AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES	
U	1	2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	21-Nov-2017	1300510445-992	N/A

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
NUWC, NEWPORT DIVISION 1176 Howell Street, Building 1258 Newport RI 02841-1708 shane.murray1@navy.mil 401-832-5308	N66604	DCMA ORLANDO 3555 MAGUIRE BLVD. ORLANDO FL 32803-3726	S1002A SCD: C

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State, and Zip Code)*		9A. AMENDMENT OF SOLICITATION NO.
CTI Resource Management Services Inc. 4800 Spring Park Road, Suite 200 Jacksonville FL 32207-7455		9B. DATED *(SEE ITEM 11)*
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-8049 / N6660417F3011
		10B. DATED *(SEE ITEM 13)* 21-Sep-2017
CAGE CODE 3EC89	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

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

E. IMPORTANT: Contractor [X] is not, [ ] is required to sign this document and return __ copies to the issuing office.

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Mary Ann Gardner, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
		BY /s/Mary Ann Gardner	21-Nov-2017
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

GENERAL INFORMATION

Distribution: KR, 0121, DFAS-HQ0338, DCMA: S1002A, COR: 0111/C. Nagelhout

NUWCDIVNPT Control #: 180515

NUWCDIVNPT Requisition Number #(s): 1300510445-992

NUWCDIVNPT POC: Shane Murray (See cover page for email address and phone number.)

The purpose of this no cost modification is to:

1. Revise the DCAA Auditor DoDAAC in the Routing Data Table for Clause 252.232-7006 'WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)'.

SECTION G -

1. Clause 252.232-7006 'WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)', subparagraph (f)(3) DCAA Auditor DoDAAC, is modified as follows:

Delete: HAA610

Insert: HAA801

All other task order terms and conditions remain unchanged.

The conformed Task Order can be found in EDA and the Seaport-e Portal.

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

7000 CPFF services in support of NUWCDIVNPT's Comptroller Department Code 01 [redacted]

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	R499	Base Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.1-4.9 (WCF)	[redacted]	LH	[redacted]	[redacted]	[redacted]
7101		Priced SLINs in support of CLIN 7100					[redacted]
7101AA	R499	AA [redacted] FY of Funds: N/A; Type of Money: G&A; Customer Code: 01220; Sponsor: NUWCDIVNPT, Code 01; TI#: TI-01 (WCF)	[redacted]	LH	[redacted]	[redacted]	[redacted]
7101AB	R499	AB [redacted] FY of Funds: N/A; Type of Money: SCC; Customer Code: 01220; Sponsor: NUWCDIVNPT, Code 01; TI#: TI-02 (WCF)	[redacted]	LH	[redacted]	[redacted]	[redacted]
7200	R499	Option 1 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.1-4.9 (WCF) Option	[redacted]	LH	[redacted]	[redacted]	[redacted]
7300	R499	Option 2 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.1-4.9 (WCF) Option	[redacted]	LH	[redacted]	[redacted]	[redacted]
7400	R499	Option 3 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.1-4.9 (WCF) Option	[redacted]	LH	[redacted]	[redacted]	[redacted]
7500	R499	Option 4 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.1-4.9 (WCF) Option	[redacted]	LH	[redacted]	[redacted]	[redacted]

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7999		CDRLs in support of 7000 Series CLINs NOT SEPARATELY PRICED	1.0	LO			NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000		FFP services in support of NUWCDIVNPT's Comptroller Department Code 01				[redacted]
8100	R499	Base Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
810001	R499	AA [redacted] FY of Funds: N/A; Type of Money: G&A; Customer Code: 0111; Sponsor: NUWCDIVNPT, Code 01; TI#: N/A (WCF)				
810002	R499	AB [redacted] FY of Funds: N/A; Type of Money: SCC; Customer Code: 0111; Sponsor: NUWCDIVNPT, Code 01; TI#: N/A (WCF)				
8110	R499	Option 5 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8200	R499	Option 6 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8210	R499	Option 7 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8300	R499	Option 8 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8310	R499	Option 9 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8400	R499	Option 10 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8410	R499	Option 11 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8500	R499	Option 12 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				
8510	R499	Option 13 Labor; NUWCDIVNPT Overhead & SCC Funds; for SOW Tasking 4.10-4.11 (1 FTE). (WCF)	12.0	MO	[redacted]	[redacted]
		Option				

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8999		CDRLs in support of 8000 Series CLINs NOT SEPARATELY PRICED	1.0	LO		NSP

FEE TABLE (JUL 2012)

Labor CLIN	Labor Hours	Fee Rate Per Hour*	Fee Percentage*
7100	[redacted]	[redacted]	[redacted]
7200			
7300			
7400			
7500			

In the event of any inconsistency between the above table and the CLIN pricing, the CLIN pricing shall take precedence.

The following Clauses are incorporated by Full Text:

HQ B-2-0004 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (DEC 1995)

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

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

HQ B-2-0007 LIMITATION OF COST OR LIMITATION OF FUNDS LANGUAGE

The clause entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF FUNDS" (FAR 52.232-22), as appropriate, shall apply separately and independently to each separately identified estimated cost.

HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT – ALTERNATE 1) (NAVSEA) (MAY 2010)

(a) For purposes of this contract, "fee" means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, or "fixed fee" in cost-plus-fixed-fee type contracts for level of effort type contracts.

(b) The Government shall make payments to the contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the contractor pursuant to the clause of

this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable, and shall be paid fee at the hourly rate(s) specified above per man-hour performed and invoiced. Total fee(s) paid to the contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the contractor any amount in excess of the funds obligated under this contract.

HQ B-2-0023 CONTRACT SUMMARY FOR PAYMENT OFFICE (COST/FIXED PRICE) (FEB 1997)

This contract includes the following mixture of cost reimbursement and fixed price line items:

7100-7500 Cost Reimbursement (CPFF)
7999 Not Separately Priced
8100-8510 Fixed Price
8999 Not Separately Priced

SECTION C DESCRIPTIONS AND SPECIFICATIONS

UW C-2-0005 STATEMENT OF WORK (APR 2017)

Statement of Work Code 01 Comptroller Department

1.0 Background

The Comptroller Department (Code 01) performs the comptroller functions of the Naval Undersea Warfare Center Division Newport (NUWCDIVNPT), which operates under the Navy Working Capital Fund. Code 01 informs the Commanding Officer and Division Technical Director, as well as Division and Center Management, of the overall financial operations and financial health of the Division. Code 01 maintains financial systems and websites; maintains the travel compensation time process; provides travel administration management; supports disbursing operations; coordinates financial planning, analysis, and operating budgets; provides accounting services; maintains financial records; maintains the civilian timekeeping process and customer payroll services; performs ad-hoc reporting; and administers the Transportation Incentive Program (TIP).

Code 01's systems and subsystems are contained on various physical and virtual Windows-based servers. These systems utilize a variety of applications, including Visual Studio.Net, Oracle, Microsoft SharePoint, and various 4 Generation Languages (4GLs). Code 01 also has various websites hosted on NUWCDIVNPT's SharePoint based NewPortal. Interfaces are maintained between Code 01's systems and various external platforms at other activities, including Navy Enterprise Resource Planning (N-ERP), the Defense Civilian Pay System (DCPS), the Defense Travel System (DTS), and the Enterprise Data Warehouse (EDW).

2.0 Scope

The contractor shall perform administrative and technical services in support of NUWCDIVNPT Code 01. Code 01 is comprised of three main divisions: Accounting, Budget and Employee Services. The contractor shall provide services within the following task areas:

- Travel Office Maintenance Operations (Task 4.1)
- Travel Office Support (Task 4.2)
- Disbursing Office Support (Task 4.3)
- Transportation Incentive Program Support (Task 4.4)
- Financial Systems Support (Task 4.5)
- Outgoing Funding Document Support (Task 4.6)
- Incoming Funding Document Support (Task 4.7)
- Accounting Office Support (Task 4.8)
- Travel Compensation Support (Task 4.9)
- Payroll Support(Task 4.10)
- Government Travel Charge Card Support (Task 4.11)

All tasks under this task order shall be performed at NUWCDIVNPT. Contractor Senior Technical Representative (STR) is not required to be within the local commuting area. STR work may be performed offsite and onsite; however, no

dedicated Government work space will be provided to the STR unless the STR is also proposed as part of the level of effort performing onsite.

The contractor shall schedule normal working hours between the hours of 0630 and 1730 (local time). Services may also be required outside of regular working hours in order to successfully execute daily, weekly, biweekly, monthly, quarterly, and yearly fiscal close-outs. The contractor shall provide coverage for employee absences that exceed four (4) consecutive work days.

The Code authorized to use this task order is NUWCDIVNPT Code 01. The funds applicable to this Task Order are NUWCDIVNPT Overhead (OH) and NUWCDIVNPT Service Cost Center (SCC) sponsored by NUWCDIVNPT.

The work performed under this task order falls within the scope of paragraph 3.10, 3.11, 3.12, and 3.21 of the basic SeaPort-e Statement of Work.

3.0 Applicable Documents

The contractor shall comply with the most recent version of the following Government directives, manuals, instructions, polices, and guides:

Number	Title	Applicable Tasks and Subtasks
3.1	NUWCDIVNPT Code 01 Desk Guide Manual	4.1, 4.2, 4.3,4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11
3.2	BSI BS ISO 10007 Guidelines for Configuration Management	4.1,4.5
3.3	Department of Defense (DoD) Financial Management Regulations (FMR)	4.2, 4.3

3.4	Joint Travel Regulations (JTR) Chapters 1 -7 and Appendices	4.2, 4.3
3.5	Defense Civilian Pay System (DCPS) User Manual	4.10
3.6	Production Operators Documentation	4.1, 4.5
3.7	Section 508 Guidelines for Web Development	4.1, 4.5
3.8	CJCSI 6510.01D IA and Computer Network Defense	4.1, 4.5
3.9	5 USC Parts I-III	4.1, 4.5
3.10	Prompt Payment Act	4.3
3.11	Fair Labor Standards Act, 1938	4.3, 4.9, 4.10

3.12	Travel Compensation - 5 C.F.R. § 550 Subpart N (1401 - 1409)	4.9
3.13	DTS User Manual	4.3
3.14	NUWCDIVNPTINST 2300.4A, Management of Telecommunications Systems and Services	4.2, 4.8
3.15	NUWCDIVNPTINST 5216.1H	4.8.1
3.16	DoN TIP POC Program Guidelines	4.4
3.17	Operations Run Procedures	4.5
3.18	ITEMPO Standard Operating Procedure	4.2
3.19	Records Management Guideline Manual	4.6, 4.7

3.20	Travel Compensation Manual	4.4

4.0 Requirements

GFI required to complete tasks specified in subsequent paragraphs will be available via a Contractor's Tasking Outlook Inbox. The Contractor shall routinely monitor the Tasking Inbox to identify requirements.

During performance of these requirements, contractor personnel shall identify themselves as a contractor before communicating with other individuals via telephone. The Contractor shall clearly identify the contractor workspace with a prominent sign displaying the Contractor Company name and Contractor employees' names.

4.1 Travel Office Maintenance Operations

In accordance with Applicable Documents and using GFI, the contractor shall provide Travel Office Maintenance Operations Support services. The Contractor shall:

4.1.1 Generate the Approved Status Report within the Defense Travel System (DTS) on a daily basis.

4.1.2 Upload DTS data to the Accounting System Interface (ASI) daily.

4.1.3 Generate and distribute Travel and Foreign Travel reports on a daily basis. Reports shall be distributed via email.

4.1.4 Generate and distribute the Leadership Travel report on a weekly basis. Report shall be distributed via email.

Deliverables:
• The contractor shall deliver Travel and Foreign Travel reports for SOW 4.1.3 in accordance with CDRL A001.
• The contractor shall deliver Leadership Travel reports for SOW 4.1.4 in accordance with CDRL A002.

4.2 Travel Office Support

In accordance with Applicable Documents and using GFI, the contractor shall provide Travel Office Support services. The Contractor shall:

4.2.1 Review travel orders; travel orders shall be reviewed within DTS. The review shall include assessing whether the Network Activity (NWA) is entered correctly and is valid for use on the travel order.

4.2.2 Travel orders shall be reviewed a minimum of ten (10) calendar days before the date of departure. Upon completion of travel order review, travel orders shall be routed to the Approving Official for official approval.

4.2.3 Assign travel order numbers to non-DTS travel orders. Non-DTS travel orders include Permanent Change of Station (PCS), Temporary Change of Station (TCS), First Duty Station (FDS), and Invitational Travel Orders.

4.2.4 Review the following forms for completeness. The review shall be completed within two (2) days of receipt or within one (1) day of the date of departure, whichever is sooner. Forms will be received via the Travel Office email distribution list. Upon completion of the review, the forms shall be returned to the Passport Applicant.
• DD 1056; Authorization to Apply for a "NO FEE" Passport and/or Request for a VISA
• DS 11; Application for a Passport
• DS 82; Application for U.S. Passport by Mail

4.2.5 Update the passport database with official passport data, including employee names, passport numbers, passport expiration dates, visa information, and notes pertaining to the official passport. Updates shall be performed when a new passport is issued or when an employee or military member who was issued a passport separates from NUWCDIVNPT.

4.2.6 Perform monthly reconciliation of the Centrally Billed Account (CBA) Invoice. Ticket transactions on the CBA Invoice shall be reconciled to the travel order or travel voucher in DTS.

4.2.7 Research DTS rejections; DTS rejections will be received via DTS-generated emails. Identify corrective action to the department financial POC responsible for the travel order.

4.2.8 Interview travelers who are assigned to depart on Long Term Travel (LTT) or TCS prior to departure. Interview shall be conducted using the TCS/PCS worksheet. Interview shall be scheduled within three (3) days of receipt of notification.

4.2.9 Perform an initial review of a Long Term Cost Analysis worksheet for PCS, TCS, or Long Term Temporary Duty (LT TDY) costs for completeness. The review shall be performed after meeting with the department POC and receiving a copy of the LT TDY questionnaire. The contractor shall route the Long Term Cost Analysis worksheet to the Code 013 Government Travel POC for final review.

4.2.10 Prepare the LTT, PCS, and TCS spreadsheet when travelers are placed on LTT, PCS, or TCS and upload the spreadsheet to the Travel/Disbursing shared drive.

4.2.11 Prepare travel memos for PCS Orders, TCS Orders, LTT Orders, FSD Orders, Government Passports and VISAs.

4.2.12 Enter military personnel travel data into the Individual Personnel Tempo Program Online (ITEMPO) System.

Deliverables:
• The contractor shall deliver Long Term Cost Analysis worksheet for SOW 4.2.9 in accordance with CDRL A003.

4.3 Disbursing Office Support

In accordance with Applicable Documents and using GFI, the contractor shall provide Disbursing Office Support services. The Contractor shall:

4.3.1 Complete initial review and validation of DTS vouchers within five (5) business days of submission.

4.3.2 Route complete travel vouchers to the Government Travel Approving Official (AO). For incomplete travel vouchers, collect missing information required for the completion of vouchers. Information shall be collected from the department travel POC associated with the traveler. If the information cannot be collected within two (2) business days of initial review, the incomplete vouchers shall be routed to Code 013 Government personnel.

4.3.3 Convert overseas travel expenses in foreign currency to U.S. dollars for all foreign travel vouchers.

4.3.4 Research DTS voucher rejections; DTS voucher rejections will be received via DTS-generated emails. Identify corrective action to the department financial POC responsible for the travel voucher.

4.3.5 Once a week, make copies of the DD Forms 1131 submitted and file the copy in accordance with records management guidelines.

4.4 Transportation Incentive Program (TIP) Support

In accordance with Applicable Documents and using GFI, the Contractor shall provide TIP Support services. The Contractor shall:

4.4.1 Provide guidance to employees completing the TIP application.

4.4.2 Notify TIP participants via email when program reimbursement is available.

4.4.3 Verify eligibility of new applicants and submit completed TIP applications to Code 013 TIP POC.

4.4.4 Review TIP withdrawal applications for completeness and accuracy. The contractor shall send the withdrawal application to Code 013 Government personnel and update the TIP Quarterly Validation Report. Withdrawal applications shall be processed within one (1) day of receipt.

4.4.5 Post updates to the TIP share drive; updates shall include participant and payment data.

4.4.6 Conduct monthly review of vanpool attendance sheets. Perform reconciliation between the vanpool attendance sheets, the participants' time and attendance records, and actual travel records. Results of the reconciliation shall be provided to the Code 013 TIP POC.

Deliverable:
• The contractor shall deliver the vanpool attendance reconciliation report for SOW 4.4.6 in accordance with CDRL A006.

4.5 Financial Systems Support

In accordance with Applicable Documents and using GFI, the Contractor shall provide Financial Systems Support services. The Contractor shall:

4.5.1 Execute batch jobs to support data entry, upload, and extraction within existing financial systems.

4.5.2 Notify Government Operations Lead if any batch jobs fail to successfully complete.

4.5.3 Implement Government-approved updates, provided as GFI, to existing batch jobs. Government-approved updates will be provided via the Code 01 Production distribution list.

4.5.4 Update Operations Run procedures to verify they are current and accurate based on approved changes to existing batch jobs and/or schedules.

4.5.5 Perform data file transfers. Transfers are executed manually or via a batch job, depending on the job stream as identified within the Operations Run procedures. Data file transfers may be between systems that are internal or external to NUWCDIVNPT.

4.5.6 Perform analysis of existing batch jobs and schedules to verify jobs are executed in the most efficient manner. Any areas where improvements may be made shall be identified to the Government POC.

4.5.7 Implement Government-approved updates, provided as GFI, to the various Code 01 websites. Government-approved updates will be provided via the Code 01 Production distribution list.

4.5.8 Route ASI user requests to the Government POC for review and approval. ASI user requests are systematically generated within ASI via the end user requesting the account. ASI will send these requests to the Code 01 Production distribution list. Upon receipt of Government approval, process the user account request.

Deliverables:
• The contractor shall deliver Operations Run Procedures for SOW 4.5.4 in accordance with CDRL A004.

4.6. Outgoing Funding Document (OFD) Support

In accordance with Applicable Documents and using GFI, the contractor shall provide OFD Support services. The Contractor shall:

4.6.1 Monitor daily the outgoing funding email functional mailbox. All email correspondence related to OFDs shall be generated and maintained within the outgoing funding functional Outlook mailbox.

4.6.2 Respond to routine inquiries regarding the OFD process.

4.6.3 Scan OFDs received in the outgoing funding functional mailbox. Scanned OFDs shall be emailed to the recipient identified on the OFD. This process shall be completed twice daily; once between 1000 and 1100 and again between 1400 and 1500.

4.6.4 Log receipt of all acceptance copies, including documents received by fax, to the outgoing funding share drive and OFD SharePoint site within two (2) days of receipt.

4.6.5 Maintain outgoing funding document files, including the initial filing and any subsequent refiling. All filing shall adhere to records management guidelines.

4.6.6 Execute and analyze the outstanding commitment report in N-ERP. Email the OFD receiving activity to request obligating documentation.

4.7 Incoming Funding Document (IFD) Support

In accordance with Applicable Documents and using GFI, the contractor shall provide IFD Support services. The Contractor shall:

4.7.1 Monitor daily the incoming funding email functional mailbox.

4.7.2 Combine IFDs and any supporting documents received via the incoming functional mailbox. Combined IFDs shall be uploaded to the Automated Funding Document Acceptance (AFDA) SharePoint site. This process shall be completed twice daily; once between 0900 and 1000 and again between 1300 and 1400.

4.7.3 After official acceptance is completed by Code 01 Budget Analyst, the contractor shall review and complete the Analyst Sign Date field and Document Status field within the AFDA at least once a day.

4.7.4 Forward IFD acceptance copies to external customers at least once a day.

4.7.5 Scan and upload IFD acceptance copies to the AFDA site at least once a day.

4.7.6 Respond to sponsor requests for acceptance copies of funding documents by providing requested documentation.

4.7.7 Maintain and file hard copy documents for all FY15 and prior funding documents in accordance with records management guidelines. FY15 and prior funding documents shall not be stored in the AFDA site and require hard copy filing.

4.7.8 Retrieve files in support of data calls or audit requests received through the incoming functional mailbox.

4.7.9 Prepare IFD pending report.

Deliverable
• The contractor shall deliver an IFD pending report for SOW 4.7.9 in accordance with A005.

4.8 Accounting Office Support

In accordance with Applicable Documents and using GFI, the contractor shall provide Accounting Office Support services. The Contractor shall:

4.8.1 Generate and review the N-ERP Billing error report after each billing. Notify responsible party to request corrections to clear report errors and follow up each week to verify errors are corrected. Notify the Government POC if errors are not cleared within 30 days of initial occurrence.

4.8.2 Generate the EDW Status of Funds Report daily and reconcile report to data found in ASI. Notify the Government POC of any funding documents that require closure based on this review.

4.8.3 Review billing history and open accounts receivable report to verify all transactions are clear before finalizing any funding documents.

4.8.4 When closing any funding document, distribute a Final 2193 Status of Funds request, file a hard copy to the incoming funding document folder, and upload an electronic copy to the AFDA SharePoint site.

4.8.5 Maintain hard or electronic copies of accounting and financial documents consistent with existing filing system. All filing shall be handled in accordance with Applicable Documents.

4.8.6 Review open receivables general ledger account 1310.2100 after each Private Party billing occurs in accordance with the N-ERP billing schedule. Clear all open transactions with a zero balance in N-ERP prior to month end close.

4.9 Travel Compensation Support

In accordance with Applicable Documents and using GFI, the contractor shall provide Travel Compensation Support services. The contractor shall:

4.9.1 Respond to questions from NUWCDIVNPT traveler(s) regarding completion of travel compensation claims. Travel compensation claims will be submitted by the traveler electronically via ASI or manually via a hard copy form.

4.9.2 Claims received via hard copy form shall be recorded within the Travel Compensation log within ASI. Hard copy claims shall be entered into the log in the order which they are received.

4.9.3 Perform analysis of Government supervisor-approved claims to verify the amount of travel compensation time calculated. Travel compensation claims shall be processed using the first in, first out method.

4.9.4 Travel compensation claims should be processed within fourteen (14) days of receipt. The contractor shall notify the Government POC of any claim that cannot be processed within this timeframe.

4.9.5 Enter travel compensation time into N-ERP upon receipt of Government supervisor-approved travel compensation claims. Once entered into N-ERP, notify the traveler and the traveler's supervisor that the time has been entered into N-ERP and is available for processing by the supervisor within N-ERP.

4.9.6 Scan and file finalized hardcopy claims and associated supporting

documentation to the Travel Compensation network drive.

4.10 Payroll Support

In accordance with Applicable Documents and using GFI, the contractor shall provide Payroll Support services.

4.10.1 On a bi-weekly basis, enter time and attendance into the Defense Civilian Pay System (DCPS) after the N-ERP CATA run. Data entry may include retroactive adjustments as well as current time and attendance records.

4.10.2 Generate the Outstanding Leave, Missing Time, Invalid Transaction (current and retroactive), and Conversion of Hours (current and retroactive) reports within DCPS and reconcile data to employee timecards on a weekly basis. Make any required corrections identified by these reports.

4.11 Government Travel Charge Card (GTCC) Support

In accordance with Applicable Documents and using GFI, the contractor shall provide GTCC Support.

4.11.1 Respond to inquiries from travelers requesting a GTCC, accessing functions in DTS, and/or initiating the process in the credit card system.

4.11.2 Enter temporary increases to GTCC credit limits via the CitiBank website. Government-approved temporary increases will be provided to the STR via Code 013 Government personnel.

4.11.3 Deactivate and reactivate GTCCs via the CitiBank website. Government-approved deactivations and reactivations will be provided via the Contractor Tasking Inbox by Code 013 Government personnel.

4.11.4 Review the Employee Movement File. Process separating NUWCDIVNPT travelers by closing their GTCC account.

5.0 Monthly Progress Reporting

The contractor shall report monthly the cost and technical progress in accordance with the Seaport-e Task Order Clause UW C-2-0001, Cost and Performance Reporting.

6.0 Government Furnished Information

Number	Title	Applicable Tasks and Subtasks
6.1	Incident Tracking Tool Application	4.1, 4.5
6.2	List of Navy ERP Department Subject Matter Experts	4.1
6.3	TCS/PCS Worksheet	4.2
6.4	Long Term Cost Analysis (PCS vs TDY)	4.2
6.5	LTT, PCS, TCS Spreadsheet	4.2
6.6	Employee Movement File	4.11
6.7	Passport Information	4.2

6.8	Travel Invoice	4.2
6.9	DTS Voucher	4.3
6.10	TIP Informational Documentation	4.4
6.11	ASI User Documentation	4.5
6.12	Travel Compensation Claim	4.9
6.13	Draft Letter for PCS, TCS, LTT, and FDS Orders, Government Passports, and VISAs	4.2
6.14	Government Approved Temporary GTCC Credit Line Increase	4.11
6.15	Government Approved GTCC Deactivation and Activation	4.11
6.16	TIP Withdrawal Application	4.4
6.17	TIP Quarterly Validation Report	4.4
6.18	DTS Travel Requests	4.2
6.19	DTS Generated Emails	4.2
6.20	Travel Email Distribution Emails	4.2
6.21	Travel Function Email	4.2
6.22	Long Term TDY questionnaire	4.2
6.23	GSA City Pair Fares, October 1, 2012	4.2, 4.3
6.24	Funding Document Recipients Listing	4.7
6.25	Navy ERP Billing Schedule	4.8
6.26	Argent Batch Scheduling User Guide	4.5

7.0 Quality Surveillance and Performance Standards

The government will conduct quality surveillance via various methods including formal and informal meetings, review of technical reports, review of monthly progress reports, and review of deliverables.

The government will evaluate contractor performance in the areas of technical quality, responsiveness, timeliness and cost. Technical quality will be evaluated against the performance standards defined in the Performance Requirements Summary Table, Attachment 3 to the Solicitation. Responsiveness will be evaluated based upon government interaction with the contractor during performance. Timeliness will be evaluated based on the contractor's ability to meet contract and/or CDRL schedules. Cost will be evaluated based upon the contractor's ability to manage to the negotiated costs.

The following Clauses are incorporated by Full Text:

CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA) LANGUAGE

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

(1) W, Lease/Rental of Equipment;
(2) X, Lease/Rental of Facilities;
(3) Y, Construction of Structures and Facilities;
(4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
(5) S, Utilities ONLY;
(6) 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.

HQ C-1-0001 ITEMS: CLINs 7999 and 8999 - DATA REQUIREMENTS (NAVSEA) (SEP 1992)

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto.

HQ C-2-0002 ACCESS TO PROPRIETARY DATA OR COMPUTER SOFTWARE (NAVSEA) (JUN 1994)

(a) Performance under this contract may require that the contractor have access to technical data, computer software, or other sensitive data of another party who asserts that such data or software is proprietary. If access to such data or software is required or to be provided, the contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the proprietary data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains proprietary. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the contractor has agreement(s).

(b) The contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with the spirit and intent of this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.

(c) The restrictions on use and disclosure of the data and software described above also apply to such information received from the Government through any means to which the contractor has access in the performance of this contract that contains proprietary or other restrictive markings.

(d) The contractor agrees that it will promptly notify the Contracting Officer of any attempt by an individual, company, or Government representative not directly involved in the effort to be performed under this contract to gain access to such proprietary information. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.

(e) The contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "contractor" where appropriate.

(f) Compliance with this requirement is a material requirement of this contract.

HQ C-2-0032 INFORMATION AND DATA FURNISHED BY THE GOVERNMENT - ALTERNATE II (NAVSEA) (SEP 2009)

(a) NAVSEA Form 4340/2 or Schedule C, as applicable, Government Furnished Information, attached hereto, incorporates by listing or specific reference, all the data or information which the Government has provided or will provide to the Contractor except for

(1) The specifications set forth in Section C, and

(2) Government specifications, including drawings and other Government technical documentation which are referenced directly or indirectly in the specifications set forth in Section C and which are applicable to this contract as specifications, and which are generally available and provided to Contractors or prospective contractors upon proper request, such as Federal or Military Specifications, and Standard Drawings, etc.

(b) Except for the specifications referred to in subparagraphs (a)(1) and (2) above, the Government will not be obligated to provide to the contractor any specification, drawing, technical documentation or other publication which is not listed or specifically referenced in NAVSEA Form 4340/2 or Schedule C, as applicable, notwithstanding anything to the contrary in the specifications, the publications listed or specifically referenced in NAVSEA Form 4340/2 or Schedule C, as applicable, the clause entitled "GOVERNMENT PROPERTY" (FAR 52.245-1) or "GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES " (FAR 52.245-2), as applicable, or any other term or condition of this contract.

(c)(1) The Contracting Officer may at any time by written order:

(i) delete, supersede, or revise, in whole or in part, data listed or specifically referenced in NAVSEA Form 4340/2 or Schedule C, as applicable; or
(ii) add items of data or information to NAVSEA Form 4340/2 or Schedule C, as applicable; or
(iii) establish or revise due dates for items of data or information in NAVSEA Form 4340/2 or Schedule C, as applicable.

(2) If any action taken by the Contracting Officer pursuant to subparagraph (c)(1) immediately above causes an increase or decrease in the costs of, or the time required for, performance of any part of the work under this contract, the contractor may be entitled to an equitable adjustment in the contract amount and delivery schedule in accordance with the procedures provided for in the "CHANGES" clause of this contract.

HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the contractor under this contract may

create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the contractor, any subcontractor, consultant, or employee of the contractor, any joint venture involving the contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the contractor, any affiliate of the contractor, any subcontractor, consultant, or employee of the contractor, any joint venture involving the contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should

become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

HQ C-2-0051 SPECIFICATIONS AND STANDARDS (NAVSEA) (AUG 1994)

(a) Definitions.

(i) A "zero-tier reference" is a specification, standard, or drawing that is cited in the contract (including its attachments).

(ii) A "first-tier reference" is either: (1) a specification, standard, or drawing cited in a zero-tier reference, or (2) a specification cited in a first-tier drawing.

(b) Requirements.

All zero-tier and first-tier references, as defined above, are mandatory for use. All lower tier references shall be used for guidance only.

HQ C-2-0059 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (AUG 1994)

If, during the performance of this or any other contract, the contractor believes that any contract contains outdated or different versions of any specifications or standards, the contractor may request that all of its contracts be updated to include the current version of the applicable specification or standard. Updating shall not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the

contract.

UW C-2-0001 COST AND PERFORMANCE REPORTING (MAR 2017)

(a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System and submit the Contract Status Report on the day and for the same timeframe the contractor submits an invoice into the Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) system. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.

(b) The Contract Status Report indicates the progress of work and the status of the program and of all assigned tasks. It informs the Government of existing or potential problem areas.

(c) The Contractor's Funds and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(1) Access:

eCRAFT: Reports are uploaded through the eCRAFT System Periodic Report Utility (EPRU). The EPRU spreadsheet and user manual can be obtained at: http://www.navsea.navy.mil /Home/Warfare-Centers/NUWC-Newport/Partnerships/Commercial-Contracts/Information-eCraft-/ under eCRAFT information. The eCRAFT e-mail address for report submission is: Ecraft.nuwc.npt.fct@navy.mil. If you have problems uploading reports, please see the Frequently Asked Questions at the site address above.

(2) Submission and Acceptance/Rejection:

The contractor shall submit their reports on the same day and for the same timeframe the contractor submits an invoice in iRAPT. The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

UW C-2-0002 CONTRACTOR REQUIREMENTS FOR PERFORMANCE ON A GOVERNMENT SITE (MAR 2017)

(a) Contractor personnel shall comply with all current badging and security procedures required to gain access to any Government site. Access to Naval Undersea Warfare Center Division, Newport sites may only be gained by obtaining a badge (either permanent or temporary) from the security office. Compliance with SECNAV M-5510.30, Section 9-20, FACILITY ACCESS DETERMINATION (FAD) PROGRAM is specifically required. Badges shall be issued only after completion of SF85P available at: https://www.opm.gov/forms/standard-forms/

Contractor personnel requiring a Common Access Card, access to controlled unclassified information (CUI) and/or user level access to DoN or DoD networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without control to identify and deny sensitive information, are required to have a favorably adjudicated NACLC.

The Contractor shall ensure that Contractor personnel employed on any Government site become familiar with and obey Activity regulations. Contractor personnel shall not enter restricted areas unless required to do so and until cleared for such entry. The Contractor shall request permission to interrupt any activity roads or utility services in writing a minimum of 15 calendar days prior to the date of interruption. Contractor personnel shall wear personal protective equipment in designated areas. All contractor equipment shall be conspicuously marked for identification.

The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local

requirements.

(b) The contractor shall ensure that each contractor employee reads the pamphlet entitled, "Occupational Safety and Health Information for Contractors" prior to commencing performance at any NUWCDIVNPT site. This document is available under "Contractor Safety Information" at: http://www.navsea.navy.mil/Home/WarfareCenters/NUWCNewport/ContactUs/VisitorInformation.aspx

(c) The contractor shall ensure that each contractor employee reads the document entitled, "NUWC Division Newport Environmental Policy" prior to commencing performance at any NUWCDIVNPT site. This document is available at: http://www.navsea.navy.mil/Home/WarfareCenters/NUWCNewport/ContactUs/VisitorInformation.aspx

(d) The contractor shall ensure that each contractor employee who is resident at any NUWCDIVNPT site completes ISO 14001 Awareness training within 30 days of commencing performance at that site. This training is available on the ISO 14001 webpage on the NUWCDIVNPT Intranet and is also available on the NUWC Division Newport Internet site. This document is available at: http://www.navsea.navy.mil/Home/WarfareCenters/NUWCNewport/ContactUs/VisitorInformation.aspx

(e) The contractor shall remove from the Government site any individual whose presence is deemed by the Commanding Officer, NUWCDIVNPT, to be contrary to the public interest or inconsistent with the best interests of national security.

(f) The contractor shall perform in accordance with the following, as applicable:

(1) OSHA 29 CFR1910 General Industry Standard

(2) OPNAV Instruction 5100.23 (series) Navy Safety and Occupational Health Program Manual

(3) NUWCDIVNPTINST 5100.5 (series) Occupational Safety and Health

(4) NUWCDIVNPTINST 5100.16 (series) Compressed Air Safety

(5) NUWCDIVNPT Emergency Action Guidelines

(6) NAVFAC P307 – NAVFAC: Management of Weight Handling Equipment

(7) NUWCDIVNPTINST 5090.3 (series) Hazardous Materials Control Program

(g) Prior to commencing any work that falls under the following areas, the contractor shall provide to the Contracting Officer's Representative (COR) (if no COR is assigned provide to the NUWCDIVNPT Safety Office Attn: Carol Bernier), on company letterhead, a complete listing of all qualified and trained employees who will perform the work:

(1) Permit required Confined Space Program

(2) Control of Hazardous Energy (Lock out / Tag out)

(3) Respiratory Protection

(4) Walking-Working Surfaces, Fall Protection Program and Scaffolding

(h) The contractor shall follow the posted provisions of the building's Emergency Action Plan (EAP) for any mishap, incident, or emergency situation.

(i) The contractor shall report unsafe work conditions and safety hazards to their supervisor, the COR, and the NUWC Safety Office.

(j)The contractor shall notify the COR and the NUWCDIVNPT Safety Office as soon as practicable, upon learning that a mishap (injury / property damage) has occurred during the performance of work at NUWCDIVNPT.

UW C-2-0003 ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY (MAR 2017)

(a) Requirements for accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) are determined to be relevant for product(s)/service(s) procured under this solicitation. All appropriate subparts of Section 1194, of Section 508 Standards, apply. Each Electronic and Information Technology (EIT) item or service provided under this contract shall comply with the EIT Accessibility Standards listed below:

X 36 C.F.R. § 1194.31 - Functional Performance Criteria

X 36 C.F.R. § 1194.41 – Information, Documentation, and Support

(b) The Contractor shall provide a Voluntary Product Accessibility Template (VPAT) for items or a Government Product/Service Accessibility Template (GPAT) for service to document compliance with the indicated Section 508 Standards. Offerors/resellers that do not provide a VPAT may be determined technically unacceptable.

Please refer to: http://www.itic.org/index.php?submenu=Resources&submenu=Resources&src=gendocs&ref=vpat&category=resources or http://www.buyaccessible.gov/ for more information on VPATs and GPATs or contact http://www.access-board.gov/contact.htm or www.gsa.gov/section508

(c) The Contractor shall comply with the VPAT or GPAT document submitted. If the Contracting Officer determines that any item or service delivered under this contract does not comply with the EIT Accessibility Standards, the Contracting Officer will notify the Contractor in writing. If the Contractor fails to promptly correct or replace the nonconforming products or services with conforming products or services within the delivery schedule contained in the contract, the Government will have the rights and remedies contained in the basic contract.

SECTION D PACKAGING AND MARKING

The following Clauses are incorporated by Full Text:

HQ D-1-0001 DATA PACKAGING LANGUAGE

Data to be delivered by Integrated Digital Environment (IDE) or other electronic media shall be as specified in the contract.

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

Classified reports, data, and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M dated 28 February 2006.

HQ D-2-0006 MARKING AND PACKING LIST(S) (NAVSEA) (NOV 1996)

(a) Marking. Shipments, shipping containers and palletized unit loads shall be marked in accordance with best commercial practice.

(b) Packing List(s). A packing list (DD Form 250 Material Inspection and Receiving Report may be used) identifying the contents of each shipment, shipping container or palletized unit load shall be provided by the Contractor with each shipment. When a contract line item identified under a single stock number includes an assortment of related items such as kit or set components, detached parts or accessories, installation hardware or material, the packing list(s) shall identify the assorted items.

Where assortment of related items is included in the shipping container, a packing list identifying the contents shall be furnished.

(c) Master Packing List. In addition to the requirements in paragraph (b) above, a master packing list shall be prepared where more than one shipment, shipping container or palletized unit load comprise the contract line item being shipped. The master packing list shall be attached to the number one container and so identified.

(d) Part Identification. All items within the kit, set, installation hardware or material shall be suitably segregated and identified within the unit pack(s) or shipping container by part number and/or national stock number.

HQ D-2-0007 MARKING AND PACKING LIST(S) - ALTERNATE I (NAVSEA) (APR 2015)

(a) Marking. Shipments, shipping containers and palletized unit loads shall be marked in accordance with MIL-STD-129R dated 18 February 2014.

(b) Packing List(s). A packing list (DD Form 250 Material Inspection and Receiving Report may be used) identifying the contents of each shipment, shipping container or palletized unit load shall be provided by the Contractor with each shipment in accordance with the above cited MIL-STD. When a contract line item identified under a single stock number includes an assortment of related items such as kit or set components, detached parts or accessories, installation hardware or material, the packing list(s) shall identify the assorted items. Where DD Form 1348-1 or DD Form 1348-1A is applicable and an assortment of related items is included in the shipping container, a packing list identifying the contents shall be furnished.

(c) Master Packing List. In addition to the requirements in paragraph (b) above, a master packing list shall be prepared where more than one shipment, shipping container or palletized unit load comprise the contract line item being shipped. The master packing list shall be attached to the number one container

and so identified.

(d) Part Identification. All items within the kit, set, installation hardware or material shall be suitably segregated and identified within the unit pack(s) or shipping container by part number and/or national stock number. Refer to the above cited MIL-STD for marking of assorted (related-unrelated) items.

HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)

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

(1) name and business address of the contractor
(2) contract number
(3) contract dollar amount
(4) whether the contract was competitively or non-competitively awarded
(5) sponsor: _____
_____(Name of Individual Sponsor)
_____
_____(Name of Requiring Activity)
_____
_____(City and State)

UW D-2-0001 MARK FOR INFORMATION (AUG 2017)

(a) The Contract shall include the following "Mark For" information clearly marked on all packages (or items themselves if they are not packaged) delivered under this contract/order:

Mark For:

Receiving Officer, Naval Station Newport

47 Chandler Street

Newport, RI 02841-1716

NUWC Division, Newport Code 0111 – Christine Nagelhout, 401-832-6662

Task Order #: N00178-14-D-8049/N66604-17-F-3011

(b) The contractor shall also include in each package delivered (or affixed to the item itself if it is not packaged) a packing slip which lists the items included by Contract Line Item Number (e.g., 0001, 0002).

SECTION E INSPECTION AND ACCEPTANCE

The following Clauses are incorporated by Reference:

52.246-4 INSPECTION OF SERVICES – FIXED PRICE (AUG 1996)

52.246-5 INSPECTION OF SERVICES – COST-REIMBURSEMENT (APR 1984)

The following Clauses are incorporated by Full Text:

HQ E-1-0001 INSPECTION AND ACCEPTANCE LANGUAGE FOR DATA
Inspection and acceptance of all data shall be as specified on the attached Contract Data Requirements List(s), DD Form 1423.

HQ E-1-0007 INSPECTION AND ACCEPTANCE LANGUAGE FOR LOE SERVICES

Items: 7000 Series CLINs - Inspection and acceptance shall be made by the Contracting Officer's Representative (COR) or a designated representative of the Government.

SECTION F DELIVERABLES OR PERFORMANCE

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

7100	10/1/2017 - 9/30/2018
7101AA	10/1/2017 - 9/30/2018
7101AB	10/1/2017 - 9/30/2018
8100	10/1/2017 - 9/30/2018

The following Clauses are incorporated by Full Text:

HQ F-1-0003 PERFORMANCE LANGUAGE FOR LOE SERVICES

The contractor shall perform the work described in Section C, at the level of effort specified in Section B, as follows:

SLIN	Base or Option #	Period of Performance
7100	Base	10/01/2017 - 9/30/2018
7200	Option 1*	10/01/2018 - 9/30/2019*
7300	Option 2*	10/01/2019 - 9/30/2020*
7400	Option 3*	10/01/2020 - 9/30/2021*
7500	Option 4*	10/01/2021 - 9/30/2022*

* If option is exercised

PERIOD OF PERFORMANCE NOTE: The option periods of performance are estimated and projected for planning purposes. However, if the option is not exercised prior to the beginning of the option's projected performance period as outlined in the schedule, upon receipt of funds, the Contracting Officer will modify the schedule. The option's performance timeframe shall be adjusted to correlate to the timeframe commensurate with the exercise of the option for a period not to exceed twelve (12) months.

HQ F-2-0003 DATA DELIVERY LANGUAGE FOR SERVICES ONLY PROCUREMENTS

All data to be furnished under this contract shall be delivered prepaid to the destination(s) and at the time(s) specified on the Contract Data Requirements List(s), DD Form 1423.

NOTE: For non-LOE services (8000 Series CLINs): Services to be furnished hereunder shall be performed and completed as follows:

CLIN	Base or Option #	Period of

		Performance
8100	Base	10/01/2017 - 9/30/2018
8110	Option 5*	10/01/2017 - 9/30/2018*
8200	Option 6*	10/01/2018 - 9/30/2019*
8210	Option 7*	10/01/2018 - 9/30/2019*
8300	Option 8*	10/01/2019 - 9/30/2020*
8310	Option 9*	10/01/2019 - 9/30/2020*
8400	Option 10*	10/01/2020 - 9/30/2021*
8410	Option 11*	10/01/2020 - 9/30/2021*
8500	Option 12*	10/01/2021 - 9/30/2022*
8510	Option 13*	10/01/2021 - 9/30/2022*

* If option is exercised.

PERIOD OF PERFORMANCE NOTE: The option periods of performance are estimated and projected for planning purposes. However, if the option is not exercised prior to the beginning of the option's projected performance period as outlined in the schedule, upon receipt of funds, the Contracting Officer will modify the schedule. The option's performance timeframe shall be adjusted to correlate to the timeframe commensurate with the exercise of the option for a period not to exceed twelve (12) months.

SECTION G CONTRACT ADMINISTRATION DATA

The following Clauses are incorporated by Full Text:

252.204-0001 LINE ITEM SPECIFIC: SINGLE FUNDING (SEP 2009)

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

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

(a) *Definitions.* As used in this clause—
"Department of Defense Activity Address Code (DoDAAC)" is a six position code that uniquely identifies a unit, activity, or organization.

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

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

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

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

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

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

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

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

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

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

7000 Series CLINs- COST VOUCHER

8000 Series CLINs- 2 in 1

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

NOT APPLICABLE

(3) Document routing. The contractor shall use the information in the Routing Data

Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

*Routing Data Table**

	7000 Series CLINs	8000 Series CLINs
Field Name in WAWF	*Data to be entered in WAWF*	*Data to be entered in WAWF*
Pay Official DoDAAC	HQ0338	HQ0338
Issue By DoDAAC	N66604	N66604
Admin DoDAAC	S1002A	S1002A
Inspect By DoDAAC	N/A	N66604
Ship To Code	N/A	N66604
Ship From Code	N/A	N/A
Mark For Code	N66604	N66604
Service Approver (DoDAAC)	N66604	N66604
Service Acceptor (DoDAAC)	N/A	N/A
Accept at Other DoDAAC	N/A	N/A
LPO DoDAAC	N/A	N/A
DCAA Auditor DoDAAC	HAA801	N/A
Other DoDAAC(s)	N/A	N/A

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

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

christine.nagelhout@navy.mil

(g) WAWF point of contact.

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

NAVSEA HQ WAWF Helpdesk at WAWFHQ@navy.mil or

JERRY PALMER at 401.832.4964 or gerard.palmer@navy.mil

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

HQ G-2-0009 SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (APR 2015)

(a) The contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

UW G-2-0002 (Alt 1) CONTRACTUAL AUTHORITY AND COMMUNICATIONS (MAR 2017)

(a) Functions: The Procuring Contracting Officer (PCO) for this contract is identified on the basic contract. Only the PCO can change the basic contract, and the PCO maintains primacy over the contract and all its task orders. The Contracting Officer of this task order is a warranted Ordering Officer of the Naval Undersea Warfare Center Division Newport. The Government reserves the right to administratively transfer authority over this task order from the individual named below to another Contracting Officer at any time.

(b) Authority: The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the Contracting Officer's. The Contractor shall not comply with any order, direction or request of Government personnel - that would constitute a change - unless it is issued in writing and signed by the Contracting Officer. No order, statement, or conduct of any Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause of this task order and no adjustment will be made in the task order price to cover any increase in charges incurred as a result thereof. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an

effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the contractor unless the Contracting Officer or basic contract PCO has issued a formal modification.

(c) The Contracting Officer is:

Name: **Mary Ann Gardner**
Telephone: Commercial 401-832-7173
DSN: 432-7173
Fax Commercial: 401-832-4820
DSN: 432-4820
Email: maryann.gardner@navy.mil

(d) The Negotiator is:

Name: **Shane Murray**
Telephone: Commercial 401-832-5308;
DSN: 432-5308
Fax Commercial: 401-832-4820
DSN: 432-4820
Email: shane.murray1@navy.mil

(e) The Contracting Officer's Representative (COR) is:

Name: **Christine Nagelhout**
Code: 0111
Mailing Address: Naval Undersea Warfare Center Division, Newport, 1176 Howell Street, Building: 1176 Room: 109-1, Newport, RI 02841
Email Address: christine.nagelhout@navy.mil
Telephone: Commercial 401-832-6662 DSN: 432-6662

(f) Ombudsman for the Naval Undersea Warfare Center Division, Newport, RI, is:

Name: **Stephen Stewart**
Telephone: Commercial: 401-832-7372
DSN: 432-7372
Fax Commercial: 401-832-4820
Email: stephen.g.stewart@navy.mil

(g) Contractor's Representative is:

Name: **Christopher Getz**
Title: CTI Chief Operations Officer/ Executive Vice President (COO/EVP)
Mailing Address: 4800 Spring Park Drive, Suite 200, Jacksonville, FL 33207
E-Mail Address: chris.getz@ctirms.com
Telephone: 904-722-6530
Fax: 904-725-9041

(h) The Contractor's Senior Technical Representative is:

Name: [redacted]
Mailing Address: 4800 Spring Park Road, Suite 200, Jacksonville, FL 32207
E-Mail Address: TBD
Telephone: 904-722-6500

Fax: 904-725-9041

UW G-2-0003 CONTRACT ADMINISTRATION FUNCTIONS (SERVICES) (MAR 2017)

(a) In accordance with FAR 42.302(a) all functions listed are delegated to the ACO except the following items to be retained by the PCO:

(3) Conduct post-award orientation conferences.

(40) Perform engineering surveillance to assess compliance with contractual terms for schedule, cost, and technical performance in the areas of design, development, and production.

(44) Perform engineering analyses of contractor cost proposals.

(45) Review and analyze contractor-proposed engineering and design studies and submit comments and recommendations to the contracting office, as required.

(46) Review engineering change proposals for proper classification, and when required, for need, technical adequacy of design, producibility, and impact on quality, reliability, schedule, and cost; submit comments to the contracting office.

(47) Assist in evaluating and make recommendations for acceptance or rejection of waivers and deviations.

(b) In accordance with FAR 42.302(b), the following additional functions are delegated to the ACO:

(1) All other functions of FAR 42.302(a) except (3), (40), (44), (45), (46), and (47).

(2) The function of FAR 42.302(b)(4); negotiating and executing supplemental agreements providing for the deobligation of unexpended dollar balances considered excess to known contract requirements, and for the crediting of any overpayments made to the contractor. Attach a copy of the modification to the DD 1594 and forward to the PCO address (Attn: Code 022 -- CLOSEOUT)

(3) The function of FAR 42.302(b)(6).

Accounting Data

SLINID	PR Number	Amount
7101AA	130051044500002	[redacted]

LLA :
AA 97X4930 NH6A 251 77777 0 050120 2F 000000 A00004188643

7101AB	130051044500003	[redacted]

LLA :
AB 97X4930 NH6A 251 77777 0 050120 2F 000000 A10004188643

810001	130051044500004	[redacted]

LLA :
AA 97X4930 NH6A 251 77777 0 050120 2F 000000 A00004188643

810002	130051044500005	[redacted]

LLA :
AB 97X4930 NH6A 251 77777 0 050120 2F 000000 A10004188643

BASE Funding [redacted]
Cumulative Funding [redacted]

MOD P00001 Funding [redacted]
Cumulative Funding [redacted]

MOD P00002 Funding [redacted]
Cumulative Funding [redacted]

MOD P00003 Funding [redacted]
Cumulative Funding [redacted]

SECTION H SPECIAL CONTRACT REQUIREMENTS

The following Clauses are incorporated by Full Text:

5252.202-9101 ADDITIONAL DEFINITIONS (MAY 1993)

As used throughout this contract, the following terms shall have the meanings set forth below:

(a) DEPARTMENT - means the Department of the Navy.

(b) REFERENCES TO THE FEDERAL ACQUISITION REGULATION (FAR) - All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.

(c) REFERENCES TO ARMED SERVICES PROCUREMENT REGULATION OR DEFENSE ACQUISITION REGULATION - All references in this document to either the Armed Services Procurement Regulation (ASPR) or the Defense Acquisition Regulation (DAR) shall be deemed to be references to the appropriate sections of the FAR/DFARS.

5252.216-9122 LEVEL OF EFFORT - ALTERNATE 1 (MAY 2010)

(a) The contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be [redacted] total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that [redacted] man-hours are uncompensated effort.
Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (i) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended evenly over the period of performance. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions

or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The contractor shall acknowledge this order within five days of receipt.

(g) The contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(h) Within 45 days after completion of the work under each separately identified period of performance hereunder, the contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds. All submissions shall include subcontractor information.

(i) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 0% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(j) Notwithstanding any of the provisions in the above paragraphs and subject to the LIMITATION OF FUNDS or LIMITATION OF COST clauses, as applicable, the period of performance may be extended and the estimated cost may be increased in order to permit the contractor to provide all of the man-hours listed in paragraph (a) above. The contractor shall continue to be paid fee for each man-hour performed in accordance with the terms of the contract.

Note 1: 100% of the labor hours are anticipated to be performed at the Government Site; 0% of the labor hours are anticipated to be performed at the Contractor

Facilities.

Note 2: Section B contains Firm Fixed Price CLINs (8000 Series CLINs). The efforts performed under 8000 Series CLINs are not included in the total man-hours identified in paragraph (a) of this clause.

The term of each CLIN is defined in Section F of the Task Order.

5252.227-9113 GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (APR 2015)

(a) The Contractor shall participate in the appropriate interchange of the Government-Industry Data Exchange Program (GIDEP) in accordance with GIDEP PUBLICATION 1 dated April 2008. Data entered is retained by the program and provided to qualified participants. Compliance with this requirement shall not relieve the Contractor from complying with any other requirement of the contract.

(b) The Contractor agrees to insert paragraph (a) of this requirement in any subcontract hereunder exceeding $500,000.00. When so inserted, the word "Contractor" shall be changed to "Subcontractor".

(c) GIDEP materials, software and information are available without charge from:

GIDEP Operations Center
P.O. Box 8000
Corona, CA 92878-8000

Phone: (951) 898-3207
FAX: (951) 898-3250
Internet: http://www.gidep.org

5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The contractor agrees that a partial basis for award of this contract is the list of Key Personnel proposed. Accordingly, the contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the contractor is maintaining the same high quality of personnel that provided the partial basis for award.

NOTE- KEY PERSONNEL

The following individuals are approved Key Personnel under this task order:

*See Attachment 4: List of Key Personnel

5252.242-9115 TECHNICAL INSTRUCTIONS (APR 2015)

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

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

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

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

5252.245-9108 GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE) (APR 2015)

The Government will provide only that property set forth in Attachment 2, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Technical Program Manager, via the cognizant Contract Administration Office, the Government will furnish the identified government property for use in the performance of this contract.

UW H-2-0002 PROHIBITION ON TELECOMMUNICATIONS (MAR 2017)

The contractor is expressly prohibited from purchasing any telecommunication devices (i.e., satellite telephones, cell phones, pagers, blackberry, two way radios, walkie-talkies, etc. or any associated accessories) without the written approval of the contracting officer on an item by item basis.

UW H-2-0003 TRAVEL RESPONSIBILITIES (MAR 2017)

There may be situations where contractor employees and government employees travel together in government vehicles, or in vehicles rented by the government under the terms of the U.S. Car Rental Agreement (currently available at (http://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf) the government has with various rental car companies. In such situations, contractor employees may only be passengers (not drivers) in such vehicles. If a contractor employee is a passenger in a government vehicle or a vehicle rented by the government, it would be on a "no additional cost to the government" basis. If a contractor employee is a passenger in a government vehicle, the contractor shall indemnify and hold the government harmless from all liability resulting from personal injury or death or damage to property which may occur as a result of such joint travel. When a contractor is a passenger in a vehicle rented by the government, liability would be limited to the terms set out in the U.S. Car Rental Agreement in effect at the time of any incident.

SECTION I CONTRACT CLAUSES

The following clauses are incorporated by reference in this task order. Applicable clauses incorporated by reference in the basic MAC contract also apply.

a. FAR:

52.203-3 Gratuities (APR 1984)

52.203-5 Covenant Against Contingent Fees (MAY 2014)

52.203-6 Restrictions on Subcontractor Sales to the Government (SEP 2006)

52.203-7 Anti-Kickback Procedures (MAY 2014)

52.203-12 Limitation on Payments to Influence Certain Federal Transactions (OCT 2010)

52.203-13 Contractor Code of Business Ethics and Conduct (OCT 2015)

52.203-17 Contractor Employee Whistleblower Rights and Requirement to Inform Employees Whistleblower Rights (APR 2014)

52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017)

52.204-2 Security Requirements (AUG 1996)

52.204-9 Personal Identity Verification of Contractor Personnel (JAN 2011)

52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2016)

52.204-13 System for Award Management Maintenance (OCT 2016)

52.204-19 Incorporation by Reference of Representations and Certifications (DEC 2014)

52.204-22 Alternative Line Item Proposal (JAN 2017)

52.209-6 Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (OCT 2015)

52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013)

52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (NOV 2015)

52.215-23 Limitations on Pass-Through Charges (OCT 2009)

52.216-7 Allowable Cost and Payment (JUN 2013)

52.216-8 Fixed Fee (JUN 2011)

52.219-6 Notice of Total Small Business Set-Aside (NOV 2011)

52.219-8 Utilization of Small Business Concerns (NOV 2016)

52.219-14 Limitations on Subcontracting (JAN 2017)

52.219-28 Post-Award Small Business Program Representation (JUL 2013)

52.222-3 Convict Labor (JUN 2003)

52.222-17 Nondisplacement of Qualified Workers (MAY 2014)

52.222-19 Child Labor - Cooperation with Authorities and Remedies (OCT 2016)

52.222-21 Prohibition of Segregated Facilities (APR 2015)

52.222-26 Equal Opportunity (SEP 2016)

52.222-35 Equal Opportunity for Veterans (OCT 2015)

52.222-36 Equal Opportunity for Workers with Disabilities (JUL 2014)

52.222-37 Employment Reports on Veterans (FEB 2016)

52.222-40 Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)

52.222-41 Service Contract Labor Standards (MAY 2014)

52.222-43 Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (MAY 2014)

52.222-50 Combatting Trafficking in Persons (MAR 2015)

52.222-54 Employment Eligibility Verification (OCT 2015)

52.222-60 Paycheck Transparency (OCT 2016)

52.223-5 Pollution Prevention and Right-To-Know Information (MAY 2011)

52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)

52.224-1 Privacy Act Notification (APR 1984)

52.224-2 Privacy Act (APR 1984)

52.225-13 Restrictions on Certain Foreign Purchases (JUN 2008)

52.227-1 Authorization and Consent (DEC 2007)

52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement (DEC 2007)

52.227-11 Patent Rights -- Ownership by the Contractor (May 2014)

52.232-1 Payments (APR 1984)

52.232-20 Limitation of Cost (APR 1984)

52.232-22 Limitation of Funds (APR 1984)

52.232-39 Unenforceability of Unauthorized Obligations (JUN 2013)

52.232-40 Providing Accelerated Payments to Small Business Subcontractors (DEC 2013)

52.233-3 Alternate I Protest After Award (JUN 1985)

52.233-4 Applicable Law for Breach of Contract (OCT 2004)

52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)

52.242-1 Notice of Intent to Disallow Costs (APR 1984)

52.243-1 Alternate I Changes -- Fixed Price (APR 1984)

52.243-2 Alternate I Changes -- Cost Reimbursement (APR 1984)

52.244-6 Subcontracts for Commercial Items (JAN 2017)

52.245-1 Government Property (JAN 2017)

52.245-9 Use and Charges (APR 2012)

52.246-25 Limitation of Liability-Services (FEB 1997)

52.251-1 Government Supply Sources (APR 2012)

b. DFARS:

252.201-7000 Contracting Officer's Representative (DEC 1991)

252.203-7000 Requirements Relating to Compensation of Former DoD Officials (SEP 2011)

252.203-7002 Requirement to Inform Employees of Whistleblower Rights (SEP 2013)

252.203-7003 Agency Office of the Inspector General (DEC 2012)

252.203-7005 Representation Relating to Compensation of Former DoD Officials (NOV 2011)

252.204-7000 Disclosure of Information (OCT 2016)

252.204-7003 Control of Government Personnel Work Product (APR 1992)

252.204-7004 Alternate A System for Award Management (FEB 2014)

252.204-7005 Oral Attestation of Security Responsibilities (NOV 2001)

252.204-7008 Compliance with Safeguarding Covered Defense Information Controls (OCT 2016)

252.204-7009 Limitations on the Use of Disclosure of Third-Party Contractor Reported Cyber Incident Information (OCT 2016)

252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016)

252.204-7015 Notice of Authorized Disclosure of Information for Litigation Support Contractors (MAY 2016)

252.211-7007 Reporting of Government-Furnished Property (AUG 2012)

252.222-7006 Restrictions on the Use of Mandatory Arbitration Agreements (DEC 2010)

252.225-7048 Export Controlled Items (JUN 2013)

252.227-7039 Patents -- Reporting of Subject Inventions (APR 1990)

252.231-7000 Supplemental Cost Principles (DEC 1991)

252.232-7010 Levies on Contract Payments (DEC 2006)

252.235-7010 Acknowledgment of Support and Disclaimer (MAY 1995)

252.245-7001 Tagging, Labeling, and Marking of Government-Furnished Property (APR 2012)

252.245-7002 Reporting Loss of Government Property (APR 2012)

252.245-7003 Contractor Property Management System Administration (APR 2012)

252.245-7004 Reporting, Reutilization, and Disposal (SEP 2016)

252.247-7023 Transportation of Supplies By Sea (APR 2014)

The following Clauses are incorporated by Full Text:

52.217-9 Option to Extend the Term of the Contract (MAR 2000) (NAVSEA VARIATION) (APR 2015)

(a) The Government may extend the term of this contract by written notice(s) to the contractor within the periods specified below. If more than one option exists the Government has the right to unilaterally exercise any such option whether or not it has exercised other options.

Option No.	CLIN	Exercise Date - No Later Than
1	7200	10/01/2018
2	7300	10/01/2019
3	7400	10/01/2020
4	7500	10/01/2021
5	8110	10/01/2017
6	8200	10/01/2018
7	8210	10/01/2018
8	8300	10/01/2019
9	8310	10/01/2019
10	8400	10/01/2020

11	8410	10/01/2020
12	8500	10/01/2021
13	8510	10/01/2021

(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 option(s) under this clause, shall not exceed five (5) years, however, in accordance with paragraph (j) of the requirement of this contract entitled "LEVEL OF EFFORT" (NAVSEA 5252.216-9122), if the total manhours delineated in paragraph (a) of the LEVEL OF EFFORT requirement, have not been expended within the period specified above, the Government may require the Contractor to continue to perform the work until the total number of manhours specified in paragraph (a) of the aforementioned requirement have been expended.

52.222-2 Payment for Overtime Premiums (Jul 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed _[redacted]_ or the overtime premium is paid for work --

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

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

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

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

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

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

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

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

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

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

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

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage - Fringe Benefits

(End of Clause)

NOTE TO CONTRACTORS: EMPLOYEE CLASSES AND EQUIVALENT GOVERNMENT RATES CAN BE FOUND AT THE FOLLOWING DEPARTMENT OF LABOR AND OFFICE OF PERSONNEL MANAGEMENT WEBSITES -

EMPLOYEE CLASSES (DIRECTORY OF OCCUPATIONS):

http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf

GOVERNMENT EQUIVALENT GS LEVELS:

http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/Vers5SCAIndex.pdf

and OFFICE OF PERSONNEL MANAGEMENT: http://www.opm.gov/OCA/10tables/index.asp

52.244-2 Subcontracts (OCT 2010)

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

"Approved purchasing system" means a contractor's purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR)

"Consent to subcontract" means the Contracting Officer's written consent for the contractor to enter into a particular subcontract.

"Subcontract" means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the contractor has an approved purchasing system, the contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts: **Any new subcontractors performing a portion of the level of effort not approved in the original task order award.**

(e)(1) The contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting -

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason certified cost or pricing data were or were not required;

(D) The extent, if any, to which the contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were not accurate, complete, or current; the action taken by the contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical

performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) The contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (b), (c), or (d) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the contractor's purchasing system shall constitute a determination -

(1) Of the acceptability of any subcontract terms or conditions;
(2) Of the allowability of any cost under this contract; or
(3) To relieve the contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the contractor, may result in litigation related in any way to this contract, with respect to which the contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations: [redacted]

SECTION J LIST OF ATTACHMENTS

Attachment 1: Exhibit "A" DD Form 1423 - Contract Data Requirements List (with Addendum)

Attachment 2: Incidental Government Property Made Available Form, Revision 1 (IGP)

Attachment 3: Performance Requirements Summary (PRS) Table

Attachment 4: List of Approved Key Personnel

Attachment 5: Wage Determination 2015-4089 Revision 4