

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-15-D-8396		2. DELIVERY ORDER NO. N0018919F3021		3. EFFECTIVE DATE 2019 Sep 30		4. PURCH REQUEST NO. N7027219RC5C505		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Rachel E Karkane/Code 240 757-443-2092			CODE N00189	7. ADMINISTERED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392			CODE N00189	8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>			
9. CONTRACTOR Rome Research Corporation dba RRC 421 Ridge St Rome NY 13440-5630			CODE 7L329	FACILITY	10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED	12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			
14. SHIP TO See Section D			CODE	FACILITY	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266		CODE HQ0337	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			
16. TYPE OF ORDER	DELIVERY/ CALL	x	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
PURCHASE			Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
Rome Research Corporation dba RRC			Trisha Sr. Contracts Administrator								
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA			25. TOTAL		\$2,002,642.45		
				BY: /s/Kirstin B Hazlewood			26. DIFFERENCES				
							06/27/2019		CONTRACTING/ORDERING OFFICER		
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
f. TELEPHONE					g. E-MAIL ADDRESS		FINAL				
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT		COMPLETE		34. CHECK NUMBER		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL		FULL		35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

ORDER FOR SUPPLIES OR SERVICES (DRAFT)

1. CONTRACT NO. N00178-15-D-8396		2. DELIVERY ORDER NO. N0018919F3021		3. EFFECTIVE DATE 2019 Sep 30		4. PURCH REQUEST NO. N7027219RC5C505		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Rachel E Karkane/Code 240 757-443-2092			CODE N00189		7. ADMINISTERED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392			CODE N00189		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)	
9. CONTRACTOR Rome Research Corporation dba RRC 421 Ridge St Rome NY 13440-5630			CODE 7L329		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED		
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266			CODE HQ0337		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
PURCHASE	Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
Rome Research Corporation dba RRC			<i>Melissa Sullivan</i>			Melissa Sullivan Director of Contracts, Mission Systems			10/27/2019		
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL		\$2,002,642.45	
				BY: _____				26. DIFFERENCES			
CONTRACTING/ORDERING OFFICER											
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER				
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			31. PAYMENT PARTIAL		35. BILL OF LADING NO.				
					31. PAYMENT FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 2 of 2	FINAL
----------------------------------	-------------------------------------	----------------	-------

GENERAL INFORMATION

The following Task Order is bilaterally awarded. The transition period will not be utilized and the base year CLINs 8001, 9001, 9008 will be funded as follows.

All other terms and conditions remain unchanged. A conformed copy of this Task Order is attached to this modification.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 1 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	D399	TRANSITION PERIOD IN ACCORDANCE WITH (IAW) THE PERFORMANCE WORK STATEMENT (PWS) (O&MN,N)	1.0	MO	\$0.00	\$0.00
8001	J058	SATELLITE SUPPORT SERVICES NORTHWEST IAW THE PWS (O&MN,N)	5.0	MO	\$392,528.49	\$1,962,642.45
800101	J058	FUNDING FOR MUOS (08D) PROGRAM (O&MN,N)				
800102	J058	FUNDING FOR TELEPORT LABOR (O&MN,N)				
8002	J058	SATELLITE SUPPORT SERVICES NORTHWEST IAW THE PWS (O&MN,N)	12.0	MO	\$393,672.34	\$4,724,068.08
		Option				
8003	J058	SATELLITE SUPPORT SERVICES IAW THE PWS (O&MN,N)	12.0	MO	\$394,870.16	\$4,738,441.92
		Option				
8004	J058	SATELLITE SUPPORT SERVICES NORTHWEST IAW THE PWS (O&MN,N)	12.0	MO	\$396,094.53	\$4,753,134.36
		Option				
8005	J058	SATELLITE SUPPORT SERVICES IAW THE PWS (O&MN,N)	12.0	MO	\$397,342.49	\$4,768,109.88
		Option				
8006	J058	SATELLITE SUPPOPT SERVICES NORTHWEST IAW THE PWS (O&MN,N)	6.0	MO	\$398,614.07	\$2,391,684.42
		Option				
8007	J058	FAR 52.217-8 OPTION IAW THE PWS (O&MN,N)	6.0	MO	\$398,614.07	\$2,391,684.42
		Option				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	J058	ODCs MATERIALS IAW WITH THE PWS (O&MN,N)	1.0	LO	\$35,000.00
9002	J058	ODCs MATERIALS IAW WITH THE PWS (O&MN,N)	1.0	LO	\$70,000.00
		Option			
9003	J058	ODCs MATERIALS IAW WITH THE PWS (O&MN,N)	1.0	LO	\$70,000.00
		Option			
9004	J058	ODCs MATERIALS IAW WITH THE PWS (O&MN,N)	1.0	LO	\$70,000.00
		Option			

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 2 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9005	J058	ODCs MATERIALS IAW WITH THE PWS (O&MN,N) Option	1.0	LO	\$70,000.00
9006	J058	ODCs MATERIALS IAW WITH THE PWS (O&MN,N) Option	1.0	LO	\$35,000.00
9007	J058	FAR 52.217-8 OPTION ODCs MATERIALS (O&MN,N) Option	1.0	LO	\$35,000.00
9008	J058	ODCs TRAVEL IAW WITH THE PWS (O&MN,N)	1.0	LO	\$5,000.00
9009	J058	ODCs TRAVEL IAW WITH THE PWS (O&MN,N) Option	1.0	LO	\$10,000.00
9010	J058	ODCs TRAVEL IAW WITH THE PWS (O&MN,N) Option	1.0	LO	\$10,000.00
9011	J058	ODCs TRAVEL IAW WITH THE PWS (O&MN,N) Option	1.0	LO	\$10,000.00
9012	J058	ODCs TRAVEL IAW WITH THE PWS (O&MN,N) Option	1.0	LO	\$10,000.00
9013	J058	ODCs TRAVEL IAW WITH THE PWS (O&MN,N) Option	1.0	LO	\$5,000.00
9014	J058	FAR 52.217-8 OPTION ODCs TRAVEL (O&MN,N) Option	1.0	LO	\$5,000.00

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 3 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

For

NAVY SATELLITE COMMUNICATIONS

FACILITY

OPERATION AND MAINTENANCE

NORTHWEST, VIRGINIA

A Detachment of

**NAVAL COMPUTER AND TELECOMMUNICATIONS AREA
MASTER STATION ATLANTIC**

NORFOLK, VIRGINIA

REVISED

Version 15

2/12/2019

SECTION C-1. GENERAL INFORMATION

1. INTRODUCTION

The Contractor shall operate and maintain, as required in this performance work statement (PWS), satellite terminals and associated equipment at Navy Satellite Communications Facility (NAVSATCOMMFAC) Northwest, Virginia. NAVSATCOMMFAC consist of two compounds supporting three primary operational buildings (352, 451, and 452) and their respective shelters as well as the following satellite terminals: three AN/GSC-52B(V)5s Modernization of Enterprise Terminals (MET), three VERTEX RSI 18 meter Ka Band terminals part of the Mobile User Objective System (MUOS), two VERTEX RSI 16.4 meter C-band terminals, two VERTEX RSI 9 meter Ku-band terminals, one AN/GSC-70(V)1 Ka-Stars Terminal, three AN/USC-38(V)10 Shore Follow-On Terminals (FOT), three AN/FSC-138(V)2 AEHF terminals, two RT-1827 UHF radios/terminals, and five receive-only terminals (series 1374/1375 & 1252/1253). Associated equipment include satellite link control, terminal and terrestrial connectivity equipment, up/down converters, block converters, modulators/demodulators (MODEMs), cryptographic equipment, automated and manual patching systems, multiplexers, switches, routers, IT workstations, and various testing devices to include spectrum analyzers, sweep generators, power meters (fiber, RF and analog), Bit Error Rate testers, and network analyzers. As a Department of Defense (DoD) Satellite Gateway supporting DSCS, TELEPORT, MUOS and other programs, significant effort is also required in areas of coordination, reporting and planning with higher authority operational controllers, as well as various program offices for installations and upgrades.

NAVSATCOMMFAC, a tenant of Naval Support Activity (NSA) Hampton Roads (HR) Northwest Annex (NWA), operates under Naval Computer and Telecommunications Area Master Station Atlantic (NCTAMS LANT), Norfolk, Virginia, the requiring activity for this Performance Work Statement (PWS).

The work described in this PWS shall be performed at NAVSATCOMMFAC.

The period of performance includes a six (6) month base period of performance, inclusive of a 30-day transition period, with provisions for four (4) twelve (12) month option periods and one (1) six (6) month option period for a total performance period of five (5) years should all option incorporated in accordance with FAR 52.217-9 be exercised. The resultant contract will also contain FAR 52.217-8, thereby allowing a six (6) month extension if circumstances necessitate this option.

Base	30 September 2019 through 31 March 2020

Option 1	01 April 2020 through 31 March 2021
Option 2	01 April 2021 through 31 March 2022
Option 3	01 April 2022 through 31 March 2023
Option 4	01 April 2023 through 31 March 2024
Option 5	01 April 2024 through 30 October 2024
FAR 52.217-8	01 November 2024 through 31 May 2025

1.1 SCOPE OF WORK

The Contractor shall provide all the satellite communications (SATCOM), technical control, patch and test services, and functions currently provided by NAVSATCOMMFAC in fulfilling its mission. The Contractor shall provide these services to all NAVSATCOMMFAC users at or above the specific levels of performance presented in Technical Exhibit 1, Acceptable Quality Levels.

With the exception of those items provided in Section C-2, Government Available Property, the Contractor shall furnish all management, supervision, labor, materials, equipment, tools, and vehicles necessary to plan, schedule, coordinate, and assure the effective and efficient operation and maintenance of satellite and terrestrial communications equipment at NAVSATCOMMFAC. Specific requirements are provided in Section C-5, Specific Requirements.

1.1.1 Purpose

The purpose of this PWS is to describe the tactical and strategic C4ISR (Command, Control, Communications, Computers, Intelligence, Sensor and Reconnaissance) satellite and terrestrial support requirements the Contractor shall provide to elements of the Chairman, Joint Chiefs of Staff (CJCS), United States Strategic Command (USSTRATCOM), United States Central Command (CENTCOM), United States European Command (EUCOM), United States Southern Command (SOUTHCOM), United States Pacific Command (PACOM), United States Special Operations Command (SOCOM), United States Transportation Command (USTRANSCOM), Commander, United States Cyber Command (USCYBERCOM), United States Fleet Forces Command (USFFC), United States Fleet Cyber Command (USFCC), Numbered Fleet Commands, afloat commanders, battalion commanders, and various other commands and activities in the Department of Defense (DoD).

1.1.2 Mission Statement

Perform as an Enterprise Gateway extending the Department of Defense Information Network (DoDIN)/Joint Information Environment (JIE) to strategic and tactical users via multiband satellite communications.

1.1.3 Organization

NAVSATCOMMFAC operates under two chains of command: administrative and operational.

1.1.3.1 Administrative Chain of Command

NAVSATCOMMFAC reports directly to the Commanding Officer (CO), NCTAMS LANT. NCTAMS LANT for ADCON and as Immediate Superior In Charge (ISIC).

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 6 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

1.1.3.2 Operational Chain of Command

IAW Department of Defense, Joint Chiefs of Staff, US Strategic Command, US Army Strategic Command (ARSTRAT), and Defense Information Systems Agency (DISA) Directives and Instructions, there are multiple controlling authorities with various functional areas.

1.1.4 Core Mission Requirements

1.1.4.1 Tactical SATCOM

Tactical SATCOM is defined as those missions supporting tactical users via the Gateway Access Request (GAR)/Gateway Access Authorization (GAA) and Satellite Access Request (SAR)/Satellite Access Authorization (SAA) process. These missions are limited in duration and can range from days to months with a maximum length of 1 year. Support includes mission activation, monitoring, troubleshooting, reporting and configuration management. RF equipment used to support these missions could include but are not limited to Communication Modems, TRANSEC, Up/Down Converters, High Power Amplifiers (HPAs), Low Noise Amplifiers (LNAs), and Satellite Terminals. Baseband Equipment used to support these missions could include but are not limited to COMSEC, MIDAS, Teleport Net-Centric System, DISN-TE, Navy ADNS, and CITEE. Coordination with outside entities is required and could include but is not limited to the various RSSC's, G/TMM, CONEX, JNOC, WSOCs, commercial service providers, NCTAMS (LANT and PAC), and deployed users. Individual mission folders are used for each mission to document actions and/or events associated with the particular mission.

Historical data: NAVSATCOMMFAC NW has averaged 450 Ground Mobile Force (GMF) missions and 500 Maritime Mobile Force (MMF) missions a year over the last 3 years. Missions vary in length from 2 days to 4 months.

1.1.4.2 Strategic SATCOM

Strategic SATCOM is defined as those missions supporting strategic users via the TSR/TSO process. These missions are not limited in duration. Support includes mission activation, monitoring, troubleshooting, reporting, configuration management and test support/characterizations associated with link commissioning. RF Equipment and Baseband equipment supporting these missions are similar to those systems used for tactical SATCOM. Coordination with outside entities is required and could include but is not limited to various RSSC's, G/TMM, WSOCs, DISA SATCOM OPS, and commercial service providers (GTE, Verizon, Cox Communications, etc.). Circuit Folders are used for each link, trunk and circuit associated with the mission to document actions and/or events associate with the individual circuits.

Historical data: NAVSATCOMMFAC NW has supported an average of 11 strategic missions and associated trunks/circuits a year over the last 3 years.

1.1.4.3 Joint Information Environment /DoD Information Network (JIE/DoDIN)

JIE/DoDIN Connectivity is defined as those circuits utilizing a terrestrial path to provide services or to extend the JIE/DoDIN via satellite communications. The TSR/TSO process is used to establish connectivity and is not limited in duration. Support includes activation, monitoring,

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 7 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

troubleshooting, reporting, configuration management, patching, and test support. Coordination with outside entities is required and could include but is not limited to DISA Implementations, DISA Network services, G/TMM, circuit users, various program offices and commercial service providers (GTE, Verizon, Cox Communications, etc.). In addition to global users connected via multiple DoD networks, local base users supported include, but are not limited to Forces Surveillance Support Command (FSSC), Naval Support Activity, Northwest Annex, and Coast Guard Communication Command. Circuit Folders are used to document actions and/or events associate with each individual circuit.

Historical data: NAVSATCOMMFAC NW has averaged 130 TSR/TSO actions performed a year over the last 3 years.

1.2 CONTRACTOR PERSONNEL REQUIREMENTS

1.2.1 General

a. The Contractor shall be accountable to the Government for the performance of all employees, including subcontractors, used in fulfilling the requirements of this PWS. Contractor personnel must be, able to communicate effectively in English, both orally and in writing. The Contractor shall develop and implement a qualification program to ensure Contractor personnel remain qualified to perform duties commensurate with operations and maintenance requirements identified in Paragraph 1.2. Contractor personnel qualifications will be subject to Government review. Contractor is responsible for all costs related to training discussed in this paragraph for its employees.

b. Key Personnel - The Contractor shall submit resumes to the Government for acceptance of the following key personnel with the minimum requirements as stated below:

Site Manager – Individual shall:

1. Meet DoD Cyber Workforce Framework (DCWF) qualification requirements as identified in paragraph 1.2.1.f;
2. Possess a minimum of six (6) years' experience, within the last 10 years, in SHF satellite earth terminal system operation and maintenance;
3. Possess three (3) years' experience, within the last 10 years, in SHF satellite earth terminal site management, administration, and supervision of personnel operating, maintaining and providing logistical support to an SHF military or commercial facility of similar size and mission including:
 - a. Knowledge of DISA, DSCS, Navy, MUOS, OSHA and EPA directives applicable to communications station operations;
 - b. Planning, scheduling, and supervision of day-to-day activities of employees, contract compliance, facility security, COMSEC management, contingency planning (e.g. natural disasters, civil disturbances, power outages, and bomb threats), Cyber Security, and administration/oversight of Quality Control and 3M programs.
4. Top Secret clearance eligible IAW the DD254.

Alternate Site Manager – Individual shall:

1. Meet DoD Cyber Workforce Framework (DCWF) qualification requirements as identified

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 8 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

in paragraph 1.2.1.f;

2. Possess a minimum of five (5) months of documented (as part of the resume) formal training in SHF satellite earth terminal operations and maintenance, either from military service schools or from accredited college/commercial educational sources. Training on UHF, MUOS, and EHF systems is not a substitute for SHF training;
3. Possess a minimum of five (5) years total experience, within the last 10 years, in SHF satellite earth terminal system operation and maintenance;
4. Possess two (2) years' experience, within the last ten (10) years, in SHF satellite earth terminal site management, administration, and supervision of personnel operating, maintaining and providing logistical support to an SHF facility of similar size and mission including:
 - a. Planning, scheduling, and supervision of day-to-day activities of employees, contract compliance, facility security, COMSEC management, contingency planning (e.g. natural disasters, civil disturbances, power outages, and bomb threats), Cyber Security, and administration/oversight of Quality Control and 3M programs;
 - b. Execution of low-level engineering required to plan/implement DISA Telecommunications Service Requests (TSR) and Telecommunications Service Orders, assist with programmed installations and upgrades, as well as routine/emergent station wiring, cabling, and configuration changes.
5. Top Secret clearance eligible IAW DD254.

Lead Electronics Technician - Individual shall;

1. Meet DoD Cyber Workforce Framework (DCWF) qualification requirements as identified in paragraph 1.2.1.f;
2. Possess a minimum of five (5) months of documented (as part of the resume) formal training in SHF satellite earth terminal operations and maintenance, either from military service schools or from accredited college/commercial educational sources. Additional training on UHF, EHF, and MUOS systems is not a substitute for SHF training;
3. Possess minimum of five (5) years' experience, within last 10 years, which demonstrates:
 - a. Theoretical and practical knowledge of electronic theory;
 - b. Characteristics, functions of operations, and capabilities of SHF satellite earth terminal equipment and various types of electronic equipment.
4. Possess minimum three (3) years' experience, within the last 10 years, of electronics technician supervisory experience. This experience shall demonstrate, at a minimum:
 - a. The use of schematic diagrams, a variety of test equipment, and the application of the appropriate electronic formulas involved in duties such as testing, troubleshooting, operating, calibrating, aligning, maintaining, repairing, or instructing on electronic equipment or similar functions, or administrative, technical, or professional experience which demonstrates a knowledge of the functional, operational, and maintenance requirements and capabilities of one or more types of military or commercial SHF satellite earth terminal equipment.
5. Possess a Secret clearance IAW the DD254.

Lead Telecommunications Operator –Individual shall:

1. Meet DoD Cyber Workforce Framework (DCWF) qualification requirements as identified in paragraph 1.2.1.f;

2. Possess a minimum of ten (10) weeks of documented (as part of the resume) formal training in SHF satellite earth terminal operations and maintenance, either from military service schools or from accredited college/commercial educational sources. Additional training on UHF, EHF, and MUOS systems is not a substitute for SHF training;
3. The individual shall possess a minimum of five (5) years' experience, within last 10 years, in SHF and EHF satellite earth terminal system operation and maintenance;
4. Possess two (2) years' experience, within the last 10 years, in supervision of personnel operating, maintaining, and providing logistical support to a SHF facility of similar size and mission. This experience shall demonstrate, at a minimum;
 - a. Operation and supervision of Naval or other military communications activities, compiling data and operational reports, scheduling, and controlling circuits or providing or controlling military communication and maintenance services.
5. Top Secret clearance eligible IAW DD254.

c. Contractor Personnel Security Clearance Requirements - All positions are designated as National Security Positions requiring a high level of confidence and trust. Contractor personnel shall have the personnel security investigations specified in the DD 254 of this contract at work performance start date, summarized below:

Position	DON/IT Position Sensitivity Levels	Access level required	Minimum Investigation
Site Manager	IT-II/CS	Top Secret	Tier 5
Alt Site Manager	IT-II/CS	Top Secret	Tier 5
Lead Telecomms Operator	IT-II/CS	Top Secret	Tier 5
Lead Electronics Technician	IT-II/NCS	Secret	Tier 3
System Admin	IT-I/CS	Secret	Tier 5
ISSO	IT-I/NCS	Secret	Tier 3
Operators/ Technicians	IT-II/NCS	Secret	Tier 3

d. Contractor SATCOM Qualifications- Personnel directly supporting operations and maintenance, i.e. 24/7 Watch team, MUOS and Maintenance Technicians, shall have attended the appropriate operator course for the terminals operated and maintained under this contract or obtained equivalent skills through on the job training on similar terminals. Approved courses are:

- (1) DSCS Satellite Communications Operator
- (2) Strategic SHF SATCOM Systems Maintenance
- (3) SHF SATCOM Maintenance
- (4) Navy EHF Satellite Communications Shore/Ship Maintainer course

Note: The Government will accept alternates to the above military training from accredited

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 10 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

college/commercial educational sources. If an alternate is proposed, the contractor shall provide a course description or other official documentation from the accredited college/commercial educational sources clearly stating that the alternate course is equivalent to one of the military trainings listed above.

e. Contractor KMI Qualifications - All Contractor personnel shall be Key Management Infrastructure (KMI) user qualified in accordance with (IAW) Naval Education and Training (NAVEDTRA) 43462-2, KMI User PQS (Personnel Qualification System) and comply with all requirements of directive EKMS-1-1 (series) before assuming duties.

Note: The Contractor shall establish a training plan to ensure all personnel handling classified material are KMI User qualified. The plan shall be submitted by the completion of the phase-in period. The Government will not fund Contractor KMI qualifications or provide supporting training.

f. Contractor Cyber Security Workforce Qualifications –

All personnel performing as well as overseeing duties that require privileged access to include management, operations, maintenance, and system administration shall attain and sustain DoD Cyber Workforce Framework (DCWF) qualifications in accordance with DoDD 8140.1 Cyberspace Workforce Management and SECNAV M5239.2 DON Cyberspace IT and Cybersecurity Workforce Management and Qualification. DCWF positions include:

- a. (441) - Operate and Maintain - Network Operations Specialist – “Entry” for personnel who directly support operations i.e. 24/7 Watch-team, MUOS Technicians, and Maintenance Technicians.
- b. (441) - Operate and Maintain - Network Operations Specialist – “Journeyman” for Lead Telecommunications Operator and Lead Electronics Technician.
- c. (451) - Operate and Maintain - System Administration - "Journeyman" for personnel identified in paragraph 1.7.6.1.
- d. (461) – Operate and Maintain – Systems Analysis – “Journeyman” for personnel identified in paragraph 1.7.6.2.
- e. (461) - Oversee and Govern - IT Project Manager – “Journeyman” for the Site and Alternate Site Managers identified in paragraph 1.2.1.

Note: The Contractor shall establish a training plan to continuously ensure all personnel aligned to the DCWF remain qualified. The plan shall be submitted by the completion of the phase-in period. The Government will not fund Contractor DCWF qualifications or provide supporting training. Current training and education requirements for each position are defined in Appendix 4 of SECNAV M5239.2 using the first two digits of each specialty code above.

1.2.2 Required Minimum Manning during the Life of the Contract

The Contractor shall provide at all times sufficient personnel with qualifications and skills to safely operate and maintain all equipment and systems identified in Technical Exhibits 4, 4A, and 4C. All labor categories of personnel, proposed by the Contractor in its Technical Proposal shall constitute the minimum manning during the life of the contract. The Contractor shall provide the Government at the end of the Orientation/Phase-In Period, the names of all on-site Contractor employees, their position as specified in the Technical Proposal, job assignment,

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 11 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

functional area, location, and security clearance. During the life of the contract, the Contractor shall continually update the list of on-site Contractor personnel when substitutions are made and when employees are terminated, furloughed, suspended, or on extended leave of absence due to illness, death in family, or any other cause. Changes to the list of on-site Contractor employees shall be effected by the Contractor within five working days of the actual substitution or termination of the employee. The Contractor shall provide an on-site supervisor and alternate for administration and technical supervision of Contractor employees. The on-site supervisor shall be the Contractor's primary representative and have the Contractor's full authority to act on matters pertaining to the performance of services under this contract. The alternate shall have equal authority in absence of the on-site supervisor. The on-site supervisor and alternate shall have the appropriate technical and managerial experience and be knowledgeable in all facets of the work performed under this PWS.

1.3 CONTRACTOR'S QUALITY CONTROL (QC) PROGRAM

a. The Contractor shall provide and maintain an inspection system and quality control program covering the services to be provided herein. The Contractor shall provide to the COR a complete Quality Control/Performance Monitoring Plan within 45 days following Orientation/Phase-In Period for review and approval. A copy of the QC Plan shall be kept on site and available to the Government upon request.

b. The Contractor shall designate a QC Manager and Alternate QC Manager responsible for environmental compliance. QC Managers shall meet training requirements identified in paragraph 1.8.2.3.

c. The design of the inspection system is left to the Contractor's discretion, so long as it provides the desired quality control. The plan shall provide the Contractor's detailed management, organization and operational plans for a continuously conducted performance monitoring program for all systems, equipment and circuits to ensure high quality user services by detection and correction of degradation before service interruptions occur. The plan shall include, as a minimum, a description of the inspection system that will be used to monitor and check the services required by this PWS to include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title and organizational placement of the inspectors, control procedures for any Government provided keys or lock combinations, a description of the methods to be used for identifying and preventing defects in the quality of service performed, a description of the records to be kept to document inspections and corrective or preventive actions taken, compliance with Occupational Safety and Health Administration (OSHA), compliance with Environmental Protection Agency (EPA) regulations, compliance with information, physical and personnel security requirements, standard forms and reports to be used to document quality control/performance testing, including work flow and distribution charts, and locations, formats and procedures for Master Station Logs in accordance with NTP-4 and DISAC 310-70-1, Supplement II, Chapter II.

d. The Contractor shall update and revise the plan as necessary. The Contractor shall submit the plan to the Contracting Officer's Representative (COR) for review and approval on an annual basis in September. The plan shall become the property of the Government upon contract completion.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 12 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

1.4 GOVERNMENT'S QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The COR is responsible to the KO for the monitoring and surveillance of the Contractor's performance IAW the terms of this contract. The COR will be designated in writing to the Contractor. The COR will provide technical guidance, monitor, assess, record, and report on the Contractor's technical performance under this contract in accordance with the procedures, methods, and guidelines set forth in the QASP. The COR will work closely with the on-site supervisor and is authorized direct liaison with Contractor personnel in carrying out monitoring and surveillance IAW the duties and limitations of the Contracting Officer's appointing letter and the QASP.

1.4.1 Meetings with The Contracting Officer's Representative (COR)/Government's Representative

The on-site supervisor shall meet with the Government's representative (normally the COR) at least once per week during the first six months of this contract. The on-site supervisor shall provide written minutes of these meetings within five calendar days of each meeting to the COR unless otherwise waived by the COR.

1.5 GOVERNMENT INSPECTIONS AND TECHNICAL EVALUATIONS

1.5.1 Command Inspections

The Contractor shall ensure conformity with all appropriate standards from proper Government authorities for; Operational practices, Maintenance, Cyber Security, Physical Security, Communications Security, logistics, training, power production, documentation, circuit history, grounding, bonding/shielding, documenting and reporting of these items, within the scope of this contract/PWS.

Most formal inspection authorities provide advance notification and coordinate exchange of information with the site. The Government will notify the Contractor of all scheduled and unscheduled inspections at the earliest convenience. Typically, the scope and breadth of the inspectable areas will be coordinated prior to on-site inspection. Upon notification, contractor will commence pre/self-inspection phase to ensure compliance with all scoped controls, practices and documentation. The contractor will provide relevant requested documentation to the COR/TD for submission to the Inspection organization, with explanations for nonconformities.

During the actual Inspection phase, the Contractor team will provide the inspection team access to artifacts such as, but not limited to; procedures, plans, diagrams, demonstrations, documents and other items that validate compliance. In some cases, immediate corrective actions may be expected/taken prior to the completion of an inspection. In some cases, corrective actions may be required outside the scope of the contract but, contractor may be required to change process, procedures, practices or assist in implementing a solution.

For the Post-Inspection phase, the contractor will develop a Plan of action and Milestones (POA&M) or Course of Actions (COA) to track and report corrective actions taken to mitigate or correct identified deficiencies within the contractor's scope and breadth of responsibility. A preliminary or informal report is normally provided at the conclusion of an inspection. The Contractor shall commence resolution of deficiencies within contractual scope of responsibility,

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 13 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

complying with timelines established for the specific type deficiency. Upon promulgation of the formal CI report, the Contractor shall initiate actions to correct remaining deficiencies identified by the CI team that do not involve the redesign of the equipment or systems IAW applicable instructions, guidelines, technical manuals, etc. The Contractor shall update POA&M and/or COA via a monthly status report to the Government for forwarding through the chain of command and to the KO, reflecting those deficiencies which have been corrected and an estimated date of completion for resolving all outstanding deficiencies. The Contractor shall correct deficiencies in the Contractor's area of responsibility as described in the PWS within 120 days of receipt of the report. The Contractor shall bear all costs for labor hours and repair/adjustments to correct deficiencies cited in the CI report that are in the Contractor's area of responsibility as defined in the PWS. Contractor will prioritize and sequence the mitigation efforts with the TD/COR according to the gravity and level effort and impact of any deficiencies.

1.5.1.1 Inspections/Evaluations.

The Contractor shall support inspections and/or evaluations such as, but not limited to:

- **Inspector General (IG).** IGs shall be conducted periodically (approximately every three years) to evaluate the operational readiness of individual stations or sites. NAVSATCOMMFAC Northwest was last inspected in October 2011.
- **DISA Performance Evaluations (PEs).** DISA shall conduct periodic PEs to evaluate operational readiness of the site, to include but not limited to operations, maintenance, logistics, training, power production, documentation, circuit history, grounding, bonding and shielding. NAVSATCOMMFAC Northwest was last inspected in June 2018.
- **Command Cyber Readiness Inspections (CCRI).** Command Cyber Readiness Inspections (CCRI) and/or Command Cyber Operational Readiness Inspections (CCORI) identify and assess threats and vulnerabilities to DoD networks and their supporting systems in accordance with DoD Instruction 8500.01, "Cybersecurity, 14 March 2014". NAVSATCOMMFAC Northwest was last inspected in March 2018.
- **Zone Inspections.** The Contractor shall maintain all offices, rooms, spaces, shelters, terminals, and lockers, in a clean and orderly fashion, performing routine custodial duties such as but not limited to vacuuming, cleaning, sweeping, carpet cleaning, mopping, dusting, preservation, painting and weatherizing etc. The Government will perform a minimum of two Zone Inspections (ZI) per year, on all of the fore mentioned areas for cleanliness, safety, and environmental conformance. All discrepancies shall be routinely reported to COR for tracking, and corrected by the Contractor prior to the next scheduled Zone Inspection.
- **New systems and equipment .** The contractor will be evaluated by program representatives in the implementation and integration of newly installed or refreshed systems developmental and/or operational tests (DT/OT) and verification (SOVT) prior to or upon acceptance.
- **Additional Performance Review/Inspections.** Contractor performance areas subject to review by the controlling authority include EKMS (Classified Material System), Security, Maintenance, Management and Material (3M), Physical Security and Loss Prevention Program, Safety/Environmental Program, and Information and Personnel Security.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 14 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

1.6 ADMINISTRATIVE REQUIREMENTS

1.6.1 General

The Contractor shall be responsible for its own administrative requirements such as receiving and distributing mail, correspondence, receptionist services, typing, and photocopying. The Contractor shall operate the site 24 hours per day, seven days per week. The site shall be manned by sufficient fully qualified personnel to respond to normal and emergent tasking within the guidelines of Acceptable Quality Levels specified in Technical Exhibit 1, complying with all safety and security requirements. The Contractor shall maintain all assigned space(s) in a neat, clean, orderly and sanitary condition. The premises shall be kept free at all times from accumulations of waste material and/or debris resulting from work performed under this contract. These areas will be subject to unscheduled as well as scheduled fire, safety and health inspections by Government personnel. The Contractor shall be responsible for correcting any discrepancies identified. The Contractor shall correct all fire, safety, and health deficiencies not requiring a reengineering level of effort immediately. The Contractor shall commence warning and abatement actions immediately for those which cannot be corrected without assistance and additional time. Subject to review and approval for negative operational impact, the Contractor shall operate under conditions that preclude the waste of utilities in accordance with guidance/directives provided by Commander, Navy Region Mid-Atlantic (CNRMA). These guidances/directives are typically provided in the form of record message traffic. The Contractor shall be responsible for all damages caused by the intentional or negligent activity of its employees.

1.7 SECURITY PROGRAMS

1.7.0 General

All Contractor personnel assigned to work at NAVSATCOMMFAC NW shall comply with the security guidance of the DD Form 254 in this Contract. Proof of security clearance shall be provided to the Government prior to the Government granting unescorted access to NAVSATCOMMFAC NW spaces at the start of the Contract phase-in period. The Contractor shall adhere to the following security programs and shall develop/provide plans as directed elsewhere in this PWS: Physical Security and Loss Prevention Program; OPNAVINST 5530.14 (series), NCTAMSLANTINST 5530.1 (series), Force Protection Antiterrorism; DODI O-2000.16 AT Standards, DOD 2000.12 (series) AT Handbook, Personnel and Information Security Program; DOD 5200.1, DOD 5200.01, DOD 5220.22-M, SECNAV M5510.36, SECNAV M5510.30, NCTAMSLANTINST 5510.1 (series), and Cybersecurity Program; DODD 8500.1, DODI 8510.01, SECNAV M5239.1(series), SECNAVINST 5239.20, OPNAVINST 5239.1 (series), and NCTAMSLANTINST 5239.1 (series); Freedom of Information Act (FOIA); SECNAVINST 5720.42(series); and applicable Local Area Destructive Weather Plans.

The Contractor shall ensure all new employees are provided a reporting briefing covering building/detachment access control procedures, key control, government property control, and the introduction of prohibited items in restricted spaces, action to be taken in the event of emergency situations (bomb threat, fire, active shooter), ATFP, and information systems security awareness. Contractor shall further ensure annual information/personnel antiterrorism awareness, counterintelligence, and OPSEC training is provided all employees. Records of training shall be

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 15 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

maintained for duration of the contract.

1.7.1 Restricted Areas

The Contractor shall maintain perimeter protection and access control to facility assets and spaces in accordance with Chief of Naval Operations Instructions (OPNAVINST) 5530.14 (series) for the Level Two restricted areas consisting of the SATCOM (fenced) and MUOS (fenced) security compounds and all spaces within Bldgs. 352, 451, and 452 as designated by Commanding Officer, Naval Computer and Telecommunications Area Master Station Atlantic. This includes but is not limited to: Satellite Antenna structures, perimeter fence lines, external Teleport equipment shelters, Operations Deck, Operations Office, Electronics Maintenance Shop, administrative, supply and facility spaces within Bldgs. 352, 451, and 452.

1.7.2 Physical Security/Loss Prevention

The Contractor shall develop a Physical Security/Loss Prevention (PSLP) Plan covering the facility, which will include the necessary and applicable elements set forth in the effective edition of OPNAVINST 5530.14 (series). The PSLP Plan shall also contain implementing actions for security support and emergency services provided by the host command as contained in Naval Support Activity Norfolk, Northwest Annex Physical Security and Anti-Terrorism Force Protection Plan, and NAVSATCOMMFACEINST 5530.1. Applicable standard operating procedures (SOPs) required by paragraph 5.6.2.1 of the PWS and Technical Exhibit 6A, may be included as attachments to the PSLP Plan. The Contractor shall provide a copy of the PSLP Plan to the COR for review and the locally Designated Government Physical Security Officer for review and approval within 30 days following Contract award.

The Contractor shall designate a Facility Security Representative who will coordinate the implementation of the PSLP Plan with the locally Designated Government Physical Security Officer or the NCTAMS LANT Security Officer in his or her absence.

All Government property discovered as missing, lost or stolen will be verbally reported immediately to the COR. The Contractor shall provide a follow-up written report in case of property with a value in excess of \$100 within three working days to the COR, which documents circumstances surrounding the incident and identification of all personnel involved. In the event the Government determines negligence on the part of the Contractor, the contractor shall be solely liable for suitable replacement. Replacement item(s) will be subject to Government review and acceptance.

The Contractor shall implement a key control program for ensuring that all keys and locks issued to the Contractor by the Government are controlled and accounted for. Items discovered lost or unaccounted for shall be reported to the Government's on-site representative within 12 hours or the next scheduled workday, whichever occurs first. All locks for lost keys will be replaced or rekeyed immediately at Contractor's expense. No keys issued by the government will be duplicated without approval of the Government's on-site representative. Checkout procedures shall be employed to the maximum extent in lieu of permanent issuance of keys to personnel. The Contractor shall operate and maintain the existing cipher lock system. Combinations to any cipher locks in use shall be changed immediately upon departure of any person having knowledge of the combination or, at minimum, semi-annually. Procedures for key and cipher lock control shall be included in the PSLP and QC Plan.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 16 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The current key inventory in Tech Exhibit 4D includes all keys tracked by the Contractor, including keys for Contractor owned equipment. Only keys for Government owned equipment and spaces will be turned over to the Contractor. Refer to Tech Exhibits 4, 4A, and 4C for a list of Government owed equipment.

1.7.3 Visitor Control

The COR will review and provide written approval to the Contractor on visit requests, written or verbal, for access to the facility. The Contractor shall ensure all visitors comply with regulations related to introduction or removal of classified material and unclassified property and information. The Contractor shall maintain a record of all visitors admitted inside the facility, and an appropriately cleared Contractor employee will at all times escort visitors not holding a minimum of SECRET security clearance. Visitors requiring access to the compound (grounds keepers, facilities maintenance workers, etc.) during normal Force Protection Conditions (FPCON) may be allowed unescorted access provided the visit has been authorized as above or in accordance with the compound security Memorandum of Understanding (MOU) with the other compound tenants. During heightened FPCONs, the Contractor shall follow applicable instructions, SOPs, and MOUs that may require more stringent security requirements. Firefighting, law enforcement, or other personnel responding to an emergency shall be granted immediate access. In case of fire or other catastrophic events the Contractor shall notify, as soon as possible, the NCTAMS LANT JFTOC Watch Officer, Command Duty Officer, the COR, and others as directed by pertinent NCTAMS LANT, and local instructions.

Historical data: NAVSATCOMMFAC NW has averaged 2700 visitors a year requiring approximately 1400 hours of visitor administration and escort support.

1.7.4 Badges

The Government will provide the badges required to identify visitors who require access to the facility. The Contractor shall use these badges for the purpose of visitor identification and control. The Contractor shall ensure that DOD Contractor Badges and Common Access Cards are retrieved and returned to issuing office as employees are dismissed, terminated or contract expiration. Contractor shall maintain a log to record all visitors which will be made available for the COR's periodic review.

1.7.5 Base Passes and Security Regulations

The Contractor shall comply with Naval Support Activity, Hampton Roads, Northwest Annex, security regulations for obtaining contractor personal identification/vehicle passes. The Contractor Verification System (CVS) will be used to obtain and maintain Contractor Badges, vehicle decals, and base access. The Contractor shall ensure all personal identification and vehicle passes are returned to the COR when personnel are dismissed, terminate employment and/or at expiration of the Contract. When required, the Contractor shall provide visit and clearance information to the Naval Support Activity, NW Annex, Public Works Officer (PWO) to facilitate visitor's access to the base.

1.7.6 Cyber Security (CS)

The Contractor shall develop and maintain a Cyber Security (CS) Program in accordance with

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 17 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

DOD, DON, local and NCTAMS LANT CS established policies, requirements, and inherited controls for Information Systems identified in Technical Exhibit 6C. Commander, Fleet Cyber Command is the Navy Authorization Official (AO) for all Navy networks and information systems. NCTAMS LANT will serve as NAVSATCOMMFAC Northwest's Local Cybersecurity Authority and inspecting agency.

1.7.6.1 The Contractor shall appoint three qualified System Administrators (SysAdmins) to the TD. SysAdmins have privileged access to assigned systems.

1.7.6.2 The Contractor shall appoint a qualified Information Systems Security Officer (ISSO) and two alternate ISSOs (Site Manager and Alternate Site Manager) in writing to the TD and NCTAMS LANT ISSM for approval. The ISSOs will serve as the point of contact to the TD as well as NCTAMS LANT ISSM for INFOSEC program implementation, coordination, and sustainment. The ISSOs shall meet and perform all DCWF (461) - Operate and Maintain-Systems Analysis requirements, will be a U.S. citizen, and will meet all other requirements stated in the DoDI 8500.1 and SECNAV INST M-5239.2. The ISSOs shall be appropriately certified and verification provided to the Defense Eligibility Enrollment System (DEERS) or appropriate database prior to the first period of full contract performance.

1.7.6.3 The Contractor shall utilize and/or track the appropriate Risk Management Framework (RMF) Cyber Security (CS) processes for assessment, authorization, and lifecycle sustainment of all locally managed Platform IT (PIT) components and Program of Record DoD IT network systems and components within the NAVSATCOMMFAC 's site authorization boundary. Contractor shall coordinate PIT authorization documentation with the NCTAMS LANT ISSM and/or other appropriate RMF stakeholders for issuance and sustainment of approval to operate.

The Contractor shall manage site CS inherited controls as well as maintaining compliance with various Site Systems Cyber Security Agreements (MOUs, MOA's, SLA's, and/ or PSA's) to include but not limited to auditing, ACAS scanning, patching, log file maintenance, responding to Vulnerability Assessments and Bulletins, Official Computer Task Orders and other data calls, as required by higher authority and report compliance, non-compliance or non-applicability.

1.7.6.4 The Contractor shall develop and implement an active Information Assurance Vulnerability Management (IAVM) Program ensuring the continued compliance with Information Assurance Vulnerability Alerts (IAVA), Bulletins, and Technical advisories throughout the life-cycle of the information systems identified in Technical Exhibit 6C. IAVM compliance and reporting shall be conducted in the timelines set within the alert.

1.7.6.5 The Contractor shall maintain positive configuration management and control of all information systems/assets identified in Technical Exhibit 6C. Further, the Contractor shall maintain system configuration logs identifying all components (i.e., hardware, software) of the information system documenting system software changes (i.e. applications, operating system, security patch, hardware upgrades).

1.7.6.6 The Contractor shall develop and maintain an Information Operations Condition (INFOCON) Plan establishing methods to ensure the continued operation and mission of NAVSATCOMMFAC during heightened cyber threats. The INFOCON Plan shall identify all mission critical information and information systems (including applications and databases) and their operational importance. The contractor shall submit a copy of the INFOCON Plan to the

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 18 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

COR for review and approval within 30 days of contract award.

1.7.7 Emission (TEMPEST) Security

Contractor employees shall not operate the following personal equipment within NAVSATCOMMFAC: radios (portable or otherwise), tape recorders, television sets, transmitting equipment, cameras, cellular phones, laptop computers, automated hand-held office assistants (PDAs, Cell Phones), and equipment containing electronic oscillators. All government or contractor owned portable electronic equipment shall be controlled IAW NSTISSAM TEMPEST/2/95 Red/Black Installation Guidance NMCI Information Advisory 12-3 and NCTAMSLANT 5530.4 (series.).

1.7.8 Closed Circuit Television (CCTV) System

The Contractor shall make, at a minimum, weekly inspection of facilities to ensure proper operation of CCTV system and locking devices used to protect perimeters and critical assets. The Contractor shall provide the COR a copy of the inspection report. The Contractor shall take immediate action to correct any discrepancies within contractual scope of responsibility. The Contractor shall also inspect the protective lighting around the perimeter and take immediate action to notify the Public Works department of Naval Support Activity, Hampton Roads, Northwest Annex of discrepancies. The Contractor shall operate and maintain existing CCTV systems. CCTV shall be used to provide surveillance of exterior and interior areas for vandalism, sabotage, intrusion and as a means to monitor requests for access to NAVSATCOMMFAC facilities prior to unlocking perimeter security entries. Maintenance for this area is defined as the maintenance or repair actions in which the direct cost of parts and materials per unit item NTE \$3000. Excluded from the cost determination are General and Administrative costs, equipment rental, transportation, and labor. In addition to those items listed in Technical Exhibits 4 through 4C, system responsibilities include, power supplies, modems, converters, connections (fiber/copper), cable (fiber/copper), camera support structures, and other distribution equipment as may be used to support operation of the site CCTV.

1.8 SAFETY/ENVIRONMENTAL REQUIREMENTS

1.8.1 Safety Plan

The Contractor shall prepare and maintain a written Safety Plan. The Plan shall be submitted to the COR for review and approval upon completion of the orientation/phase-in period. The Contractor shall ensure that all safety programs/provisions meet the requirements of Federal, State, and local, laws, rules and regulations listed in, but not limited to the applicable documents listed in Section 6. If significant changes are made to applicable regulations, the Contractor shall modify the plan accordingly and submit to the COR for review and approval. The plan must provide or describe how the Contractor will provide emergency medical care for Contractor employees, ensure that its employees working under this contract are Cardiopulmonary Resuscitation (CPR) certified, implementation of provisions regarding hazardous materials pursuant to Federal Acquisition Requirement (FAR) 52.223-3, procedures for spill response and disposal, designation of an qualified person for ensuring worker safety and to act as liaison (Fire Warden) with the base Fire Department, and 6) log of hazardous materials to be introduced to the site with estimated quantities, all Material Safety Data Sheets (Meds) and required records IAW OSHA Hazardous Material Communication (HAZCOM).

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 19 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The Contractor shall be familiar with the method of activating and responding to a fire alarm. The Government will ensure that Contractor employees are familiar with the unique characteristics of the facility's fire alarm and extinguishing systems. All Contractor employees shall observe all requirements and directives for the handling and storage of combustible waste and trash. The Contractor shall be responsible for the maintenance, inspection, and replacement, at own expense if replacement required, of all portable fire extinguishers. The Contractor shall maintain an accurate record of and shall orally report to COR immediately, all releases of hazardous or otherwise regulated substances. Within 24 hours of a spill the Contractor shall submit a Hazardous Substance Release Report, in accordance with OPNAVINST 5090.1 (series). The Contractor shall maintain an accurate record of and shall orally report to COR immediately, all releases of hazardous or otherwise regulated substances. The on-site supervisor shall verbally inform the COR of any unsafe or hazardous conditions immediately upon becoming aware of the condition, and in writing within one workday. If the condition is within the scope of the Contractor's responsibility, as contained in this PWS, the Contractor shall correct the unsafe condition immediately and notify the COR.

1.8.2 Environmental Protection and Compliance Plan

The Contractor shall prepare and maintain an Environmental Protection and Compliance Plan. A draft plan for COR review and approval shall be prepared during the transition period and submitted to the Government for approval prior to the commencement of the first full performance date. The final plan and revisions shall also be submitted to the COR for review and approval. The Contractor shall ensure that all environmental programs/provisions meet Federal, State, local, Chief of Naval Operations (CNO), host activity and NCTAMS LANT requirements including rules and regulations listed in, but not limited to the applicable documents of Section C-6. The most stringent requirement applies. The plan must also provide or describe procedures for spill response including coordination with the Host Command, proper disposal of hazardous substances, complying with Host Command's Spill Prevention Control and Countermeasures (SPCC) Plan inspection requirements, complying and documenting compliance with environmental requirement and inspections to include but not limited to Hazardous Waste, Spill, Tank, and Water Programs, designation of qualified Environmental Management System (EMS). EMS person to act as liaison with regional NAVFAC and base environmental personnel, and log of hazardous materials to be introduced to the site with estimated quantities, and all Safety Data Sheets (SDS), and required reports records IAW OSAH Hazardous Material Communication. The Contractor is not required to comply with the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP).

1.8.2.1 Citations against Government Facilities

Citations or Notices of Violations (NOV) issued against Government facilities operated by the Contractor for noncompliance with environmental laws or regulations are a matter for resolution between the Contractor and the issuing office and the Environmental Protection Agency (EPA) or state regulatory authorities. The Contractor will immediately notify the COR and the NCTAMS LANT Environmental Program Manager upon receipt of any NOV Report in accordance with OPNAVINST 5090.1 (series). The Contractor is responsible for expenses and corrective actions associated with citations or NOV's issued by Federal, State or local offices as a result of his operations or actions.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 20 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

1.8.2.2 Environmental Permits and Reporting

The Contractor will accept transfer of all associated environmental permits and will ensure compliance with all permit requirements. The Contractor will perform all reporting as required by these permits and Federal, State, local, CNO, Host Command and NCTAMS LANT requirements.

1.8.2.3 Environmental Compliance Assessment Training and Tracking System (ECATTS)

The QC Manager (and alternative QC Manager) or Environmental Manager shall complete ECATTS training prior to starting respective portions of on-site work under this contract. If personnel changes occur for any of these positions after starting work, replacement personnel shall complete ECATTS training within 14 days of assignment to the project.

The QC Managers shall submit an ECATTS certificate of completion for personnel who have completed the required "Environmental Compliance Assessment Training and Tracking System (ECATTS)" training to the COR. This training is web-based and can be accessed from any computer with Internet access using the following instructions. Register for NAVFAC Environmental Compliance Training and Tracking System, by logging on to <http://navfac.ecatts.com/>. Obtain the password for registration from the COR. The Contractor shall ensure training plans comply with ECATTS training requirements.

1.8.2.4 Conformance with the Environmental Management System

The Contractor shall perform work under this contract consistent with the policy and objectives identified in the installation's Environmental Management System (EMS). The Contractor shall perform work in a manner that conforms to objectives and targets, environmental programs and operational controls identified by the EMS. The Contractor will provide monitoring and measurement information as necessary to address environmental performance relative to environmental, energy, and transportation management goals. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions. In addition, the Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.

The Contractor is responsible for ensuring that their employees receive applicable environmental and occupational health and safety training, and keep up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience. Upon contract award, the Contracting Officer's Representative will notify the installation's EMS coordinator to arrange EMS training. Refer to Section 01 57 19.01 20, Supplemental Temporary Environmental Controls for additional site specific EMS requirements related to construction. The installation's EMS coordinator shall identify training needs associated with environmental aspects and the EMS, and arrange training or take other action to meet these needs. The Contractor shall provide training documentation to the Contracting Officer's Representative. The EMS coordinator shall retain associated records.

1.9 CONTINUITY OF OPERATIONS

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 21 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

1.9.1 Transition Plan

The Contractor shall prepare and maintain a transition plan that ensures a smooth transition from contract start date to full operational status (phase-in) and a smooth transition from current contract performance to performance by a different Contractor or by the Government in a follow-on period (phase-out). The transition plan shall be prepared and submitted to the COR for review and approval within 10 days after contract award. A copy of the transition plan shall be kept on site and available to the Government upon request.

1.9.1.1 Phase-In Period

The phase-in period will commence at the Contract award date or 30 days prior to the start date for full performance of Contract requirements, whichever is later and will continue until the performance start date. The phase-in period allows Contractor personnel to familiarize themselves with site equipment configuration, receive on-the-job training in standard procedures for performing tasks described in the PWS and conduct required inventories and inspections of Government Available Equipment, Government Available Materials, Government Available Information, and Government Available Facilities. All key personnel as identified in C1.2.1.b shall be present during the entire phase-in period, with all additional personnel present prior to the full performance commencement date. The Contractor shall bear all costs associated with training and indoctrination of Contractor's personnel during the phase-in period. The Government will indoctrinate Contractor personnel on-site in the operations required in this PWS. At the end of the phase-in period, the operations of NAVSATCOMMFAC NW facility will be turned over to the Contractor and the Contractor shall provide a work force that is fully qualified and capable of performing all work required under this contract.

1.9.1.2 Phase-Out

The phase-out section of the transition plan shall include provisions for completion of appropriate Contractor responsibilities should there be a contract termination, regardless of precipitating reasons. The Contractor shall coordinate its activities with the incoming Contractor or Government personnel to effect a smooth and orderly transition at the end of the contract period. The plan will address how to ensure service continuation in the event that the Contractor is relying on Contractor Furnished equipment (CFE). The Contractor shall remove all Contractor- owned equipment, tools, parts and belongings, not required for continuation of operations and maintenance or otherwise specified as deliverable to the Government upon Contract termination, from Government-available spaces by midnight on the last day of the contract. Prior to termination or expiration of this contract, the Contractor shall review all Government Available Property as defined in Section C.3.1 inventory and prepare a report on its condition. The COR will review the report with the Contractor and resolve any disparities prior to termination or expiration of this contract.

1.9.2 Strike Contingency

The Contractor shall prepare and maintain a strike contingency plan. The Contractor shall submit a copy of the plan within 30 days after contract award to the COR. The Contractor shall implement a strike contingency plan for COR review and approval for the continuation of services required by this PWS in the event of a work stoppage, slow down or similar action by Contractor or sub-contractor employees. The Contractor's plan shall also provide for the

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 22 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

continuation of sub-contractor in the event that a sub-contractor is unable to satisfactorily implement its strike contingency plan. The Contractor shall maintain a copy of this plan on site.

1.9.3 Operational Contingencies for Emergency and Disaster Support - Emergency Operations and Response

The Contractor shall develop and maintain a plan that provides for on-site emergency operations and support, 24 hours per day, 7 days a week. Emergency operations and support are defined as “any operations, maintenance, or repair services which must be performed in order to protect or prevent the loss of Government property or human life, or to enable each base to continue with its primary missions.” An example is stowing of antennas in case of inclement weather (i.e. hurricanes). The Contractor shall submit this emergency response plan to the KO with the technical proposal. Furthermore, following notification by NCTAMS LANT, the Contractor shall participate in all emergency drills. Reasonable prior notification shall be given to the Contractor when possible. The Station SOP “Destructive Weather Bill” is an example of guidance for emergency operations.

1.9.3.1 Emergency and Disaster Support

In the event of an Emergency or Disaster as declared by the NCTAMS LANT CO, the operations of the SATCOM facility may come under the NCTAMS LANT CO’s direct control. In the event of a declared emergency, the Contractor shall take direction from the NCTAMS LANT CO or duly designated representative.

SECTION C-2 – NOT USED

SECTION C-3. GOVERNMENT AVAILABLE PROPERTY AND SERVICES

3.0 GENERAL

The Government will provide, without cost, all facilities, equipment, initial inventories of materials, and services listed in the following subsections. Government Available Property encompasses Government Available Facilities, Government Available Equipment, Government Available Materials, and Government Available Information. The Contractor shall not make any changes of any type to the site's facilities, hardware, software, or operational configuration without the appropriate controlling authority’s (i.e. DISA, NCTAMS LANT) prior approval. The Government will retain decision-making responsibility to reengineer, redesign or reconfigure NAVSATCOMMFAC NW. Any/all additions, improvements, or upgrades of Government Available Property made by the Contractor once authorized by the Government, shall immediately be added to the appropriate inventory and become the property of the Government unless specifically excluded elsewhere in this PWS.

The Contractor shall maintain an inventory of all Government available property, it shall be accessible for review/inspection by the Government at any time, and shall be accurate within 60 days of any review/inspection. Inventories shall be maintained digitally, and unless otherwise authorized by the Technical Director/COR, shall use Government approved/licensed/provided

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 23 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

systems and software (i.e. Configuration Data Manager's Database – Open Architecture (CDMD-OA) and Site Access Management Tool (SAM-T), Microsoft Excel, Microsoft Access, etc.).

3.1 GOVERNMENT AVAILABLE FACILITIES

The Government will make available the facilities described in Technical Exhibit 3 (BUILDING 352, 451, and 452 FLOOR PLANS) and itemized in Technical Exhibits 4 through 4C (GOVERNMENT AVAILABLE PROPERTY). Government facilities have been inspected for OSHA compliance. No known hazards have been found for which work-arounds have been established. Should a hazard be subsequently identified, the Government will correct OSHA hazards according to base-wide Government-developed and approved plans of abatement, taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been found does not warrant or guarantee that no possible hazards exists, or that work-around procedures will not be necessary, or that the facilities as available will be adequate to meet the responsibilities of the Contractor. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the Contractor. Further, the Government will assume no liability or responsibility for the Contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections according to approved plans of abatement subject to base-wide priorities. In case of alterations necessary for compliance with OSHA regulations, permission will not be unreasonably withheld.

3.1.1 Facilities and Buildings

Under this Contract, the Government will provide structures/buildings identified in Technical Exhibit 3, in "as-is" condition, including storage space (Bldg 141) for the use by the Contractor under this contract. A floor plan is also provided in Technical Exhibit 3.

3.1.2 Buildings and Grounds

The Government will provide for major repairs and maintenance of real property (buildings, grounds, fences, power systems, environmental control systems, etc.) at no cost to the Contractor, provided the repairs do not result from Contractor negligence. The Contractor shall be responsible for all damages caused by the intentional or negligent activity of its employees. The Contractor's responsibilities for minor maintenance and repair of buildings, grounds, and facilities are described in Section C-4. The Government retains the right to make modifications to Government available facilities. The Government will notify the Contractor via the Technical Director/COR of any modifications, normally 30 days, prior to start of work. The Technical Director COR will review all modification documentation for proper authorization or approval.

3.1.3 Removal of Hazardous Materials

All materials deemed hazardous by OSHA that are encountered during the Contract period shall be removed and disposed of by the Contractor IAW United States Environmental, Base, State, and local government statutes.

3.2 GOVERNMENT AVAILABLE EQUIPMENT

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 24 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

1. SATCOM Terminal Equipment

The Government will furnish the SATCOM terminal systems and associated equipment described in Technical Exhibits 4, 4A, and 4C at the end of the phase-in period. Upon completion or termination of this contract, the Contractor shall provide the Government with the same items listed in Technical Exhibits 4, 4A, and 4C and other pertinent logistics and inventory documents, to include authorized modifications and upgrades that may have occurred during the term of the Contract. The Contractor shall deliver the equipment in same or better condition, less wear and tear. The Government will fund and perform major corrosion control and refurbishment of the all Military and Commercial SATCOM antennas according to any multi-year plans already in place or as may be developed by the ISIC and/or various Programs of Record. This does not exclude cleaning, upkeep and minor corrosion control which is the responsibility of the Contractor.

3.2.2 Telecommunications Equipment

The Government will furnish the mission related telecommunications equipment described in Technical Exhibit 4 and 4A for use by the Contractor. All Contractor-provided equipment, associated software, and documentation must be approved by the Government prior to procurement and implementation, and shall become Government property upon termination of this contract.

3.2.3 Repair Parts and Consumable Supplies

The Government will provide an initial inventory of repair parts and consumable supplies to the Contractor as represented in Technical Exhibit 4B for the maintenance of Satellite /telecommunications systems and equipment. The Contractor shall manage logistics to include repair parts consisting of any item, including modules and consumable type materials, which has an equipment application and appears in an allowance parts list (APL), stock number sequence list (SNSL), integrated stock list (ISL), planned load list (PLL), AVCAL, Naval Ship Systems Command Drawing, or a manufacturers handbook. Depot Level Repairable (DLRs) are components and/or subassemblies which can be replaced to make an unserviceable component function properly. Repairables are usually high cost, long procurement lead time items. Because of these characteristics, significant economies can be achieved by repairing these items rather than discarding them as “consumable” when they are unserviceable. Based on SM&R code assignments, DLRs are subsequently identified in various publications by Material Control Codes, which indicate that items are DLRS and must be turned in through the supply system. When Depot Level Repairables (DLRs) and Planned Load List (PLL) items need replacement or repair, the Contractor shall coordinate with the Government to repair or replace them IAW MILSTRIP/MILSTRAP Manual NAVSUP Publication P-437, NAVSUP P-485, NAVSUP P-4107, and NCTAMSLANTINST 4440.2 (series).

Historical Data: During FY 2015 thru 2017, an average of \$30,000 a year expended for non-DLR repair parts and consumables. This is provided as historical information only and is not predictive of any future estimates.

3.2.3.1 The Contractor shall be responsible for replacing, at contractor’s expense, DLRs and PLL items lost, misplaced, or damaged through the Contractor’s negligence.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 25 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

3.2.3.2 The Contractor shall follow all NCTAMS LANT supply procedures for ordering all repair and spare parts associated with the normal Operation and Maintenance of the facility. The Contractor shall be responsible for picking up, packaging, and returning repair parts and maintenance consumables. This also includes DLR and PLL items deemed excess or obsolete to the designated Government facility/location.

3.2.3.3 The Contractor shall be responsible for all consumables. Consumables consist of administrative and housekeeping items, common tools, paints, printer ink, paper, and general purpose material such as hardware, metals, lumber, lubricating oils, etc. Items not considered consumables are those specifically defined as equipment or repair parts. Consumables are the responsibility of the Contractor, NTE \$3000.00 per item, unless the Navy/Military supply system must be used due to MIL-STD/MIL-SPEC restrictions or items are unobtainable commercially.

3.2.3.4 Upon completion or termination of this contract, the Contractor, at its expense, shall restore DLR/PLL items, repair parts and consumables for which it is responsible to contract award levels or current Government authorized levels and return them to the Government. If these items are not commercially available, the appropriate cost(s) may be deducted from invoice amounts or by other means as determined by the Contracting Officer. Appropriate supply order forms, DD-1149s and /or other official paperwork will be used to determine authorized levels for the purpose of phase-outs and turn-over.

3.2.4 General Purpose Electronic Test Equipment (GPETE)

The Government will furnish the GPETE listed in Technical Exhibit 4F at the end of the phase-in period. The Government will provide an initial issue of adapters and accessories for the GPETE. The Government will calibrate the GPETE at no cost to the Contractor. The Contractor shall deliver and pick up the GPETE to and from the Field Calibration Activity designated by NCTAMS LANT's GPETE manager. The Contractor shall bear the cost of replacement of any GPETE lost while in the contractor's possession. Upon completion or termination of this contract, the Contractor shall provide the Navy with the same or better GPETE, adapters, and accessories received, except for normal wear and tear. The Calibration Schedule consists of a documented schedule distributed by the NCTAMS LANT N6 test equipment resource manager scheduling activities, listing test equipment for each activity, and promulgating the calibration due dates.

3.2.5 Minor Plant Property and Tools Equipment

The Government will furnish the minor/plant property and tools listed in Technical Exhibit 4E at the end of the phase-in period. The Contractor shall maintain (on site) an inventory of all tools (manual as well as electrical tools such as drills, grinders, vacuum cleaners, etc.) used in the performance of this contract. Personal or private tools/items are not authorized for use. All replacement and/or specialized tools purchased by the Contractor shall become the property of the Government and included in the appropriate inventory. Upon completion or termination of this contract, the Contractor shall provide the Navy with the same or better minor/plant property and tools, except for normal wear and tear.

3.2.6 Facilities Equipment

The Government will furnish the facilities equipment described in Technical Exhibit 4

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 26 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Subsection 4 at the end of the phase-in period. Upon completion or termination of this contract, the Contractor shall provide the Navy with the same or better facilities equipment, except for normal wear and tear.

3.2.7 Joint Inventory

The Contractor and COR shall conduct a joint inventory during the 30 days preceding the start of the first period of full performance of the Contract to determine and verify the quantity as well as the condition of Government available property listed in Technical Exhibit 4. The Contractor shall accept from the Government in writing on turnover/acceptance documents, all equipment and facilities as are satisfactorily demonstrated. The two methods may be used to effect turnover of equipment to the Contractor include Navy demonstration 1) by performance that the electronic equipment and systems meet the standards which the Contractor shall maintain and/or 2) by record of planned and corrective maintenance history that all preventive maintenance actions have been completed.

Deficiencies/discrepancies shall be noted on the turnover document. Deficiencies noted which do not adversely affect operational performance shall not disqualify any equipment/system from being accepted by the Contractor for operation and maintenance, but will become the Government's responsibility to either correct or designate in writing as acceptance deficiencies for the purpose of Contract performance.

The Contractor and the COR shall certify the findings of this joint inventory and report discrepancies to the KO. The Contractor shall not remove Government available property from Government facilities (except delivery trucks and utility vehicles) unless approved by the COR. Upon completion or termination of the Contract, all Government available property, including upgrades, shall be returned to the Government in the same or better condition as when it was accepted by the Contractor, except for fair wear and tear. The Contractor shall bear the cost of any repairs or replacement of Government available property caused by Contractor negligence or abuse.

3.2.8 Government Available Equipment Upgrades and Installations

The Government may upgrade Government available equipment hardware and software throughout the life of the Contract. The Government will provide initial training for the new upgrade at no cost to the Contractor, and to the maximum number of site personnel possible as determined reasonable and prudent by the COR. The Government may elect to reimburse the Contractor for travel, per diem, and/or training costs if the only training is at a remote location. These costs will be reimbursed to the Contractor out of a separate Contract Line Item Number (CLIN), and only after successful completion of the training by the Contractor employee(s). No additional administrative, G&A or other costs will be charged to the Government for these training and travel expenditures. All costs must be presented to the Government COR for approval prior to, and after training is completed and subsequently applied to a separate invoice. The Contractor shall bear all costs associated with additional, follow-on, or refresher training. When the Government provides new hardware or software upgrades, the Contractor shall operate, administer, and maintain the new upgrades. Unless otherwise authorized by the NAVSATCOMMFAC Northwest Technical Director, the Contractor shall use Configuration Data Manager's Database – Open Architecture (CDMD-OA) and Site Access Management Tool

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 27 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

(SAM-T) to document all new installations and upgrades, within 5 working days of installation/upgrade acceptance by the NAVSATCOMMFAC Northwest Technical Director or NAVSATCOMMFAC Northwest Technical Assistant.

3.3 GOVERNMENT AVAILABLE MATERIALS

The Government will provide the Government Available Materials (office/habitability equipment and related furnishings) listed in Technical Exhibit 4G. Subject to approval by the COR, the Contractor shall provide replacement items using DRMO, or new furnishings at the Contractor's own expense for the duration of the contract. All furnishings purchased for use under this contract shall become U.S. Government property. During the 30 day phase-in period, the COR and the Contractor will jointly inventory on-hand office supplies. At the beginning of the first period of performance, the Contractor will accept custody of the inventory. As the initial inventory of office supplies is depleted, the Contractor shall provide at own expense, office supplies for the duration of the contract.

3.4 GOVERNMENT AVAILABLE SERVICES

3.4.1 Utilities

The Government will provide, at no cost to the Contractor, electricity, air conditioning, water, and sewage/trash collection at levels provided to the Government. The Government will provide primary power through commercial sources. Bldgs. 352, 451, and 452 have Uninterrupted Power Supplies (UPS) that will provide power to critical equipment for approximately 15 minutes. Long term emergency power will be provided by NAVSATCOMMFAC's Diesel Generators. The Government will provide major maintenance to both the UPS and the long-term emergency power systems. Multiple HVAC systems are installed in Bldgs. 352, 451, and 452 as well as adjacent equipment shelters. Although the contractor shall maintain familiarity with these systems and develop SOPs for use in emergency situations, the Government will provide major maintenance. The Government will furnish the Contractor with the use of two Weil-McLain Boilers to provide heating and humidity control for the Operations Deck of Building 352. The Government will be responsible for the annual inspection and the biennial certification of the boilers IAW NAVFAC MO-324.

3.4.2 Phones

The Contractor is authorized to use local phone, long distance, and Defense Switching Network (DSN) telephone services for official business in support of this Contract. The Contractor shall reimburse the Government for unofficial long distance charges incurred on Government provided telephones. Repair, replacement, or the addition of desktop telephone stations and FAX machines in Bldgs 352, 451, and 452 shall be the responsibility of the Contractor. Additional telephone lines will be added by the Navy.

3.4.3 NMCI

The Contractor is authorized to use the Government's classified and unclassified email systems. As a DoD-sponsored activity, Contractor shall abide by all DoD rules in relation to proper use of DoD information systems. The Government will provide to the Contractor selected workstations (seats) under the Navy and Marine Corps Intranet (NMCI) contract. NMCI seats assigned to the

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 28 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Contractor shall be used by the Contractor and its employees for telecommunications mission support. Maintenance and management of these seats will be provided by the Government under the NMCI contract. The Contractor Site Manager shall ensure all NMCI components are used only for mission related activities. The COR will periodically review seat assignments and inspect for compliance with this requirement. Any further seat requirements needed by the Contractor shall be negotiated by the Contractor with the NMCI Contractor. Contractor personnel shall participate in and document training required by the Government, for personnel with access to DoD Information systems and facilities.

3.4.4 Custodial Services

The Government will provide grounds maintenance services, outside receptacle refuse collection, insect and rodent control, security police and fire protection services 24 hours per day, seven days per week, including emergency medical care for injuries and/or illnesses incurred on site during duty hours. The Contractor shall reimburse the Government for emergency medical facilities and care used.

3.5 GOVERNMENT AVAILABLE INFORMATION

3.5.1 Technical Publications/Libraries

The Government will provide the Contractor its current library of technical manuals, publications, standard operating procedures (SOPs), circuit history folders, instructions, and other materials listed in Technical Exhibits 6A & 6B at the start of the Contract's first period of performance. Thereafter, the Government shall provide the Contractor with all pertinent publications as they become available as well as those manuals and materials related to any equipment and/or facilities provided to the Contractor by the Government within the period of performance. The Contractor shall be responsible for maintaining these manuals, publications, and other materials as represented in Technical Exhibit 6B. Upon termination of the contract, the Contractor shall turn over the libraries to the Government. At the start of the contract's period of performance, the Government will provide the Contractor its current software packages listed in Technical Exhibit 6. Thereafter, the Government will provide any software updates or replacements. Upon termination of the contract, the Contractor shall return the software to the Government. The Government will furnish the Contractor with existing schematics and blue prints of the SATCOM spaces under the cognizance of NAVSATCOMMFAC during the phase-in period. Technical Exhibit 3 shows the floor plan for Bldgs 352, 451, 452. The Contractor will forward requests from other Government and non-governmental agencies to the COR for approval of release of the requested information.

SECTION C-4. CONTRACTOR FURNISHED ITEMS AND SUPPORT

4.0 GENERAL

Except for those items or services specifically stated to be Government available in Section C-3, GOVERNMENT AVAILABLE PROPERTY AND SERVICES, the Contractor shall furnish everything required to perform the services specified by this contract.

4.1 CONTRACTOR FURNISHED MATERIALS AND SUPPLIES

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 29 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The Contractor is responsible for ensuring that it maintains, or has a ready supplier for, parts, supplies and materials required in the performance of this contract. Unless otherwise specifically approved by the COR, only new parts shall be used in work to be done under this contract. If the COR approves the use of reconditioned parts, such parts shall be equal in performance to new parts. All new or replacement supplies and materials shall conform to military standards and specifications unless authorized by the COR. The Contractor shall properly dispose of non-serviceable parts to avoid inadvertent reuse.

4.2 CONTRACTOR FURNISHED EQUIPMENT, TOOLS, AND SERVICES

4.2.1 Equipment, Special Purpose Vehicles, Weight Handling Equipment (WHE), Material Handling Equipment (MHE) and Fall Protection and Prevention Systems for Satellite Equipment

The Contractor shall provide all necessary equipment (transportation) and any special purpose vehicles (fork lift, material handling equipment, utility vehicle, man-lift, bucket-truck, etc.) required for the performance of this Contract. The Contractor shall bear all costs without limitation in this category. The Contractor shall provide and ensure all weight handling equipment (WHE), including but not limited to manual and electrically powered hoists, fall protection plan and fall protection systems including but not limited to guardrail systems and personal fall arrest systems (PFAS), and material handling equipment (MHE), including but not limited to forklifts and pallet jacks, comply with Federal, Navy, State and local safety requirements. WHE shall be inspected and certified annually IAW NAVFAC P-307. The Contractor shall bear all costs for WHE operator training, certification and licensing, as applicable, as well as WHE operation, maintenance, weight testing and certification in accordance with NAVFAC P-307. All WHE on site was certified in CY 2010. MHE shall be certified and operated in accordance with NAVSUP Publication 538, Management of Material Handling Equipment.

4.2.2 Satellite Terminal and Telecommunications Equipment

The Government will procure and provide all repair parts and materials that are MIL-SPEC/MIL-STD restrictive, prescribed in standing Program of Record Logistics Support documents, supported by a Government warranty, or not commercially available. The Contractor shall use processes and procedures as authorized or directed by NCTAMS LANT to order these items through the U.S. Navy or other Government Supply systems. For repair parts and consumables not discussed in paragraph 3.2.3.3, the Contractor shall provide all said items, NTE \$3000.00 per item/per occurrence, ensuring they are fully compliant with any applicable MIL-SPEC/MIL-STDs and are approved for use by the Government. Any equipment used or provided by the Contractor shall meet OSHA requirements. All information systems used or provided by the Contractor shall be compliant with existing Government directives and unless specifically addressed elsewhere in this Contract, will be added to the Joint inventory to become Government property.

4.2.3 Facilities and Real Property

The Contractor shall provide all repair parts, materials and tools with a direct cost of \$100.00 or less per item, per occurrence for facilities if not supported by the BOS Contract, or as directed by the COR. Major Maintenance (Facilities) consist of the maintenance or repair actions in which

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 30 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

the direct cost of parts and materials are greater than \$100.00 per unit item per occurrence. Excluded from the cost determination are General and Administrative costs, equipment rental, transportation, and labor. Facilities include building structures, grounds, emergency power generation and distribution equipment, heating, ventilation, and air conditioning equipment, and plumbing.

4.2.4 Safety and Personnel Protective Equipment

The Contractor shall provide safety and personnel protective equipment to include, but not limited to, rubber gloves, and safety glasses harness, and eyewash equipment. All equipment must be properly rated and be capable of operating on existing building circuitry. The Contractor shall prevent the operation or attempted operation of electrical equipment or combinations of equipment that require power exceeding the capability of existing building circuits.

4.2.5 Facility Planned Maintenance Inspection Plan

The Contractor shall submit to the Government, for review and approval, within 30 calendar days of the commencement date for the first period of Contract performance, a detailed management, organization and operations plan for providing the services required to operate and maintain the facilities described in this PWS and Technical Exhibits. The Planned Maintenance Inspection Plan shall include, as a minimum method of operation, organizational structure, schedules of control facility inspection, preventive (planned) maintenance inspections, operator inspections, and other recurring work showing frequency, time, and areas by categories as applicable, methods and procedures for inspection, deficiency/work identification, work flow, and controls, current and projected workload, and Quality Control organization and procedures.

The Contractor shall update and revise the plan as required and submit the updated/revised plan to the Government for review and approval, each year on 1 September. The Contractor shall provide all minor maintenance and repairs to facilities and real property, the need for which may arise during the course of normal or abnormal operations if not supported by the Base Operating Support (BOS) Contract or as directed by the COR. Under the previously stated conditions, the Contractor shall be required to purchase and install without reimbursement for all direct cost associated with the procurement of parts and materials required for minor maintenance and repairs within the following thresholds; up to \$100.00 for facilities and real property per unit item per occurrence. Parts and materials area defined as raw materials, parts subassemblies, components and manufacturing supplies excluding General and Administrative, equipment rental, and transportation costs combined per item, per occurrence. The Contractor shall bear all costs for labor, including that of subcontractors, if required in this category. Major maintenance and repairs to facilities and real property consists of actions where the direct cost for parts and material are greater than \$100.00 per item per occurrence The Contractor shall not initiate any action to accomplish work where material costs exceed \$100.00, but shall report immediately the necessity of such maintenance to the COR for appropriate action.

4.3 LOCAL TRAVEL

The contractor shall be responsible for all costs incurred for local travel for meetings, pick-up and delivery of parts and mail, and to pick up and deliver GPETE for repair and calibration. The following table provides an annual estimate of most local travel:

Destination	Round Trip	Average Miles Per		
	Distance (miles)	Frequency	Month	Year
NCTAMSLANT				
Supply/Guardmail	78	1/week	312	3744
Base Supply/				
Post Office	6	2/week	48	576
Parts Support/				
DRMO	69	1/quarter	23	276
NCTAMSLANT				
KMI	78	1/month	78	936
NCTAMSLANT				
Test Equipment	78	2/year	13	156
Other		12/month	15	180

4.4 LICENSING REQUIREMENTS

The Contractor shall be responsible for obtaining all licenses and certificates, including environmental, safety and software, required in the performance of this Contract. Term licenses and certificates novated by the Government to the Contractor shall be renewed by the Contractor in a manner to preclude gaps or lapses in operating authority.

4.4.1 FCC Licensing Requirements

The contractor shall have a FCC license for all commercially operated earth terminals in accordance with Code of Federal Regulations Title 47- Chapter I Telecommunication - Part 25-Satellite Communications. The government will fund and assist the contractor in acquiring the initial earth terminal licenses. The contractor shall be designated as the license holder. Subsequent license renewals are the responsibility of the contractor. The contractor is responsible for the proper operation of all commercial terminals and will conduct observations, servicing and maintenance as often as may be necessary to ensure proper operation and compliance with FCC Licensing requirements.

Other provisions of this contract may not be construed in any way to change or diminish in any respect the responsibility of contractors to have and to maintain control over the stations licensed to them (including all transmitter units thereof), or for the proper functioning and operation of those stations (including all transmitter units thereof) in accordance with the terms of the licenses of commercial terminals.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 32 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The Contractor shall take measures to ensure that the Government is protected from potential civil liabilities and from disruptions in service consistent with those protections afforded to Commercial Terminal Operations.

The Contractor shall at the written request of the Government or at the termination of the contract execute a Transfer of Assignment, IAW FCC rules and policies and relinquish all rights provided by the FCC License in the Operation of SATCOM Earth Terminals. In most circumstances the transfer would be to an incoming contractor during a contract turnover.

4.5 REMOVAL OF HAZARDOUS MATERIALS/HAZARDOUS WASTE

All materials deemed hazardous materials by OSHA or hazardous waste by EPA that are encountered during the Contract period shall be identified, handled, containerized, stored IAW United States Environmental, Base, State, and local government statutes. Contractor shall coordinate disposal of hazardous waste with Commander Naval Region Mid-Atlantic, Regional Environmental Services, (757) 341-0460/0412, IAW Hazardous Materials Reutilization, Minimization and Disposal Guide, prior to scheduling pickup.

For other than afloat forces (such as expeditionary, shore based units, units based at a host nation facility), OPNAVINST 5100.23 (series) provides guidance for Hazardous Material Control and Management (HMC&M) and directs the use of Material Safety Data Sheets (MSDS) to determine additional control measures, precautions, personal protective equipment (PPE), and spill controls for the hazardous material(s) identified

in the Tools, Parts, Materials, Test Equipment block of the Maintenance Repair Card (MRC). Maintenance personnel shall determine if additional PPE is necessary to accomplish the MRC and take appropriate action to obtain and wear such PPE to ensure the safety of maintenance personnel. Final disposition of all HAZMAT, both shipboard and ashore, shall be IAW local HAZMINCEN/CHRIMP guidance as required by OPNAVIST 5090.1 series Appendix L. Report any deficiencies via PMS feedback report.

SECTION C-5. SPECIFIC REQUIREMENTS

5.0 GENERAL

The Contractor shall provide all services, functions, and tasks required to fulfill the NAVSATCOMMFAC NW mission. This includes managing the telecommunications operations, operating telecommunications systems and equipment, operating a DoD Large Enterprise Gateway Facility, operating a MUOS RAF/SF, operating as an EKMS local element, maintaining SHF, EHF, and UHF satellite systems, providing training to NCTAMS LANT users, performing mission support functions, monitoring operation of facilities, and performing minor maintenance and repair on facilities and real property.

5.1 MANAGE TELECOMMUNICATIONS OPERATIONS

5.1.1 Telecommunications Management

The Contractor shall manage telecommunications operations to include reviewing and approving correspondence, reviewing message traffic, conducting ad hoc meetings with users, coordinating and advising users when equipment must be taken offline for planned maintenance or repair,

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 33 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

receiving briefs and debriefs, liaison with users, reviewing and approving 3M documents, conducting a Quality Control Program, and providing oversight of Readiness Drills.

5.1.2 Conference/Working Group Support

At the discretion of the COR, the Contractor shall fund and attend Government-hosted technical conferences, working groups, information seminars, and symposia as depicted in Technical Exhibit 12. Typical conferences/working groups attended include quarterly DISA information conferences, annual small computer conferences, LAN and/or software technical conferences, quarterly MUOS working groups, annual DISAEUR SATCOM Engagement, and periodic Cyber Security seminars and training. Most of the conferences are 3 - 5 days in length, including travel time. Historically, there have been eight or fewer conferences per year that are out of the local area that require attendance by the Site Manager or other site representative as appropriate as depicted in Technical Exhibit 12. Generally, the Contractor will only need to send one representative. At the completion of the event or upon return from travel (whichever is sooner), the Contractor shall prepare and provide a Trip Report to the COR within 5 working days.

5.2 OPERATE COMMUNICATIONS SYSTEMS

The Contractor shall operate communications systems 24 hours a day, seven days a week. The Contractor shall, configure, activate, operate, report on all circuits, trunks, links, etc. as outlined in, but not limited to, the appropriate message regarding Satellite Access Authorization (SAA), Gateway Access Authorization (GAA), Mission Directives, Telecommunications Service Order (TSO), Telecommunication Service Request (TSR).

5.2.1 DoD Large Enterprise SATCOM Gateway

NAVSATCOMMFAC NW is an Enterprise SATCOM Gateway, extending the Department of Defense Information Network (DoDIN)/Joint Information Environment (JIE) to strategic and tactical users via multiband satellite communications. The servicing technical control facility (TCF) for MILSATCOM and COMSATCOM users accessing Information Network resources via DISN. The Contractor shall be responsible for the operation, provisioning, and maintenance support of the Radio Frequency SATCOM Earth Terminals, DISN interface/equipment as defined in the DISA CIRCULAR 310-130-2 (Node Site Coordinator duties), the USSTRATCOM Strategic Instruction (SI) 714-1, the DISAC 800-7-1, and other relevant and authoritative documents. The TELEPORT shall be operated in accordance with the DOD TELEPORT Systems Concept of Operations Ver 3.1 for generation one and the DoD Teleport Generation Two Net-Centric Subsystem Operations Guides or subsequent revisions. The mission is to provide uplink, downlink, continuity, and connectivity for Defense Information System Networks (DISN). Consequently, ultimate operational control for the terminal belongs to DISA. DISA exercises control via DISA general messages, DISA circulars, official correspondence, and through the satellite controller responsible for specific satellites.

The Contractor shall coordinate all applicable aspects of mission support IAW US STRATCOMM 714 Series and DISA CIRC 310-70-1. Specific responsibilities of the Large SATCOM Gateway (TELEPORT/STEP/TCF) include but are not limited to configuring crew assignment sheets (equipment/configuration worksheet), ensuring timing scenarios, data rates, etc., work correctly through the STEP to support the deployed user, verifying the satellite access authorization (SAA) with the deployed user, the issuing RSSC, and commercial vendor as

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 34 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

appropriate, activating and troubleshooting circuits through the providing continuous (24 hour per day, 7 days per week) expert assistance on mission and circuit activations through mission completion date, coordinating all matters, down to COMSEC keying material short titles to ensure the deployed unit's mission activation is kept as smooth as possible, ensuring COMSEC updates and restarts are carried out appropriately for all missions, coordinating, verifying, configuring and activating various node, card, port assignments on multiplexers and switches within the facility in support of the "DISN Six" services (NIPRNET, SIPRNET, DSN, DSRN, VTC, and JWICS) (Note additional services may be provided by direction from cognitive controlling authorities.

5.2.1.1 Antenna Systems

The Contractor shall operate and maintain three AN/GSC-52B(V)5s Modernization of Enterprise Terminals (MET), three VERTEX RSI 18 meter Ka Band terminals supporting Mobile User Objective System (MUOS), two VERTEX RSI 16.4 meter C-band terminals, two VERTEX RSI 9 meter Ku-band terminals, one AN/GSC-70(V)1 Ka-Stars Terminal, three AN/USC-38(V)10 Shore Follow-On Terminals (FOT), three AN/FSC-138(V)2 AEHF terminals, two RT-1827 UHF radios/terminals, and five receive-only terminals (series 1374/1375 & 1252/1253) and all associated equipment housed at or controlled by NAVSATCOMMFAC.

5.2.1.1.1 Modernization Earth Terminal (MET)

Three AN/GSC-52B(V)5 terminals and associated equipment consisting of three Antenna Groups (AG), Inter-Facilities Link (IFL), common equipment inside the Earth Terminal Complex, test equipment, and other ancillary support equipment. The MET terminals shall be operated in accordance with the CJCSI 6250.01 & 6211.02 series instructions, USSTRATCOM Strategic Directive, and all other cognizant directives and instructions that pertain to COMSATCOM and MILSATCOM. Typical direction/guidance for operation will be via standard Satellite Access Authorization (SAA). Primary logistic support is provided to Navy sites through the Product Manager, Wideband Enterprise Satellite Systems (PM WESS) as outlined in the current JOINT INTEGRATED LOGISTICS SUPPORT PLAN (JILSP). The mission is to provide uplink, downlink, continuity, and connectivity through the operational direction of the DISA.

5.1.1.1.2 C-band Terminals

Two Commercial 9.0 meter Ku-Band terminals and associated equipment consisting of the Antenna Group, Frequency Conversion and Power Amplifiers housed in local shelter and a fiber optic Inter-Facilities Link (IFL). This system utilizes existing modems and baseband equipment. The Commercial Ku-Band terminals shall be operated in accordance with the CJCSI 6250.01 instruction, the USSTRATCOM Strategic Directive, and all other cognizant directives and instructions that pertain or may be developed. Typical direction/guidance for operation will be via standard SAA/GAA. The mission is to provide uplink, downlink, continuity, and connectivity through the operational direction of the DISA.

5.2.1.1.3 Ku-band Terminals

Two Commercial 16.4 meter C-Band terminals and associated equipment consisting of the Antenna Group, Frequency Conversion and Power Amplifiers housed in local shelter and a fiber

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 35 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

optic Inter-Facilities Link (IFL). This system utilizes existing modems and baseband equipment. The Commercial C-Band terminals shall be operated in accordance with the CJCSI 6250.01 instruction, the USSTRATCOM Strategic Directive, and all other cognizant directives and instructions that pertain or may be developed. Typical direction/guidance for operation will be via standard SAA/GAA. The mission is to provide uplink, downlink, continuity, and connectivity through the operational direction of the DISA.

5.2.1.1.4 Ka-Band Satellite Transmit and Receive System (Ka-STARS)

One AN/GSC-70(V)1 terminal and associated equipment consisting of Antenna Group, Frequency Conversion and Power Amplifiers housed in the terminal's antenna base, and a fiber optic Inter-Facilities Link (IFL). This system will utilize existing modems and baseband equipment. The AN/GSC-70(V)1 shall be operated in accordance with the CJCSI 6250.01 instruction, the USSTRATCOM Strategic Directive, and all other cognizant directives and instructions that pertain or may be developed. Typical direction/guidance for operation will be via standard SAA/GAA. The mission is to provide uplink, downlink, continuity, and connectivity through the operational direction of the DISA.

5.2.1.1.5 Extremely High Frequency (EHF) Follow-On Terminal (FOT)

Three TELEPORT AN/USC-38(V)10 terminals and associated equipment. The AN/USC-38(V)10 FOT shall be operated in accordance with the CJCSI 6250.01 instruction, the USSTRATCOM Strategic Directive, the DOD TELEPORT Systems Concept of Operations and all other cognizant directives and instructions that pertain or may be developed. Typical direction/guidance for operation will be via standard SAA/GAA. The mission is to provide uplink, downlink, continuity, and connectivity through the operational direction of the DISA.

5.2.1.1.7 UHF SATCOM Terminals

Two ViaSat RT-1828(P)/G UHF SATCOM Terminals paired with the Ophir Model 4039R High Power Amplifier and controlled by the ViaSat Network Terminal Control (VNTC) software. This architecture has been certified by the Joint Interoperability Test Command (JITC) as compliant and interoperable in accordance with MIL-STD's 188-181B, -888-182A, and -188-183. The ancillary equipment associated with the Teleport UHF system includes a combiner drawer, DC injector drawer, diplexer/Low Noise Amplifier (LNA)/enclosure subsystem, fiber optic modules, and helical UHF SATCOM antenna and pedestal. The Contractor shall operate and maintain this system IAW pertinent operational and maintenance directives/instructions. Logistics information has been included in Technical Exhibit 4B.

5.2.1.1.8 Advanced Extremely High Frequency (AEHF)

Three AN/FSC-138(V)2 AEHF terminals and associated equipment. The AN/FSC-138(V)2 AEHF shall be operated in accordance with the CJCSI 6250.01 instruction, the USSTRATCOM Strategic Directive (714 Series), the Army Strategic Circular-3 (ASC-3), DISA Circulars, and all other cognizant directives and instructions that pertain or may be developed. Typical direction/guidance for operation will be via standard Satellite Access Authorization (SAA)/Gateway Access Authorization (GAA). Preventive maintenance requirements for AN/FSC-138(V)2 AEHF shall be provided by the Government and shall be performed IAW OPNAVINST 4790 series requirements. The mission is to provide uplink, downlink, continuity,

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 36 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

and connectivity through the operational direction of the Defense Information System Agency (DISA).

5.2.1.2 Baseband Equipment

The Contractor shall operate and maintain baseband equipment to include iDirect and Linkway 2100 IP satellite modems, Circuit Emulation of IP (CEoIP) and Voice over IP (VoIP) routers, and a NIPRNET Cybersecurity Tools interface rack with convergence routers. A single SIPRNET Cybersecurity Tools interface rack is installed to support both IP suites of equipment. The iDirect and Linkway IP satellite modems. Also included are two Multiplexer Integration and Digital Communications Satellite Subsystem (DCSS) Automation System (MIDAS), two Promina 800Systems, 2 NX-1000, one Bulk Encryption Rack, two MIDAS Interface Cable Racks, five EBEM racks, one DCSS power Distribution Rack, one Ancillary Equipment Rack, one DCSS Demarcation Rack, two control consoles, and 94 ea. MD-1366 enhanced bandwidth efficient modems (EBEM). Additional equipment includes LINKSTAR DVB modems, OPALIP encapsulators, modulators, switches, and routers in support of Global Broadcast System (GBS) requirements.

5.2.1.2.1 Commercial Internet and Telephone Everything over the IP Enclave (CITEE)

The Contractor shall assume limited responsibility for the 24/7 operation and maintenance of the USNORTHCOM provided CITEE. This single rack of equipment will be remotely configured and operated by a USNORTHCOM funded vendor. Funding and sustainment of this system remains solely with USNORTHCOM. Operational support by the Contractor is primarily patching/connecting ports from this system to existing baseband and RF systems. Operational direction/guidance is via standard SAA/GAA. There is no preventive maintenance.

5.2.1.2.2 Defense Information Systems Network – Tactical Edge (DISN-TE)

The Contractor shall assume limited responsibility for the 24/7 operation of the Joint Communications Support Element (JCSE) equipment. This system consists of three Unclassified racks providing the interface to the Non-secure Internet Protocol Router (NIPRNET) Network, as well as a convergence suite containing convergence routers and the iDirect Hub. One Classified Secret rack is installed to provide the DISN-TE interface to the Secure Internet Protocol Router Network. DISN-TE is primarily owned and operated remotely by JCSE from MacDill AFB; however, contractor is expected to manage COMSEC/EKMS requirements as well as “upon request” task to include but not limited to "power cycle", failed module hot swap, monitor intermediate Frequency/Radio Frequency equipment, and report anomalies to primary controlling authorities and the JCSE JNOC. Typical direction/guidance for operation is via standard SAA/GAA. There is no preventive maintenance for this system/equipment(s). The mission is to provide uplink, downlink, continuity, and connectivity through the operational direction of the DISA and JCSE.

5.2.1.2.3 Ballistic Missile Defense System

The Contractor shall be responsible for the 24/7 operation of the items/equipment identified in Technical Exhibit 4A. Utilizing pre-existing Facility RF assets, this system of routers, hubs, and EKMS shall be operated in accordance with the CJCSI 6250.01 instruction, the USSTRATCOM Strategic Instruction Series 714 and 538, and all other cognizant directives and instructions that

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 37 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

pertain or may be developed. Typical direction/guidance for operation will be via standard SAA/GAA. The Government anticipates a “static” configuration for IP specific equipment precluding operator intervention except during contingency events. Changes to the static net will be provided to site personnel as a flash file, which can simply be loaded from installed workstations. With the exception of COMSEC, there are no preventive maintenance requirements. The mission is to provide continuity, connectivity and testing through the operational direction of the DISA, USSTRATCOM, and the Missile Defense Agency (MDA).

5.2.1.2.4 Gateway Video Reception Delivery Service (GVRDS)

The Contractor shall assume responsibility for the 24/7 operation and maintenance of the DISA provided Gateway Video Reception Delivery Service (GVRDS) system. A receive only system providing various unclassified news channel video feeds to the Defense Enterprise Computing Center (DECC), this single rack of equipment will primarily be remotely configured and operated by the [DISA] DECC via the DCN. Operational support by the Contractor shall primarily be patching/connecting ports from this system to existing baseband and RF assets, as well as telephonic troubleshooting assistance with the DECC when required. This system will be operated in accordance with the CJCSI 6250.01 instructions, the USSTRATCOM Strategic Instruction 714 (series), TSR/TSO practices, and other pertinent directives and instructions that may be developed. The mission is to provide downlink, continuity and connectivity through the operational direction of the DISA and the Satellite Bandwidth Manager (SBM), part of the Global Broadcast System (GBS) program office.

5.2.1.2.5 MUOS Legacy Gateway Component and MUOS Voice Gateway (MLGC/MVG)

The Contractor shall be responsible for the 24/7 operation, provisioning and maintenance of the MUOS Legacy Gateway Component and MUOS Voice Gateway system and equipment. This system shall be operated in accordance with the CJCSI 6250.01 (series) instruction, the USSTRATCOM Strategic Directive (714 Series), DISA Circulars, and all other cognizant directives and instructions that pertain or may be developed. Typical direction/guidance for operation will be via standard Satellite Access Authorization (SAA)/Gateway Access Authorization (GAA).

The Contractor shall operate and maintain all equipment associated with the system. The contractor shall perform the following:

- Adhere to a maintenance plan based on preventive maintenance requirements contained in Technical Exhibit 8.
- The contractor shall support all installation, training, and testing phases.
- Manage Cyber Security Requirements as outlined in TE 10.
- Coordinate and provide logistics support as outlined in the MLGC/MVG LSS documents or follow-on/supplemental guidance.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 38 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- All COMSEC material and equipment will be managed IAW paragraph 5.3.

5.2.1.2.6 Remote Monitoring and Control Element (RMCE)

The Contractor shall operate and maintain all equipment associated with the system. Technical Exhibit 4A provides the installed equipment lists. The contractor shall perform the following:

- Operations will typically be performed/controlled by the WSOC. Maintenance scheduling, shifting equipment between on-line and off-line status, ticket management, and logistics provisioning (once identified and ordered) will typically be performed by/through the WSOC.
- Perform testing and fault isolation of circuits when noted or as required by WSOC, or other recognized Controlling Authority.
- Manage Cyber Security Requirements as outlined in TE 10.
- All COMSEC material and equipment will be managed IAW existing contract, paragraph 5.3.
- The Contractor shall immediately respond to all emergent tasking. Typical emergent recall is expected to consist of “power cycle” and/or failed item replacement support as requested for all functional elements at the direction of the WSOC.

5.2.2 Mobile User Objective System (MUOS)

Part of the global MUOS system and operating as a Radio Access Facility (RAF)/Switching Facility (SF), the 18 meter Ka-band satellite terminals (3), shelters (2), and various ancillary equipment, are contained within a 3 acre fenced compound collocated with DoD Gateway, Northwest, separated by approximately 1/2 mile. Using these satellite terminals, routers, switches and fiber optic equipment, MUOS draws DISN services from Bldg. 352. The MUOS system has been designed for significant remote control and operations by the Network Management Facility (NMF), relying on site (RAF/SF) personnel primarily for maintenance (preventive, corrective, logistics, and upkeep) actions, with minimal operations (Cyber Security & COMSEC), reporting and coordinating maintenance actions with various stakeholders, and access control. The work period will typically be a normal 8X5 work week. The Contractor shall provide 24x7 immediate responses from the watch team for emergent tasking, with a minimum 4 hour recall capability. Typical emergent recall is expected to consist of ‘power cycle’ and/or failed item replacement support as requested for all functional elements at the direction of the NMF.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 39 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The MUOS Program Office PMW-146 is the In-service Engineering Agent and has provided Contracted Logistics Support (CLS) through their sustainment contracts. These roles and responsibilities are defined in the MUOS Integrated Logistics Support documentation.

All areas and requirements identified in the full context of this PWS will apply unless otherwise stipulated:

- a. Maintain circuit continuity. Circuit continuity shall be maintained to performance specifications specified in DCA Circular 310-130-2. Circuit continuity is achieved when all communications links and trunks are operational.
- b. Coordinate local “Depot Level” Maintenance and upgrades events with ISEA, their contractors and other MUOS stakeholders.
- c. Operation of general purpose electronic test equipment (GPETE), during maintenance and as required to assist the NMF or recognized controlling authorities with troubleshooting and problem isolation.
- d. Organizational Level Maintenance of satellite terminals, terminal equipment, cryptographic, non-cryptographic, facilities, and all ancillary equipment. Operations will typically be performed/controlled by the NMF whereas maintenance scheduling, shifting equipment between on-line and off-line status, ticket management, and logistics provisioning (once identified and ordered) will typically be performed by the contractor through the NMF.
- e. Perform testing and fault isolation of circuits when noted or as required by NMF, or other recognized asset Controlling Authority.
- f. Monitor and report any noted abnormal alarms or conditions via appropriate/approved methods.
- g. Prepare and provide reports as may be required IAW authoritative directives and publications after review and concurrence by the Technical Director.
- h. Implement and maintain security measures IAW the associated DD-294. Section 1.7 of this PWS shall apply as well. Any measures, procedures, or practices not immediately executable due to design shall be brought to the attention of the Technical Director/COR or Technical Assistant for determination of appropriate action. Any initial technical solutions will be funded by the Government.
- i. Operate and maintain MUOS compound CCTV and perimeter/shelter security systems, IAW para 1.7.8 of this PWS

Initial troubleshooting of anomalies will be in coordination with the NMF. The MUOS IETM will provide procedural and box-level replacement, as well guidance on trouble tickets and logistics handling. Troubleshooting with the NMF, DISA and/or NAVSOC will typically be conducted telephonically or via email. The Government will assume fiscal responsibility for all MUOS repair parts required for corrective maintenance. The Contractor shall coordinate with the appropriate MUOS Program points of contact for the shipping of failed items, upgrades, or replacement hardware IAW the IETM Program Logistics documentation and/or any other cognitive guidance. Maintain accurate account and documentation of prepositioned spares.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 40 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

All aspects of this PWS shall apply WRT Facilities and Utilities maintenance responsibilities, actions, and reporting through the base Public Works Department and BOS Contractor. NCTAMS LANT is responsible for facility generators, UPS, and power switch systems, as well as mission-critical utilities associated with the satellite terminals to include HVAC and de-icers.

5.2.3 Operate and Maintain Telecommunication Systems

The Contractor shall operate and maintain the in-house equipment used to support terrestrial connectivity. The Contractor is not required to provide logistics or maintenance parts support to those items listed in Technical Exhibits 4 thru 4C, Equipment Maintenance Exceptions. However, the Contractor shall render assistance to the users of those circuits in restoration, troubleshooting, and isolation of circuit abnormalities in accordance with established patch and test facility procedures. The Contractor shall monitor transmission equipment and troubleshoot problems following the guidance of the Circuit Control Officer (CCO). As required, the Contractor shall coordinate restoration with the distant end user or control authority for the affected circuit and report progress to the JFTOC Watch Officer, DISA, TNC, or others as required.

5.2.4 Transmission Connectivity

The Contractor shall establish transmission connectivity with controlling authorities and users. Sections 1.1.3 and 1.1.4 describe representative controllers, users, and users. The Contractor shall perform all terminal equipment patching, equipment strapping options, port assignments, and equipment configurations as specified by the appropriate messaging authority.

5.2.5 Maintain Link, Trunk, and/or Circuit Continuity and Reliability

The Contractor shall maintain link, trunk, and circuit continuity and reliability for all DISA related circuitry within performance specifications listed in DISAC 310-130-2 and report same. A list of required reports is contained in Technical Exhibit 7. The Contractor shall also maintain and report reliability and continuity rates for circuits of which it is the Circuit Control Officer (CCO) to the COR as requested. Specifically, the Contractor shall maintain the reliability of all Defense Communications System trunks and links at Performance Objective percentages of 99% and 99.5%, respectively. Non-DISA related circuitry and trunks shall be maintained at the same performance thresholds as DISA related circuitry.

5.2.6 Configure and Activate New Links, Circuits, and/or Trunks

As directed by the appropriate controlling authorities (Wideband SATCOM Operations Centers (WSOCs) RSSC, DISA, NCTAMS LANT, etc.) the Contractor shall configure and activate new links, circuits and trunks IAW directives and procedures. Typical notification of activation is via SAA, TSO, Termination Request, and other official correspondence. Activations via TSO typically required in-site cabling wiring, and cross-connects from a commercial POP to patch panel or equipment. The Contractor shall develop an implementation plan and obtain approval from the on-site Government representative or Node Site Coordinator prior to any wiring, cabling, or effort involving the movement of equipment. The Contractor shall bear all costs associated with in-site wiring unless otherwise determined by the COR. Specifically, the Contractor shall activate new links, circuits or trunks within 15 minutes of the required activation time 90% of the time. A calendar quarter will be used as the basis for computing the percentage

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 41 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

for this performance objective. There shall be no more than two formal user complaints regarding delay in complying with this performance objective per quarter. The Contractor shall report any activations, outages, configuration changes, etc., to the appropriate controlling authority and the NCTAMS LANT JFTOC Watch Officer within activation guidelines 99% of the time per calendar quarter.

5.2.7 Respond to Emergent Tasking

The Contractor shall respond to emergent tasking by direction of controlling authorities. Emergent tasking are defined as those efforts made in connection with the operation of the circuits and/or trunks that are not part of daily operations. Typically, these taskings are Data-Calls or “real-time requests for information regarding configuration or status of Circuit/Link/Trunk items. The TD shall have full awareness of these taskers and the responses.

5.2.8 Respond to Exercises

The Contractor shall perform communications support for all exercises as directed by the appropriate message traffic (SAAs, etc.) On the average, the Contractor may expect approximately two major Joint Task Force Exercises and numerous smaller exercises yearly. These exercises require extensive prior coordination, including conferences and working groups held during the planning and coordination phases Contractors may be required to perform as trusted agents to plan and facilitate system functions.

5.2.9 Order Wire Monitoring

The Contractor shall monitor all order wires for queries and tasking. The Contractor shall respond and comply with the requested information as soon as possible with a minimum acknowledgement of the query being made within two minutes of receipt 98% of the time. Response shall be via order wire. Operational instructions received from the servicing TCF, applicable controlling authority, and satellite controllers shall be followed by Contractor personnel. Order wires to be monitored include but are not limited to Global Terrestrial Critical Control Circuit (GTC3S/TCCC) Order Wire, Timeplex Order Wires, Chat Rooms, and Special Circuit Order Wires. If operational directives cannot be implemented within a 10 minute period, the Contractor shall inform the servicing TCF controlling authority and/or satellite controllers of difficulties encountered and provide an estimate as to when compliance with the directions can be expected.

5.3 Key Management Infrastructure (KMI)

The Contractor shall maintain the local element account with 100% accuracy in accordance with policies and procedures as outlined in EKMS-1 (series), supplemental guidance provided by NCTAMS LANT KMI Manager and other cognizant authorities.

5.3.1 Load New Key Material (KEYMAT)

The Contractor shall load new KEYMAT into COMSEC/TRANSEC equipment as instructed by the controlling authority’s status message. The Contractor shall first coordinate loading with the distant end exercising control over the effected circuit. However, in the case of either Station Order Wires or TCCC Order wires, the Contractor shall first coordinate such loading with either Tech Control or satellite controller.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 42 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

5.3.2 Perform Variable Update (VUX) Functions

As directed by the NCTAMS Technical Control or the distant end exercising control over the effected circuit, the Contractor shall perform Variable Update functions for the “X” Variable (VUX) on the COMSEC equipment.

5.3.3 Maintain Inventory of COMSEC Items

The Contractor shall maintain an inventory of all COMSEC items including STE telephones, key tapes, and cryptographic equipment. The Contractor shall report all missing COMSEC material to both the COMSEC Account Manager and COR immediately upon discovery. The Contractor shall ensure correct usage and accounting practices of COMSEC Material as described in EKMS-1 series.

5.3.4 Perform Destruction of COMSEC Material

The Contractor shall identify and destroy all superseded COMSEC materials after supersession in accordance with EKMS-1 (series), controlling authority instructions and applicable COMSEC Account Manager's instructions.

5.3.5 COMSEC Local Element

The Contractor shall draw COMSEC material as a local element from a designated parent account, and be responsible to the parent account for the proper accountability, security, control and disposition of COMSEC material issued IAW EKMS-1 (series) and the supplemental instructions of the servicing parent account. NCTAMS LANT, is the designated parent account of NAVSATCOMMFAC Northwest.

5.4 MAINTAIN COMMUNICATIONS SYSTEMS EQUIPMENT

The Contractor shall perform planned maintenance, corrective maintenance, and quality control evaluations as necessary to ensure all SATCOM earth terminals and associated equipment meet or exceed required standards of performance, operability, and reliability. The Contractor shall ensure that all redundant equipment is operable and ready to go on line (through automatic switching, where applicable) in the event of equipment malfunction. The equipment shall be monitored and maintained IAW guidelines established by DISA's Defense Information Infrastructure (DII) Quality Assurance Program, the Planned Maintenance System, and associated technical manuals. Corrective maintenance and repair work shall conform to the highest professional standards and shall restore original equipment standards of performance, operability, reliability and accuracy. The Contractor shall not exchange subassemblies, materials or parts among equipment to accomplish repairs without the specific written approval of the COR, nor shall the Contractor substitute or replace parts or material with a grade of part or material less than that provided by the original equipment manufacturer. If the Contractor fails to repair equipment with the time limits specified herein or a reasonable time as determined by the Contracting Officer, the Government, has the right to repair the equipment and charge the Contractor for all costs incurred. The Contractor's financial liability shall include material, labor, shipping and any subsequent cost. These costs will be deducted from the contractor's invoices as directed by the Contracting Officer. All workplace safety practices will comply with OSHA (29 CFR 1910).

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 43 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

5.4.1 Planned Maintenance

The Contractor shall schedule and perform planned maintenance IAW the applicable Maintenance instructions, locally developed procedures and requirements. Maintenance Index Pages (MIPs) are issued for installed system/equipment that Planned Maintenance System (PMS) has been established. Each MIP is an index listing of a complete set of Maintenance Requirement Cards (MRCs) applicable to the system/equipment and includes a brief description of each maintenance requirement, the periodicity for each requirement, skill levels required and the average time needed to perform each MRC. MRCs provide detailed procedures for performing maintenance requirements and describe the “who, what, how, and with what resources” a specific requirement is to be accomplished. The PMS provides a simple and standard means of planning, scheduling, and performing preventive maintenance on all equipment to include antennas and antenna systems. PMS procedures are the minimum required to maintain equipment in a fully operable condition within standards. The Navy’s Maintenance and Material Management (3M) Manual (OPNAVINST 4790.4 (series), NAVIFOR 4790.1 (series), and NCTAMSLANTINST 4790.1 (series) describe the PMS. The 3M System is the nucleus for managing maintenance aboard ships and selected shore stations of the U. S. Navy. This system provides a means to plan, acquire, organize, direct, control, and evaluate the manpower and material resources required to support a mission. 3M incorporates the Planned Maintenance System (PMS) and Maintenance Data System (MDS). See OPNAVINST 4790.4 (series), and NCTAMSLANTINST 4790.1 (series). Technical Exhibit 8 lists applicable MIPs. The Government periodically revises these maintenance requirements through published revisions to MIPs and MRCs that will be provided to the Contractor. The Contractor shall implement these revisions when directed. Pending approval by the COR, the Contractor shall develop MIPs/MRCs for local use or submission to the Regional 3M Coordinator (R3MC), for new/additional equipment if not already provided. The Contractor shall maintain a quarterly PMS Performance Rate no less than 80% using the format provided in NCTAMSLANTINST 4790.1(series). The Contractor shall submit a Planned Maintenance System Performance Rate Report each month via the COR to the NCTAMS LANT R3MC or Type Commander (TYCOM) as required/requested. Weekly reports shall be submitted to the COR/TD. Personnel who perform, schedule or manage the NSCF NW workcenters shall maintain qualifications of the appropriate level. (Maintenance Person, Workcenter Supervisor, Division Office, Department head).

Use of a standard Maintenance Data System (MDS) for documenting 3-M related data is required. A MDS provides the means to plan, acquire, organize, direct, control, and evaluate manpower and material resources to support maintenance. All commands under NAVIDFOR administrative control will utilize the Automated Work Notification (AWN)/Maintenance Figure of Merit (MFOM) as their MDS program.

The SKED program shall be used to administer the 3M program.

5.4.2 Corrective Maintenance

a. The Contractor shall perform and/or assist with Corrective Maintenance of the SATCOM/communications equipment listed in Technical Exhibit 4A, Government Available

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 44 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Property. Corrective maintenance includes troubleshooting of faulty equipment, corrective repairs to restore equipment to performance specifications and condition specified in technical manuals, quality control directives, MIPs and MRCs, and supplemental guidance of cognizant Government engineering agents, engaging with appropriate Depot Level logistics support entity for parts and or technical support, and recording/reporting on such casualties and repairs. Timeliness of repairs shall be such that no loss of operational capability occurs where failure in equipment for which redundant equipment is provided. The Contractor shall evaluate and provide the COR and the NCTAMS LANT Electronics Material Officer information on casualties IAW NWP-10-1-10 (series). To satisfy timeliness of repair, the Contractor shall pursue all aspects of equipment repair, including identification and procurement of all parts needed. The Contractor shall at all times be able to demonstrate satisfactory repair progress. If the next required action lies with an external stakeholder, the contractor will document and maintain periodic contact with that organization for status. Repairs for which parts are locally available or not required, which take in excess of 7 days, will be considered unsatisfactory. Repairs in excess of 120 days, for which parts are not available locally, will be considered unsatisfactory. CASREP equipment shall be repaired within 24 hours of receipt of parts. The foregoing period requirements may be waived by the COR.

b . Naval Security Group Command/Naval Computer and Telecommunications Command UHF, SHF, EHF SATCOM Antenna Maintenance Manual provides limited guidance on corrective maintenance requirements for satellite antennas. The Contractor shall perform seasonal corrosion control and preservation of all external antennas and shelters and correct all minor deficiencies. For corrective maintenance to satellite antennas/terminals, the Contractor shall initiate corrective actions with the appropriate Program Office, In Service Engineering Agency (ISEA) and their Logistics support staff/contractors. The Contractor shall analyze the requirements, plan the job and estimate the cost of repairs. The Contractor shall correct all minor deficiencies. The Contractor shall notify the COR of the situation if the correction of the situation is deemed anything other than minor. A problem shall be deemed minor if it can be corrected in-house, using current supplies and repair parts of individual unit value NTE \$3000.00. If the situation is deemed anything other than minor, the Contractor shall seek permission from the COR to proceed. Should the Contractor require expert Government assistance for the repair of any item/equipment listed in Technical Exhibit 4A, pending COR approval, the Contractor shall use appropriate reporting (CASREP, SER, etc.) and contact the respective Program of Record to coordinate technical assistance.

c. The Contractor shall report corrective maintenance actions to the COR using the automated OPNAV 4790/2K form provided in the Micro-SNAP software, a Microsoft Office application, Satellite Equipment Reports (SERs) and other media as applicable IAW established policies and directives, or as requested by the COR. The OPNAV Form 4790/2K Maintenance Action Form is used for reporting completion and/or deferral of maintenance actions which do not result in a configuration change.

5.4.3 Perform Defense Information Infrastructure (DII) Assurance Program Monitoring

The Contractor shall perform DII required performance monitoring checks IAW DISA Circular 310-70-57. Performance monitoring includes but is not limited to sweeps, characterizations and remote sampling techniques of SATCOM equipment and systems. This may include coordinated troubleshooting efforts with remote users and communications service providers and managers.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 45 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

5.4.4 Assist with Scheduled Modifications, Removals, Upgrades and Installations

The Government may add to or modify the equipment listed in Technical Exhibits 4 thru 4C for the purpose of improving capability, performance and/or reliability. The Contractor shall assist in the coordination of scheduled modifications, upgrades and installations as approved by the COR which may involve review of documentation for impacts to site O&M. Detailed maintenance procedures will typically be provided for new or modified equipment. A CDMD-OA viewer account is required at a minimum to accomplish this (NCTAMS LANT Instruction 4130.1 series provides direction and guidance). The contractor shall ensure periodic reviews are conducted using the MFOM (Maintenance Figure of Merit) Model spreadsheet as directed by the Regional CDMD-OA Coordinator. In addition, the Contractor shall submit a SER within 5 working days of the completion of an installation, removal or modification. The Contractor shall use the Configuration Data Manager's Database – Open Architecture (CDMD-OA) and Site Access Management Tool (SAM-T) to document all new equipment installations, upgrades, and removals within 5 working days of installation/upgrade acceptance by the COR or NAVSATCOMMFAC Northwest Technical Director, or equipment/system removal. The Contractor shall complete this function within the periodicity specified above 99% of the time based on a calendar quarter. If such changes result in increased or decreased maintenance hours, the Contract will be amended pursuant to the FAR "Changes" Clause.

5.4.5 Monitor and Maintain Facilities

The Contractor shall maintain as a minimum, an accomplishment rate of 80% for facilities planned maintenance inspections detailed in the following subsections. The Contractor shall monitor the performance of facilities equipment/systems (HVAC systems, backup power generation systems, auxiliary support equipment, etc.) IAW DISAC 800-70-1. The Contractor shall identify problems and coordinate resolution with the Government entity, Naval Facilities Command, Public Works Office or their designated agents. Contractor personnel shall be qualified to identify problems and initiate power restoration processes IAW established Emergency Procedures. The Contractor shall perform planned maintenance inspections IAW the Facilities Planned Maintenance Inspection (PMI) Plan and minor maintenance on HVAC equipment. The Contractor shall conduct planned maintenance inspections and affect Minor Maintenance of interior and exterior electrical system including emergency generators, UPS, power distribution systems, entrance and distribution panels, switch gear, cable systems, conduits, controls, transformers, switches, receptacles, outlets, device plates, ground systems, emergency lights, light fixtures, and related appurtenances IAW the Facilities PMI Plan. The Contractor shall support the testing of all fire protection systems and equipment by pertinent Fire Department, Base, and regional facilities personnel. The Contractor shall inspect and maintain all portable fire protection equipment, including hydrostatic testing and recharging. The Contractor shall perform minor maintenance to ensure proper operation of plumbing systems. All sanitary fixtures shall be cleaned daily. Leaking faucets, broken water lines and damage fixtures shall be repaired immediately.

5.4.6 TELEPORT/Commercial Off The Shelf (COTS) equipment maintenance

The Contractor shall coordinate and provide logistics support for TELEPORT equipment as outlined in the DoD TELEPORT Product Support Management Plan (PSMP), the Joint Integrated Logistics Support Plan (JILSP), and any/all Government provided Logistics

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 46 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

documentation. The Contractor shall exercise due diligence to pursue warranty repair, replacement, and assistance whenever possible. The Contractor shall develop and submit to the government for approval a maintenance plan based on commercial standards, manufacturer technical manuals and recommendations for all TELEPORT and general COTs equipment not addressed by the Navy 3M system or other Government provided documentation. The Contractor shall perform routine cleaning and corrosion control on all antennas and terminals. This shall be done in accordance with established military practice, commercial standards, manufacturer technical manuals and recommendations. Periodic refurbishment of antennas/terminals is supported by supporting Program of Records.

5.5 PROVIDE TRAINING

5.5.1 Staff Training

The Contractor shall provide training in SATCOM operations in support of various stakeholders .

Historical data: Typical class/tour consist of 5-15 personnel for a 1-2 hour tour, twice/month.

5.5.2 Site Familiarizations

When requested by appropriate Government authority and approved by the COR, the Contractor shall conduct site tours and familiarization sessions with users. Most site familiarization tours, visits will provide a baseline presentation, followed by a site walkthrough and meeting to discuss specific stakeholder issues. Visitors range from technical subject Matter Experts to programmatic management to financial. These visitors include: Joint C4I Staff and Operations Course, Military Combatant Commanders and/or their subordinates, DISA program and technical visitors, to other US Government sponsored contractors.

Historical data: Typical familiarization tour consist of 5-15 personnel for a 1-2 hour tour, twice/month.

5.6 OTHER MISSION SUPPORT FUNCTIONS

5.6.1 Develop Communications Plans

The Contractor shall develop and or assist in the development of communications plans for operations and exercises as directed by cognizant authority, or the COR. The development of communications plans may be via conference, telephone or message format.

5.6.2 Maintain and Update Government Available Information

5.6.2.1 Maintain and Update Standard Operating Procedures (SOPs)

The Contractor shall maintain and update all applicable SOPs of the functions listed in Technical Exhibit 6A. The Contractor shall review the SOPs at a minimum, yearly, to ensure they accurately describe safe, reliable, accurate procedures for carrying out the functions and tasks of this PWS. The results of the annual review will be reported to the COR in writing in September. The Contractor shall revise or recommend deletion of those SOPs determined obsolete, draft SOPs for new procedures and submit them to the COR for approval. All SOPs remain the property of the Government.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 47 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

5.6.2.2 Maintain Technical Library

The Contractor shall maintain, update, and inventory the on-site technical library including the technical publications, Site and subsystem Drawings manuals and other materials listed in Technical Exhibit 4H . Some documentation, technical manuals and drawings, are incorporated into Interactive Electronic Technical Manuals (IETMs) that reside on the systems themselves.

5.6.2.3 Maintain Circuit History Folders

The Contractor shall maintain and update Circuit History Folders and Circuit Level Records listed in Technical Exhibit 6D in a database format as defined in DISA Circular 310-70-1. These documents and databases shall be 99% accurate and available to Contractor operations and maintenance personnel at all times.

5.6.2.5 Maintain Instructions

The Contractor shall maintain, update and inventory instructions listed in but not limited to Technical Exhibit 6B. The Government will add to, delete or modify the list as technological and operational changes occur.

5.6.3 Maintain GPETE

The Contractor shall maintain (repair) the GPETE available under this Contract. The Contractor shall deliver and pick-up the GPETE to and from the Field Calibration Activity (FCA) at NCTAMS LANT or such calibration facility as the Government may direct. GPETE shall be transported with due care to preclude damage or voiding of the calibration or the instrument by physical shock or environmental conditions. The Contractor shall not use any GPETE that is out of calibration without written authorization from the COR. The Contractor shall be held liable for all damage to or loss of GPETE unless the Government or their agent is at fault for this damage or loss. The Contractor shall replace lost or damaged manuals, adapters, and accessories necessary to operate the GPETE. The Contractor shall ensure a 90% accuracy of the inventory of GPETE, adapters, and accessories.

5.6.4 Maintain Logs/Records and Reports

5.6.4.1 Maintain Master Station Log

The Contractor shall maintain the facility's Master Station Log. Guidelines and retention periods for maintaining the facility's logs are contained in DISAC 800-70-1. Naval Telecommunications Publication, NTP-4 contains additional guidance for Navy record keeping.

5.6.4.2 Perform SATCOM 8-Hour Status Reporting

Every eight hours the Contractor shall record the status and performance of each DoD Gateway Earth Terminals (minus MUOS) uplink and downlink and report the results to the appropriate satellite controller IAW DISAC 800-70-1. The Contractor shall maintain a file of reports submitted per DISAC 800-70-1.

5.6.4.3 Perform Ground Mobile Forces (GMF) and Mobile Mission Forces (MMF) Status Reporting

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 48 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The Contractor shall report on the performance of active MMF/GMF missions/trunks as required to the appropriate Satellite Controllers. The reports are to be prepared and files maintained IAW DISAC 800-70-1 and DISA CONEXPLAN 10-95.

5.6.4.4 Report Equipment Failure via Hazardous Condition (HAZCON) Message

A HAZCON is a condition, applicable to links and facilities in which loss or severe degradation of communications is probable unless preventive/corrective action is taken. A HAZCON shall be reported to the appropriate operational chain in the event of a failure of any combination of primary or back-up communications equipment or power facilities if the failure of another like component would lead to severe degradation or cause a link or facility outage. (Refer to Fleet Operational Telecommunications Program Manual and appropriate DISAC.) The Contractor shall report all HAZCONs as they apply to the operational status of the NAVSATCOMMFAC NW 100% of the time. HAZCON reports shall be submitted IAW applicable DISA Circulars and guidance, and a historical file maintained on-site. Although declaration of a HAZCON is discretionary, it must be viewed as an urgent notification of a major problem that has occurred or is projected to occur. Guidelines used to determine if a HAZCON should be reported are contained in DISAC 310-55-1 and DISAC 800-70-11. These reports shall be sent to the satellite controllers and to the NCTAMS LANT JFTOC Watch Officer via SIPRNET or other secure media as authorized and appropriate.

5.6.4.5 Report Service Disruptions via Situation Reports (SITREPs)

The Contractor shall submit SITREPs to the NCTAMS LANT JFTOC Watch Officer and appropriate controlling authority on all service disruptions and initial satellite mission access within 15 minutes of their occurrence 99% of the time based on a calendar quarter. Service disruptions to be reported include all circuitry/trunks and ancillary equipment. Guidelines for producing this report are contained in the FOTP. Satellite system disruptions can include but are not limited to system outages and degradations, loss of system redundancy, equipment failures, and scheduled and unscheduled maintenance. The Contractor shall normally become aware of a disruption when either a system alarm sounds or a user of the system reports it. The Contractor shall therefore monitor all local and remote alarms and other notification means, trouble shoot the problem after notification received, and correct where possible site-related problems. In the case of a Fire, Flood, Security Breach, or personal injury that significantly impacts the site, the contractor shall prepare a Unit SITREP and/or Operational Report (OPREP) to be delivered for release to the NCTAMS LANT Command Duty Officer (CDO) and NSA HR NWA, SITREPS on personnel casualties and incidents of interest to the Navy and public media.

5.6.4.6 Satellite Communications Equipment Reporting System (SER)

SERS configuration management tool that compiles a collection of DISA equipment, system and subsystem performance information used to identify and characterize deficiencies in equipment and operator maintenance procedures and performed IAW Army Forces Strategic Command Circular 1 (ASC-1), and ASC-3. These reports record all equipment configuration changes, systems operating hours, equipment failures, and repair, maintenance, and supply data. The Contractor shall prepare a SER as soon as possible but not later than 24 hours after the occurrence of such events. Reports shall be made in accordance with the Satellite Communications Equipment Reporting System described in DISAC 270-A85-1 and DISAC

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 49 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

800-70-1.

5.6.4.7 Report Equipment Malfunction via Casualty Report (CASREP)

A CASREP is a report designed to support the Chief of Naval Operations (CNO) and fleet commanders in the management of assigned forces by advising them of equipment casualties which significantly affect the operational status of an activity. The CASREP also alerts the Naval Safety Center of incidents which are crucial in mishap prevention. Initial 24/7 notifications shall be made to site leadership (Site Manager and TD/COR). Generally, a CASREP is submitted within 24 hours for equipment casualties that cannot be corrected within 48 hours. Applicable guidance is contained in Naval Warfare Publication 10-1-10 (series). The Contractor shall prepare draft CASREPs and submit them to the NCTAMS LANT Electronics Maintenance Officer (EMO), Code N6 for release. A CASREP shall be drafted within 24 hours 99% of the time for any equipment malfunction or deficiency which cannot be corrected within 48 hours and which: reduces the station's ability to perform a primary mission, or reduces the station's ability to perform a secondary mission in accordance with guidance provided in NWP 10-1-10 (series). Before a CASREP is generated, the Contractor will discuss his/her intentions and submit a CASREP draft to NCTAMS LANT's EMO for approval and release. The Contractor shall coordinate updates to uncorrected CASREPs in a similar manner. Historical CASREP folder will be maintained to track and manage CASREPS.

5.6.4.8 Prepare Detailed Outage Reports

Upon request from the appropriate authority (normally the JFTOC Watch Officer), the Contractor shall provide a report detailing the actions taken during a system outage. The Detailed Outage Report shall be made in accordance with DISAC 310-55-1.

5.6.4.9 Staff Authorized Service Interruptions (ASI)

Upon recognition of the need for scheduled or unscheduled maintenance requiring shutdown of satellite terminal systems or any other system that would result in operational impact, the Contractor shall staff a ASI in accordance with the FOTP, the DISAC 310-70-1, and other pertinent directives/instructions. When notified of imminent or emerging higher level or ancillary outages, appropriate efforts will be made to notify affected stakeholders at earliest opportunity.

5.7 PROCURE PARTS/SUPPLIES AND MAINTAIN INVENTORIES

The Contractor shall keep the required inventories and stocks of repair parts, assemblies, modules, and equipment identified in Technical Exhibit 4B 98% accurate and 98% available at all times. All materials, equipment, and spare parts shall be maintained at NAVSATCOMMFAC NW.

5.7.1 Procure Supplies

The Contractor shall procure all materials, equipment, and spare parts necessary to perform this contract and maintain an inventory IAW Prescribed Load List (PLL) and other authoritative documents to ensure timely repairs, minimize downtimes, and avoid mission failure.

5.7.2 Repairable Parts Inventory

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 50 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The Contractor shall maintain an inventory of all depot level and consumable repair parts located at NAVSATCOMMFAC NW. The Contractor shall provide the COR with a copy of the inventory upon request. The Government will provide the current inventory of DLR and non-DLR repair parts during the phase-in period. The Contractor shall maintain a parts inventory IAW this PWS and Technical Exhibits, which will be adjusted by signed agreement between the Contracting Officer's authorized agent and the Contractor as necessary during the span of the Contract.

5.7.3 Minor/Plant Property Inventories

The Contractor shall maintain inventories for minor and plant property IAW NCTAMSLANTINST 7321.2 (series) and the annual inventory letter as promulgated by the requiring officer, CO, NCTAMS LANT. The Contractor shall provide the COR with a copy of either inventory upon request. The Government will provide the latest inventories of minor and plant property during the phase-in period. The Contractor shall provide the COR an inventory semi-annually of Government Available DLR and repair parts.

5.7.4 Antenna Propane Management

The Contractor shall monitor antenna heater propane tank levels and procure propane in order to fulfill requirements of the contract ensuring propane tank levels are sustained at minimum of 50%. Propane procurements will be reimbursed as part of the Materials ODC CLIN.

Historical data: During FY 2016 and 2017, propane expenses averaged \$30,000 a year.

This is provided as historical information only and is not predictive of any future estimates.

5.8 HEMP MAINTENANCE AND SURVEILLANCE

The Contractor shall perform HEMP maintenance and surveillance on NAVSATCOMMFAC Building 352 and three AN/GSC-52B(V)5 Terminals IAW MIL-STD-188-125-1 (17 July 1998) and MIL-HDBK-423 (15 May 1993). Typical maintenance and surveillance requirements are depicted in Technical Exhibit 2

5.9. HOUSEKEEPING AND MINOR REPAIRS

Contractor shall provide services associated with housekeeping items and minor repair or replacement actions intended to maintain the habitability and clean, orderly appearance of the facility. These include cleaning and preservation of floors, walls, replacement of lamps bulbs, minor painting, replacement of wall and overhead acoustical ceiling tiles, removal of trash to outside receptacles or designated collection point, etc.

SECTION C-6. APPLICABLE DOCUMENTS

6.0 GENERAL

The documents listed below will be provided to the Contractor. The Contractor shall be responsible for maintaining an accurate inventory and entering changes to them.

6.1 FEDERAL STANDARDS, PUBLICATIONS, FORMS

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 51 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- OSHA (29 CFR 1910)
- FAR 52.223-3
- National Security Agency Electronic Key Management Manual 703.2

6.2 MILITARY DIRECTIVES, STANDARDS, INSTRUCTIONS, PUBLICATIONS, AND FORMS

- CJCSI 6250.01D
- COMSEC's Management Handbook
- DISAC 270-A85-1, Satellite Communications (SATCOM) Equipment Reporting System
- DISAC 310-70-1, Methods and Procedures, Global Information Grid (GIG) Technical Control
- DISAC 310-80-001 Global Contingency and Exercise (CONEX) Planning
- DISAC 310-130-2, Defense Communications System Management Thresholds (MT) and Performance Objectives (PO)
- DISAC 800-A110-1, Defense Satellite Communications System Security Classification Guide
- DISAC 800-70-1, Operations and Control of the Defense Satellite Communications System (DSCS)
- DoDI 2000.12 (series)
- DoDM 5220.22M
- DoDI 5220.22M
- DoDD 8140.1
- DoDI O-2000.16
- DoDI 5200.08 (series)
- DoDI 8500.1
- DoDI 8510.01
- EKMS-1 (series)
- EKMS-1 Supp 1 (series)
- EKMS-3 (series)
- EKMS-5 (series)
- USSTRATCOM Strategic Instruction 714 (series)
- MIL-STD-188-100, Common Long-Haul and Tactical Communication System Technical Standards

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 52 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- MIL-STD-188-125-1 (17 July 1998)
- MIL-HDBK-423 (15 May 1993)
- MILSTRIP/MILSTRAP Manual NAVSUP Publication P-437
- NAVEDTRA 43462-2 KMI User PQS
- NAVSUP Publication P-4107 (Master Repairable Item List)
- NCTAMSLANTINST 2280.3 (series)
- NCTAMSLANTINST 2280.4 (series)
- NCTAMSLANTINST 4790.1 (series)
- NCTAMSLANTINST 5100.5 (series)
- NCTAMSLANTINST 5239 (series)
- NCTAMSLANTINST 5510.1(series)
- NCTAMSLANTINST 5530 (series)
- NTP-4 Naval Communications Publication
- NWP 10-1-10 (series)
- OPNAVINST 4790.4 (series)
- OPNAVINST 5090.1 (series)
- OPNAVINST 5100.23 (series)
- OPNAVINST 2221.5 series
- OPNAVINST 5239.1 (series)
- OPNAVINST 5530.14 (series)
- SECNAVINST 5239.20
- SECNAVINST 5239.3 (series)
- SECNAVINST 5720.42 (series)
- SECNAV M5239.1 (series)
- SECNAV M5239.2 (series)
- SECNAV M5510.36
- SECNAV M5510.30
- SORTS Manual

- Freedom of Information Act (FOIA)
- Wideband Standards and Operations Procedures (WSOP)
- 3M Supplemental Notices

Section C-7. Contract Data Requirements List

7.0 General

Contract Data Requirements List (CDRL) items are summarized below.

Data Item No	Subtitle	Contract Ref	Frequency
A001	WATCH TURNOVER REPORT	TE 7	DAILY(X3)
A002	C4I/MMF West LANT DISA 8HR Report	5.2.4, 5.6.4.2	DAILY(X3)
A003	C4I/MMF EAST LANT DISA 8HR REPORT	5.2.4, 5.6.4.2	DAILY(X3)
A004	C4I/MMF EPC RES DISA 8HR REPORT	5.2.4, 5.6.4.2	DAILY(X3)
A005	COMPOSITE DAILY SUMMARY REPORT	5.2.4	DAILY
A006	DISA EARTH TERMINAL FDMA 8HR REPORT WEST LANT	5.2.4, 5.6.4.2	DAILY
A007	DISA EARTH TERMINAL FDMA 8HR REPORT EAST LANT	5.2.4, 5.6.4.2	DAILY
A008	DISA EARTH TERMINAL FDMA 8HR REPORT EPC RES	5.2.4, 5.6.4.2	DAILY
A009	GMF 8HR REPORT	5.6.4.3	DAILY/AS REQUIRED
A010	MAINTAIN MASTER STATION LOG	5.6.4.1	DAILY (CONTINUOUS)
A011	QUARTERLY TRAVELING WAVE TUBE REPORT	5.6.4.6	QUARTERLY
A012	CASUALTY REPORT (CASREP)	5.6.4.7	AS REQUIRED
A013	DETAILED OUTAGE REPORT	5.6.4.8	AS REQUIRED
A014	HAZCON REPORT	5.6.4.4	AS REQUIRED
A015	REQUEST FOR DOWNTIME	5.6.4.9	AS REQUIRED
A016	SATELLITE COMMUNICATIONS EQUIPMENT REPORTING SYSTEM (SER) REPORT	5.6.4.6	QUARTERLY
A017	SITUATION REPORT (SITREP)	5.6.4.5	AS REQUIRED
A018	3M RAR REPORT	5.4.1	QUARTERLY
A019	PMS PERFORMANCE RATE REPORT	5.4.1	MONTHLY

A020	FACILITIES INSPECTION REPORT	1.7.7, 5.4.5.5	WEEKLY
A021	DEPOT LEVEL REPAIR AND REPAIR PARTS INVENTORY	5.7.2	SEMI-ANNUALLY
A022	NAVY WARFARE PUBLICATION LIST (NWPL)	5.6.2.4	QUARTERLY
A023	LINK RELIABILITY REPORT	5.2.4	MONTHLY
A024	REVIEW AND COMMENT ON OEM (INSTALLATIONS, OPERATIONS, AWARDS INPUTS)	TE 7	AS REQUIRED
A025	SAFETY, SECURITY, HAZMAT, HAVOSH REPORTS	TE 7	AS REQUIRED
A026	KEY CONTROL INVENTORY REPORT	1.7.2	QUARTERLY
A027	COMSPOTS	TE 7	AS REQUIRED
A028	CMS DESTRUCTION REPORTS	5.3.4	MONTHLY/AS REQUIRED
A029	VIRUS INCIDENT REPORTS	1.7.6	AS REQUIRED
A030	IAVA REPORTS	TE 7	AS REQUIRED
A031	SUPPLY TRANSMITTAL	TE 7	BI-MONTHLY
A032	VIRUS REPORTS	TE 7	MONTHLY
A033	MINOR/PLANT PROPERTY REPORTS	TE 7	AS REQUIRED/ ANNUALLY
A034	ABOVE GROUND STORAGE TANK (AST) INSPECTION	TE 7	DAILY
A035	TRANSITION PLAN	1.9.1	10 days after award
A036	SAFETY PLAN	1.8.1	Completion of Phase-In
A037	ENVIRONMENTAL PLAN	1.8.2	Completion of Phase-In
A038	FACILITY PLANNED MAINTENANCE INSPECTION PLAN	4.2.5	30-days after contract award
A039	PHYSICAL SECURITY/LOSS PREVENTION PLAN	1.7.2	30-days after contract award
A040	QUALITY CONTROL PLAN	1.3	45-days after phase-in
A041	TRAINING PLAN FOR CMS USERS	1.2.1	Completion of Phase-In
A042	STRIKE CONTINENCY PLAN	1.9.2	30-days after contract award
A043	EMERGENCY OPERATION AND RESPONSE PLAN	1.9.3	Completion of Phase-In
A044	INFORMATION OPERATIONS CONDITION (INFOCON) PLAN	1.7.6.6	30-days after contract award

A045	DCWF Training Plan	1.2.1.f	Completion of Phase-In
------	--------------------	---------	------------------------

Section C-8. Technical Exhibit List

7.0 General

A list of technical exhibits is provided below.

Tech Exhibit	Title
1	Acceptable Quality levels
2	HEMP Maintenance and Surveillance
3	Contractor Responsibility
4	Government Available Equipment
4A	Communications Equipment
4B	Repair Parts and Consumables
4C	Facilities Equipment
4D	Keys and locks
4E	Special and General Tools
4F	Test Equipment
4G	Furniture Running Inventory
4H	Site Drawings
4I	Technical Manuals
5	Reserved for Future Use
6	Government Available Information
6A	Standard Operating Procedures
6B	Instructions and Publications
6C	Information Systems
6D	CCSD List
7	Reports and Records
8	Preventive Maintenance
8A	SATCOM MIPs
8B	MUOS MIPs
8C	IS/IA/IT MIPs
9	Equipment Maintenance Exceptions
10	Workload History-Estimates
11	Required Contract Plans
12	Required Travel History Estimates

ENTERPRISE – WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

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

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 56 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

(3) Y, Construction of Structures and Facilities;

(4) S, Utilities ONLY;

(5) V, Freight and Shipping ONLY.

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

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

Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 57 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 DoD Instruction 5200.46 (09-Sep-2014), "DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)" , "DoD Instruction 1000.13 (23-Jan- 2014), Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals", or subsequent DoD instructions) 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 individual's start date.

Sensitive Positions

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

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

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 58 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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. 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.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 59 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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.

**SUPTXT203.1106-1 (3-18) NAVY USE OF ABILITYONE SUPPORT CONTRACTOR -
RELEASE OF OFFEROR INFORMATION (Mar18)**

NAVSUP FLC Norfolk may utilize contractor support through the AbilityOne Program, as needed, to perform contract closeout functions for this acquisition. Information, including business sensitive/confidential or proprietary data, that the offeror provides to the Government or information already in the possession of the Government may be viewed and utilized by the AbilityOne Program support contractor personnel during the course of its contract performance. The information that may be made available to the support contractor may include, for example, pricing and technical proposals, historical contract, pricing and performance information, Commercial Asset Visibility (CAV) reporting information and similar data/information.

By submission of a proposal in response to this solicitation, the offeror and its subcontractors consent to a release of their business sensitive/confidential or proprietary data to the Government's AbilityOne Program support contractor personnel in order to perform close out services. Prior to the release of any such information to the support contractor, the support contractor will have in place with the Government a Non-Disclosure/Non-Use Agreement in accordance with the terms of the AbilityOne Program support contract.

Offerors may execute their own Non-Disclosure Agreement with the AbilityOne Program (AbilityOne contact information available from the contracting point of contact). The support contractor must provide copies of the executed agreements to the Contracting Officer and the Contracting Officer's Representative (COR) for the support contract; and the offeror/contractor for this acquisition must provide copies of the executed Agreement to the Contracting Officer for this acquisition. If the offeror/contractor seeks such a Non-Disclosure Agreement with the AbilityOne Program support contractor, the Agreement must be executed no later than the date of final delivery under the resulting NAVSUP FLC Norfolk contract.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 60 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

SECTION D PACKAGING AND MARKING

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 61 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX

1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 62 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.

- **Contracting Officer's Representative (COR)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.

5.0 PERFORMANCE REQUIREMENTS SUMMARY

1. The Contractor shall provide all services, functions, and tasks required to fulfill the NAVSATCOMMFAC mission. This includes:
 - a. Managing the telecommunications operations;
 - b. Operating telecommunications systems and equipment;
 - c. Operating a Large Enterprise SATCOM Gateway/MUOS Remote Access Facility & Switching Facility/Satellite Technical Control Facility;
 - d. Managing the Local EKMS User Account;
 - e. Maintaining Radio Frequency Satellite Communication systems;
 - f. Providing training to NCTAMS LANT and DoD customers;
 - g. Performing mission support functions;
 - h. Monitoring operation of facilities.
 - i. Providing operations and maintenance reports described in the PWS and Technical Exhibit 7.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 63 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

j. Cyber Security Network Defense

Most of the functions, as well as the methodology for performing them, are prescribed in Government Instructions/Plans/Manuals. Thus, the COR/QAI must thoroughly understand the functions and Government documents that control them. The Contractor shall be required to accomplish all NAVSATCOMMFAC functions IAW Government documents, where applicable, unless the Government determines that alternate proposals are more effective and beneficial to the Government. This allows the Contractor to fulfill the requirements of this Contract yet use ingenuity and current technology to submit proposals for improvements. For these reasons, it is imperative that the COR/QAI completely understand the work required and be able to determine if the Contractor is meeting the minimum standards of performance in a manner that is most favorable to the Government's interests.

6.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix, included below, describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- Even though the Government will be monitoring the Contractor's performance on a continuous basis through its COR/QAI, the sheer volume of tasks performed by the Contractor make 100% technical inspections impractical. Accordingly, the COR/QAI will use four methodologies (records inspections, deliverable reviews, spot checks, and validated formal complaints) to monitor the Contractor's performance under this contract. The use of these methodologies is described in Exhibit (A) to this QASP.
- The monitoring methods set forth in Exhibit A are the formal/documented methods for monitoring the Contractor's work. However, the COR/QAI will also have to informally monitor the work be accomplished. By observing the activities and using his or her best professional judgement, the COR/QAI must get a "sense" of the quality of the Contractor's work. If the COR/QAI have a sense that an activity is not being done correctly, then he/she should meet with the Contractor's on-site representative and express his/her concerns.

7.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in Exhibit A and in the Performance Work Statement (PWS).

8.0 DOCUMENTATION

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 64 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

8.1 QUALITY ASSURANCE SURVEILLANCE FILE

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the COR
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract administration team
- A record of all accepted receiving reports, required documentation with the submission of each receiving report, and reviews and verifications of ITJs.
- Memoranda for the record or minutes of any pre-performance meetings or conferences.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to the PWS.

1. QUALITY ASSURANCE REPORTING FORMS

1. The COR/QAI will use two quality assurance monitoring templates (Exhibits B&C) to monitor, document and evaluate the Contractor's performance under the contract. The two forms, when completed, will document the COR/QAI's understanding of what the Contractor was tasked to do, what was actually performed, and the impact or consequences of the performance.

2. The COR/QAI will rate each event in accordance with the following definitions of Contractor performance:

- a. Acceptable – an acceptable level of performance that meets the minimum standards of performance;
- b. Unacceptable – a level of performance that fails to meet the minimum standards of performance.

3. The COR/QAI must substantiate all tasks whether he judges them to be indicative of "unacceptable" or "acceptable" performance. The results of these surveillance reports will provide documentation for the periodic "Contractor Performance and Assessment Reports System" (CPARS) to the KO. This will provide the Government, and the Contractor, with a record of the Contractor's performance. Should the Government wish to re-compete this work in the future this record can be used as either a positive or

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 65 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

negative past performance history.

4. The COR/QAI will forward copies of any QA monitoring forms describing unacceptable performance to the KO and Contractor by close of business on the day the forms were prepared. The Contractor shall respond in writing to any negative or unacceptable QA monitoring forms within 5 business days after receipt of the forms.

9.0 ANALYSIS OF SURVEILLANCE RESULTS

1. The KO will review each unacceptable QA monitoring form prepared by the COR/QAI. When appropriate, the KO may investigate an event further to determine whether all facts and circumstances surrounding the event were considered in the COR/QAI's opinions outlined on the forms. At the KO's discretion, he/she may discuss an event resulting in a substandard rating with the Contractor to assure that corrective action is initiated promptly.

2. At the end of each month, the COR/QAI will prepare a written report for the KO summarizing the overall results of his or her surveillance of the Contractor's performance during the previous month. This report will become part of the formal QA documentation.

10.0 INCENTIVES/DISINCENTIVES

The COR makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in termination of the contract and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with inspection of services provisions of the contract, the contractor will be incentivized to provide quality services in a timely manner since the Government can require the Contractor, at no additional fee, to replace or correct work that fails to meet requirements. To maximize the profit earned on costs incurred, the contractor is incentivized to ensure that quality services are provided in a timely manner.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 66 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

11.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 67 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

EXHIBIT A

A. Maintain Satellite Trunk/Link Reliability

1. Contract Requirement: Section C-5.2.5 of PWS.
2. Performance Indicator: The Contractor shall maintain the reliability of all Defense Systems Agency (DISA) trunks at a performance objective percentage of 99% IAW DISAC 310-130-2, 24 hours a day, seven days a week. The Contractor shall maintain the reliability of all DISA links at a performance objective percentage of 99.5% IAW with DISAC 310-130-2, 24 hours a day, seven days a week. Non-DISA trunks and links shall be operated and maintained at the same respective levels of reliability. Trunk reliability is based upon the average of the reliability of each channel of a trunk.
3. Primary Method of Surveillance: Review the Contractor reports, order wire archives and Master Station Logs.
4. Quantity of Work Performed: Various.
5. Level of Surveillance:

Level I - All reports monthly.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 68 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Level II - All reports twice monthly.

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past month was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

6. Sample size: 100% of the Contractor's and Station trunk/link reliability reports, order wire archives, Emails, SITREPS, ASIs, and Master Station Logs.

7. Sampling Procedure: The COR/QAI will review the Contractor's trunk/link reliability report for the reliability percentage(s).

8. Evaluation Procedures: The COR/QAI will also randomly choose trunks/links and calculate reliability rates by reviewing Master Station Logs to find the total time the selected trunks/links were available versus the time the selected trunks/links were not available. Scheduled outages are excluded from total available time and unavailable time. The trunk/link reliability is calculated according to the following formula:

$$\text{Channel Reliability} = 100 * \frac{\text{Total Time of Period} - (\text{Scheduled} + \text{Unscheduled Outage})}{\text{Total Time of Period} - \text{Scheduled Outage}}$$

$$\text{Trunk/Link Reliability} = \frac{\text{Sum of Channel Reliabilities}}{\text{Number of Channels}}$$

The COR/QAI will ensure that trunk/link reliability rates meet the levels specified in AQLs 3 and 4, respectively, of Technical Exhibit 1 and that calculated rates match those provided by the Contractor.

9. Analysis of Results: Trunk reliability rates less than 99% are unacceptable. Link reliability rates less than 99.5% are unacceptable.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 69 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

A. B.Configure and Activate New Links, Circuits and/or Trunks

10. Contract Requirement: Section C-5.2.6 of PWS.
11. Performance Indicator:The Contractor shall configure and activate new links, circuits and/or trunks when requested by the appropriate controlling authority within 15 minutes of the required activation time, 98% of the time quarterly. There shall be no more than two formal customer complaints quarterly regarding delay in activation of link, circuit, or trunk.
12. Primary Method of Surveillance:Records inspection.Customer complaints via various media to include but not limited to Delayed Service Reports; Exception Reports, COMSPOTS, SITREPS, and MSL will be used as a secondary measurement.
13. Quantity of Work Performed:Various.
14. Level of Surveillance:

Level I – Monthly

Level II - Twice monthly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past month was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.
15. Sample Size:100% of activation requests since last inspection. All formal customer complaints.
16. Sampling Procedure:The COR/QAI will review the Site's NIPR and/or SIPR email distribution list and Master Station Log to record the number of times the Contractor was requested to activate a new link, circuit, or trunk and the number of times the activation was not completed within 15 minutes. DISA will normally issue via message or email: "Delayed Service reports" (DSRs) or "Status of Acquisition Messages" detailing reasons for delays, or forward "In-Effect Reports" acknowledging completed circuit actions. The COR/QAI will continuously accept and count formal customer complaints.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 70 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

17. Evaluation Procedures: The COR/QAI will compute the Activation Accomplishment Rate (AAR) each quarter as follows:

$$AAR = 100 * \frac{\text{Total Requests} - \text{Number Not Activated in 15 Minutes}}{\text{Total Requests}}$$

The COR/QAI will count the number of formal complaints per quarter.

The COR/QAI will ensure that configuration/activation rates and formal customer complaint thresholds meet the levels specified in AQL 5 of Technical Exhibit 1.

18. Analysis of Results: Configuration/activation rates less than 90% as calculated in 8 above are unacceptable. More than two formal customer complaints per quarter is unacceptable.

I. C2 Circuit Monitoring (i.e. Order Wire, Chat, etc...)

19. Contract Requirement: Section C-5.2.9 of PWS.

20. Performance Indicator: The Contractor shall monitor all order wires, phones, official chat forums and respond to, (QSL) entries within 5 minutes of receipt, 98% of the time. Site NIPR and SIPR email accounts shall be monitored, and handled appropriately.

21. Primary Method of Surveillance: Review of Master Station Log and inspection of order wire records, Site NIPR and SIPR email accounts, and/or other correspondence.

22. Quantity of Work Performed: Continuous.

23. Level of Surveillance:

Level I - One day each month

Level II - Two days each month

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 71 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past month was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

24. Sample Size:100% of the order wire entries.

25. Sampling Procedures: On a day randomly chosen by the COR/QAI, he or she will review the entries for the previous 48 hours from randomly selected order wires or official chat forums. The COR/QAI may select any or all order wires.COR/QAI will monitor email traffic to site's group security accounts/distribution lists for customer complaints.

26. Evaluation Procedures:The COR/QAI will count the total number of entries in selected order wires.The COR/QAI will count the number of occurrences when the Contractor did not respond to an entry within 2 minutes. The COR/QAI will compute the response rate for each selected order wire as follows:

$$\text{Response Rate} = 100 * \frac{\text{Total Entries} - \text{Entries not Meeting Two Minute Response}}{\text{Total Entries}}$$

The COR/QAI will ensure the response rate meets the level established in AQL 6 of Technical Exhibit 1.

27. Analysis of Results:An order wire response rate less than 98% as calculated in 8 above is unacceptable.More than 2 valid complaints of slow or non-responsiveness is unacceptable.

I. Management and Use of Classified Material/Information

28. Contract Requirement: Section C-5.4.1 of PWS.

29. Performance Indicator:The Contractor shall implement a preventative maintenance program IAW Navy 3M, and maintain, a minimum planned maintenance system (PMS) performance rate (PPR) of 80% or greater quarterly.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 72 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

30. Primary Method of Surveillance: Review of PMS schedules, PPR reports, and spot checks of individual maintenance requirements.

31. Quantity of Work Performed: Approximately 800 hours of planned maintenance quarterly.

32. Level of Surveillance:

Level I - Monthly

Level II - Twice monthly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past month was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

33. Sample Size: 100% of the PMS schedules, PPR reports, and planned maintenance requirements.

34. Sampling Procedure: The COR/QAI will review maintenance schedule boards, counting maintenance requirements of periodicity every two weeks or longer, completed, deferred, lost, or partially completed, to determine the recorded accomplishment rate (RAR). The COR/QAI will conduct a minimum of 6 spot checks quarterly, of actual maintenance performance to determine the accomplishment confidence factor (ACF).

35. Evaluation Procedures: The COR/QAI will determine the PPR as follows:

RAR

=

$$\frac{\text{Number of Checks Completed} + (\text{Number of Partial Checks}/2)}{\text{Number of Checks Scheduled} - \text{Number of Checks Rescheduled}}$$

ACF

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 73 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

=

Number of Satisfactory Spot Checks + (Partial Spot Checks/2) Number of Spot Checks
Conducted

PPR

=

100 * RAR * ACF

36. Analysis of Results: A PPR of less than 80.0% is unacceptable.

A. Corrective Maintenance

37. Contract Requirement: Section C-5.4.2 of PWS.

38. Performance Indicator: The Contractor shall perform corrective maintenance on the equipment listed in Technical Exhibit 4. Within the limits discussed below, timeliness of repairs shall be such that minimal or no loss of operational capability occurs upon failure in equipment for which redundant equipment is provided.

39. Primary Method of Surveillance: The COR/QAI will review casualty reports, hazardous condition reports, situation reports, communications spot reports, Master Station Log, maintenance actions reports, other correspondence with users or controlling authorities, equipment status boards, and/or supply (logistics) records maintained by the Contractor.

40. Quantity of Work Performed: Various and continuing.

41. Level of Surveillance:

Level I - Twice weekly

Level II - Daily

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 74 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past week was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

42. Sample Size:100% of corrective maintenance.
43. Sampling Procedures:The COR/QAI will review the documents listed in 3 above, noting equipment deficiencies, reporting status, repair parts/assistance required to correct, status of request for parts/assistance, time of failure, and time of correction.
44. Evaluation and Analysis:Repairs for which parts are available locally or not required which take in excess of 7 days will be considered unsatisfactory.Repairs for which parts are not available locally which are not completed within 120 days are considered unsatisfactory.CASREP equipment shall be repaired with 24 hours of receipt of parts.
- A. Assist with Scheduled Modifications, Removals, Upgrades, and Installations**
45. Contract Requirement: Section C-5.4.4 of PWS.
46. Performance Indicator:The Contractor shall assist in the coordination of modifications, removals, upgrades and installations.This level of effort is concerned with outages for cutover, phasing in the changes and advising users of the new procedures.The Contractor shall aid in the configuration management (CM) of the site verifying and retaining appropriate CM documentation. The Contractor shall submit satellite equipment reports (SERs) with 48 hours of the changes and CDMD-OA workfiles or SAM-T within 30 working days of the changes 95% of the time based on a calendar quarter. Site Asset Management Tool (SAM-T) updates shall be completed locally, the day of installation completion.
47. Primary Method of Surveillance: The COR/QAI will review back copies of SERs, acceptance testing packages, Program Logistics Documents, Master Station Log, order wire archives, message logs, CDMD-OA files and reports, SAM-T, DD-1149s or equivalent equipment custody lists.
48. Quantity of Work Performed:Approximately 40 man hours monthly (intermittent and varying in scope and effect).

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 75 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

49. Level of Surveillance:

Level I - 100% of SERs, CDMD-OA workfiles, SAM-T, acceptance testing packages submitted quarterly.

Level II - 100% of SERs, CDMD-OA workfiles, SAM-T, acceptance testing packages submitted monthly.

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past quarter was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

50. Sample Size: All modifications, removals, upgrades and installations.

51. Sampling Procedures: The COR/QAI will review the master station log, SERs, email, messages, Site schedule, Logistics documentation, DD-1149s for new and removed equipment and acceptance testing packages, noting the number of reportable configuration changes, the time of acceptance and time of reporting the configuration changes. Each quarter, the reporting rate will be determined by:

$$\text{Reporting Rate} = 100 * \frac{\text{Total Changes} - \text{Changes Not Reported within Time Limit}}{\text{Total Changes}}$$

Total Changes

52. Evaluation Procedures and Analysis of Results: A reporting rate less than 95% based on a calendar quarter is unacceptable performance.

A. Minor Repairs to Facilities

53. Contract Requirement: Section C-5.6.3 of PWS

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 76 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

54. Performance Indicator: The Contractor shall ensure as a minimum, the GPETE, adapters, and accessories inventory is 90% accurate all the time, that the equipment is properly calibrated and in good repair (AQL 11 of Technical Exhibit 1).

55. Primary Method of Surveillance: The COR/QAI will review the inventory of GPETE, adapters, and accessories.

56. Quantity of Work Performed: Four hours per month.

57. Level of Surveillance:

Level I - Quarterly

Level II – Monthly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past quarter was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

58. Sample Size: 100% of the GPETE inventory is subject to sampling.

59. Sampling Procedures: The COR/QAI will randomly select 20 items from the inventory for inspection of condition and comparison to the GPETE inventory.

60. Evaluation Procedures: Each unaccounted item, item out of calibration, or in poor repair will count as one deficiency. The COR/QAI will calculate the accuracy rate as follows:

$$\text{Accuracy Rate} = 100 * \frac{20 - \text{Number of Deficiencies}}{20}$$

20

61. Analysis of Results: An accuracy rate less than 90% is unacceptable.

A. Report Hazardous Conditions via HAZCON Reports

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 77 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

62. Contract Requirement: Section C-1.7.6 of PWS.

63. Performance Indicator: The Contractor shall maintain an 90% accomplishment rate for CS tasks identified in Technical Exhibit 10 in support of Systems identified in PWS's Technical Exhibit 6C.

64. Primary Method of Surveillance: Review Cyber Security scheduling, accomplishment documentation, and reoccurring periodic task, and response to emerging CS task/requirements (STIGS, IAVAs, SCANs, FRAGORDs, etc...).

65. Quantity of Work Performed: Continuous.

66. Level of Surveillance:

Level I - One day each month Level II - Two days each month

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past month was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

67. Sample Size: 100% of actions involving Cyber Security tasks identified in TE 10 will be subject to quality assurance inspection/review.

68. Sampling Procedures: The COR/QAI will review previous months Cyber Security reoccurring schedule boards to identify number of checks completed as compared to not completed. In addition, the COR/QAI will perform a minimum of 2 Cyber Security related spot checks based on current month's scheduled checks.

69. Evaluation Procedures: Review previous months Cyber Security reoccurring schedule boards identifying number of checks completed as compared to not completed. Conduct a minimum of 2 spot checks monthly, of actual checks performed to verify completion.

The COR/QAI will compute the response rate for each selected order wire as follows:

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 78 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

$$\text{Response Rate} = 100 * \frac{\text{Total scheduled actions minus scheduled actions NOT completed}}{\text{Total Scheduled actions}}$$

The COR/QAI will ensure the completion rate meets the level established in AQL 1 of Technical Exhibit 1.

70. Analysis of Results: Actions not completed on time and/or not in accordance with directives will be evaluated for reasonability. An accomplishment rate of less than 90% is unacceptable.

1. Contract Requirement: Section C-5.3 of PWS.
2. Performance Indicator: The Contractor shall have no deficiencies in the use, inventory, storage or destruction or other handling of classified material/information, including EKMS. The Contractor shall comply with all regulations applicable to automated information security, CMS, EKMS and KMI.
3. Primary Method of Surveillance: Spot checks and inspections of classified material inventories, procedures and practices, employee clearances and access authorizations, automated information systems accreditations.
4. Quantity of Work Performed: Varying according to operational tempo.
5. Level of Surveillance:

Level I – Monthly

Level II - Weekly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past month was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

6. Sample Size: 100% of actions involving use, storage, handling of classified material will be subject

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 79 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

to quality assurance inspection/review.

7. Sampling Procedures: The COR/QAI will select a day at random to spot check classified material inventories, records of use, destruction, holding and accountability procedures, visitor logs and clearance lists, employee clearance and access lists, and employee CMS training qualifications. The COR/QAI may also use reports from inspectors listed in Section C-1.5 of the PWS to evaluate Contractor performance.
8. Analysis of Results: Any deficiency or practice hazardous to the security of classified material is unacceptable performance.

A. Planned Maintenance

1. Contract Requirement: Section C-5.4.5 of PWS.
2. Performance Indicator: The Contractor shall complete minor repairs for which parts are not required, or parts are available locally, or parts have been received, to facilities within seven days, a minimum of 90% of the time, based on a calendar quarter.
3. Primary Method of Surveillance: The COR/QAI will monitor the Contractor's files of facilities trouble reports, parts and material requisitions, and periodically accompany Contractor personnel during facility walk-around inspections.
4. Quantity of Work Performed: Varying, average two hours per week.

5. Level of Surveillance:

Level I - Monthly

Level II - Weekly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during the past month was unacceptable, then Level II will be used; if performance was acceptable, then the COR will continue to use Level I.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 80 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

6. Sample Size:100% of facilities trouble reports, parts and materials requisitions, all facility spaces are subject to sampling.
7. Sampling Procedures:The COR/QAI will examine the Contractor's file of facility trouble reports, noting the dates the deficiencies were reported, the dates corrected, dates parts and material requisitioned, received or delivery status. The COR/QAI will verify deficiencies noted during walk-around facility inspections against trouble report files.
8. Evaluation Procedures:Repairs not completed within 7 days of observation or reporting for which parts are available locally, received, or not required, are unsatisfactory.Performance rate for the quarter will be determined as below:

$$\text{Performance Rate} = 100 * \frac{\text{Total Deficiencies} - \text{Unacceptable Times to Repair}}{\text{Total Deficiencies}}$$

9. Analysis of Results:A performance rate less than 90% or less for the quarter is unacceptable.

I. Maintain GPETE

1. Contract Requirement: Section C-5.6.4.4 of PWS.
2. Performance Indicator:The Contractor shall report HAZCONs to the appropriate satellite/network controllers, and to the NCTAMS LANT JFTOC Watch Officer within the periodicity specified.
3. Primary Method of Surveillance: Review Master Station Logs, HAZCON binder, SIPR emails, and Order Wire Logs.
4. Quantity of Work Performed: Approximately 15 HAZCON reported yearly 5 . Level of Surveillance:

Level I – Quarterly

Level II – Monthly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 81 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

quarterly based on the Contractor's performance. If performance during past quarter was unacceptable, then Level II will be used; If performance was acceptable; then the COR will continue to use Level I.

1. Sample Size: 100% of Master Station Logs and Order Wire Logs since last review
2. Sampling Procedure: The COR/QAI will review the Master Station Logs for the time the equipment failure was logged and will review the Order Wire entries to ensure that the HAZCONs were properly identified and reported IAW DISAC 310-55-1.
3. Evaluation Procedures: The COR/QAI will review the report of the equipment failure and count the number of failures reported. The COR/QAI will then count the number of times a HAZCON was not reported within the periodicity specified. The COR/QAI will calculate the accomplishment rate with the following formula:

$$\text{HAZCON Reporting Rate} = 100 * \frac{\text{Total HAZCON Reports} - \# \text{ not submitted properly}}{\text{Total number of HAZCON reports submitted}}$$
4. Analysis of Results: An accomplishment rate less than 100% is unacceptable IAW AQL 12 of Technical Exhibit 1.

A. Report Equipment Disruptions via Situation Reports (SITREPS)

1. Contract Requirement: Section C-5.6.4.5 of PWS.
2. Performance Indicator: The Contractor shall report SITREPs to the appropriate controlling authority, appropriate stakeholders, and NCTAMS LANT JFTOC Watch Officer within 15 minutes, 99% of the time base on a calendar quarter.
3. Primary Method of Surveillance: Review Master Station Logs, SITREP LOG, SIPR emails, and Order Wire Logs.
4. Quantity of Work Performed: Approximately 90 SITREPs monthly
5. Level of Surveillance: Level I – Monthly

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 82 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Level II – Semi-monthly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during past month was unacceptable, then Level II will be used; If performance was acceptable; then the COR will continue to use Level I.

6. Sample Size: 100% of Master Station Logs and 100% of HAZCON binder, SIPR emails, since last review.
7. Sampling Procedure: On a day randomly chosen, the COR/QAI will spot check the Master Station Logs for the time of the disruption or event and review the SITREP to ensure the accompanying SITREPs were reported properly within the specified time.
8. Evaluation Procedures: The COR/QAI will review the Master Station Logs to count the number of equipment disruptions reported in the previous quarter. The COR/QAI will then count the number of times the accompanying SITREPs were not reported within 15 minutes. The COR/QAI will calculate the accomplishment rate with the following formula.

Reporting Rate = $100 * \frac{\text{Total SITREPs} - \text{SITREP reports not submitted properly}}{\text{Total SITREPs}}$

Total SITREPs

9. Analysis of Results: An accomplishment rate of less than 99.00 is unacceptable per AQL 13 of Technical Exhibit 1.

1. Report Equipment Malfunctions via Casualty Report (CASREP)

1. Contract Requirement: Section C-5.6.4.7 of PWS.
2. Performance Indicator: The Contractor shall successfully submit documentation to the NCTAMS LANT N6 Electronics Material Officer within 24 hours to reflect either an equipment malfunction or deficiency which cannot be corrected within 48 hours and/or reduces the station's ability to perform either a primary or secondary (IAW NWP 10-1- 10), or an equipment malfunction that places the station in a Hazardous Condition (Lack of redundancy) for greater than 48 hours. The AQL for this requirement is 99%, based on a calendar quarter.
3. Primary Method of Surveillance: The COR/QAI will review the HAZCON log and Master Station Log.
4. Quantity of Work Performed: Approximately 16 reported yearly.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 83 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

5. Level of Surveillance: Level I – Quarterly Level II – Monthly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted quarterly based on the Contractor’s performance. If performance during past surveillance period was unacceptable, then Level II will be used; If performance was acceptable the COR will continue to use Level I.

6. Sample size: 100% of submitted HAZCON and CASREP reports.

7. Sampling Procedure: The COR/QAI will review the Hazardous Condition and Master Station Logs for equipment malfunctions and deficiencies that have existed for greater than 48 hours and compare with the Casualty Reporting Log.

8. Evaluation Procedures: The COR/QAI will match equipment malfunctions and deficiencies recorded from the review of the HAZCON Log to equipment recorded from the review of the CASREP Log to ensure compliance. If a discrepancy exists, the COR/QAI will ensure the NCTAMS LANT’s EMO has waived the reporting requirements.

$$\text{Reporting Rate} = 100 * \frac{\text{Required CASREPs} - \text{Late/Not Reported CASREPs}}{\text{Required CASREPs}}$$

Required CASREPs

9. Analysis of Results: A reporting rate of less than 99% is unacceptable.

I. Procure Parts/Supplies and Maintain Inventories

1. Contract Requirement: Section C-5.7 of PWS.

2. Performance Indicator: The Contractor shall procure and maintain the required levels of repair parts, assemblies, modules and equipment. Inventories will be as a minimum, 98% accurate and 98% available.

3. Primary Method of Surveillance: Review inventory records, stock requisition and turn- in documents, supply logistics plans, and spot check equipment.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 84 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4. Quantity of Work Performed: Continuous

5. Level of Surveillance: Level I – Every two months Level II – Monthly

The initial level of surveillance will be at Level I. The level of surveillance may be adjusted monthly based on the Contractor's performance. If performance during past month was unacceptable, then Level II will be used; If performance was acceptable; then the COR will continue to use Level I.

6. Sample size:

100 items from Supply Storeroom inventories and/or SAM-T database. Validate by sighting parts or disposition approval paperwork (1149)

7. Sampling Procedure: The COR/QAI will physically inspect 25 items from each inventory. TE-4B. As appropriate, inspect the associated logistics plan/technical (JILSP, ULSS, ILSP, IETM) manual for corresponding to determine the number of items to be held in stock.

8. Evaluation Procedures: For each item, the COR/QAI will determine if each item is accounted for on the corresponding paper/electronic inventory. The COR/QAI will determine if the number of items in the inventory matches the number of items required IAW the associated logistics plan/document. The COR/QAI will compute the supply accuracy rate for the past month's performance as follows:

$$\text{Supply Accuracy Rate} = 100 * \frac{50 - N}{50}$$

50

Where N = Number of items for which there is no proper accounting in the paper/electronic inventory. Each excess or shortage counts as one deficiency.

9. Analysis of Results: An accuracy rate less than 98% is unacceptable.

A. Cyber Security (CS)

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 85 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 86 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

EXHIBIT B

QUALITY ASSURANCE MONITORING FORM

WORK TASK: _____

SURVEY PERIOD: _____

METHOD OF SURVEILLANCE: _____

LEVEL OF SURVEILLANCE SELECTED:

NUMBER OF ITEMS SAMPLED DURING SURVEY PERIOD:

ANALYSIS OF RESULTS:

EVALUATION OF CONTRACTOR'S PERFORMANCE:

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 87 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

NARRATIVE DISCUSSION OF CONTRACTOR'S PERFORMANCE DURING SURVEY PERIOD: _

DATE/TIME CONTRACTOR INFORMED OF RESULTS:

PREPARED BY:

DATE:

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 88 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

EXHIBIT C

COMPLAINT INVESTIGATION FORM

WORK TASK: _____

SURVEY PERIOD: _____

METHOD OF SURVEILLANCE: VALIDATE FORMAL COMPLAINT(S) RECEIVED AND
VALIDATED BY: _____

DATE/TIME OF COMPLAINT: _____

NAME OF COMPLAINANT: _____

DESCRIPTION OF COMPLAINT: _____

DATE/TIME CONTRACTOR NOTIFIED OF COMPLAINT:

RESULTS OF COR/QAI INVESTIGATION INTO COMPLAINT:

ACTION TAKEN BY CONTRACTOR:

PREPARED BY: _____ DATE: _____

QASP MATRIX

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level	Procedures to be taken when performance standards are not met
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, Task Orders, etc., as applicable.	Inspection by the COR, customer feedback	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.	FAR Clause 52.212-4
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	98% accuracy	FAR Clause 52.212-4
Compliance with FAR Clause 52.222-50 Combating Trafficking in	The COR will monitor the contractor's performance regarding trafficking in persons such that non-compliance with FAR clause 52.222-50,	Inspection by the COR	Randomly	100% compliance	Non-Compliance will be immediately reported to the contract officer (see DFARS PGI

Persons (CTIP)	Combating Trafficking in Persons, is brought to the immediate attention of the contracting officer.				222.1703)
Compliance with Enterprise-wide Contractor Manpower Reporting Application (ECMRA)	Adherence to reporting requirement	Report to COR and COR Inspection	Annually, no later than October 31 of each calendar year	100% compliance	FAR Clause 52.212-4
Corrective Action	Contract Discrepancy Reports (CDRs) and discrepancies are minimal and resolved in a timely manner	Inspection by the COR	As required	Refer to Performance Standards outlined below	FAR Clause 52.212-4
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)	FAR Clause 52.212-4

-If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

SECTION F DELIVERABLES OR PERFORMANCE

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

8000	8/30/2019 - 9/29/2019
8001	9/30/2019 - 3/31/2020
9001	9/30/2019 - 3/31/2020
9008	9/30/2019 - 3/31/2020

CLIN - DELIVERIES OR PERFORMANCE

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

8000	8/30/2019 - 9/29/2019
8001	9/30/2019 - 3/31/2020
9001	9/30/2019 - 3/31/2020
9008	9/30/2019 - 3/31/2020

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

8002	4/1/2020 - 3/31/2021
8003	4/1/2021 - 3/31/2022
8004	4/1/2022 - 3/31/2023
8005	4/1/2023 - 3/31/2024
8006	4/1/2024 - 10/30/2024
8007	11/1/2024 - 5/31/2025
9002	4/1/2020 - 3/31/2021
9003	4/1/2021 - 3/31/2022
9004	4/1/2022 - 3/31/2023
9005	4/1/2023 - 3/31/2024
9006	4/1/2024 - 10/30/2024
9007	11/1/2024 - 5/31/2025
9009	4/1/2020 - 3/31/2021
9010	4/1/2021 - 3/31/2022
9011	4/1/2022 - 3/31/2023
9012	4/1/2023 - 9/30/2024
9013	4/1/2024 - 10/30/2024
9014	11/1/2024 - 5/31/2025

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 92 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 93 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

SECTION G CONTRACT ADMINISTRATION DATA

COMMUNICATIONS DURING THE LIFE OF THE CONTRACT (SEP 2015)

(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. The address and telephone number of the Principal Contracting Officer is:

CHANDRA HANLEY

1968 Gilbert Street, Suite 600, Norfolk, VA, 23511

757.443.1442

CONTRACT ADMINISTRATION PLAN (CAP)

FOR FIXED PRICE CONTRACTS

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

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

- a. All pre-award duties such as solicitation, negotiation and award of contracts.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 94 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:
- a. Technical Interface
 - (1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 95 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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

b. Contract Surveillance

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

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

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

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 96 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

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

e. Administrative Duties

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

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 97 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

(3) The COR 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 COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

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

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

i. Written Report/Contract Completion Statement.

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

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

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 98 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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

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

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (SEP 2015)

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

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 99 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

JEFF BRANDFORD

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

NAME _____ N/A _____

MAIL ADDRESS

TELEPHONE NUMBER

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES (SEP 2015)

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

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

Name: Chandra Hanley

Email: Chandra.Hanley@navy.mil

Phone: 757-443-1442

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 100 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

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

Name: Rachel Karkane

Email: Rachel.karkane@navy.mil

Phone: 757-443-2092

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

Name: DFAS Cleveland

Address: -----

4. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

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

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 101 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: Jeff Brandford

E-mail address: Jeffrey.brandford@navy.mil

Phone: (757) 421-8611

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: N/A

Organizational code:

E-mail address

CMCL:

FAX:

5. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: N/A

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 102 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

Address: -----

Phone: -----

6. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officers:

- a. Type of order issued is limited by this contract to firm fixed pricing arrangements in accordance with the attached pricing spreadsheet;
- b. No order shall be placed in excess of \$250,000.00 and as limited below by ordering officer; and/or
- c. No order shall be placed with delivery requirements in excess of one (1) year for any given contract period. However, options may be included within task order which also shall not exceed one (1) year in duration. The total duration of a task order with option periods shall not exceed five (5) years.

Name: N/A

Email:

Phone:

Ordering Limitation:

Name: N/A

Email:

Phone:

Ordering Limitation:

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 103 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

AVAILABILITY OF FUNDS

Option year funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract.

The notice of availability of funds issued pursuant to this clause will be posted to the NAVSUP Fleet Logistics Center Norfolk web page at <http://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcn>.

Accounting Data

SLINID	PR Number	Amount
800101	N7027219RC5C519	83579.45
LLA :		
AA 1791804 6C1C 257 P0272 056521 2D C5C519		
FUNDING FOR MUOS (O8D) PROGRAM		
800102	N7027219RC5C505	1879063.00
LLA :		
AA 1791804 6C1C 257 P0272 056521 2D C5C505		
FUNDING TO SUPPORT BASE YEAR TELEPORT LABOR		
9001	N7027219RC5C505	35000.00
LLA :		
AA 1791804 6C1C 257 P0272 056521 2D C5C505		
FUNDING TO SUPPORT MATERIALS FOR BASE YEAR		
9008	N7027219RC5C505	5000.00
LLA :		
AA 1791804 6C1C 257 P0272 056521 2D C5C505		
FUNDING FOR BASE YEAR TRAVEL		

BASE Funding 2002642.45
Cumulative Funding 2002642.45

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 104 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

SECURITY ADMINISTRATION (SEP 2015)

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

SECTION I CONTRACT CLAUSES

Section Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.204-2	Security Requirements	AUG 1996
52.222-41	Service Contract Labor Standards	AUG 2018
52.222-43	Fair Labor Standards Act- Price Adjustment	AUG 2018
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015
52.222-62	Paid Sick Leave Under Executive Order 13706	JAN 2017
52.245-1	Government Property	JAN 2017
52.245-9	Use and Charges	APR 2012
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.211-7007	Reporting of Government Furnished Property	AUG 2012
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	DEC 2017
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	DEC 2017

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 106 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

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

(End of clause)

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 within 1 day of expiration of the current period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 7 days before expiration of the current period of performance. The preliminary notice does not commit the Government to an extension.

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

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

(End of clause)

52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)

(a) Definitions. As used in this clause--

Driving—

(1) Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.

(2) Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

Text messaging means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

(b) This clause implements Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving, dated October 1, 2009.

(c) The Contractor is encouraged to--

(1) Adopt and enforce policies that ban text messaging while driving--

(i) Company-owned or -rented vehicles or Government-owned vehicles; or

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 107 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

(ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

(2) Conduct initiatives in a manner commensurate with the size of the business, such as--

(i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

(ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(d) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts that exceed the micro-purchase threshold.

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

252.204-7005 ORAL ATTESTATION OF SECURITY RESPONSIBILITIES (NOV 2001)

(a) Contractor employees cleared for access to Top Secret (TS), Special Access Program (SAP), or Sensitive Compartmented Information (SCI) shall attest orally that they will conform to the conditions and responsibilities imposed by law or regulation on those granted access. Reading aloud the first paragraph of Standard Form 312, Classified Information Nondisclosure Agreement, in the presence of a person designated by the Contractor for this purpose, and a witness, will satisfy this requirement. Contractor employees currently cleared for access to TS, SAP, or SCI may attest orally to their security responsibilities when being briefed into a new program or during their annual refresher briefing. There is no requirement to retain a separate record of the oral attestation.

(b) If an employee refuses to attest orally to security responsibilities, the Contractor shall deny the employee access to classified information and shall submit a report to the Contractor's security activity.

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(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.

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 108 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

“Payment request” and “receiving report” are defined in the clause at [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

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

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

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

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

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

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

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

(1) *Document type.* The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

FFP Report COMBO

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

Invoice 2in1

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2)) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

(f) *[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]*

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 109 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

(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	N68732
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	N70272
Ship To Code	N70272
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N70272
Accept at Other DoDAAC	N/A
LPO DoDAAC	N70272
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) *Payment request.* The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) *Receiving report.* The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) *WAWF point of contact.*

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

N70272 or James Curley 757-421-8777

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 110 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

SECTION J LIST OF ATTACHMENTS

TECHNICAL EXHIBITS

TECHNICAL EXHIBIT 1

TECHNICAL EXHIBIT 2

TECHNICAL EXHIBIT 3

TECHNICAL EXHIBIT 3

TECHNICAL EXHIBIT 3

TECHNICAL EXHIBIT 4 - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4A - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4B - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4C - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4D - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4E - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4F - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4G - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4H - CONTAINS GFP LIST

TECHNICAL EXHIBIT 4I - CONTAINS GFP LIST

TECHNICAL EXHIBIT 5

TECHNICAL EXHIBIT 6

TECHNICAL EXHIBIT 6A

TECHNICAL EXHIBIT 6B

TECHNICAL EXHIBIT 6B

TECHNICAL EXHIBIT 6C

TECHNICAL EXHIBIT 6D

TECHNICAL EXHIBIT 7

TECHNICAL EXHIBIT 8

TECHNICAL EXHIBIT 8A

TECHNICAL EXHIBIT 8B

TECHNICAL EXHIBIT 8C

TECHNICAL EXHIBIT 9

CONTRACT NO. N00178-15-D-8396	DELIVERY ORDER NO. N0018919F3021	PAGE 111 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

TECHNICAL EXHIBIT 10

TECHNICAL EXHIBIT 11

TECHNICAL EXHIBIT 12

ATTACHMENT 1- DD 254 FORM

ATTACHMENT 2 - CDR

ATTACHMENT 3- CDRLs A001 A044

ATTACHMENT 8- CBA_NORTHWEST

DISTRIBUTION

COR: Jeff Brandford, Jeffrey.brandford@navy.mil

TPOC: Chris Jensen, christopher.j.jense1@navy.mil

Financial: Richard Oden, Richard.oden1@navy.mil

RRC POC: Michael Stark