656,659.84	1,656,659.84
6002	0.00	190,000.00	190,000.00
6003	0.00	285,000.00	285,000.00

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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
-----	---	-----	----	----	-----	-----	-----
4000	R699	Logistics Services Ashore in accordance with the performance work statement Exhibit J-0001. (O&MN,N)	1.0	LO	\$2,227,645.16	\$111,382.26	\$2,339,027.42
400001	R699	N5702513RC00500 (O&MN,N)					
400002	R699	N5702513RC0050000 2 (O&MN,N)					
400003	R699	N5702513RC0050000 3 (O&MN,N)					
400004	R699	N5702513RC0050000 4 (O&MN,N)					
400005	R699	N5702513RC0050000 5 (O&MN,N)					
4001	R699	Logistics Services Afloat in accordance with the performance work statement Exhibit J-0001. (O&MN,N)	1.0	LO	\$1,577,771.27	\$78,888.57	\$1,656,659.84
400101	R699	N5702513RC011CG (O&MN,N)					
400102	R699	N5702513RC011CG00 02 (O&MN,N)					
400103	R699	N5702513RC011CG00 03 (O&MN,N)					
400104	R699	N5702513RC011CG00 04 (O&MN,N)					
400105	R699	N5702513RC011CG00 05 (O&MN,N)					
4002	R699	Surge Logistics Services Ashore.	1.0	LO	\$222,764.51	\$11,138.23	\$233,902.74

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This is 10% of the total cost of CLIN 4000. This is an option CLIN and it shall not be exercised unless the total ceiling is reached for CLIN 4000. (TBD)  
Option

4003	R699	Surge Logistics Services Afloat. This is 10% of the total cost of CLIN 4001. This is an option CLIN and it shall not be exercised unless the total ceiling is reached for CLIN 4001. (TBD) Option	1.0	LO	\$157,441.93	\$7,872.10	\$165,314.03
4004	R699	Logistics Services Ashore Option Year I in accordance with the performance work statement Exhibit J-0001 (O&MN,N)	1.0	LO	\$2,227,645.16	\$111,382.26	\$2,339,027.42
400401	R699	N5702514RC005CG (O&MN,N)					
4005	R699	Logistics Services Afloat Option Year I in accordance with the performance work statement Exhibit J-0001. (O&MN,N)	1.0	LO	\$1,577,771.27	\$78,888.57	\$1,656,659.84
400501	R699	N5702514RC004CG (O&MN,N)					
4006	R699	Surge Logistics Services Ashore. This is 10% of the total cost of CLIN 4004. This is an option CLIN and it shall not be	1.0	LO	\$222,764.51	\$11,138.23	\$233,902.74

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exercised unless  
the total ceiling  
is reached for  
CLIN 4004. (TBD)  
Option

4007	R699	Surge Logistics Services Afloat. This is 10% of the total cost of CLIN 4005. This is an option CLIN and it shall not be exercised unless the total ceiling is reached for CLIN 4005. (TBD) Option	1.0	LO	\$157,441.93	\$7,872.10	\$165,314.03
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For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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6000	R699	Travel for Ashore in support of CLIN 4000. Base Year travel shall be conducted in accordance with the joint travel regulations and shall not exceed \$180,000.00. (O&MN,N)	1.0	LO	\$180,000.00
600001	R699	N5702513RC00500 (O&MN,N)			
600002	R699	N5702513RC0050000 02 (O&MN,N)			
600003	R699	N5702513RC0050000 04 (O&MN,N)			
600004	R699	N5702513RC0050000 04 (O&MN,N)			
6001	R699	Travel for Afloat in support of CLIN 4001. Base Year travel shall be conducted in accordance with the joint travel regulations and	1.0	LO	\$270,000.00

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shall not exceed  
\$270,000.00.  
(O&MN,N)

600101 R699 N5702513RC011CG  
(O&MN,N)

600102 R699 N5702513RC011CG00  
02 (O&MN,N)

600103 R699 N5702513RC011CG00  
04 (O&MN,N)

600104 R699 N5702513RC011CG00  
05 (O&MN,N)

6002 R699 Travel for Ashore 1.0 LO \$190,000.00  
in support of  
CLIN 4004.Option  
Year I Travel  
shall be  
conducted in  
accordance with  
the joint travel  
regulations and  
shall not exceed  
\$190,000.00.  
(O&MN,N)

600201 R699 N5702514RC005CG  
(O&MN,N)

6003 R699 Travel for Afloat 1.0 LO \$285,000.00  
in support of  
CLIN 4005. Option  
Year I travel  
shall be  
conducted in  
accordance with  
the joint travel  
regulations and  
shall not exceed  
\$285,000.00.  
(O&MN,N)

600301 R699 N5702514RC004CG  
(O&MN,N)

6004 R699 Surge Travel in 1.0 LO \$45,000.00  
support of Base  
Year. Surge  
travel shall be  
conducted in  
accordance with  
the joint travel  
regulations and  
shall not exceed  
\$45,000. (TBD)

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Option

6005 R699 Surge Travel in support of Option Year I. Surge travel shall be conducted in accordance with the joint travel regulations and shall not exceed \$47,500. (TBD)  
Option

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R699	Logistics Services Ashore Option Year II in accordance with the performance work statement Exhibit J-0001. (TBD) Option	1.0	LO	\$2,294,502.92	\$114,725.14	\$2,409,228.06
7001	R699	Logistics Services Afloat Option Year II in accordance with the performance work statement Exhibit J-0001. (TBD) Option	1.0	LO	\$1,625,110.02	\$81,255.50	\$1,706,365.52
7002	R699	Surge Logistics Services Ashore. This is 10% of the total cost of CLIN 7000. This is an option CLIN and it shall not be exercised unless the total ceiling is reached for CLIN 7000. (TBD) Option	1.0	LO	\$229,450.30	\$11,472.52	\$240,922.82
7003	R699	Surge Logistics Services Afloat. This is 10% of the total cost of	1.0	LO	\$162,165.75	\$8,108.29	\$170,274.04

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CLIN 7001. This is an option CLIN and it shall not be exercised unless the total ceiling is reached for CLIN 7002. (TBD)  
Option

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	---	---	-----
9000	R699	Travel for Ashore in support of CLIN 7000. Option Year II travel shall be conducted in accordance with the joint travel regulations and shall not exceed \$200,000.00. (TBD) Option	1.0	LO	\$200,000.00
9001	R699	Travel for Afloat in support of CLIN 7001. Option Year II travel shall be conducted in accordance with the joint travel regulations and shall not exceed \$300,000.00. (TBD) Option	1.0	LO	\$300,000.00
9002	R699	Surge Travel in support of Option Year II. Surge travel shall be conducted in accordance with the joint travel regulations and shall not exceed \$50,000. (TBD) Option	1.0	LO	\$50,000.00

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## FEE ADJUSTMENT DUE TO VARIATIONS IN THE LEVEL OF EFFORT AND PAYMENT OF FEE

This task order requires performance by the Contractor for the period of 1 October 2012 through 30 September 2013. It is understood that the actual quantity of effort required hereunder may fluctuate from the amount estimated by the parties.

The total number of hours of direct labor (including overtime and subcontract hours, but excluding holiday, sick) is 63012 hours, which quantity, as set forth herein or as expressly changed by formal modification hereto, is hereinafter referred to as the "estimated total hours."

If, at any time during a performance period of this task order, the number of direct hours utilized under this task order exceeds 85% of the estimated total hours the contractor shall immediately notify the Contracting Officer of such circumstances.

The estimated cost and fixed fee are based on the estimated total hours. In the event that less than the estimated total hours established for the performance period are utilized, the fee shall be proportionately reduced to reflect the reduction in work. The Government shall make payment, on account of the fixed fee, at the rate of \$3.019 (For option rates see below under "LEVEL OF EFFORT--OPTION PERIODS) per direct labor hour invoiced by the Contractor under the clause entitled "Fixed Fee" (FAR 52.216-8) for the related period, subject to the withholding provisions of paragraph (b) of said clause. Any balance of fixed fee shall be paid the Contractor, or any overpayment of fixed fee shall be repaid by the Contractor or otherwise credited to the Government, at the time of final payment.

Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause hereof entitled "Limitation of Costs" or "Limitation of Funds" either of which clause as incorporated herein shall apply to this task order.

## LEVEL OF EFFORT – OPTION PERIODS

The terms of the above provision entitled "Fee Adjustments Due to Variations in the Level of Effort" shall apply to the following option period(s).

Any unused level of effort (direct labor hours) or estimated cost from one task order year is not transferable or available for use in a subsequent (option) year.

### SURGE BASE PERIOD

Option period 1 October 2012 through 30 September 2013.

Estimated total hours 6297.

Fixed Fee Payment Rate \$3.019

### OPTION YEAR I

Option period 1 October 2013 through 30 September 2014.

Estimated total hours 63012.

Fixed Fee Payment Rate \$3.019

### SURGE OPTION YEAR I

Option period 1 October 2013 through 30 September 2014.

Estimated total hours 6297.

Fixed Fee Payment Rate \$3.019

### OPTION YEAR II

Option period 1 October 2014 through 30 September 2015.

Estimated total hours 63012.

Fixed Fee Payment Rate \$3.11

### SURGE OPTION YEAR II

Option period 1 October 2014 through 30 September 2015.

Estimated total hours 6297.

Fixed Fee Payment Rate \$3.11

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PAYMENT OF FIXED FEE – CPFF TERM LEVEL OF EFFORT TASK ORDER

(a) The fixed fee, if any, as specified in Section B of this task order, subject to any adjustment required by other provisions of this task order, will be paid in installments (the total of which shall not exceed 85 percent of the total fixed fee), to be paid at the time of each provisional payment on account of the allowable cost. The amount of each such installment is to be a direct ratio of the total fixed fee as the net direct labor hours expended during the installment period is to direct labor hours specified in this section by the clause entitled "Level of Effort". The balance of the fixed fee shall be payment in accordance with other clauses of this task order.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT (PWS) Engineering and Logistics Services for COMNAVAIRFOR (CNAF) Ships and Ashore Stations

#### 1.0. INTRODUCTION

This Performance Work Statement (PWS) provides for contractor support services (non-personal services) to Commander Naval Air Forces San Diego, CA.

#### 2.0 BACKGROUND

Commander Naval Air Forces (COMNAVAIRFOR/CNAF) is an Echelon 3 command providing global supply and logistics oversight, management, and leadership support to Navy and Marine Corps aviation support units and activities on aircraft carriers (CVN's), amphibious assault ships (LHA's/LHD's), Naval Air Stations (NAS), Naval Air Facilities (NAF), United States Marine Corps (USMC) Marine Aviation Wings (MAW)/Marine Aviation Logistics Squadrons (MALS) and Joint Reserve Bases (JRB). In support of these efforts, COMNAVAIRFOR has requirements for contractor support within the Force Supply Department (Code N41).

#### 3.0 DEFINITIONS AND ACRONYMS

##### 3.1. DEFINITIONS:

**CONTRACTOR.** A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

**CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

**CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government appointed by the Contracting Officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

**DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the PWS.

**DELIVERABLE.** Anything that can be physically delivered and may include non-manufactured things such as meeting minutes or reports.

**KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and used in the performance of a contract are listed paragraph in paragraph 5.10 herein. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from key personnel proposed.

**PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

**QUALITY ASSURANCE.** The government procedures to verify that services provided by the Contractor are performed according to acceptable standards.

**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

**QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

**SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

**WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.

**WORK WEEK.** Monday through Friday, unless specified otherwise.

##### 3.2 ACRONYMS.

ACOR	Alternate Contracting Officer's Representative
ACR	Allowance Change Request
AIRRS	Aircraft Inventory and Readiness Report
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations

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CFAF	Commander Fleet Air Forward
CHRIMP	Consolidated Hazardous Material Reutilization Inventory and Management Program
CID	Control Item Description
CNAF	Commander Naval Air Forces
COMNAVAIRFOR	Commander Naval Air Forces
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
CPI	Continuous Process Improvement
DD254	Department of Defense Contract Security Classification Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
ERP	Enterprise Resource Planning
ESOH	Environmental, Safety, and Occupational Health
FAR	Federal Acquisition Regulation
FLC	Fleet Logistics Center
FSPC	Fleet Support Policy Council
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Government Furnished Material
HAZMAT	Hazardous Materials
HAZMINCEN	Hazardous Material Minimization Center
ILSS	Integrated Logistics Support System
KO	Contracting Officer
MHE	Material Handling Equipment
NAVRIIP	Naval Aviation Readiness Integrated Improvement Program
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SLEP	Service Life Extension Program
SMA	Supply Management Assistance
SMI	Supply Management Inspection
SMSE	Shipboard Mobile Support Equipment
TAV	Targeted Assist Visit
T/M/S	Type/Model/Series
TE	Technical Exhibit

#### **4. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

4.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

Document Type	No./version	Title	Eff. Date
DODFMRINST	7000.14-R	Financial Management Regulation	01-Jun-08
OPNAVINST	4030.1A	Navy Packaging Program	07-Feb-06
OPNAVINST	4001.3	Policy and Procedures for the Management of Presentation Silver	03-Apr-06
OPNAVINST	4061.4	Food Safety Training Program	06-Mar-08
OPNAVINST	4400.10B	Policies for Integrated Logistics Overhauls (ILO) and Reviews (ILR)	28-Aug-86
OPNAVINST	4440.25	Consolidated Remain in Place (CRIPL) for Aviation Material	04-Dec-78
OPNAVINST	4441.12C	Retail Supply Support of Naval Activities and Operating Forces	26-Oct-99

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OPNAVINST	4441.13A	Approval and Funding Policy for Coordinated Shore-based Allowance List	15-Oct-02
OPNAVINST	4442.5	Readiness Based Sparring (RBS)	30-Jun-00
OPNAVINST	4460.1A	Management of Material Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE) in Navy	22-Apr-04
OPNAVINST	4410.2A	Joint Regulation Governing the Use and Application of Uniform Source, Maintenance and Recoverability Codes	31-Mar-03
OPNAVINST	4400.9C	Depot Level Repairable Item Management	27-Oct-08
OPNAVINST	4614.1G	Uniform Material Movement and Issue Priority System	24-Aug-09
NAVSUP PUB	Vol II	Supply Ashore	03-Aug-90
SECNAVINST	5210.2	Department of the Navy Standard Subject Index Classification (SSIC) Manual	25-Jul-08
SECNAVINST	5216.5	DON Correspondence Manual	01-Mar-10
CNAFINST	4415.1A	Supply Operational Manual (SOM) - Ashore	19-Sep-07
CNAFINST	4419.1	Readiness with Accountability of Aviation Repairable Components	09-May-05
CNAFINST	4420.1	Aviation Supply Support for Light Airborne Multipurpose System (LAMPS) and Vertical Replenishment (VERTREP)	19-Nov-04
CNAFINST	4440.2A	Supply Operations Manual - Afloat	14-Dec-09
CNAFINST	4441.2	Coordinated Shipboard Allowance List (COSAL) Management	15-Jul-08
CNAFINST	4486.1A	Aviation Support Procedures for Carrier Air Wing (CVW) Operating at Naval Air Station (NAS) Fallon During Fleet Readiness Training Program (FRTP)	10-Mar-06
CNAFINST	4790.2A	The Naval Aviation Maintenance Program (NAMP)	15-Feb-08
CNAFINST	7040.1	Funding Policies and Procedures Governing Transportation of Things (TOT)	23-May-06
CNAPINST	4160.1A	Excess Property Reutilization	23-Sep-92
CNAPINST	4200.4B	CNAP Government-wide Commercial Purchase Card (GCPC) Program	04-Mar-08
CNAPINST	4235.6A	Supply Procedures and Policies Relating to Casualty Reports	30-Aug-95
CNAPINST	4420.3A	Aviation Supply for :LAMPS VERTREP Helicopter Detachment Afloat	30-May-97
CNAPINST	4421.1J	NMCS/PMCS/AWP Requisition Validation	29-Oct-99
CNAPINST	4421.2B	Advanced Traceability and Control (ATAC) Retrograde Depot Level Repairable (DLR) Procedures	11-Aug-97
CNAPINST	4423.12C	Aircraft Equipment Configuration List (AECL) Validation and Review Procedures	29-Apr-96
CNAPINST	4423.8C	Aviation Support Procedures	21-Mar-00
CNAPINST	4440.23	Shipboard Management of Surface Maintenance Assistance Modules (MAMs)	05-Feb-97
CNAPINST	4441.13H	Aircraft External Auxiliary Tanks	14-Jul-00
CNAPINST	4453.2G	Supply/Maintenance Department Operations Data Report	18-Sep-95
CNAPINST	4470.2C	Procedures Governing Fleet Rationing Control of Aeronautical Material	28-Jul-97
CNAPINST	4710.10E	Protection and Handling and Shipping of Mandatory Turn-in Repairable Components and Aircraft Engines	01-Sep-95
CNAPINST	7305.1	Instructions Concerning Aircraft Operations Maintenance Funds	21-Feb-86
CNAPINST	7310.2A	Flight Administration and Accounting Procedures for Administrative Funds	26-Nov-91

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## 5.0 MANAGEMENT AND ADMINISTRATION

5.1 Period of Performance: The period of performance shall be for one Base Year of 12 months and two 12-month option years. The base year period of performance shall run from 01 October 2012 through 30 September 2013.

5.2 Place of Performance: Other than travel conducted in support of this work statement, all work will be performed on site, at government facilities located at COMNAVAIRFOR NAS North Island, San Diego, CA.

5.3 Hours of Operation. Work shall be performed during the government's regular business hours, which are Monday through Friday between the hours of 0500 and 1700, except federal holidays. The contractor is not required to provide services on federal holidays. The federal holidays are New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

5.4 Hours of Operation at Sea. During inspections, assessments and training evolutions on board ship, underway, work shall be performed 12 hours each day for the duration of the evolution. Specific hours of operation will be determined IAW the ship's schedule. The contractor is not authorized to work overtime without prior approval from the Contracting Officer's Representative (COR).

5.5 Contractor Travel. Contractor personnel shall be required to travel within and outside the Continental United States (CONUS) during the performance of this contract to attend meetings, conferences, and provide assistance, inspections, and training. Contractor personnel shall be authorized travel expenses consistent with the provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified for this contract. All travel requires Government approval/authorization and notification to the COR. Point of origin is San Diego, CA unless otherwise noted.

5.6 Security. The Contractor shall coordinate and ensure personnel obtain the badges or Common Access Cards (CAC) which are required to allow Contractor personnel access to designated work spaces.

5.6.1 Initial DoD Contractor eligibility for issuance of a CAC is physical access to federal facilities and installations and logical access to DoD networks, including but not limited to Navy Marine Corps Internet (NMCI), Command Websites, and SharePoint. Contractors required to have a CAC to access government systems, a particular installation, or to work on tasks requiring a clearance shall be required to pass a trustworthy National Agency Check plus Written Inquiries with Credit Check (NACI), in accordance with DTM-08-003 or latest guidance, at no cost to the government, prior to being allowed to work under this PWS.

5.6.2 All contractor personnel shall have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLIC) Personnel Security Investigation (PSI) and possess a SECRET Security Clearance prior to performing the requirements under this work statement.

5.6.2.1 The contractor shall possess and maintain a SECRET facility clearance from the Defense Security Service.

5.6.2.2 The Contractor shall maintain the level of security required for the life of the contract. Contract security requirements are defined in the contract DD254, Contract Security Classification Specification.

5.7 Physical Security. All information or data developed under this contract belongs to and is the property of the U.S. Government and shall be marked and handled as For Official Use Only (FOUO). The contractor shall comply with all applicable DoD security regulations and procedures during the performance of this PWS. The contractor shall not disclose and must safeguard sensitive information computer systems, and data, privacy act data and government work products obtained or generated in performance of the contract.

5.8 POSTAWARD CONFERENCE PERIODIC PROGRESS MEETINGS. THE CONTRACTOR SHALL ATTEND ANY POSTAWARD CONFERENCE CONVENED BY THE CONTRACTING OFFICE OR CONTRACT ADMINISTRATION OFFICE IN ACCORDANCE WITH FEDERAL ACQUISITION REGULATION (FAR), SUBPART 425. THE CONTRACTING OFFICER AND COR MAY MEET PERIODICALLY WITH THE CONTRACTOR TO REVIEW THE CONTRACTOR'S PERFORMANCE. AT THESE MEETINGS THE CONTRACTING OFFICER WILL APPRISE THE CONTRACTOR OF HOW THE GOVERNMENT VIEWS THE CONTRACTOR'S PERFORMANCE AND THE CONTRACTOR SHALL APPRISE THE GOVERNMENT OF ANY PROBLEMS EXPERIENCED. APPROPRIATE ACTIONS SHALL BE TAKEN TO RESOLVE ISSUES. THESE MEETINGS SHALL BE AT NO ADDITIONAL COST TO THE GOVERNMENT.

5.9 Contracting Officer's Representative (COR). The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR will ensure the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, and specifications; monitor Contractor's performance and notify the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished equipment/property; and, provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting contract.

### 5.10 Contractor Personnel Requirements

5.10.1 Proof of Citizenship: No employee or representative of the Contractor shall be admitted to the site of work unless satisfactory proof of citizenship is furnished or, if the individual is not a U. S. citizen, legal residency and authorization to work within the United States is confirmed. The Contractor shall maintain Immigration and Naturalization Service certifications (Form I-9) for applicable personnel.

5.10.1.1 Literacy: All Contractor employees shall communicate in the English language (i.e., read, write, speak, and comprehend the English language with sufficient degree of fluency to understand and be understood).

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5.10.1.2 Conduct: Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner. Employee dress and appearance shall be neat and comply with applicable safety and health directives. The Government reserves the right to search Contractor and Contractor subcontractor employees, their belongings, vehicles and work areas in accordance with 50 USC 795.

5.10.2.3 Removal of employees: The Contractor shall remove from the site any individual whose continued employment is deemed by the COR to be contrary to the public interest or inconsistent with the best interests of National Security.

5.10.2 Labor Categories: The following labor categories are anticipated to be required on a full time basis. The contractor shall provide only personnel fully qualified and competent to perform the scope of effort set forth herein. The successful contractor's proposed key and non key personnel shall become the performance standard for the task order.

5.10.2.1 SENIOR LOGISTICS ANALYST (Key Personnel): In order to successfully perform the PWS, the proposed Senior Logistics Analyst should have a Bachelor's degree in logistics or a business discipline. In addition, the proposed individual shall have in-depth, significant, relevant, and recent experience in and knowledge of military aviation supply and maintenance operations.

Specifically, to meet the requirements of the PWS, the proposed Senior Logistics Analyst should have experience in and knowledge of Future Carrier programs as they relate to hotel, food, laundry, and other shipboard service operations and as they relate to large afloat activities. The proposed individual should have broad knowledge of shipboard space configurations and standards as well as equipment requirements for large feeding facilities, hotel services, retail, barbershop, and other supply service operations. An individual proposed for this particular labor category should also have an in depth knowledge of accounting systems and management procedures and policies for Navy and Marine Corps activities. This experience and knowledge is critical. Accordingly, to the extent a proposed individual for the Senior Logistics Analyst position does not have a Bachelor's degree in logistics or a business discipline, describe how the individual's experience and knowledge makes up for the lack of a degree and contributes to both the successful performance of the PWS and the mission.

It is expected that individuals employed as Senior Logistics Analysts under the contract will provide services in connection with the some or all of the following areas:

- (a) Support for Logistics, Supply Management, and Enterprise Resource Planning (ERP) at CNAF/CNAP Ashore and Aviation Commands/Activities;
- (b) Supply Aviation Outfitting Support;
- (c) Aircraft Engine and Aircraft Inventory Readiness Reporting (AIIRS) Program Management Support;
- (d) Future Carrier/CVN-21/CVN-78 Program Management, Analysis and Training Support;
- (e) Afloat NonAviation Supply Technical Services.

5.10.2.2 DATA ANALYST/PROGRAMMER (Key Personnel): In order to successfully perform the PWS, the proposed Data Analyst should have a Bachelor's degree in computer science or computer programming, logistics or a business discipline. In addition, the proposed individual shall have an in-depth, significant, relevant and recent experience in supply, maintenance systems, and computer programming experience. This experience and knowledge is critical. Accordingly, to the extent a proposed individual for the Data Analyst/Programmer position does not have a Bachelor's degree in computer science or computer programming, logistics or a business discipline, describe how the individual's experience and knowledge makes up for the lack of a degree and contributes to both the successful performance of the PWS and the mission.

Specifically, to meet the requirements of the PWS, the proposed Data Analyst should have experience in and knowledge of applications programming on large-scale database management systems, in a military environment, knowledge of target computer equipment and ability to develop complex software to satisfy design objective. The proposed individual should have broad knowledge of the following applications: Microsoft Office applications (Access, Excel, Word, PowerPoint, Outlook), Visual Basic, Visual Basic for Applications (VBA), VB.net, VB.Script, Structured Query Language (SQL), Database Design, SQL Server Administration, ASP.Net, Microsoft.Net Framework (4.0), visual Studio and Active Server Pages. The individual proposed should be proficient in Share Point, Oracle, HTML, XML, XHTML Cascading Style Sheets, Microsoft Project, Microsoft Front Page, C number and GUI formats. The individual should have a working knowledge of networking, share drives, java and java script, and crystal reports.

It is expected that individuals employed as Data Analyst/Programmers under the contract will provide services in connection with the following area:

Aviation Readiness & Allowance Data Collection, Analysis, & Data Base Mgt Support Services

5.10.2.3 LOGISTICS ANALYST (non key-no resume required): In order to successfully perform the PWS, the individual employed in the Logistics Analyst position should have a Bachelor's degree in logistics or a business discipline. In addition, the individual shall have a solid familiarity with supply and/or maintenance operations. The individual shall have a solid familiarity with military aviation supply and maintenance operations. A Logistics Analyst that does not have a Bachelor's degree as described herein shall have at least 10 years of experience with supply or 10 years of experience with maintenance operations.

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It is expected that some or all of the individuals employed as Logistics Analysts under the contract will provide services in connection with Technical Publications and Directives Library Support Services, Proficiency in the following areas will be required: maintenance administration management and technical publication library management.

It is expected that some or all of the individuals employed as Logistics Analysts under the contract will provide services in connection with Afloat Food Service and Sanitation Operations and Disbursing and Postal Operations, Analysis and Training Support. Proficiency in the following areas will be required: Hotel, Food and Laundry Service, Postal and Disbursing programs, operations, regulations, policies, procedures and guidelines as they relate to large afloat activities; food preparation and sanitation standards for large feeding facilities, recipe management, hotel services, barbershop, postal and disbursing operations and procedures.

It is expected that some or all of the individuals employed as Logistics Analysts under the contract will provide services in connection with Afloat Food Service Module (FSM) and Retail Operations Module (ROM) Systems Support, And Retail Operations Analysis and Training Support. Proficiency in the following areas will be required: food service and retail sales programs/systems operations, regulations, policies, procedures and guidelines as they relate to large afloat activities; FSM programs for managing and accounting for large feeding facilities, recipe management, operations and procedures; ROM programs for managing and accounting for ships store material, sales, operations and procedures.

It is expected that some or all of the individuals employed as Logistics Analysts under the contract will provide services in connection with Afloat Hazardous Material (HAZMAT) And Material Handling Equipment (MHE) Management Support. Proficiency in the following areas will be required: U.S. Government and U.S. Navy HAZMAT and MHE management programs, regulations, policies, procedures and guidelines as they relate to aircraft carrier and ashore naval operations; Environmental, Safety and Occupational Health (ESOH) regulations and instructions; Occupation Safety and Health Administration (OSHA) requirements, regulations and guidelines; Consolidated Hazardous Material Reutilization and Management Program (CHRIMP) and Hazardous Material Control and Management (HMC&M) procedures, instructions, policies, and regulations.

5.10.2.4 INTERMEDIATE SUPPLY ANALYST (non key-no resume required): In order to successfully perform the PWS, the individual employed in the Intermediate Supply Analyst position should have a Bachelor's degree in business administration management or logistics discipline. In addition, the individual shall have a solid familiarity with automated supply and/or financial systems operations. The individual shall have a solid familiarity with military supply and/or financial operations. A Intermediate Supply Analyst that does not have a Bachelor's degree as described herein shall have at least 10 years of experience with supply or 10 years of experience with financial systems operations

It is expected that individuals employed as Intermediate Supply Analysts under the contract will provide services in connection with Afloat Financial Data Collection and Management Support. Proficiency in the following areas will be required: U.S. Government and U. S. Navy financial management programs, regulations, statutes, policies and guidelines as they relate to aviation and aircraft carrier operations; Navy Financial Management Regulations (FMR), Standardized Accounting and Reporting System (STARS), OPTAR funds management, government appropriations and accounting data, and the GCPC program and procedures, instructions, policies, and regulations.

5.10.2.5 SUPPLY ANALYST (non key-no resume required): In order to successfully perform the PWS, the individual employed in the Supply Analyst position should have an Associate Degree in Business Administration, Management, or a related business discipline. Proficiency in the following areas shall be required: automated supply/maintenance management; commonly used supply system query programs, shipment channels, and standard supply processes. A Supply Analyst that does not have an Associate's degree as described herein shall have at least 2 years of experience with supply or 2 years of experience with maintenance operations.

5.10.3 Key Personnel. The education and experience offered in the proposal (i.e., the proposed "personnel qualifications" for each key personnel labor category) shall become the performance standard for that key personnel labor category for the duration of the contract. During contract performance, the contractor shall not replace key personnel with personnel who do not meet or exceed the proposed personnel qualifications. During contract performance, any changes in key personnel shall be subject to approval by the Contracting Officer Representative.

Certain skilled experienced professional and/or technical personnel are essential for accomplishing the work to be performed under this contract. The contractor shall provide resumes for all Key Personnel. No substitutions shall be made of accepted key personnel except for sudden illness, death, or termination of employment, without prior written approval from the COR and Contracting Officer. Substitutions shall only be accepted if in compliance with paragraph 5.10.3.1, Substitution of Key Personnel.

5.10.3.1 Substitution of Key Personnel: All Contractor requests for approval of substitutions shall be submitted in writing to the Contracting Officer and the COR within twenty-five (25) calendar days in advance of the effective date, whenever possible, and shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer necessary to approve or disapprove the proposed substitution. Interview by the COR may also be requested. The Contracting Officer and the COR will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing.

5.10.4 Identification of Contractor Employees. In accordance with Defense Federal Acquisition Regulation Supplemental (DFARS) Part 211.106, Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

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The contractor shall comply with all applicable security requirements, abide by direction given by Military Police or other security personnel, and adhere to installation traffic laws.

5.11 Organizational Conflict of Interest. Contacts include the full range of Command staff, managers, supervisors and military and civilian employees at CNAF Headquarters, CNAF subordinate units, other DoD and DoN components, other agencies/offices, Major Claimants, public and private organizations, and Systems Commands. Contacts relate to a wide variety of Supply initiatives, issues and matters for review, assistance, obtaining and disseminating information, providing status reports, and clarifying policy issues.

In accordance with Federal Acquisition Regulation (FAR) Part 9.5, the Contractor must identify and mitigate actual and potential organizational conflicts of interest. This PWS requires the contractor to provide management support, professional consulting services, and other administrative support to COMNAVAIRFOR San Diego. The Contractor shall ensure the opinions and recommendations provided in this PWS are inherently reliable and non-biased; and the Contractor shall ensure that information received or developed during performance of this PWS will not be improperly exploited to affect competition or released in contravention of the Trade Secrets Act or the Privacy Act.

## **6. SCOPE**

The objective of this contract is to obtain the requisite level of expertise for performance of tasks defined in Section 6 of this work statement, and provide support services for the overall objectives of Commander Naval Air Force, United States Pacific Fleet (CNAP). This Performance Work Statement (PWS) encompasses tasks necessary to provide supply logistics and maintenance analysis and support, training, inspections, and related technical services at CNAF/CNAP and for assigned units, at sea and in port, in accordance with terms of the contract. This PWS requires the Contractor to provide:

- 6.1 Staff Support Services
- 6.2 Support for Logistics, Supply Management, and Enterprise Resource Planning (ERP) at CNAF/CNAPashore
- 6.3 Aviation Commands/Activities Supply Aviation Outfitting Support
- 6.4 Aviation Readiness Data Collection and Analysis, Allowance and Readiness DataBase Management Support
- 6.5 Aircraft Engine and Aircraft Inventory Readiness Reporting System (AIIRS) Program Management Support
- 6.6 Casualty Report (CASREP) and Shipboard Engines Monitoring and Expediting Support
- 6.7 Technical Publications and Directives Library Support Services
- 6.8 Afloat Food Service and Sanitation Operations and Disbursing and Postal Operations, Analysis and Training Support
- 6.9 Afloat Food Service Module (FSM) And Retail Operations Module (ROM) Systems Support, And Retail Operations Analysis And Training Support
- 6.10 Future Carrier/CVN-21/CVN-78 Program Management, Analysis and Training Support
- 6.11 Afloat Financial Data Collection and Management Support
- 6.12 Afloat Hazardous Material (HAZMAT) and Material Handling Equipment (MHE) Management Support
- 6.13 Afloat Non-Aviation Supply Technical Services Support

## **7.0 PERFORMANCE REQUIREMENTS**

7.1 The Contractor shall provide logistics services and support including, but not limited to, material requisitioning, replenishment, and issue processing; financial management and reporting; warehousing and inventory; stock material management, material shipment and disposition. The Contractor shall utilize organizational programs concerning Technical Publications and Directives life cycle maintenance, requirements for updating, retaining, and destruction of publications and directives. The Contractor shall utilize technical and evaluative skills relating to program operation of naval aircraft inventory and readiness reporting, aircraft engine management support and allowancing, and readiness data base management for COMNAVAIRFOR.

7.2 The Contractor shall assess and make recommendations on the development and integration of negotiated products for approved repairable and consumable aviation material supporting or augmenting Type/Model/Series (TMS) of USN and USMC aircraft. The Contractor shall participate in the allocation of controlled or critical aviation parts required for meeting aircraft full mission capable status and readiness goals in support of the Naval Aviation Enterprise (NAE). The Contractor shall use management principles, organizational theory and techniques of mission, organization, and work processes of USN and USMC, concerning logistics and supply management, AIRSpeed, CPI, ERP, and future initiatives pertaining to NAE.

7.3 The Contractor shall provide services in the implementation, scheduling and training, with the Government, resource management process in CPI, ERP, and future initiatives to standardized and streamline logistics processes. The Contractor shall participate in Training/Targeted Assist Visits (TAV), Supply Management Inspections (SMI), Supply Management Assessments (SMA), Integrated Logistics Support Systems (ILSS) reviews, and other process improvements and disciplines. The Contractor shall draft report findings and recommended corrective actions or solutions, to the Government, resulting from TAV's, SMA's, SMI's, ILSS and other meetings and/or conferences. The Contractor shall provide logistics and supply management support of aviation units in Japan, Bahrain, Qatar, Spain and other international sites as required. The Contractor shall exercise and promote cost control in travel funds for training, assistance, and inspections of CNAF ashore and afloat units.

7.4 Ships supported by this PWS include, but are not limited to USS ENTERPRISE (CVN-65), USS NIMITZ (CVN-68), USS DWIGHT D. EISENHOWER (CVN-69), USS CARL VINSON (CVN-70), USS THEODORE ROOSEVELT (CVN-71), USS ABRAHAM LINCOLN (CVN-72), USS GEORGE WASHINGTON (CVN-73), USS JOHN C. STENNIS (CVN-74), USS HARRY S. TRUMAN (CVN-75), USS RONALD REAGAN (CVN-76), USS GEORGE H.W. BUSH (CVN-77), USS WASP (LHD-1), USS ESSEX (LHD-2), USS KEARSARGE

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(LHD-3), USS BOXER (LHD-4), USS BATAAN (LHD-5), USS BONHOMME RICHARD (LHD-6), USS IWO JIMA (LHD-7), USS MAKIN ISLAND (LHD-8), and USS PELELIU (LHA-5). Air Stations and Facilities supported include, but are not limited to NAS Oceana, NAS Norfolk, NAS Jacksonville, NAS Mayport, NAS Key West, NAS North Island, NAS Point Mugu, NAS Lemoore, NAS Fallon, NAS Whidbey Island, NAS Patuxent River, NAWA China Lake, NAF Atsugi, NAF Misawa, NAS Sigonella, NAS/JRB Fort Worth, NAS/JRB New Orleans, NAF Washington (Andrews), NAF McGuire Air Force Base, NAS Pensacola, and TACAMO at Tinker Air Force Base. Marine aviation units supported, include but are not limited to 1st MAW, MALS 12, 24 and 36; 2nd MAW MALS 14, 26, 29, 31, 40 and VMR-1 (Marine Transportation Squadron); 3rd MAW, MALS 11, 13, 16, 39 and HMX-1 (Marine Helicopter Squadron); Commander U.S. Marine Corps Forces Pacific (COMMARFORPAC).

## **8. TASK DESCRIPTIONS**

### **8.1. STAFF SUPPORT SERVICES**

8.1.1 Provide qualified and experienced personnel for supply support and warehousing services of CNAP material and equipment.

8.1.1.1 Within 30 days award of contract, the contractor and government, jointly, shall conduct inventory of all warehouse assets and update CNAP identified inventory system to reflect correct physical quantities and locations. After initial inventory, the contractor shall conduct inventories and update records whenever changes occur, but no less than annually.

8.1.1.2 Receive, issue and stow material and equipment for CNAP Staff use.

8.1.1.3 Maintain accountability, through documented records, of pilferable material (i.e., tools, electronics, etc.)

8.1.1.4 Maintain inventory records of contracted equipment and maintenance contracts.

8.1.2 Collect, manipulate, and track financial data for use by CNAP Supply personnel in the planning, programming, budgeting and execution of Staff Support funds.

8.1.3 Prepare the following documents for CNAP Supply and/or Comptroller review and release to support financial obligations for all transactions affecting CNAP official financial records:

- DD Form 282 – DOD Printing Requisition/Order for printing services through Defense Printing Office.
- NC Form 2275 – Order for Work and Services required from other commands and activities.
- NC Form 2276 – Request for Contractual Procurement of non-standard material, equipment, and services.
- DD Form 1348 – Single Line Item Requisition for requisitioning National Stock Numbered items and disposition of material/equipment.
- DD Form 1149 – Requisition and Invoice/Shipping document to transfer and/or ship material or equipment to other activities, commands and units.
- SF-182 – Authorization, Agreement and Certificate of Training – Required documentation for military and civilian personnel training
- Purchase Card Worksheet (Locally produced as required to document Government Commercial Purchase Card purchases)

8.1.4 Monitor and track funding documents provided to Fleet Logistics Centers (FLC), Naval Facilities (NAVFAC) Commands, Defense Printing Office, and others to ensure execution remains within authorized funding levels and funding is fully expended or recaptured for re-use.

8.1.5 Provide monthly funds execution spreadsheets to identify CNAP departmental spending patterns.

8.1.6 Maintain an Operating Target (OPTAR) log and process transactions to COMNAVAIRFOR designated financial databases to ensure funds are not over expended. (Note: Limited to only processing transactions for which CNAF N01F has identified and authorized users and data access privileges.)

**Deliverables:** Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.1.

REQUIREMENT	DUE DATE
Monthly Funds Status Report	By the 5 <sup>th</sup> working day of each month
Annual Inventory of stock material	Annually, or upon turnover of contractor warehouse personnel

### **8.2 SUPPORT FOR LOGISTICS, SUPPLY MANAGEMENT, AND ENTERPRISE RESOURCE PLANNING (ERP) AT CNAF/CNAP ASHORE AVIATION COMMANDS/ACTIVITIES**

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8.2.1 Provide qualitative and quantitative techniques for analyzing and measuring supply effectiveness and efficiency. Perform independent analysis of naval aviation readiness and cost-wise readiness, ERP, and initiatives affecting the NAE, CNAF, CNAP, and supported activities. Support the government with analytical and investigative techniques to achieve improved aviation readiness at reduced costs for activities identified in this PWS.

8.2.2 Provide inspections and assessments (SMI's and SMA's) of ashore aviation support commands, activities, and units as identified in this PWS.

8.2.2.1 Prepare reports and submit results, with recommendations for improvements, for all inspections and assessments conducted. Reports will be provided to the government's lead inspector.

8.2.3 Identify systemic barriers and problems affecting readiness at shore activities under the CNAF/CNAP claimancy. Analyze barriers and problems and provide recommendations to eliminate or mitigate obstacles and improve effectiveness and readiness.

8.2.4 Conduct reviews of new and existing supply systems and programs and provide draft reports of findings with recommendations for corrective actions, improvements, or solutions.

8.2.5 Conduct training for new and existing supply systems and programs to ashore aviation activities and other commands and units as identified in this PWS. Develop, analyze, conduct operational audits, and prepare follow-up reports evaluating effectiveness of systems implementations. Determine user training needs for software and related Automated Information Systems (AIS).

8.2.6 Conduct studies, review findings, make recommendations for improved operating procedures and policies concerning Boots on the Ground (BOG)/Boots on Deck (BOD), ERP and future logistics, supply and maintenance program initiatives.

8.2.7 The contractor shall support the Government in research and development of Force Supply policies, procedures and guidance to be provided to CNAF/CNAP supported units.

8.2.8 Collect, review, monitor, and analyze data received from supported activities. The contractor shall develop a performance metrics tracking report, to compile data received, and ascertain state of aviation readiness at ashore aviation units.

Deliverables: Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.2.

REQUIREMENT	DUE DATE
Monthly metrics report	On or before the 15 <sup>th</sup> of each
ERP production reports	As requested by COR or Program Manager (PM)
Trip Reports	Within 5 days of completion of official travel

### 8.3 AVIATION SUPPLY OUTFITTING SUPPORT

8.3.1 Provide technical services and support for aviation, supply related material issues and programs to air stations, aircraft carriers, other ships, Air Wings, and squadrons. Make recommendations to the government on developing plans and schedules, validate Aircraft Equipment Configuration List (AECL) inputs to outfitting directives for CNAF aircraft carriers and air stations, Marine units (MAWS and MALS) undergoing the AVCAL/SHORCAL re-outfitting process.

8.3.1.1 Initiate and review configuration management and outfitting directives and monitor progress toward completion of established milestones.

8.3.1.2 Provide training to personnel from supported units on procedures for preliminary grooming and final allowance reviews.

8.3.1.3 Prepare and provide required allowance review material to the designated review team.

8.3.1.4 Develop timelines for allowance grooms, preliminary and final allowance review conferences.

8.3.1.5 Participate in and conduct grooming, preliminary and final allowance review visits for units identified in this PWS.

8.3.1.6 Maintain historical database and files of completed AVCAL and SHORCAL reviews and products.

8.3.2 Perform technical edit review of listings and Naval message traffic to identify issues that may impact AVCAL and SHORCAL allowances.

8.3.3 Develop AVCAL and SHORCAL products listings, incorporating approved AECL configuration changes and fleet input. Incorporate

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government comments to allowancing directives and prepare draft for government review and release.

8.3.4 Review Individual Material Readiness Lists (IMRL) for to ensure accurate information is reflected for units undergoing re-outfitting or the aviation grooming process.

8.3.5 Review and update Weapons System Planning Documents (WSPD) for aircraft T/M/S and Airborne Avionics System supported. Advise the government when changes occur to WSPD's and requires action in the form of a Government decision.

8.3.6 Monitor Interim Supply Support (ISS) catalog updates and create a file for distribution to specific units for validation. Monitor units' actions and report action completion or delinquencies to the government representative.

8.3.7 Review supported units' Allowance Change Requests (ACR), validate maintenance data provided, ensure ACR's contain all required information (prior to the government's submission to Weapons Systems commands) and maintain outstanding ACR documents file

Deliverable: Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.3.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
AVCAL/SHORCAL allowance products	Electronic & hard copy	As scheduled for conference or as required by the Division Officer	CNAF N414/N414A
Final Allowance list	Electronic & hard copy	As scheduled for conference or as required by the Division Officer	CNAF N414/N414A
PowerPoint presentations, charts, and briefs	Electronic & hard copy	As required/requested by COR or PM	CNAF N412/N412A
Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N412A

#### 8.4 AVIATION READINESS DATA COLLECTION AND ANALYSIS, ALLOWANCING AND READINESS DATABASE MANAGEMENT SUPPORT

8.4.1 The contractor shall support CNAF/CNAP by developing transactional and analytical data structures and design enterprise-level client/server automated applications while maintaining strict information technology security measures.

8.4.1.1 Evaluate current Access database files and Excel spreadsheets and recommend improvement to web-based applications.

8.4.1.2 Translate system design and plan and develop a detailed requirements definition for web-based interface.

8.4.1.3 Test and evaluate all enhancements made to web-based systems to ensure functionality for day-to-day use by CNAF and supported units.

8.4.2 Provide validation tools for use during allowance readiness reviews and negotiations. Tools include, but are not limited to, Marine Aviation Logistics Support Program (MALSP), AVCAL, SHORCAL, and Supplemental Aviation Spares Support (SASS) packages and a validation tool to facilitate determining Recommended Allowance Changes (RAC).

8.4.3 Design, build and maintain databases to facilitate allowancing processes to include, but not limited to, tracking milestones, conferences, historical data, and support allowance preliminary negotiations and final product reviews.

8.4.4 Conduct allowance and readiness validations to reduce time required for conducting allowance negotiations. Identify not carried items, system deficiencies, and equipment configuration changes.

8.4.5 Maintain and update user guide materials encompassing use of software applications and other government provided materials used for validations tools and allowancing processes.

8.4.6 Design, build and maintain a historical and trend analysis database required to evaluate and monitor readiness indicators.

8.4.7 Collect data and prepare Aircraft Material Readiness Report (AMRR) information and charts. Expedite processing of Fleet activities' stock requisitions and track Mission Capable (MC) and Full Mission Capable (FMC) status for deployed Navy and Marine Corps units.

8.4.8 Attend meetings to collect information; review, validate and provide analysis of processes and data; prepare draft reports, briefs and presentations; and, conduct product demonstrations as specified by the COR or Program Manager (PM).

8.4.9 Provide database and Share Point data updates and application briefs.

Deliverables: Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with

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exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.4.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
Activity Trend Analysis Report	Electronic & hard copy	As required/requested by COR or PM	CNAF N414/N414A
Allowancing Validation Reports	Electronic & hard copy	Two weeks prior to Quality Review conferences	CNAF N414/N414A
AMRR charts and reports	Electronic and hard copy	On or before the 10 <sup>th</sup> of the month	CNAF N414/N414A
PowerPoint presentations, charts, and briefs	Electronic and hard copy	As required/requested by COR or PM	CNAF N414/N414A
Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N414/N414A

### 8.5 AIRCRAFT ENGINE AND AIRCRAFT INVENTORY READINESS REPORTING SYSTEM (AIRRS) PROGRAM MANAGEMENT SUPPORT

8.5.1 Provide the government with administrative support services, best practice techniques, oversight and management necessary for accurate data and asset reporting in AIRRS for both RT-79 related data and XRAY related data.

8.5.2 Monitor and validate daily receipt of aircraft data in AIRRS and perform daily and/or weekly reviews, as necessary, to ensure accurate reporting and replication from OOMA to AIRRS.

8.5.3 Perform a weekly review of current and historical data on aircraft for both RT-79 and XRAY related data.

8.5.4 Work with Commander Naval Air System Command (NAVAIR) and other government commands to resolve issues regarding policy, functionality limitations in reporting, interface with other software programs and miscellaneous program issues.

8.5.5 Monitor and assess Navy and Marine Corp activities' asset recordings in AIRRS for completeness and accuracy through queries and by initial validation prior to posting in the AIRRS database.

8.5.6 Provide the customer assistance, through e-mail and phone contact in tracking aircraft information and monitor activities to ensure corrective actions are taken on discrepant records for both RT-79 and XRAY related data.

8.5.7 Develop queries and reports from multiple databases as required to support CNAF Staff for both RT-79 and XRAY related data.

8.5.8 Compile and provide to CNAF Staff a draft Naval message to be sent to Type Wings that lists all unreported RT-79 data from individual squadrons.

8.5.9 Provide the government with repair and installation status and removal tracking for all Engines, Propulsion Systems, and Modules (EPSM) assigned to COMNAVAIRFOR and NAVAIR, as requested.

8.5.10 Identify problems and provide recommendations for enhancements or alterations to the DeckETR engine management system for Navy and Marine Corps activities.

8.5.11 Monitor aircraft engine status, document deficiencies, develop and recommend solutions or changes to engine documentation, provide assistance in tracking aircraft engines.

8.5.11.1 Monitor activities to ensure corrective actions are taken on discrepant records, as requested.

8.5.11.2 Assist the subordinate commands/customers by loading data into the database when their mode of transmission is inoperable.

8.5.12 Provide the subordinate commands/customer assistance, through e-mail and phone contact in tracking aircraft information and monitor activities to ensure corrective actions are taken on discrepant records for all EPSM assigned to COMNAVAIRFOR and NAVAIR, as requested.

8.5.13 Develop queries and reports from multiple databases as required to support CNAF Staff for all EPSM assigned to COMNAVAIRFOR and NAVAIR, as requested.

**Deliverables:** Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with and as part of the daily, bi-weekly, and monthly activity report, task 8.5.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
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Quarterly Hours in Life	AIRRS Website	5 <sup>th</sup> Working Day of the Month Dec, March, June and September	NAVAIR
Monthly Non Reporting and Invalid RT-79 Data	Naval Message	5 <sup>th</sup> Working Day of the Month	CNAF N422B
Quarterly Engine Reports	DeckETR or Naval Message	7 <sup>th</sup> Day of month following the reporting period	NAVAIR
Validation, certification and correction to documents relative to new aircraft engines and modules	Electronic	Daily	CNAF N422B

## 8.6 CASUALTY REPORT (CASREP) AND SHIPBOARD ENGINES MONITORING AND EXPEDITING SUPPORT

8.6.1 Review, research, monitor, track, document, and update CASREP, Casualty Corrections (CASCOR), and Aircraft Material Readiness Report (AMRR) messages from six Pacific Fleet aircraft carriers and requirements messages for shipboard engines and associated components in support of nine amphibious assault ships and 11 aircraft carriers.

8.6.2 Provide daily updates to the Carrier Readiness Officer, or his designated representative, on the status of material requirements for outstanding shipboard engine, CASREP and CASCOR requisitions and AMRR data.

8.6.3 Track, coordinate, and expedite shipments of all CASREP, Broad Arrow, Awaiting Parts (AWP), and shipboard engine requisitions for CNAF aircraft carriers.

8.6.5 Conduct material stock availability queries from all supply channels to obtain desirable material requirements' status for supported carriers. Prepare daily material status update reports.

8.6.5 Review and update the Consolidated Afloat Requisitioning Guide Overseas (CARGO) and forwarded to all supported deployed and deploying ships.

8.6.6 The contractor shall participate in Maintenance Engineering Logistics Reviews (MELR) and provide status of CASREP/CASCOR and shipboard engine requisitions and recommendations for process improvements.

8.6.7 Review and evaluate cause and effect of CASREP, CASCOR, Broad Arrow, AWP, and shipboard engine conditions impacting readiness of supported ships. Conduct analysis and provide recommendations and reports to streamline supply processes.

8.6.8 Communicate with weapon systems item managers to expedite material delivery and shipment of CASREP, CASCOR, Broad Arrow, AWP, and shipboard engine requisitions.

8.6.9 The contractor shall assess, maintain and recommend updates on policy and instructions relating to AMRR, CARGO, Broad Arrow, AWP, CASREP, CASCOR, and shipboard engine management procedures.

8.6.10 Advise the Carrier Readiness Officer of obstacles or problems preventing fulfillment of requirements. The contractor shall assess and make recommendations on fulfilling material requirements to prevent unnecessary additional CASREP, Broad Arrow, or AWP conditions.

**Deliverables:** Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-week, and monthly activity report, task 8.6.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
Outstanding CASREP status report	Hard copy	Daily before 0730 hours (excludes weekends and holidays)	CNAF N41P
Outstanding Shipboard Engine status report	Hard copy	Daily before 0730 hours (excludes weekends and holidays)	CNAF N41P

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Weekly SITSUM Report	Electronic and hard copy	The last working day of each week	COR/TA/CNAF N41P
Weekly Engine SITSUM Report	Electronic and hard copy	The last working day of each week	COR/TA/CNAF N41P

## 8.7 TECHNICAL PUBLICATIONS AND DIRECTIVES LIBRARY SUPPORT SERVICE

The contractor shall provide logistics support for technical publications and directives services for COMNAVAIRFOR. In addition to maintaining the technical library for CNAF, the contractor serves as the primary advisor to NAVAIR and Fleet activities in the operation, management and support of technical publication libraries (TPL) and related equipment, and compliance with CNAFINST 4790.2 series policy related to technical libraries. The contractor shall assist with integration of TPL logistics elements, developing plans and programs for fleet introduction of new equipment and modification of existing equipment under COMNAVAIRFOR cognizance. The contractor must have excellent communication skills and strong organizational and research abilities. Some travel is required for working groups, committees, and meetings.

8.7.1 The contractor shall serve as the primary point of contact to CNAF, Fleet, and NAVAIR personnel seeking assistance in matters pertaining to technical publications, directives, and libraries.

8.7.2 The contractor shall recommend changes/updates to plans and policies to the CNAF Maintenance Officer regarding the operation, management and support of TPL functions.

8.7.3 The contractor shall provide Central Technical Publication Library (CTPL) support for CNAF Dispersed TPLs. This includes management of the Enhanced Library Management System (ELMS) database, technical manuals (TM), technical directives (TD), additional references and associated TM/TD changes, revisions, and amendments required by CNAF staff.

8.7.4 The contractor shall review, maintain and update the CNAF N422C Naval Message Address Indicator (AIG) 428 Naval Aviation Maintenance Program (NAMP) list for naval activity Plain Language Addresses (PLADs).

8.7.5 The contractor shall maintain the CNAF Rapid Action Minor Engineering Change (RAMEC) number tracking log and assignment of RAMEC numbers, and reviews Engineering Change Proposals (ECPs) for proper format and content in accordance with directives.

8.7.6 The contractor shall distribute policy information (e.g., instructions, publications, etc) to numerous NAVAIR, CNAF, and Fleet activities, including (but not limited to) squadrons, Type Wings, I-level and D-level activities, NAVAIR program offices, Foreign Military Sales offices, and NATEC.

8.7.7 The contractor shall participate in working groups and committees, with requirement to report and recommend best practices to the CNAF Maintenance Policy Officer on topics that include Automated Logistics Environments (ALEs), technical publications, Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP), technical training, etc., as they relate to the operation and management of Technical Publications Libraries.

8.7.8 The contractor shall monitor and provide weekly status of Joint Deficiency Reporting System (JDERS) and NATEC Technical Publication Deficiency Reports (TPDR).

Deliverables: Documentation required by this task shall be submitted to the government via the requestor/respective team, in accordance with below requirements:

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
Monthly Status Report	Electronic copy	Due by COB on the 10 <sup>th</sup> of the following month	CNAF N422C
Weekly JDERS and NATEC TPDR status reports	Electronic copy	By COB on the first working day of each week	CNAF N422C
Trip report (when travel is required)	Electronic copy	Within one week of return	COR, TA, CNAF N41P and N422C

## 8.8. AFLOAT FOOD SERVICE AND SANITATION OPERATIONS AND DISBURSING AND POSTAL OPERATIONS, ANALYSIS AND TRAINING SUPPORT

8.8.1.1 The contractor shall evaluate shipboard services operations and facilities, conduct equipment assessments and recommend improvements to enhance productivity and quality of life.

8.8.1.3 The contractor shall review and recommend manpower/personnel and training requirements.

8.8.2 Provide training to Navy shipboard personnel on Food Service, Disbursing and Postal operations and procedures. The contractor shall conduct inspections and assessments (SMI's and SMA's) of shipboard services operations for aircraft carriers as identified in this PWS.

8.8.2.1 Prepare reports and submit results, with recommendations for improvements, for all inspections and assessments conducted. Reports

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will be provided to the CNAF Services Officer.

8.8.3 Participate and provide technical analysis regarding future technology initiatives related to shipboard services operations.

8.8.3.1 Review, analyze and determine Life Cycle Management (LCM) capabilities for installed shipboard systems, to include but not limited to Uniform Microcomputer Disbursing Systems (UMIDS), Windows Integrated Automated Travel Systems (WINIATS), Automated Teller Machine (ATM), Navy Cash and Postal programs as they apply to CNAF aircraft carriers. Provide training for all CNAF aircraft carriers utilizing these systems.

8.8.4 Provide qualitative and quantitative techniques for analyzing and measuring shipboard supply services effectiveness. Perform independent analysis of shipboard services operations, cost-wise readiness, and initiatives that have or will impact or affect supported activities.

8.8.5 Identify systemic barriers and problems affecting shipboard services operations under the CNAF/CNAP claimancy. Analyze barriers and problems, and provide recommendations to eliminate or mitigate obstacles and improve overall effectiveness and shipboard quality of life.

8.8.6 The contractor shall support the government with analytical and investigative techniques to achieve improved shipboard services operations at reduced costs for activities identified in this PWS.

8.8.7 Attend meetings to collect information; review, validate and provide analysis of processes and data; prepare draft reports, briefs and presentations; and, conduct product demonstrations of shipboard services equipment or procedures as specified by the COR or Program Manager (PM).

8.8.8 Develop, analyze, conduct operational audits, and prepare follow-up reports evaluating effectiveness of systems implementations. Determine user training needs for software and related AIS.

8.8.9 Conduct training for new and existing Supply services systems and programs to aircraft carrier activities identified in this PWS.

8.8.10 Conduct studies, review findings, make recommendations for improved operating procedures and policies concerning current and future shipboard services operations and program initiatives.

8.8.11 The contractor shall support the Government in research and development of Force Supply policies, procedures and guidance to be provided to CNAF/CNAP supported units.

8.8.12 Collect, review, monitor, and analyze data received from supported activities. Develop a performance metrics tracking report, to compile data received, and ascertain health of services readiness operations on aircraft carriers.

**Deliverables:** Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.8.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
SMA and Training Reports	Electronic & hard copy	As determined by the lead government inspector or upon completion of training or assessment	SMA/TAV Team Lead
SMI Reports	Verbal, electronic & hard copy	Verbal summaries, daily, to the lead inspector during the SMI. Electronic and written reports within three working days of returning to the government job site	SMI Team Lead
Software and hardware implementation or training schedules	Electronic & hard copy	Annually, but not less than one month before first site visit	CNAF N412/N4122
PowerPoint presentations, charts, and briefs	Electronic & hard copy	As required/requested by COR or PM	CNAF N412/N412A
Services Metrics report	Electronic & hard copy	Monthly by the 15 <sup>th</sup> of each month	CNAF N4122
Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N412A

## 8.9. AFLOAT FOOD SERVICE MODULE (FSM) AND RETAIL OPERATIONS MODULE (ROM) SYSTEMS SUPPORT, AND RETAIL OPERATIONS ANALYSIS AND TRAINING SUPPORT

8.9.1 The contractor shall review and recommend manpower/personnel and training requirements.

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8.9.2 Provide training to Navy shipboard personnel on FSM, ROM and Retail operations. The contractor shall conduct inspections and assessments (SMI's and SMA's) of shipboard retail services operations for aircraft carriers as identified in this PWS.

8.9.2.1 Prepare reports and submit results, with recommendations for improvements, for all inspections and assessments conducted. Reports will be provided to the CNAF Services Officer.

8.9.3 Participate and provide technical analysis regarding future technology initiatives related to FSM and ROM.

8.9.3.1 Review, analyze and determine Life Cycle Management (LCM) capabilities for installed shipboard systems, to include but not limited to FSM, ROM and Navy Cash as they apply to CNAF aircraft carriers. Provide training for all CNAF aircraft carriers utilizing these systems.

8.9.4 Provide qualitative and quantitative techniques for analyzing and measuring shipboard Retail operations, FSM and ROM effectiveness. Perform independent analysis of shipboard Retail operations, cost-wise readiness, and initiatives that have or will impact or affect supported activities.

8.9.5 Identify systemic barriers and problems affecting shipboard Retail operations under the CNAF/CNAP claimancy. Analyze barriers and problems, and provide recommendations to eliminate or mitigate obstacles and improve overall effectiveness and shipboard quality of life.

8.9.6 The contractor shall support the government with analytical and investigative techniques to achieve improved shipboard Retail operations, FSM and ROM at reduced costs for activities identified in this PWS.

8.9.7 Attend meetings to collect information; review, validate and provide analysis of processes and data; prepare draft reports, briefs and presentations; and, conduct product demonstrations of shipboard Retail equipment or procedures as specified by the COR or Program Manager (PM).

8.9.8 Develop, analyze, conduct operational audits, and prepare follow-up reports evaluating effectiveness of systems implementations. Determine user training needs for software and related AIS.

8.9.9 Conduct training for new and existing Supply Retail & Food Service systems and programs to aircraft carrier activities identified in this PWS.

8.9.10 Conduct studies, review findings, make recommendations for improved operating procedures and policies concerning current and future shipboard Retail operations and program initiatives.

8.9.11 The contractor shall support the Government in research and development of Force Supply policies, procedures and guidance to be provided to CNAF/CNAP supported units.

8.9.12 Collect, review, monitor, and analyze data received from supported activities. Develop a performance metrics tracking report, to compile data received, and ascertain health of Retail operations on aircraft carriers.

Deliverables: Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.9.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
SMA and Training Reports	Electronic & hard copy	As determined by the lead government inspector or upon completion of training or assessment	SMA/TAV Team Lead
SMI Reports	Verbal, electronic & hard copy	Verbal summaries, daily, to the lead inspector during the SMI. Electronic and written reports within three working days of returning to the government job site	SMI Team Lead
Software and hardware implementation or training schedules	Electronic & hard copy	Annually, but not less than one month before first site visit	CNAF N412/N4122
FSM/ROM status reports	Electronic & hard copy	As required or requested by the COR or PM	CNAF N412/N4122
PowerPoint presentations, charts, and briefs	Electronic & hard copy	As required/requested by COR or PM	CNAF N412/N412A
Services Metrics report	Electronic & hard copy	Monthly by the 15 <sup>th</sup> of each month	CNAF N4122

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Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N412A
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## 8.10. FUTURE CARRIER/CVN-21/CVN-78 PROGRAM MANAGEMENT, ANALYSIS AND TRAINING SUPPORT

8.10.1 The contractor shall evaluate shipboard services operations and facilities, conduct equipment assessments and recommend improvements to enhance productivity and quality of life.

8.10.2 Evaluate and analyze initiatives and plans pertaining to the Future Carrier/CVN-21/CVN-78 program and submit recommendations, to the government, for implementation or enhancements to shipboard Supply Services operations.

8.10.2.1 Provide technical assistance and expertise in shipboard habitability, food service equipment, and berthing requirements.

8.10.3 Shall assess shipboard manpower requirements and advise the impact of personnel manning reductions on Supply Services operations to the government. Identify opportunities for efficiencies or if workload demands additional support.

8.10.4 Attend Future Carrier/CVN-21/CVN-78 meetings and conferences to collect and compile information and report results and outcomes to government representatives.

8.10.4.1 Develop and draft recommendations for new or ongoing requirements affecting fleet modernization programs.

8.10.4.2 Develop, draft, and recommend budget requirements and projected costs for shipboard improvements.

8.10.5 Evaluate and analyze newly implemented Future Carrier/CVN-21/CVN-78 initiatives and provide a detailed report of capabilities and deficiencies.

8.10.6 Draft presentations and briefs on Future Carrier/CVN-21/CVN-78 initiatives. Shall provide briefings on initiatives to other commands, activities and Major Claimants.

8.10.7 Conduct inspections and assessments (SMI's and SMA's) of shipboard services operations in preparation for implementation of future initiatives for aircraft carriers as identified in this PWS.

8.10.7.1 Prepare reports and submit results, with recommendations for improvements, for all inspections and assessments conducted. Reports will be provided to the CNAF Services Officer.

8.10.8 Assess and make recommendations on CNAF aircraft carriers' NEY award preparations and evaluations.

8.10.9 Provide training on new food service equipment and review operator performance, identify problems, and recommend solutions to appropriate government personnel.

**Deliverables:** Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.10.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
SMA and Training Reports	Electronic & hard copy	As determined by the lead government inspector or upon completion of training or assessment	SMA/TAV Team Lead
SMI Reports	Verbal, electronic & hard copy	Verbal summaries, daily, to the lead inspector during the SMI. Electronic and written reports within three working days of returning to the government job site	SMI Team Lead
Implementation or training schedules	Electronic & hard copy	Annually, but not less than one month before first site visit	CNAF N412/N4122
Status report	Electronic & hard copy	As required or requested by the COR or PM	CNAF N412/N412A
PowerPoint presentations, charts, and briefs	Electronic & hard copy	As required/requested by COR or PM	CNAF N412/N412A
Services Metrics report	Electronic & hard copy	Monthly by the 15 <sup>th</sup> of each month	CNAF N4122

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Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N412A
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## 8.11 AFLOAT FINANCIAL DATA COLLECTION AND MANAGEMENT SUPPORT

8.11.1 The contractor shall review, analyze, and monitor financial reports, including but not limited to Command Financial Management Systems (CFMS), Fund Administration and Standardized Document Automation (FASTDATA), budget allocations, grants and expenditures of Operating Functional Category 20 (OFC-20).

8.11.1.1 Collect, compile, manipulate, and track financial data for use by CNAP Supply personnel in the planning, programming, budgeting and execution of Ship Operations and Flag Mess funds.

8.11.2 Prepare the following documents for CNAP Supply and/or Comptroller review and release to support financial obligations for transactions of Ship Operations or Flag Mess funds affecting CNAP official financial records (Note: Limited to only processing transactions for which CNAF N01F has identified and authorized users and data access privileges):

- o DD Form 282 – DOD Printing Requisition/Order for printing services through Defense Printing Office.
- o NC Form 2275 – Order for Work and Services required from other commands and activities.
- o NC Form 2276 – Request for Contractual Procurement of non-standard material, equipment, and services.
- o DD Form 1348 – Single Line Item Requisition for requisitioning National Stock Numbered items and disposition of material/equipment.
- o DD Form 1149 – Requisition and Invoice/Shipping document to transfer and/or ship material or equipment to other activities, commands and units.
- o Purchase Card Worksheet (locally produced as required to document Government Commercial Purchase Card purchases)

8.11.3 Monitor and track funding documents, in STARS and CFMS, to ensure funds are properly obligated or re-captured for re-use.

8.11.4 Provide monthly funds execution spreadsheets, to the Ship Ops Program Manager, to identify the six Pacific Fleet carriers and CNAP Centrally Managed Programs (CMP) distribution, execution and comparison of spending to historical trends of Ship Operations (OFC-20) funding.

8.11.5 Produce charts, graphs and other analytical data/reports to CNAP Supply management for analysis. These are monthly recurring type reports, for which due dates are based on end-of-month, end-of-quarter, end-of-fiscal year processing dates. Due date is within one week of source data availability. Data calls from higher authority (COMPACFLT, CNO, etc.) occur throughout the year, which may require charts, graphs, and other analytical data/reports within hours of data request.

8.11.6 Conduct inspections and assessments (SMI's and SMA's) of shipboard financial operations, including but not limited to OFC-20 OPTAR funds management and expenditures, proper use of GCPC, and prompt payment practices for aircraft carriers as identified in this PWS.

8.11.6.1 Prepare reports and submit results, with recommendations for improvements, for all inspections and assessments conducted. Reports will be provided to the CNAF Readiness Policy Officer.

**Deliverables:** Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.11.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
SMA and Training Reports	Electronic & hard copy	As determined by the lead government inspector or upon completion of training or assessment	SMA/TAV Team Lead
SMI Reports	Verbal, electronic & hard copy	Verbal summaries, daily, to the lead inspector during the SMI. Electronic and written reports within three working days of returning to the government job site	SMI Team Lead
Status report	Electronic & hard copy	As required or requested by the COR or PM	CNAF N412/N412A
Financial trends analysis	Electronic & hard copy	Monthly within one week of financial close-out	CNAF N412A
Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N412A

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## 8.12 AFLOAT HAZARDOUS MATERIAL (HAZMAT) AND MATERIAL HANDLING EQUIPMENT (MHE) MANAGEMENT SUPPORT

8.12.1 The contractor shall provide the government with technical and administrative support and management of Afloat HAZMAT programs. Assess and make recommendations to the government in the development, standardization, and implementation of afloat HMC&M processes, shipboard Hazardous Minimization Center (HAZMINCEN) and work center operations, and ship-to-shore HMC&M integration.

8.12.2.1 Review procedures and provide analysis and recommendations for improving processes in HAZMAT, CHRIMP and HMC&M policies and guidance and to enhance compliance with ESOH regulations and instructions.

8.12.1.2 Develop training plans for each [11] aircraft carriers in support of HAZMAT operations. Training shall include, but not be limited to inventory, compatibility, shelf life management, safe and proper storage of material, and administrative training to ensure compliance with applicable government directives.

8.12.1.3 Review and evaluate availability, adequacy, and effectiveness of HMC&M training programs and processes that support and sustain CHRIMP.

8.12.2 Conduct inspections and assessments (SMI's and SMA's) of aircraft carriers', as identified in this PWS, HAZMAT/HAZMINCEN operations, including but not limited to inventory, compatibility, shelf life management, safe and proper storage of material, and administrative reviews to ensure compliance with applicable government directives.

8.12.2.1 Prepare reports and submit results, with recommendations for improvements, for all inspections and assessments conducted. Reports will be provided to the CNAF Readiness Policy Officer.

8.12.3 Provide administrative, technical, operational and program management support for shipboard MHE and Shipboard Mobile Support Equipment (SMSE).

8.12.3.1 Perform inventory control functions, utilizing Equipment Maintenance Accounting and Control System (EMACS) for MHE/SMSE assigned to COMNAVAIRPAC ships. Update the central EMACS database as changes are identified or occur.

8.12.3.2 Coordinate with systems managers (NAVAIR, NAVSEA, WSS) and Type Commanders (TYCOM) in determining new MHE/SMSE allowances or allowance changes, validating requirements and new programs, and prioritizing delivery of new or replacement equipment based on ships' operational requirements.

8.12.3.3 Determine criteria for the induction or retirement of equipment using the Service Life Extension Program (SLEP). Provide assistance to equipment owners in determining maintenance and repair requirements. Coordinate temporary loan of MHE from pools of available assets.

8.12.4 Provide engineering support by analyzing problems, providing resolution, and assisting users in implementing equipment changes. Evaluate user feedback and provide recommendations for incorporation into equipment modifications and procurement specifications.

8.12.4.1 Review Commercial Item Descriptions (CID's)/purchase specifications and make recommendations to the government in the procurement process of MHE/SMSE.

8.12.4.2 Advise TYCOM, WSS, and the regional Fleet Logistics Center (FLC) when missions change or other functional, operational or unique conditions affect MHE requirements for supported activities.

**Deliverables:** Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.12

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
SMA and Training Reports	Electronic & hard copy	As determined by the lead government inspector or upon completion of training or assessment	SMA/TAV Team Lead
SMI Reports	Verbal, electronic & hard copy	Verbal summaries, daily, to the lead inspector during the SMI. Electronic and written reports within three working days of returning to the government job site	SMI Team Lead
Equipment Status reports	Electronic & hard copy	As required or requested by the COR or PM	CNAF N412/N412A
PowerPoint presentations, charts, and briefs	Electronic & hard copy	As required/requested by COR or PM	CNAF N412/N412A
Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N412A

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### 8.13 AFLOAT NON-AVIATION SUPPLY TECHNICAL SERVICES SUPPORT

8.13.1 Provide technical services and support for non-aviation, supply related material issues and programs assigned to CNAF aircraft carriers. Develop plans and schedules for surface outfitting support of CNAF afloat units.

8.13.1.1 Initiate and review configuration management and outfitting directives and monitor progress toward completion of established milestones.

8.13.1.2 Provide training to personnel from supported units on procedures for preliminary grooming and final COSAL allowance reviews.

8.13.1.3 Prepare and provide required COSAL review material to the designated review team.

8.13.1.4 Develop timelines for COSAL grooms, preliminary and final COSAL review conferences.

8.13.1.5 Participate and conduct grooming, preliminary and final COSAL review visits for all CNAF aircraft carriers within the Continental United States (CONUS) and overseas.

8.13.1.6 Maintain historical database and files of completed COSAL reviews and products.

8.13.2 Review plans and information and provide recommendations for process improvements in programs such as Integrated Logistics Overhaul (ILO), Ship's Coordinated Offload and Outfitting Plan (SCOOP), Automated Control and Landing System (ACLS), Aviation Consolidated Allowance List (AVCAL), Consolidated Shipboard Allowance List (COSAL), Ship's Configuration Logistics Support Information System (SCLISIS), Standardization of Shipboard Reprographics Equipment (SSRE), Plastics Reduction In Marine Environment (PRIME), and Ship's Equipment Configuration Accounting System (SECAS).

8.13.3 Evaluate, and develop ILO, SCOOP, ACLS, AVCAL, COSAL, SCLISIS, SSRE, and PRIME recommended allowance lists with supporting data and documentation for preliminary and final negotiated allowance products.

8.13.4 Evaluate current and future CVN surface equipment programs from Naval Sea Systems Command (NAVSEASSYSCOM), Navy Supply Weapons System Support (NAVSUP WSS), Naval Medical Logistics Center (NAVMEDLOGCEN), and In Service Engineering Agents (ISEA)

and make recommendations to the government on developing support requirements for systems installation on aircraft carriers to be discussed during Integrated Logistics Systems (ILS) meetings and conferences.

8.13.5 Conduct technical research and analysis of COSAL Allowance Parts List (APL)/Allowance Equipment Lists (AEL) and review monthly NAVSUP WSS Automated Shore Interface (ASI) files for inaccuracies in allowancing records and provide input on discrepant information contained on these lists and records. Recommend resolutions, improvements, enhancements, or revisions to the overall COSAL allowancing processes for current and future allowance product builds.

8.13.6 Review Allowance Change Requests (ACR) for CNAF CVN's, provided through the NAVSEALOGCEN ACR portal, and provide recommendations to the government for approval consideration.

8.13.7 Provide analysis for preparing plans for ship's homeport changes, inactivations, decommissionings, and Refueling Complex Overhauls (RCOH).

8.13.8 Collect metrics data from the ASMR and provide inventory range and depth goals or shortfalls. Evaluate metrics and provide resolution to surface related support issues and concerns.

8.13.9 Prepare an Excel spreadsheet report listing shipboard authorized surface Maintenance Assist Modules (MAM) for review during ships visits. Update listing as systems/equipment changes occur. Provide listing to Outfitting Division Officer, as requested, for review and concurrence.

8.13.10 Train personnel on use of Relational Supply (R-Supply), Organizational Maintenance Management System-Next Generation (OMMS-NG) and MAMs programs to aid in repairing equipment.

8.13.11 Provide recommendations on policy guidance and improving surface material supply support and readiness.

Deliverables: Documentation required by this task, shall be submitted to the government via the requestor/respective team, in accordance with exhibit J-0003, and as part of the daily, bi-weekly, and monthly activity report, task 8.13.

Type of Deliverable	Format/Media	Due Date/Time Frame	Recipient(s)
COSAL allowance products	Electronic & hard copy	As scheduled for conference or as required by the Division Officer	CNAF N414/N414A
Final Allowance list	Electronic & hard copy	As scheduled for conference or as required by the Division Officer	CNAF N414/N414A

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PowerPoint presentations, charts, and briefs	Electronic & hard copy	As required/requested by COR or PM	CNAF N412/N412A
Trip Reports	Electronic	Within 5 days of completion of official travel	COR/TA/CNAF N412A

## **9.0 Performance Requirements Summary**

9.1 The government will evaluate the contractor's performance under this performance based contract against the Contractor Performance Assessment Reporting System (CPARS) criteria outlined below.

9.2 Contractor performance will be assessed on a continuing basis throughout the Period of Performance based on review of task deliverables, reported customer satisfaction, and general contacts with the contractor.

9.3 Contractor performance will be evaluated in six general areas. A rating of Exceptional, Very Good, Satisfactory, Marginal or Unsatisfactory will be assigned to each area. These general areas are described below. The items identified under each area represent the types of considerations to be addressed. They should not be considered an exclusive list. The degree of Government technical direction necessary to solve problems that arise during performance will be a consideration for each area. Improvements made in an area during the evaluation period will also be considered as will degradation in the overall quality of performance.

9.3.1 Quality of Product or Service – Addresses the extent to which the contractor (a) met contract technical requirements, including the accuracy and completeness of reports/data delivered; (b) employed methods and approaches to ensure fully successful performance; (c) consistently conveyed the intended approach clearly and completely to ensure that there were no surprises; (d) was proactive and demonstrated initiative; (e) remained flexible to internal or external changes; and (f) was effective in developing and implementing process improvements to make the end product development more efficient and the end product display more effective.

9.3.2 Schedule – Addresses the extent to which the contractor met contract schedules.

9.3.3 Cost Control – Addresses the contractor's overall effectiveness in controlling both direct and indirect costs as well as the incidence of cost overruns.

9.3.4 Business Relations – Addresses the responsiveness of the contractor's upper-level management to Government concerns and needs, the effectiveness of the contractor's management interface with the Government, and the overall cooperativeness and receptiveness of the contractor in dealing with the Government on both technical and management issues.

9.3.5 Management of Key Personnel – Addresses the overall quality of the contractor's team, including their education, relevant experience, skill levels and expertise as well as the degree of compliance with the terms of the contract regarding Key Personnel. Also includes the effectiveness of the contractor's efforts to retain or attract qualified personnel.

9.3.6 Customer Satisfaction – Addresses the overall satisfaction with the contractor's performance of requirements contained in the Statement of Work, including quality of work, efficiency tasks are accomplished and level of support provided.

### 9.4 Evaluation Process

- On a semi-annual basis the Contractor shall submit a report to the Technical Point of Contact (TPOC) which outlines, at a minimum:
  - Status of Tracking
  - Performance Requirements for the Reporting Period and status of those requirements;
  - Problem Areas encountered and appropriate resolution;
  - Level of Effort (if applicable) – an assessment of actual labor hours/labor mix compared to labor hours/labor mix negotiated on the contract;
  - Other Relevant Issues:
    - Delivery Requirements and Status;
    - Key Personnel Requirements and Status;
    - Cost Control;
    - Business Relations; and
    - Any other detail necessary to adequately assess performance during the evaluation period.
- The TPOC will review contractor and government input, and the TPOC's findings will be shared with the contractor to the extent required to resolve any outstanding issues.
- The TPOC will semi-annually provide a CPARS (off line) assessment to the PCO, based upon the criteria outlined above. For ratings (individual or combined) below Satisfactory, the Contractor will be required to provide a mitigation plan to resolve the issues identified. In the absence of an adequate mitigation plan or in the case of a continued substandard performance, the Government will have the unilateral option of evaluating in accordance Exhibit J-0002 Quality Assurance Surveillance Plan.

## **10.0 Schedule Deliverables**

10.1 The Schedule contained in Exhibit J-0003

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### **11.0 Estimated Workload**

11.1 Data is contained in Exhibit J-0004

### **12. GOVERNMENT FURNISHED ITEMS AND SERVICES**

12.1. Facilities. The Government will provide necessary workspace for Contractor personnel to perform support outlined in this PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment. Any instances in which Government property is in any way damaged by a contract employee, a written report of the circumstances and extent of damage shall be submitted to the Government Technical Representative and COR within 24 hours of occurrence.

12.3 Utilities. The Government will provide all utilities for the contractor's use in performance of tasks outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which includes turning off water faucets or valves, lights and equipment.

12.4 Equipment. The Government will provide computers, scanners, fax machines, printers, shipping supplies, lighting, etc. required as GFE for the Contractor to perform under this PWS. The Government will provide routine scheduled preventive maintenance and/or repair of GFE in accordance with COMNAVAIRFOR facility instructions. The Contractor shall notify the Government if repair of GFE is required.

12.5 Materials. The Government will make available all forms and publications required for the performance of this contract. The Contractor shall comply with instructions, directives and regulations covering routine administrative, safety and security matters in the same manner as other civilian and military personnel. Such compliance does not constitute a material expense to the contract.

### **13. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

13.1 General. The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 13 of this PWS.

### **14. ESTIMATED HOURS:**

14.1 The estimated hours to be used for each year of this task order is 63,012 man-hours of direct labor (185,036 man-hours of direct labor including option years). Composition by function of the estimated man-hours is as follows:

<b>Ashore Estimate of Hours CLIN 4000, 4004, 7000</b>	
Labor Category	Number of Hours
Sr. Logistics Analyst	10000
Logistics Analyst	22000
Supply Analyst	6000
Database Analyst/Programmer	2000
Total Number of Hours CLIN 4000	40000
<b>Afloat Estimate of Hours CLIN 4001, 4005, 7001</b>	
Labor Category	Number of Hours
Sr Logistics Analyst	2832
Sr Logistics Analyst @ Sea	1884
Logistics Analyst	5328
Logistics Analyst@ Sea	5388
Logistics Analyst @ Sea OT*	2148
Intermediate Supply Analyst	1664
Intermediate Supply Analyst @ Sea	3768
Total Number of CLIN 4001	23012
<b>Total Number of Direct Labor Hours</b>	<b>63012</b>

\*Overtime hours must be authorized by the COR prior to being worked by the Contractor.

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## **SECTION D PACKAGING AND MARKING**

Packaging and marking is to be in accordance with section D of the basic Seaport-E multiple award IDIQ contract.

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **E-1 INSPECTION AND ACCEPTANCE--DESTINATION (JAN 2002)**

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Contracting Officer's Representative (COR) or his/her duly authorized representative.

**52.246-5 INSPECTION OF SERVICES COST-REIMBURSEMENT APR 1984**

**52.246-16 RESPONSIBILITY FOR SUPPLIES APR 1984**

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4000	10/1/2012 - 9/30/2013
4001	10/1/2012 - 9/30/2013
4004	10/1/2013 - 9/30/2014
4005	10/1/2013 - 9/30/2014
6000	10/1/2012 - 9/30/2013
6001	10/1/2012 - 9/30/2013
6002	10/1/2013 - 9/30/2014
6003	10/1/2013 - 9/30/2014

### CLIN - DELIVERIES OR PERFORMANCE

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

4000	10/1/2012 - 9/30/2013
4001	10/1/2012 - 9/30/2013
4004	10/1/2013 - 9/30/2014
4005	10/1/2013 - 9/30/2014
6000	10/1/2012 - 9/30/2013
6001	10/1/2012 - 9/30/2013
6002	10/1/2013 - 9/30/2014
6003	10/1/2013 - 9/30/2014

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

4002	10/1/2012 - 9/30/2013
4003	10/1/2012 - 9/30/2013
4006	10/1/2013 - 9/30/2014
4007	10/1/2013 - 9/30/2014
6004	10/1/2012 - 9/30/2013
6005	10/1/2013 - 9/30/2014
7000	10/1/2014 - 9/30/2015
7001	10/1/2014 - 9/30/2015
7002	10/1/2014 - 9/30/2015
7003	10/1/2014 - 9/30/2015
9000	10/1/2014 - 9/30/2015
9001	10/1/2014 - 9/30/2015
9002	10/1/2014 - 9/30/2015

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Services to be performed hereunder will be provided at (insert specific address and building etc.)

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## SECTION G CONTRACT ADMINISTRATION DATA

### Type of Task Order

This is a cost plus fixed fee task order.

### TASK ORDER ADMINISTRATION APPOINTMENTS AND DUTIES

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

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
  - a. All pre-award information, questions, or data,
  - b. Freedom of Information inquiries,
  - c. Change/question/information regarding the scope, terms or conditions of the basic contract document, and/or
  - d. Arranging the post award conference (see FAR 42.503):

Maria Papet  
Contracting Officer  
NAVSUP FLC San Diego, CODE 240  
3985 Cummings Road  
San Diego, CA 92136  
Phone: 619-556-6850  
[maria.papet@navy.mil](mailto:maria.papet@navy.mil)

Before contacting the contracting officer please contact:

Nick Giacalone  
Contract Specialist  
NAVSUP FLC San Diego, CODE 240  
3985 Cummings Road  
San Diego, CA 92136  
Phone: 619-556-6018  
[nick.giacalone@navy.mil](mailto:nick.giacalone@navy.mil)

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein. See block 7 of the 1155

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

DCAA San Diego Branch Office  
9444 Balboa Ave, Suite 320  
San Diego, CA 92123-7304  
Phone: 858-616-8800  
[DCAA-FAO4151@dcaa.mil](mailto:DCAA-FAO4151@dcaa.mil)

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented. Note: See Block 15 of teh 1155.

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5. Task Order Manager (TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The performance work statement for this task order ;
- d. An independent Government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO with appropriate funds; and/or
- i. Certification of invoice for payment.

Joe Sison  
COMNAVAIRPAC  
P.O Box 357051  
NAS North Island BLDG 11  
(619) 545-1043  
[jose.sison@navy.mil](mailto:jose.sison@navy.mil)

NOTE: When, in the opinion of the Contractor, the TOM requests effort outside the existing scope of the task order, the Contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a task order, until the Contracting Officer has issued a modification of the task order, or until the issue has otherwise been resolved. The TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the task order.

#### WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(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 Central Contractor Registration at <https://www.acquisition.gov>; and

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

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

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

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

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

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### COST VOUCHER

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

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

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COMNAVAIR< NAS North Island, San Diego, CA 92135

(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\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00244
Admin DoDAAC	S2404A
Inspect By DoDAAC	N57025
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N57025
Service Acceptor (DoDAAC)	N57025
Accept at Other DoDAAC	N57025
LPO DoDAAC	N57025
DCAA Auditor DoDAAC	HAA05B
Other DoDAAC(s)	N/A

(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

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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.

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[jacquelyn.brown@navy.mil](mailto:jacquelyn.brown@navy.mil)  
[jose.sison@navy.mil](mailto:jose.sison@navy.mil)

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

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Not Applicable

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

(End of clause)

## **SEAPORT-E TASK ORDER ADMINISTRATION PLAN**

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

1. The Procuring Task order Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of task orders.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in task order terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302, except those areas otherwise designated as the responsibility of the Task Order Manager (TOM) or someone else herein.

3. The Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of this task order prior to final payment to the contractor.

4. The paying office is responsible for making payment of proper invoices after acceptance is documented.

5. The Task Order Monitor (TOM) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the task order. 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. If in the opinion of the contractor, an effort outside the scope of the task order is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a

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task order change. The TOM duties are as follows:

a. Technical Interface

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

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

b. Task Order Surveillance

(1) The TOM shall monitor the contractor's performance and progress under the task order. In performing task order

(2) The TOM will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance. For surveillance duties, the TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The TOM must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the task order. If the task order is directed to perform the task order services in a specific manner, the line is being crossed. In such as situation, the TOM's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the task order into one for personal services.

(3) The TOM shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the TOM is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When task order performance is taking place at a government location, the TOM shall also monitor contractor employees performing under the task order with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the task order. A record of such personal observations should be kept and reports and/or personal observations of the TOM.

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

c. Invoice Review and Approval/Inspection and Acceptance

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

(2) The TOM must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The TOM may request DCAA to take a payment offset on questioned costs, when documentary evidence or personal observations do not support submitted invoices. The TOM shall notify DCAA when questioned costs have been resolved with the contractor. The TOM will ensure that DCAA conducts floor checks and/or timecard checks when actual monitoring is not feasible. The TOM will be cognizant of the invoicing procedures and the prompt payment due dates detailed elsewhere in the task order.

(3) The TOM shall work with the Contractor to obtain and execute a final voucher no more than 60 days after

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completion of task order performance. The TOM shall ensure that the voucher is clearly marked as a "Final Voucher."

d. Task Order Modifications.

(1) The TOM is responsible for developing the statement of work for change orders, technical direction letters (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

(2) Once the Task ordering Officer has requested and received the contractor's proposal the TOM shall review and evaluate the contractor's proposal and furnish comments and recommendations.

e. Administrative Duties

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

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

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

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

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

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

i. Written Report/Task Order Completion Statement

(1) The TOM is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any task order option and 60 days after task order completion. The report shall include a written statement that services were received in accordance with the Task order terms and that the task order is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor. For task orders where technical direction letters (TDLs) are issued, one consolidated report which addresses all actions under the task order may be submitted.

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

(3) The TOM is responsible for providing necessary assistance to the Task Ordering Officer in performing Task Order Close-out in accordance with FAR 4.804, Closeout of Task Order Files.

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

a. Identify contractor deficiencies to the TOM.

b. Review task order deliverables, recommend acceptance/rejection, and provide the TOM with documentation to support the recommendation.

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- c. Assist in preparing the final report on contractor performance for the applicable task order in accordance with the format and procedures prescribed by the TOM.
- d. Identify task order noncompliance with reporting requirements to the TOM.
- e. Review contractor status and progress reports, identify deficiencies to the TOM, and provide the TOM with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices for the appropriate mix of types and quantities of labor, materials, and other direct costs, and provide the TOM with recommendations to facilitate TOM certification of the invoice.
- g. Provide the TOM with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the TOM subsequent to any interface between the TA and contractor.

5252.242-9404 REPORTING REQUIREMENTS (JAN 1992) (NAVSUP)

A status report shall be submitted on a monthly basis to the Procuring Contracting Officer, Contracting Officer's Representative, Ordering Officer (if applicable) and Administrative Contracting Officer. The report shall provide the number of hours expended, the total cost incurred to date, data status and delivery status.

SUP 5252.243-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

- (a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.
- (b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.
- (c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

Accounting Data

SLINID	PR Number	Amount
400001	N5702513RC00500	195000.00
LLA :		
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ		
Base Year		
400101	N5702513RC011CG	276110.00
LLA :		
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ		
600001	N5702513RC00500	7000.00
LLA :		
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ		
600101	N5702513RC011CG	45186.00
LLA :		

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AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

BASE Funding 523296.00  
Cumulative Funding 523296.00

MOD 01 Funding 0.00  
Cumulative Funding 523296.00

MOD 02

400001 N5702513RC00500 393000.00  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ  
Base Year

600001 N5702513RC00500 41757.00  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

MOD 02 Funding 434757.00  
Cumulative Funding 958053.00

MOD 03

400101 N5702513RC011CG 138054.96  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

600101 N5702513RC011CG 22314.00  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

MOD 03 Funding 160368.96  
Cumulative Funding 1118421.96

MOD 04

400002 N5702513RC00500 583675.82  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

400102 N5702513RC011CG 414164.96  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

600002 N5702513RC00500 43747.68  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

600102 67500.00  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ  
Standard Number: N5702513RC011CG

MOD 04 Funding 1109088.46  
Cumulative Funding 2227510.42

MOD 05

400003 N5702513RC00500003 209141.16  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

400103 N5702513RC011CG0003 100000.00  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

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MOD 05 Funding 309141.16  
Cumulative Funding 2536651.58

MOD 06

400004 N5702513RC00500003 374534.76  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

400104 N5702513RC011CG0004 314164.96  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

600003 N5702513RC005000004 43747.68  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

600103 N5702513RC011CG0004 67500.00  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

MOD 06 Funding 799947.40  
Cumulative Funding 3336598.98

MOD 07

400005 N5702513RC0050000005 583675.68  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

400105 N5702513RC011CG0005 414164.96  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

600004 N5702513RC005000005 43747.64  
LLA :  
AA 1731804 70AE 250 57025 H 068688 2D C00500 570253RGR7QQ

600104 N5702513RC011CG0005 67500.00  
LLA :  
AB 1731804 70BE 250 57025 H 068688 2D C011CG 570253F2SOQQ

MOD 07 Funding 1109088.28  
Cumulative Funding 4445687.26

MOD 08

400401 N5702514RC005CG 604000.00  
LLA :  
AC 1741804 70AE 250 57025 H 068688 2D C005CG 570254RGR7QQ

400501 N5702514RC004CG 434000.00  
LLA :  
AD 1741804 70BE 250 57025 H 068688 2D C004CG 570254F2SOQQ

600201 N5702514RC005CG 50000.00  
LLA :  
AC 1741804 70AE 250 57025 H 068688 2D C005CG 570254RGR7QQ

600301 N5702514RC004CG 72000.00  
LLA :  
AD 1741804 70BE 250 57025 H 068688 2D C004CG 570254F2SOQQ

MOD 08 Funding 1160000.00  
Cumulative Funding 5605687.26

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

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

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

### Non-Sensitive Positions

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

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

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

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

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the

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individual's start date.

#### Sensitive Positions

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

SF-85P Questionnaire for Public Trust Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

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

#### IT Systems Access

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

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

#### Security Approval Process

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

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR.

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The VAR requires annual renewal for the duration of the employee's performance 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 position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

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

#### LIABILITY INSURANCE LIMITS

Pursuant to the terms of the clause FAR 52.228-5, Insurance--Work on a Government Installation, following are the kinds and minimum amounts of insurance required:

General liability: bodily injury liability insurance coverage written on the comprehensive form of policy--\$500,000 per occurrence.

Automobile liability insurance written on the comprehensive form of policy for bodily injury and property damage liability covering the operation of all automobiles operated in the United States and used in connection with performing the contract--\$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

Aircraft public and passenger liability when aircraft are used in connection with performing the contract--\$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be \$200,000 multiplied by the number of seats or passengers, whichever is greater.

#### 5252.237-9400 SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992) (NAVSUP)

(a) The Contractor agrees to assign to the contract those persons whose resumes, personnel data forms, or personnel qualification statements were submitted as required by Section L to fill the requirements of the contract. No substitution or addition of personnel shall be made, except in accordance with this clause.

(b) The Contractor agrees that:

\_\_\_\_\_X\_\_\_\_\_ during the contract performance period,

\_\_\_\_\_ during the first \_\_\_\_\_ days of the contract performance period

no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) below.

(c) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding 30 working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the Contractor shall propose a substitute of such personnel, in accordance with paragraph (d) below.

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(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least 15 days (30 days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal or higher than the qualifications of the person being replaced.

(e) In the event of a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than, or equal to, at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the Contractor, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated, or have otherwise become unavailable to perform under the contract is not reasonably forthcoming, or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default, or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss, or damage as a result of the Contractor's actions.

(End of Clause)

## **ORGANIZATIONAL CONFLICT OF INTEREST**

### **A. Introduction**

In accordance with Federal Acquisition Regulations (FAR Part 9.5), both the contractor and the Contracting Officer have an affirmative duty to identify and mitigate actual and potential organizational conflicts of interest. The contract require the contractor, herein defined, to provide management support, professional consulting services, in particular, the contract calls for the contractor to provide engineering and technical direction, as defined in FAR Part 9.505-1. In addition, the contractor will be providing other administrative support that may include accessing and/or preparing budget information; accessing and/or preparing documents containing Privacy Act information. , These services will be provided to Commander Naval Air Forces. purpose of this "Organizational Conflict of Interest" clause ("OCI Clause" or "clause") is to ensure that the opinions and recommendations provided in this contract are inherently reliable and non-biased; and it will also ensure that information received or developed during performance of this contract will not be improperly exploited to affect competition or released in contravention of the Trades Secret Act or the Privacy-Act.

### **B. Definitions**

- (1) "Contractor" means the firm awarded this contract or task order;
- (2) "Offeror" means any firm engaged in, or having a known or prospective interest in, participating as an offeror in response to any solicitation related to or resulting from the procurement. .
- (3) "Affiliates" means employees, agents, or officers of the Contractor, its subsidiaries or parent companies, and first tier subcontractors involved in performance of this contract.
- (4) "Interest" means organizational or financial interest;
- (5) "Term of this task order" means the period of performance of any task order issued with this restriction, including any extensions thereto; and

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(6) “Contracting Officer” is the warranted Government official signing this contract or task order; he or she will be identified by name and will be signing the contract or task-order provision incorporating this Organizational Conflict of Interest clause.

#### B. WARRANTY AGAINST EXISTING CONFLICTS OF INTEREST

By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation requiring it to provide products/services to be evaluated under this contract.

By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation where access to listed program business sensitive information, budgetary information, or technical documentation may give it an unfair advantage in developing a competitive proposal for that solicitation, or the contractor may be unable or potentially unable to render impartial assistance or advice to the Government, or the Contractor is otherwise not considered objective or impartial. [In no event may the contractor refuse to provide services/support in accordance with contract terms because of a potential or actual organizational conflict of interest that could affect future competitive acquisitions.]

#### C. PROSPECTIVE RESTRICTIONS ON CONTRACTING:

The Contractor agrees that until such time as the current contract is completed, plus one year, neither it nor its affiliates shall not: a) propose in response to any requirements arising out of this contract; b) create for themselves an interest in any contract related to or resulting from the current consulting contract; or, c) consult or discuss with any potential offeror any aspects of work under the contract.

#### D. RESTRICTIONS ON DISCLOSURE

The Contractor agrees and understands that it may have access to business sensitive information, to include, but not limited to budget estimates, allocations/appropriations data, project or program cost estimates, and contract cost estimates. Contractor and its affiliates shall not, under any circumstances, disclose or exploit in any way data used or accessed during the course and scope of this contract. Further, Contractor shall abide by the restrictions imposed by the Privacy-Act clause, incorporated herein by reference: FAR 52.224-1, Privacy Act Notification. Far 52.224-2, Privacy Act.

The Contractor shall have each and every employee accessing information that is subject to these restrictions sign a “non-disclosure agreement.” These agreements shall be maintained by the Contractor and shall be available for review/submission to the contracting officer or ordering officer upon request. These non-disclosure agreements must be maintained by the Contractor for the life of the contract plus five-years (5). Before destroying these documents, the Contractor must contact the Contracting Officer for further guidance – these documents may still be documentary evidence to be preserved in the case of litigation. In which case, the documents may have to be maintained in perpetuity. If for some reason, the documents cannot be maintained for the time frames set forth above, the contractor should notify the Contracting Officer for further guidance and possible release to the Navy.

In accordance with FAR 9.505-4, Contractor may access third-party procurement sensitive or trade-secret information after execution of an agreement with the third-party agreeing to protect the information from unauthorized use or disclosure. Contractor shall immediately notify the Contracting Officer if it has been tasked to access such data; and, it shall promptly execute an agreement with any third-party providing that data, prior to reviewing, manipulating or otherwise, accessing such data. If no agreement is reached (copy to be furnished to the contracting officer), the Contractor shall cease and desist any further actions resulting in accessing third-party trade-secret information and contact the Contracting Officer for further guidance. Under no circumstances shall any such data be commercially exploited and/or otherwise released to any party without the express approval of the Contracting Officer.

Contractor agrees to put this clause, or one in substantial conformance to this clause, in its subcontractors when, as indicated, the subcontractor or its employees will be providing the services identified herein. A subcontractor may therefore be bound by the terms and conditions of this OCI clause.

#### E. GOVERNMENT REMEDY

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The Contractor agrees that any breach or violation of the warranties, restrictions, disclosures or non-disclosures set forth in this conflict of interest clause shall constitute a material and substantial breach of terms, conditions, and provisions of this task order and that the Government may, in addition to any other remedy available, terminate the contract for default.

Further, the Contractor understands that this clause may serve as support to the contracting officer/office for finding the contractor ineligible for award. See FAR Part 9, "Responsibility" determination(s).

(End of clause)

#### NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

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

(End of clause)

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## **SECTION I CONTRACT CLAUSES**

### **SECTION I CONTRACT CLAUSES**

**ALL THE PROVISIONS OF SECTION I CLAUSES IN ACCORDANCE WITH THE BASIC SEAPORT-E MAC CONTRACT FOR COST-PLUS-FIXED-FEE APPLY TO THIS TASK ORDER PLUS THE FOLLOWING:**

**52.204-7 CENTRAL CONTRACT REGISTRATION (APR 2008)**

**52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (AUG 2012)**

**52.216-8 FIXED FEE (MAR 1997)**

**52.222-4 CONTRACT WORK HOURS AND SAFETY STANDARDS ACT - OVERTIME COMPENSATION (JUL 2005)**

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

**52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT -- PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (SEP 2009)**

**52.223-5 POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (MAY 2011)**

**52.223-6 DRUG-FREE WORKPLACE (MAY 2001)**

**52.223-10 WASTE REDUCTION PROGRAM (MAY 2011)**

**52.228-7 INSURANCE-LIABILITY TO THIRD PERSONS (MAR 1996)**

**52.232-18 AVAILABILITY OF FUNDS**

**52.232-20 LIMITATION OF COST (APR 1984)**

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

**52.232-99 PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS (DEVIATION 2012-00014) (AUG 2012)**

**52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)**

**252.204-7005 ORAL ATTESTATION OF SECURITY RESPONSIBILITY (NOV 2001)**

**252.223-7004 DRUG-FREE WORK FORCE (SEP 1988)**

**252.223-7006 PROHIBITION ON STORAGE AND DISPOSAL OF TOXIC AND HAZARDOUS MATERIALS (APR 2012)**

**252.223-7008 PROHIBITION OF HEXAVALENT CHROMIUM (MAY 2011)**

**252.231-7000 SUPPLEMENTAL COST PRINCIPLES (DEC 1991)**

**52.217-9 Option to Extend the Term of the Contract (MAR 2000)**

**(a) The Government may extend the term of this contract by written notice to the Contractor PRIOR TO CONTRACT EXPIRATION; provided that the Government gives the Contractor a preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the Government to an extension.**

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

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

(End of Clause)

**52.222-2 -- Payment for Overtime Premiums (JUL 1990)**

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$148,305.08 ( SEE Not To exceed amounts for option CLINS Below) or the overtime premium is paid for work -- OVERTIME SHALL BE AUTHORIZED BY THE cor PRIOR TO BEING WORKED BY THE CONTRACTOR.

(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 multi-shift operations or by employing additional personnel.

**NoT to exceed AMOUNTS**

base Surge option      \$14,770.30

option year i            \$148,305.08

surge option year i      \$14,770.30

option year ii            \$152,751.44

surge option year ii      \$15,213.13

(End of Clause)

**52.222-42 Statement of Equivalent Rates for Federal Hires (May 1989)**

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**In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.**

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

<b>Employee Class</b>	<b>Monetary Wage -- Fringe Benefits</b>
Staff Support Logistics Analyst	GS-07
Senior Supply Management Logistics Analyst	GS-12
Supply Management Logistics Analyst	GS-11
Senior Supply Aviation Logistics Analyst	GS-12
Supply Aviation Logistics Analyst	GS-07
Aviation Logistics Analyst	GS-09
Senior Aircraft Inventory Analyst	GS-12
Shipboard Expediting Supply Analyst	GS-07
Technical Publications Logistics Analyst	GS-11
Afloat Logistics Analyst	GS-11
Intermediate Supply Analyst	GS-09
Senior Future Carrier Logistics Analyst	GS-12
HAZMAT Logistics Analyst	GS -11
Senior Non-Aviation Supply Logistics Analyst	GS-12
Non-Aviation Supply Logistics Analyst	GS-11

**(End of Clause)**

**SUP 5252.232-9400 LIMITATION OF LIABILITY – INCREMENTAL FUNDING (JAN 1992)**

**This contract is incrementally funded and the amount currently available for payment hereunder is limited to the amount specified in the schedule inclusive of fee. It is estimated that these funds will cover the cost of performance through October 31, 2012 Subject to the provisions of the clause entitled "Limitation of Funds" FAR 52.232-22 of the General Provisions of the contract, no legal liability on the part of the Government for payment in excess of TBD shall arise unless additional funds are made available and are incorporated as a modification to this contract.**

**(End of clauseE)**

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## SECTION J LIST OF ATTACHMENTS

J0001 Reserved

J0002 QASP

J0003 Schedule Deliverables

J0004 Estimated Workload

J0005 Reserved

J0006 Wage Determination Number 2005-2057 Rev 13 Dated 06/13/2012

Link: <http://www.wdol.gov/sca.aspx>

J0007 DDForm254