

SOLICITATION

FINAL

1. SOLICITATION NO. N00024-16-R-3379	2. AMENDMENT NO. 	3. EFFECTIVE DATE 06/23/2016	4. PURCHASE REQUEST NO. H91269-6084-A196
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5. ISSUED BY Joseph Maier NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 joseph.e.maier@navy.mil 215-697-4704	CODE N00189	6. ADMINISTERED BY 	CODE
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7. CONTRACTOR 	CODE 	FACILITY 	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME 07/29/2016 1400 (hours local time – Block 5 issuing office)
			SET ASIDE TYPE No
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY 	CODE
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13. TYPE OF ORDER D <input type="checkbox"/> X <input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
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See the Following Pages

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA By: _____ CONTRACTING/ORDERING OFFICER	22. TOTAL
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS
F	DELIVERIES OR PERFORMANCE	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS
G	CONTRACT ADMINISTRATION DATA	M	EVALUATION FACTORS FOR AWARD

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GENERAL INFORMATION

1. Quotes in response to this solicitation must be received in Seaport no later than 2:00 pm, July 29, 2016.
2. Questions about this solicitation must be received in Seaport no later than 2:00 pm, July 5, 2016.
3. The point of contact for this action is Joseph Maier, 215-697-4704.
4. The incumbent for this effort is Capstone Corporation, N00178-05-D-4232-EX04.

SECTION B SUPPLIES OR SERVICES AND PRICES

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	Labor - Base (Fund Type - OTHER)	1.0	LO			
7001	Labor - Option 1 (Fund Type - OTHER) Option	1.0	LO			
7002	Labor - Option 2 (Fund Type - OTHER) Option	1.0	LO			
7003	Labor - Option 3 (Fund Type - OTHER) Option	1.0	LO			
7004	Labor - Option 4 (Fund Type - OTHER) Option	1.0	LO			

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
9000	Travel (Not to Exceed) - Base (Fund Type - OTHER)	1.0	LO	
9001	Travel (Not to Exceed) - Option 1 (Fund Type - OTHER) Option	1.0	LO	
9002	Travel (Not to Exceed) - Option 2 (Fund Type - OTHER) Option	1.0	LO	
9003	Travel (Not to Exceed) - Option 3 (Fund Type - OTHER) Option	1.0	LO	
9004	Travel (Not to Exceed) - Option 4 (Fund Type - OTHER) Option	1.0	LO	

LEVEL OF EFFORT (COST TYPE CONTRACT)

(a) The level of effort for the performance of this contract during the period from the start of contract performance to six months thereafter is based upon 7,720 estimated manhours of direct labor. If all options are exercised by the government, the level of effort for the performance of this contract will be increased by an additional 61,670 estimated manhours of direct labor, for a total level of effort of 69,480 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

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

Labor Category	Base Period	Option 1	Option 2	Option 3	Option 4
Military Operations Specialist	2,880	5,760	5,760	5,760	5,760
Logistics Manager	1,000	2,000	2,000	2,000	2,000
Program Manager	1,920	3,840	3,840	3,840	3,840
Principal Analyst	1,920	3,840	3,840	3,840	3,840
Totals	7,720	15,440	15,440	15,440	15,440

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

(d) The number of manhours expended per month may fluctuate in the pursuit of performance of the contract statement of work, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the contract. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.

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

(f) If at any time during the performance of this contract the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

PAYMENT OF FIXED FEE

The fixed fee for work performed under this contract is \$(TO BE SPECIFIED AT TIME OF AWARD) provided that approximately 69,480 hours of technical effort are employed by the contractor in performance of this contract. If substantially fewer than 69,480 hours of technical effort are employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of \$(TO BE SPECIFIED AT TIME OF AWARD) per direct labor hour invoiced by the

contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." Payments shall be subject to the withholding provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment shall not exceed eighty-five (85%) percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

Fee

Base	\$(To be specified at time of award)
Option 1	\$(To be specified at time of award)
Option 2	\$(To be specified at time of award)
Option 3	\$(To be specified at time of award)
Option 4	\$(To be specified at time of award)

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Section C - Descriptions and Specifications

SERVICES IN SUPPORT OF US JOINT STAFF DEPUTY DIRECTOR FOR REGIONAL OPERATIONS AND FORCE MANAGEMENT (JS DDJ35S)

1. INTRODUCTION. This Contract establishes the operational and analytical requirements for support to JS DDJ35 in the execution of the Joint Force Coordinator (JFC), Global Force Management (GFM) and Future Operations Resourced-Informed Planning (FORIP) missions. Required tasks include functional areas that support the execution of the aforementioned mission sets. These include future operations resource-informed planning, Joint Force Analysis, Rotation and Deployment planning, management and operational support, Joint Technical Development operational oversight and program management, continuous process improvement efforts, and related special resource services that enhance execution of JFC, GFM and FORIP mission capabilities.

2. BACKGROUND. The mission of DDJ35 is to source and deploy trained and ready joint capable forces, lead the improvement of the Global Force Management and Joint Deployment processes, monitor force readiness and deployment, and support the implementation of Resource-Informed Planning in support of the Joint Staff's mission. Specific mission tasks include: (1) Provide future operations analytical support to Combatant Commanders with execution level fidelity force availability analysis to enable development of resource-informed OPLANS/CONPLANS. (2) Deploy trained and ready joint forces in support of war fighting requirements of combatant commanders world-wide; (3) Identify and recommend global Joint sourcing solutions to the Chairman, in coordination with the Services and other combatant commanders, from all worldwide forces and capabilities, (except designated forces sourced by USSOCOM, USSTRATCOM and USTRANSCOM); (4) Supervise the implementation of sourcing decisions through force analysis of readiness and availability; (5) Monitor the Joint deployment movement of forces, (6) provide for continuous improvement of the Global Force Management and Joint Force Deployment processes through identification of capabilities gaps and pursuit of high-value, near term solution across the DOTMLPF spectrum. It is critical to maximize the Nation's future and present military capabilities through Joint concept development and experimentation, recommending Joint requirements, advancing interoperability, conducting Joint training and providing ready continental U.S.-based forces and capabilities to support other combatant commanders and domestic requirements. The evolving landscape of the world and changes in threats to our Nation's security continually shape and change tasks required to accomplish these missions. The services necessary to respond to the evolving mission tasks must be flexible to respond to these requirements. The non-personal services identified in this contract allow JS DDJ35S to support new/emerging requirements and functions across a wide spectrum of services.

3. SCOPE. The Contractor shall provide non-personal operational and analytical services in support of the J35S Joint Force Coordinator mission and related support functions to include the execution of the Future Operations, Joint force analysis, sourcing, rotation and

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deployment as well as provide for operational management of related Joint Technology Development efforts and fiscal resource records management that specifically support the sourcing and resources of the JFC, Global Force Management and Future Operations Resource Informed Planning Processes. The Contractor shall perform no functions prohibited by Office of Federal Procurement Policy (OFPP) Policy letter 92.1.

4. APPLICABLE DOCUMENTS. Unified Command Plan; Global Force Management Implementation Guidance, Global Employment of the Force.

5. REQUIREMENTS. The contractor shall provide support services across a wide variety of mission areas to provide JS-J35S with the capability to meet both existing and emerging JFC, GFM and Future Operations requirements. The contractor shall provide communications orally and in writing at the Flag Officer/General Officer level. Specific tasks are:

5.1 Joint Force Coordinator/Deployment Support. The contractor shall provide planning, analytical, and operational support of J35S's Joint Force Coordinator and Global Force Management functional areas. Requirements for this task include:

5.1.1 Provide coordination of planning, developing, and assistance in the oversight to the concept of operations for the JFC/GFM/Future Operations Resource-Informed Planning (FORIP) due to the constant changes in mission support requirements.

5.1.2 In support of the role as the Joint Force Coordinator and Future Operations Resource-Informed Planning, provide U.S. Armed Forces subject matter experts to identify Armed Forces capabilities required to support the rapidly evolving mission requirements of Combatant Commanders (CCMDs) and Federal Agencies. Provide support with the preparation of plan course of action development, tasking orders, force availability, tasking, deployment, employment, redeployment, and reconstitution of forces to include unit sourcing, Individual Augmentation (IA) and DoD Expeditionary Civilians. Coordinate rotation of forces for ongoing campaigns. Provide support for Global Force Management and Joint Force Coordinator processes improvement. Support the operational management and execution of Joint technical development.

5.1.3 Support the identification and analysis of databases that capture U.S. Armed Forces capabilities, their readiness posture, availability, deployment posture, and other relevant data necessary to identify and monitor the status of available and deployed forces. Provide subject matter experts and database update expertise as necessary to ensure the Joint Force Coordinator has information assurance to capture required data to execute its Joint force Coordinator role and Future Operations support to CCMDs plan development processes.

5.1.4 Provide advice and analytical support to monitor the system/systems utilized to capture the readiness, availability and deployment status of U.S Armed Forces. Monitor the readiness, availability and deployment posture of U.S Armed Forces to support the force tasking decision process and force availability analysis required to support CCMDs resource informed planning.

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5.15 Provide subject matter expertise to support any plans, studies, analysis, technical data collection, database enhancements, or operational support necessary to support the planning and operations of the J3.

5.1.6 Prepare material for and attend TPFDD and sourcing conferences in support of force rotations in the case of resource informed plan development and on-going campaigns.

5.1.7 Support the J35S JFC and GFM by tracking forces deploying and redeploying in support of Contingency Operations and other combatant command requirements as required within the Conventional Joint Force Coordinator mission.

5.1.8 Interface with other members of the Force provider team, combatant commands, and other agencies to ensure consistent and continuous monitoring of forces moving.

5.2 JFC Program Management (**Records and resource management**) support needed to execute the JFC, GFM and FORIP processes.

5.2.1 Contractor shall provide analytical functions, to include validating and verifying travel orders and travel processing under the Defense Travel System, financial reports and records, Support JFC related meetings and facilities preparation, electronic and physical files management through the use of Project and Enterprise Project Manager; Documentum, Logbook, LIMS, and other tools as specified during the contract period. Provide program management technical support and analytical support services in support of the JFC Personnel Management Programs.

5.2.2 Provide program management, research and analysis-related support functions for J35S. Provide technical expertise to support the senior government officials on J35 functions. Activities include all supply requisitions, coordination of records management activities to include preparation of outgoing correspondence and messages, message re-addressals, files maintenance, distribution of incoming material.

5.2.3 Recommend priorities for program management, research and analysis work based on the needs of the J3 and overall policies. Support the management of all J3 program management, research and analysis records and correspondence, maintain correspondence control records, maintain and manage program management and analytical records and filing system.

5.2.4 Provide program management support to the J35S, to include, research, analysis, technical reviews, assessments, work force/personnel programs, and manage classified and unclassified reports and records.

5.2.5 Provide assistance to the J35S government leads and make recommendations and offer courses of action on program management and analysis issues.

5.2.6 Manage J35S records and correspondence such that documents and records are always locatable, staffed in a timely manner and complies with applicable Directives System Policy, Directives System Manual and templates as well as the Department of Defense Privacy Program and Joint Staff Records Management policy and procedures.

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5.2.7 Provide expert support in the development and revision of J35S military and civilian position descriptions such that these documents properly justify the grade and expertise required for each position by the organization's structure. Assist in reshaping of the J35S organization in response to changing operational and staff support requirements. Facilitate the J35S hiring process by coordinating with J3 and human resources offices, supporting the forming and conduct of hiring panels, and assisting with the integration of newly-hired personnel.

5.2.8 Maintain applicable timekeeping system. Administer J35S related accounts, provide training and help desk support to ensure that J35S personnel can properly log their time against the correct J35S projects and their supervisors can approve logged time.

5.2.9 The contractor is responsible for supporting all aspects and provide analysis to ensure the efficient and effective operation of the business process support and management process technical support services to J35S Resource Offices. Support studies, evaluate external resource requests, develop tracking processes for action items and tasking, participate in meetings and briefings and monitor the communication flow of related information to the commander and staff as required. Develop and prepare multiple reports, documents, standard operating procedures, memoranda of agreements, and command instructions and/or policy papers. Prepare documentation and reports in accordance with established policies, procedures, or regulations. Draft professional quality Information and Point Papers, and Executive Summaries (EXSUM).

5.2.10 Draft and provide J35S resource input for the budget and finance aspects of Command Plans, Commander's Guidance Memoranda, and other guidance documents.

5.2.11 Support development of Resource Reviews and make recommendations for continuous improvement of the product.

5.2.12 Make recommendations on the data collection, analysis, and presentation processes for the J35S's budgetary actions.

5.2.13 Support Resource Office Budget Analysts in maintaining records for expenditure tracking, including the records contained in the Aged Document File (three (3) years and older).

5.2.14 Maintain J35S Purchase Commitment File by logging planned purchases

5.2.15 Process and track Funding Document Requests released by J35S.

5.2.16 Respond to J35S requests and provide direct assistance to customers in drafting required Acquisition packages and procurement related documents. Assist in conducting Market Research (MR) and draft MR documents. Draft Limited Source Justification & Sole Source documents.

5.2.17 Collect J35S cost data and complete related monthly Fiscal or Budgetary Report

5.2.18 Download, generate, or develop finance and budgetary reports from DOD legacy systems, supporting comptrollers, JFC internal systems (i.e. FastData, Wide Area Work Flow, Consolidated Omnibus Budget Reconciliation Act (COBRA), Fast Access, e-Acquisition, and others) in a scheduled cycle or on demand.

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5.3. J35S Joint Logistics Management Support:

5.3.1. Logistics Management. The contractor is responsible for supporting all aspects and logistical actions required to ensure the efficient and effective operation of the J35S JFP, GFM and FORIP missions. At a minimum, the contractor shall provide logistical, contingency support, and management technical support, as outlined below.

5.3.2. Logistics Plans. Provide plans and material estimates, coordinate logistic activities, develop Courses of Action, make recommendations on the best course of action, and provide any other expert actions, coordination, oversight or advice to ensure JFP, GFM and FORIP mission success.

5.3.3 Facilities Support. Provide facilities support that ensures efficient, effective and economical day to day operation of the J35S and during crisis deployment operations. Develop and execute facilities management and improvement plan. Assure maintenance and improvement of work spaces in order to create a model working environment that enhances and advances J35S operational capabilities. Ensure that facilities related issues are addressed and resolved in a timely manner with minimal impact to customer work flow. Integrate and align personnel and resources to achieve planned projects and remedy ad-hoc requirements that arise. Provide guidance, and coordination to ensure continuity of operations. Allocate spaces; coordinate logistics and material repair activities; and provide setup and tear down for various activities to ensure logistics operations support the requirements and mission of the J35S.

5.3.4 Provide logistics support services across a wide variety of mission areas to provide the J35S with the capability to meet both existing and emerging requirements.

5.3.5 Support logistic requirements/plans related to current and planned operations and mission requirements.

5.3.6 Develop technical reports including logistics management plans.

5.3.7 Support oversight for the development and management of new and existing logistics projects.

5.3.8 Develop Course of Action analysis for various scenarios, make recommendations on best course of action, provide input on development of approved course of action, and support the execution of the activity.

5.3.9 Provide training and logistics management subject matter expertise to the J35S and other commands as requested or required.

5.3.10 Provide logistics technical support and associated services to assist in the management of locations supporting the J35S and other related activities. Support to include assisting with space allocation, coordinating maintenance and repair activities, and material set-up and tear down for various activities to ensure the logistics support the requirements and mission of the Joint Force Coordinator.

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5.3.11 Supports the efficiency improvements iaw the Joint Staff Support Services Office facility management. Collects and consolidates required logistical data and workspace analysis requirements associated with the Joint Staff facilities located on both Naval Support Activity Hampton Roads and Naval Station Norfolk to include the oversight and management of NH95.

5.3.12 Provide support with Basic Facilities Requirement studies in support of the J35S and coordinating directorates.

5.3.13 Provide analysis, data collection and execution of coordinated Joint Staff Hampton Roads facilities assessments that enhance emergency management of those facilities. Coordinates with JSSSO HR and JS HR EMO. Provides SME assistance to the Joint Staff Emergency Management Officer and support, as the Joint Staff Hampton Roads representative for the NSA compound.

5.3.14 Coordinate and provide support capabilities and functions for all Joint Staff Hampton Road personnel within the Naval Support Activity (NSA Compound to include JS J6 DDITS, JS J6 C4I, J7 STO, JSSSO Graphics and JSSO.

5.3.15 In coordination with JSSSO Engineering Office, provide liaison support for Joint Staff Hampton Roads construction/renovation projects within the NSA compound or Naval Base Norfolk as designated.

5.4 Force Analysis Branch: Develop Draft Plans of Actions and Milestones (POA&M) for assignment, rotation, and movement of forces in support of J35S mission. The contractor shall support the development, implementation, and monitoring of the Government approved POA&M and will include reports, recommendations, plans, schedules and orders. The POA&M will be submitted to the Government as required for review and approval. This POA&M shall cover the following program elements as related to operational and readiness elements:

5.4.1 Develop and expand database and capability requirements in the Force Analysis and Readiness modules in the Global Force Management Tool Set (GFMTS).

5.4.2 Provide analysis and input to support the identification and/or development of databases that capture U.S. Armed Forces capabilities, their readiness levels, force availability, and other relevant data necessary to support resource informed planning and preparation of joint sourcing solutions.

5.4.3 Monitor and perform analysis of Joint and Service unit readiness and availability data.

5.4.4 Ensure J35S equities are maintained in the Office of the Secretary of Defense (OSD) continued development and system improvement of the Defense Readiness Reporting System (DRRS) by participating in DRRS System Tests, the Software Management System (SMS) Enhancement Working Group, Operations Force Battle Staff Working Group, General Officer/Flag Officer Steering Group, and DRRS Operational document review.

5.4.5 Utilize DRRS, and provide user feedback to support proposed system enhancement.

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- 5.4.6 Support Global Status of Resources and Training System (GSORTS) to DRRS transition.
- 5.4.7 JCRM, PFG, GCCS-J/GSORTS & JOPES software evaluation, testing and system enhancement..
- 5.4.8 Maintain position in the Ballistic Missile Defense (BMD) Force Management Working Group to ensure connectivity link within GFM Process.
- 5.4.9 Prepare briefs, point papers, and reports on selected topics and issues
- 5.4.10 Recommend and develop improved J35S business practices..
- 5.4.11 Provide recommendations which support the development and improvement of new or existing force analysis initiatives
- 5.4.12 Maintain roster of Joint Task Force Headquarters (JTF HQ).
- 5.4.13 Support review and development of JTF Doctrine
- 5.4.14 Review and provide input to Joint Doctrine, Department of Defense Instructions (DODI) and Chairman Joint Chiefs of Staff Instructions (CJCSI)
- 5.4.15 Support development of Global Force Management Tool Set (Joint Capabilities Requirements Manager (JCRM) and Force Deployment).
- 5.4.16 Monitor, track, and report the readiness status and composition of the Global Response Force (GRF)
- 5.4.17 Track and report the movement of deploying forces.
- 5.4.18 Provide subject matter expertise to support current and future development of the JCRM program Force Deployment Branch.
- 5.4.19 Prepare material for and attend Joint Operations Planning and Execution System (JOPES) Time Phased Force and Deployment Data (TPFDD) and sourcing conferences in support of force rotations in the case of on-going campaigns.
- 5.4.20 Provide subject matter expertise on the Department of Defense force deployment process and the adjustment to the Start or End dates of an ordered unit to the Joint Staff and as the point of contact for COCOM, service, and subordinate commands.
- 5.4.21 Interface with other members of the Joint Force Provider community of interest, combatant commands, and other agencies to ensure consistent and continuous monitoring of force movement.
- 5.4.22 Provide subject matter expertise on the adjustment to the Start or End dates of an ordered unit to the Joint Staff and as the point of contact for COCOM, service and subordinate commands.
- 5.4.23 Prepare and maintain the Microsoft Office SharePoint Server portal page for the JS J35

Force Deployment branch.

5.4.24 Maintain the Microsoft Office Access database used for Force Deployment tracking as well as providing reports that are used by both COCOM and service levels to ensure accuracy of Deployment Data.

5.4.25 Provide support to in JS J35 in accordance with the Joint Deployment Processes. Contractor shall maintain expert/advanced knowledge of the use of workstation tools such as Microsoft Office Word, Excel, PowerPoint, Outlook, Access, SharePoint Server; Logbook, JCRM, JOPES, and other tools as specified during the contract period.

6. DELIVERABLES. Deliverables shall be in contractor format and provided to Technical Advisors (TA) as identified in the below matrix. Draft copies shall be provided as noted and when provided shall be returned to the TA within three working days after receipt of comment. The Government TATA shall have three days to comment on draft documents when presented. If the TA does not return the draft with comments, within the three days allowed, the draft is considered final for tracking and final delivery. Reports will be delivered in accordance with the matrix below.

Applicable Reference	Report Name	Specific Deliverable Information
5.1.1-5.1.8	Technical Reports: GCCS /LIMS logbook maintenance; planning documents supporting JDC standup; plans, studies, assessments, and technical data collection reports for JDC operations	All technical reports shall be provided as a draft for TA comments. Final documents shall be provided as required in para 6.
5.1.1-5.1.8, 5.2.1-5.2.5.2.18, 5.3.1-5.3.10, 5.4.1-5.4.2.5	Analytical Reports: Brief preparation, log book maintenance, JESS, SMS, JOPES and related reports , trip reports, analytical briefs, OORDER preparations, operational situation reports, watch turnover information , facilities support	Analytical reports shall be provided in accordance with JS J35S Standard Operating procedures provided by the TA.
5.1.1-5.1.8, 5.4.1-5.4.2.5	Operate Various Systems: Global Force Management Tool Set (GFMTS), Global Status of Resources and	Attend VTC's, meeting and briefings as needed and

Applicable Reference	Report Name	Specific Deliverable Information
	Training System, Joint Capabilities Requirements Manager, Joint Operations Planning and Execution System , Department of Defense Readiness Reporting System, Air Force AEF Readiness Tool, Army Readiness Management System, Navy's TYCOM Readiness Management System	prepare power point slides, point papers, and/or senior level briefings as required.
5.4.26	Joint Capabilities Requirements Manager (JCRM) program input.	As required
5.1.1-5.1.8, 5.4.1-5.4.2.5	Microsoft Access Database that facilitates Time Phased Force and Deployment Data (TPFDD), Latest Arrival Date (LAD) Shifts, Force tracking/ monitoring	As required
5.4.25	Microsoft Office SharePoint Server portal page up to date	As required
5.1.25	Microsoft Office Word, Excel, PowerPoint, Outlook, Access, SharePoint Server; Logbook, JCRM, JOPES Documents	As required
5.1.1-5.1.8, 5.2.1-5.2.5.2.18, 5.3.1-5.3.10, 5.4.1-5.4.2.5	Draft position/white paper	As required
5.1.1-5.1.8, 5.2.1-5.2.5.2.18, 5.3.1-5.3.10, 5.4.1-5.4.2.5	Technical reports	As required in response to program analysis

Applicable Reference	Report Name	Specific Deliverable Information
5.4.1-5.4.2.6	Security Administration and classified material inventory reports	IAW Joint Staff SSO instructions (Monthly)
5.4.1-5.4.2.5	Summary reports. Request database, maintain records of all MilAir requests for possible audit by Office of SECDEF IAW DOD policy. These records must be available for daily review.	Daily NLT 13:00
5.4.1-5.4.2.5	Tasker Log status : Status of requirements IAW COS Suspense dates	Daily NLT 13:00
8	Trip Reports	2 days after travel
5.4.1-5.4.2.5	Briefing Inputs	As directed by FO/GO Schedule
6.3	Monthly Report	Due to the TA by the 15th of the following month for the month being reported.
6.2	End-of-Contract Summary Report	Due in draft 60 days prior to contract end date, providing the contract perspective of lessons learned and recommendation in improvements in providing support for future versions of this contract vehicle.
5.3.11-5.3.12	Joint Staff Hampton Roads Facilities and logistics assessments	As required
5.3.13-5.3.14	Joint Staff Hampton Roads Emergency Management compliance reports	As required

6.1 Technical Reports. Technical reports shall be provided within five (5) working days after the initial action requiring the report.

6.2 Operational and Analytical Reports. Reports include but are not limited to meeting minutes, trip reports, studies, analysis, operations plans/orders, deliberate plans, budgetary

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reports, mission analysis reports, and other reports as directed in this task order. Analytical reports shall be provided in accordance with procedures provided by the TA.

6.3 Monthly Report. The contractor shall provide a description of work accomplished during the period, funds expended, funding remaining, any issues, recommendations, trips and significant results, progress made during the period (including any problems encountered), recommendations (if any) for solution beyond the scope for the task area, and highlights of the next month's activity. The report shall be provided no later than the 15th of each month following the reporting period month to the TA and Contracting Officer

7. TRAVEL. Local and distance travel may be required for performance of this task order. Travel shall be in accordance with applicable Joint Travel Regulations related to contractor travel in performance and support of contract tasks. Long distance travel may also be required to support research efforts, meeting facilitation activities. Travel costs are estimated at \$24,449.60 per period for the base period and all option years, for a total of \$122,248.00.

Automobile travel should occur via the most cost effective means i.e. Rental Car, POV etc.

8. PLACE OF PERFORMANCE.

8.1. Place of Performance. Contractors shall be required to support the JS DDJ35S in Norfolk, VA. Primary support will occur at the Norfolk or Suffolk locations. Support may include other locations world-wide to support daily, exercise, and contingency operations.

8.2. Hours. During routine day-to-day operations, the core duty day shall be 0730-1700. However, contractors may be required to perform for extended duty hours and work shift work to support the requirements of this task order, exercises, and contingency operations.

9. GOVERNMENT FURNISHED EQUIPMENT. The Government shall provide office space, equipment, and computers with email/LAN access as required supporting the desired staffing. The contractor shall provide a National Agency Check (NAC) to be given such access.

10. PERIOD OF PERFORMANCE. The six month base period begins September 1, 2016 and ends March 31, 2017. Four one year options are anticipated: April 1, 2017 – March 31, 2018, April 1, 2018 – March 31, 2019, April 1, 2019 – March 31, 2020, and April 1, 2020 – March 31, 2021,.

11. CONTRACTING OFFICER'S REPRESENTATIVE. A COR will be appointed at contract award.

12. SECURITY CLEARANCE. On-site contractor personnel assigned to this project shall require access to information up to and including SECRET. Personnel assigned shall have a minimum FINAL SECRET clearance before reporting. Work on this project may require that personnel have access to Privacy Act Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable DOD rules and regulations.

13. REQUIRED LABOR CATEGORIES

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13.1 SUBJECT MATTER EXPERT (Joint operations)

DUTIES: Provides executive level expertise in designated engineering, scientific or acquisition program management specialty as required by the Directorate/Branch being supported. The contractor shall provide expertise in a variety of operational, technical and scientific disciplines including, but not limited to, Systems Integration, Requirements Analysis, System and Data Standardization and Migration, Computer Software Engineering, Network/Communications Analysis/Engineering, Mission Analysis, Assessment Planning Support, Data Collection and Analysis, Logistics and Planning, Chemical and Biological Systems, and Tactical, Data and Voice Communication Systems. Review and develop test and evaluation criteria for joint exercises and experiments. Draft and staff White papers, and perform technical analysis and assessment of special projects. Participate in supporting proof-of-concept testing to include developing plans, procedures, recording results and developing technical conclusions. Attend and participate in various Directorate/Branch program-related meetings reviews, and site surveys for various technical and engineering programs as directed by the supported Division.

QUALIFICATIONS:

a. Must possess demonstrated knowledge of the theory and practice of the operations, plans, logistics and engineering processes, including experience as a cell leader, operational commander or evaluator within a minimum of three major military events.

b. Published subject-specific articles, journals, periodicals, technical reports, or non-fiction books in one or more of the following areas: Future Military Operations, Operational Warfare, Operational Art, Technological Assessments, Statistical Evaluation, Intelligence Analysis and Predictions, Strategy and Policy, Training Exercise Conduct and Evaluation, Military Requirements Analysis and/or Military, Political and Economic Strategic Planning and Execution. A Masters degree with 1-3 years experience or a PhD in relation to the expertise required.

13.2. PRINCIPAL ANALYST (GFM AND TECHNICAL DEVELOPMENT OPERATIONS MANAGER)

DUTIES: Serves as contractor team leader for a major project(s). Responsible for managing project efforts, including planning, defining objectives and priorities, evaluating performance, resolving problems, establishing quality control procedures, assigning duties, supervising assigned contract personnel, and coordinating with Government and other Contractor personnel.

QUALIFICATIONS:

a. Bachelor's degree from an accredited college or university in operations research/systems analysis or electrical/electronic engineering or computer science, with three (3) years experience in the analysis of medium-to-large scale systems design.

b. Experience in two (2) or more of the following:

(1) Three (3) years or more experience in, operations and plans execution, theory, development, and applications. Three (3) or more additional years experience in planning,

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scheduling and coordinating military activities in support of operations and exercises, and one (1) or more year additional experience in military computer modeling. Experience requirements are in addition to those required in paragraph a above;

(2) Three (3) years or more experience in military strategy and sourcing, methodology and data base preparation;

(3) Three (3) years or more experience in the development of analytical plans and procedures;

(4) Three (3) years or more experience in the joint planning process;

(5) Demonstrated experience in the preparation of scenarios for joint events is desirable;

(6) Demonstrated experience in the conduct of post experimentation event effectiveness analysis and evaluations is desirable.

13.3. SUBJECT MATTER EXPERT

DUTIES: Provides executive level expertise in designated engineering, scientific or acquisition program management specialty as required by the Directorate/Branch being supported. The contractor shall provide expertise in a variety of operational, technical and scientific disciplines including, but not limited to, Systems Integration, Requirements Analysis, System and Data Standardization and Migration, Computer Software Engineering, Network/Communications Analysis/Engineering, Mission Analysis, Assessment Planning Support, Data Collection and Analysis, Logistics and Planning, Chemical and Biological Systems, and Tactical, Data and Voice Communication Systems. Review and develop test and evaluation criteria for joint exercises and experiments. Draft and staff White papers, and perform technical analysis and assessment of special projects. Participate in supporting proof-of-concept testing to include developing plans, procedures, recording results and developing technical conclusions. Attend and participate in various Directorate/Branch program-related meetings reviews, and site surveys for various technical and engineering programs as directed by the supported Division.

QUALIFICATIONS:

a. Must possess demonstrated knowledge of the theory and practice of the operations, plans, logistics and engineering processes, including experience as a cell leader, operational commander or evaluator within a minimum of three major military events.

b. Published subject-specific articles, journals, periodicals, technical reports, or non-fiction books in one or more of the following areas: Future Military Operations, Operational Warfare, Operational Art, Technological Assessments, Statistical Evaluation, Intelligence Analysis and Predictions, Strategy and Policy, Training Exercise Conduct and Evaluation, Military Requirements Analysis and/or Military, Political and Economic Strategic Planning and Execution. A Masters degree with 1-3 years experience or a PhD in relation to the expertise required.

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13.4. MILITARY OPERATIONS SPECIALIST (Force Deployment /Analysis)

DUTIES: Must have a knowledgeable background in requirements analysis, advanced warfighting concepts and doctrine, and tactics, techniques, and procedures (TTP). Experience in computer systems and their application to tactical programs is required. Analyzes and provides recommendations on issues dealing with system and operational architectures. Coordinates with user community representatives throughout all phases of development concerning requirements definition, clarification, prioritization, and alternatives. Additional duties include analyzing current Joint Force resource and manning levels, tracking the JFP supported requirements, analyzing Joint Manning Documents (JMDs) and developing sourcing recommendations in keeping with the current Global Force Management business rules. Knowledge of the current military personnel management with regards to Force manning, shortfalls in the personnel process, and constraints/restraints on the Services a plus.

QUALIFICATIONS:

a. A Bachelor's Degree from an accredited college or University in Engineering, Engineering Management, Computer Science, Management of Information Systems (MIS), or physical science in Information Systems Management, Computer Systems Analysis, Operations Research, or Systems Analysis is required. Years of experience may be traded for degree requirements.

b. Must have service and/or Joint Military personnel management Subject Matter Expertise familiar with service augmentation procedures. Three (3) years or more experience in military manpower/personnel management. The ability to perform in-depth research, gather facts, and use effective analytical and evaluative methods to accurately assess information to reach sound conclusions and formulate recommendations involving force provider sourcing.

c. Experience in two (2) or more of the following:

(1) Ability and experience (2 years or more) in monitoring Service sourcing levels of operational Joint Manning Documents;

(2) Ability and experience in formulating analysis and design reports;

(3) Ability to evaluate Joint, Service and command plans, policy and doctrinal instructions relating to the sourcing of Joint requirements;

(4) Knowledge of related/associated repositories of manpower and personnel information and sources of same;

(5) Skill and experience in requirements analysis, developing alternative recommendations, concept formulation, planning, executing and evaluating technical conferences, workshops, seminars;

(7) Professional experience interfacing with and defining force management requirements and/or knowledge and experience in the military manpower/personnel area of

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operations.

13.5. PROGRAM MANAGER

Duties:

Provide executive level expertise in designated engineering, scientific or acquisition program management specialty as required by the Directorate/Branch being supported. The contractor shall provide expertise in a variety of operational, technical and scientific disciplines including, but not limited to, Systems Integration, Requirements Analysis, , Mission Analysis, Assessment Planning Support, Data Collection and Analysis, Logistics and Planning, Draft and staff White papers, and perform technical analysis and assessment of special projects.

This position will coordinate with other military and federal personnel for preparation of documentation or in conjunction with duties connected with the Command Records Management Office to encompass areas of Records Management, Directives, Forms Management and Freedom of Information Act/ Privacy Act. This position requires internal and external training of programs and tp provide customer guidance and recommend process improvements as needed. This position requires support for program inspections to include but are not limited to HQ, Directorates, Subordinate Command activities and Inspector General inspections.

QUALIFICATIONS:

This position requires ten years or more of experience in military service or as a civilian or contractor in a military environment. Experience must be germane to the tasks specified in the task order.

13.6. LOGISTICS MANAGER

Duties: This position shall support oversight for the development and management of new and existing logistics projects and develop Course of Action analysis for various scenarios, make recommendations on the best course of action. Provide input on development of approved course of action. and support the execution of the activity. The position shall develop and prepare multiple reports and documents; research. Analyze, and develop reports, spreadsheets, forms and databases; and prepare documentation and reports in accordance with established policy, procedures or regulation. The position will manage and support the facilities management program ensuring that building-related issues are managed in accordance with policies, procedures, and regulations.

Experience:

This position requires five years or more of experience in either military service or as a civilian or contractor working in a military environment. Shall have three years or more experience serving as a transportation specialist. Experience must be germane to the tasks specified in the task order. With a Bachelors degree, three years of experience is required.

14. ORGANIZATIONAL CONFLICT OF INTEREST

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The contractor shall disclose all potential Organizational Conflicts of Interest, as described in FAR 9.5, to the Contracting Officer. Failure to promptly disclose an Organizational Conflict of Interest may result in termination of the contract for default.

(END OF STATEMENT OF WORK)

REIMBURSEMENT OF TRAVEL COST

(a) Travel

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

Medical Examinations

Immunization

Passports, visas, etc.

Security Clearances

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

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

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

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

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

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

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

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the

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

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

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

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

CONTRACT ADMINISTRATION PLAN (CAP) FOR COST TYPE CONTRACTS

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

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

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

2. The Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302, except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

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

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

5. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

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

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

b. Contract Surveillance

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

(2) The COR shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When contract performance is taking place at a government location, the COR shall also monitor contractor employees performing under the contract with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the contract. A record of such personal observations should be kept and compared with charges invoiced by the contractor for that task and time frame. This information can also be used as a tool in evaluating the contractor certificate of performance. It is essential that the COR coordinate these efforts with the CAO designated in the contract.

(3) The COR will take timely action to alert the PCO to any potential

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

(4) The COR shall maintain surveillance of the contractor's performance to determine if the percentage of work performed reasonably corresponds to the percentage of funds expended. This responsibility requires a thorough review of the contractor's progress reports. The COR shall immediately report to the PCO any difficulties perceived in this area. The COR is also responsible for providing the contractor with any written comments the PCO may make in response to the progress reports and/or personal observations of the COR.

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

c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

d. Contract Modifications.

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

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

e. Administrative Duties

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

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

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

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

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

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

i. Written Report/Contract Completion Statement

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

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

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

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

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

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SECTION D PACKAGING AND MARKING

There are no special packaging and marking requirements.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection of Services -- Cost-Reimbursement (Apr 1984)

(a) *Definition.* "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may --

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may --

(1) By contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances; or

(2) Terminate the contract for default.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

7000	9/1/2016 - 2/28/2017
9000	9/1/2016 - 2/28/2017

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

7001	3/1/2017 - 2/28/2018
7002	3/1/2018 - 2/28/2019
7003	3/1/2019 - 2/29/2020
7004	3/1/2020 - 2/28/2021
9001	3/1/2017 - 2/28/2018
9002	3/1/2018 - 2/28/2019
9003	3/1/2019 - 2/29/2020
9004	3/1/2020 - 2/28/2021

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

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall—

- (a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and
- (b) Separately identify a payment amount for each contract line item included in the payment request.

SECURITY ADMINISTRATION

The highest level of security that will be required under this contract is Secret as designated on DD Form 254 attached hereto and made a part hereof.

The offeror shall indicate the name, address and telephone number of the cognizant security office;

The facilities to be utilized in the performance of this effort have been cleared to _____ level.

The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

Fill ins will be provided at the time of award.

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(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).

(Contracting Officer: Insert applicable document type(s).)

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

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

(Contracting Officer: Insert inspection and acceptance locations or “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*

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

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(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.

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following

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contracting activity's WAWF point of contact.

(Contracting Officer: Insert applicable information or "Not applicable.")

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

SECTION H SPECIAL CONTRACT REQUIREMENTS

LIABILITY INSURANCE (COST TYPE CONTRACTS)

The following types of insurance are required in accordance with the clause entitled “INSURANCE-LIABILITY TO THIRD PERSONS” (FAR 52.228-7) and shall be maintained in the minimum amounts shown:

(1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury. No property damage general liability insurance is required.

(2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage. Comprehensive form of policy is required.

(3) Standard Workmen’s Compensation and Employer’s Liability Insurance (or, where maritime employment is involved, Longshoremen’s and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

COST LIMITATION CEILINGS ON INDIRECT RATES

If an offeror proposes cost limitation ceilings on indirect rates, the offeror is advised that the Government may evaluate the offeror’s cost proposal accordingly. The decision to propose cost limitation ceilings is the offeror’s decision. In the event the offeror proposes indirect rate limitations, these same ceiling rate limitations may be incorporated into any resultant contract without discussion. Under any cost reimbursement contract, the indirect rates billed shall be limited to the ceiling rate(s) identified in the contract. Any costs incurred above ceiling rates are not allowable.

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE

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

NAME	CODE
------	------

MAIL ADDRESS

TELEPHONE NUMBER

(b) In the absence of the COR named above, all responsibilities and functions assigned to the

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COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

NAME	CODE
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MAIL ADDRESS

TELEPHONE NUMBER

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SECTION I CONTRACT CLAUSES

09RA 52.217-9 -- Option to Extend the Term of the Contract. (mar 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 54 months.

NOTE: Section I of the basic contract applies.

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SECTION J LIST OF ATTACHMENTS

DD 254

QASP

Past Performance Information Form

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SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

The requirement for Annual Representation and Certifications at 52.204-8 applies at the basic multiple award contract (MAC) level for each Offeror. Offerors are not required to submit representation or certifications in response to this solicitation or its subsequent Task Order award, if any. All requests for representation or rerepresentation shall come from the MAC Contracting Officer in accordance with the terms of the basic contract.

The Ordering Officer will consider quoter's size/socioeconomic status as defined within the SeaPort-e portal at the following web address:

<https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>

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SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

PREPARATION OF QUOTES/COST LIMITATION CEILINGS ON INDIRECT RATES

Quoters who are considering the use of cost limitation ceilings in their quote are advised to refer to the clause entitled “Cost Limitation Ceilings on Indirect Rates” herein.

Uploading to SeaPort-e Instructions

GENERAL

All quotes including those offered by the Prime contractor and their subcontractors, shall be submitted exclusively through the SeaPort-e Portal Site no later than 4:00 p.m. Philadelphia, PA time on July 21, 2015. Faxes, emails, and/or responses through NECO or any method other than Seaport-e format are not acceptable. It is the responsibility of the Prime Contractor to make certain that all its subcontractors have been approved by the Seaport-e MAC Contracting Officer to team together prior to the closing date and time of the solicitation. In the event the SeaPort-e Portal site is not operational or is experiencing difficulties, the Contractor (Prime or Subcontractor) shall immediately notify the Task Order Contracting Officer prior to the closing time of the solicitation. The Task Order Contracting Officer may allow manual submission of written quotes in these circumstances. Absent technical difficulties with the Portal, however, all quotes and team members' cost information shall be submitted electronically through the SeaPort-e Portal Site by the time and date of closing of the solicitation. Late quotations will not be evaluated and are not eligible for award.

Quoters must comply with the detailed instructions for the format and content of the quote since failure to provide all required information may preclude evaluation/comparative analysis of the quote.

The Quotes shall be submitted in the following two sections:

Non-Price Portion

Price/Cost Portion

The completion and submission of the above items will be considered the quoter's unconditional assent to the terms and conditions of this solicitation and any attachments and/or exhibits hereto. Alternate quotes are not authorized.

An objection to any of the terms and conditions of the solicitation will constitute a deficiency which may result in the rejection of the quote.

Quoters must comply with all SeaPort-e Portal instructions for uploading attachments, inserting CLIN amounts and the QUOTE AMOUNT. This includes the following:

a) Prime contractors:

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- i) Uploading the Technical, Past Performance, and Price Submissions; and
- ii) Inserting to Section B: CLIN dollar amounts (this should automatically insert the QUOTE AMOUNT).

b) Subcontractors:

- uploading Technical, Past Performance, and Price Submissions, as appropriate.

Volume Font Instructions

All submissions and attachments shall be in Microsoft compatible format. Submissions that are page limited shall be prepared as 8.5" X 11" pages, no smaller than ten-pitch, single-spaced with no less than a one-inch margin on all sides. In the event photo reduction is used for graphs and drawings, their inclusion is within the specified page limitation and such presentation must be clear and legible. Submissions & attachments shall not include hyperlinks.

INSTRUCTION FOR SUBMISSION OF QUOTES

SUBMISSION REQUIREMENTS

When submitting a quote, quoters shall respond with three separate submissions; 1) Technical Submission, 2) Past Performance Submission, and 3) Price Submission. The Technical Submission Volume (Volume I) is limited to a maximum number of thirty (30) pages in length. The Past Performance Submission Volume (Volume II) does not count towards the thirty page limit for Volume I. Pages submitted in excess of the page limitations described above will not be evaluated.

The technical evaluation factors are Performance Approach, Management Approach, Past Performance and Socio-Economic Plan. Performance Approach being the most important factor is more important than Management Approach, Management Approach is more important than Past Performance, and all factors are each significantly more important than the Socio-Economic plan. Price is less important than the performance approach, management approach, and past performance. Price is more important than Socio-Economic Plan; Socio-Economic Plan is the least important factor.

Note: Quoters are required to submit responses to this solicitation through the SeaPort-e portal in three parts: 1) Technical; 2) Past Performance; and 3) Price. Quotes shall be submitted in this format. Accordingly, Past Performance shall be submitted to the SeaPort-e Portal separately from the other technical evaluation factors in the space allotted for "Past Performance." The remaining technical evaluation factors shall be submitted in the space allotted for "Technical."

(1) Volume I - Technical Submission (Non-Price)

(a) Performance Approach

The quoter shall provide in detail a performance approach that will successfully accomplish the requirements of the solicitation, including the PWS. The quoter should describe any risks

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associated with the solicitation, including the PWS and any risks associated with implementation of the quoter's performance approach; describe any techniques and actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the quoter. The quoter should provide any other information the quoter considers relevant to the solicitation. The quoter's performance approach should demonstrate: (1) an in-depth knowledge of the Joint Force Provider and Global Force Management mission set to include Joint Force Sourcing, Analysis, Deployment and Rotation as well as Global Force Management Policy and procedures in the operational management of Joint Capabilities Technology Demonstrations processes; (2) operations analysis experience; and (3) military operational expertise; (4) Program management of JFC and GFM support functions to include records and task management.

(b) Management Approach

The quoter shall provide in detail a management approach that will successfully accomplish the requirements of the solicitation, including the PWS. The quoter should describe any risks associated with the solicitation, including the PWS and any risks associated with implementation of the quoter's management approach; describe any techniques and actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the quoter. The quoter should provide any other information the quoter considers relevant to the solicitation.

(c) Socio-Economic Plan

The quoter shall address the extent of participation of small businesses, small disadvantaged businesses, women-owned small businesses, historically black colleges or universities and minority institutions, veteran-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone small businesses in performance of any resultant contract. The solicitation, however, does not require participation by such entities. The quoter shall provide targets, expressed as dollars and percentages of total contract value, for small businesses, small disadvantaged businesses, women-owned small businesses, historically black colleges or universities and minority institutions, veteran-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone small businesses in any of the North American Industry Classification System (NAICS) Major Groups as determined by the Department of Commerce. The targets may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor. Targets will be incorporated into and become part of any resultant contract.

If the quoter fails to provide targets for the contract and/or any of the seven socio-economic factors, the quoter's quote will be evaluated at zero percent and/or zero dollars for the contract and/or any socio-economic factor for which a target is not provided. However, an quoter that provides no socio-economic plan in response to this factor may be considered ineligible for award.

(2) Volume II -Past Performance Submission (Non-Price)

(a) Past Performance

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The quoter shall demonstrate relevant past performance or affirmatively state that it possesses no relevant past performance. Relevant past performance is performance under contracts or efforts within the past five years that is the same as, or similar to, the scope and magnitude of the work described by this solicitation.

To demonstrate its past performance, the quoter shall identify up to 3 of its most relevant contracts or efforts within the past five (5) years, and provide any other information the quoter considers relevant to the requirements of the solicitation. Quoters should provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation. If subcontractor past performance is provided as part of the 3 of its most relevant contracts or efforts, the subcontractor past performance will be given weight relative to the scope and magnitude of the aspects of the work under the solicitation that the subcontractor is proposed to perform. Therefore, the quoter's quote should detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform.

The quoter should complete a "Past Performance Information Form" for each reference submitted. The form is an attachment to the solicitation. The forms will not count toward the Volume I page limit described above. For additional information regarding a particular reference beyond that which will fit on the form, the quoter may continue onto another sheet of paper. Such continuation sheet(s) for submitted references will not count toward the Volume I page limit.

The quoter should address its past performance in complying with requirements of the clauses at FAR 52.219-8, "Utilization of Small Business Concerns," and 52.219-9, "Small Business Subcontracting Plan."

(3) Volume III - Price Submission

In evaluating the quoter's cost/pricing quote, the Government will determine the completeness and realism of quoted costs along with the price reasonableness of the quote. The quoter's price submission shall include a complete and detailed cost breakdown with all supporting documentation. For award purposes, the Government will evaluate cost submissions by adding the total cost for all option periods to the proposed cost for the base period of task order performance. The Government may determine an offer unacceptable if the proposed price for the base or an option period is significantly unbalanced in relation to the other periods of task order performance.

The quoter's price submission shall include all elements of cost and other information as appropriate to support the quoter's price. The submission shall include:

- a) Separate cost/pricing information for each performance period.
- b) Supporting information including labor rates and hours, burden rates, and travel costs employed in developing the price.
- c) Any and all subcontracts identified in the technical submission shall be identified and priced in the price submission. Subcontracts (regardless of dollar value) shall be adequately documented.

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Subcontractor cost/pricing information may be submitted separately.

(4) Additional Instructions

Responses to this solicitation must be submitted electronically via the SEAPORT Portal at <https://auction.seaport.navy.mil/bid>. Quoters must comply with the detailed instructions for the format and content of quotes; quotes that do not comply may be considered ineligible for award.

In the event any person who is not a bona fide employee of the quoter participated in the creation, formulation, or writing of any portion of the quote, a certificate to this effect shall be included in the quote which shall be signed by an officer of the quoter. Such certificate shall identify the name of the person who is not a bona fide employee, that person's employment capacity, the name of the person's firm, the relationship of that firm to the quoter, and the portion of the quote in which the person participated.

(5) Proposed Cost

For evaluation purposes, quoters must use the estimated labor categories and estimated number of hours listed in level of effort section B in their quotations. No deviations are authorized.

The following amounts (plus applicable G&A) will be utilized by the Government for evaluation purposes only in determining the total evaluated cost of a quote:

Travel

Base Period \$24,449.60

Option Year I: \$24,449.60

Option Year II: \$24,449.60

Option Year III: \$24,449.60

Option Year IV: \$24,449.60

(i) Travel estimated above is for travel and subsistence associated with performance under a resultant task order which will be reimbursed in accordance with the clause entitled "Reimbursement of Travel Costs."

(ii) Any quoter having an accounting system which includes travel within overhead or G&A shall specifically state this fact within the price submission.

(iii) Any and all subcontracts identified in the technical submission shall be identified and priced in the price submission. Subcontracts (regardless of dollar value) shall be adequately documented. Subcontractor cost/pricing breakdowns may be submitted in separate sealed envelopes.

(iv) If the quoter is currently being audited, or has been audited, by the Defense Contract Audit Agency (DCAA), the name and location of the assigned DCAA office should be furnished with the price submission.

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FAR 52.222-46 Evaluation of Compensation for Professional Employees (Feb 1993)

(a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

FAR 52.237-10 Identification of Uncompensated Overtime (Mar 2015)

(a) *Definitions.* As used in this provision --

“Adjusted hourly rate (including uncompensated overtime)” is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed

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hours per week which includes uncompensated overtime hours over and above the standard 40-hour work week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour ($\20.00×40 divided by 45 = \$17.78).

“Uncompensated overtime” means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

(b)

(1) Whenever there is uncompensated overtime, the adjusted hourly rate (including uncompensated overtime), rather than the hourly rate, shall be applied to all proposed hours, whether regular or overtime hours.

(2) All proposed labor hours subject to the adjusted hourly rate (including uncompensated overtime) shall be identified as either regular or overtime hours, by labor categories, and described at the same level of detail. This is applicable to all proposals whether the labor hours are at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The offeror’s accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

(e) The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

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SECTION M EVALUATION FACTORS FOR AWARD

This Task Order is reserved for only those contractors, which have {Mid Atlantic Zone} identified in section B of the MAC contract. Proposals from other contractors will not be considered.

(1) The Government intends to award a CPFF task order resulting from this solicitation to the responsible quoter whose quote represents the best value after evaluation in accordance with the factors in the solicitation. The quote shall be in the form prescribed by, and shall contain a response to each of the areas identified in the Section L solicitation provision entitled "Submission of Quotes." The Government's evaluation of quotes will consider the quoter's non-price technical submission more important than the quoter's quoted price/cost. Performance Approach, Management Approach, and Past Performance, when combined, are more important than price. Socio-Economic Plan is less important than Price. The non-price evaluation factors are listed below.

Performance Approach

Management Approach

Past Performance

Socio-Economic Plan

Performance Approach, being the most important factor, is more important than Management Approach. Management Approach is more important than Past Performance, and all factors are each more important than the Socio-Economic plan. Price is less important than the Performance Approach, Management Approach, and Past Performance. Price is more important than Socio-Economic Plan; Socio-Economic Plan is the least important factor.

(2) The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that a quote is unawardable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(3) While the Government reserves the right to engage in negotiations with vendors that submitted quotes (if the Contracting Officer determines it necessary), it is the Government's intention to award a task order without such negotiations. Therefore, each vendor's initial quote should contain the quoter's best terms regarding non-price and price factors.

(4) A rating of less than Acceptable in any non-price or technical evaluation factor renders the quote unawardable as submitted.

(5) To the extent that the evaluation and source selection criteria and methodology set forth in

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this Solicitation differ from those described in the quoter's underlying SeaPort-e contract or on the SeaPort-e website, the Solicitation will take precedence.

(6) The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government. Quoters lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the quote of a vendor with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous quote to the Government and thus, may be an unsuccessful quote when compared to the quotes of other vendors. The quoter should provide the information requested above for past performance evaluation, or affirmatively state that it possesses no relevant directly related or similar past performance. If a quoter fails to provide any past performance information which is similar in scope and magnitude to that which is detailed in the solicitation or fails to affirmatively state that it possesses no relevant directly related or similar past performance, the quote may not be awardable. The Government will consider the quality of a quoter's past performance. This consideration is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the quoter's past performance will be used as a means of evaluating the relative capability of the quoter and other competitors to successfully meet the requirements of the solicitation. In determining the rating for the Past Performance evaluation factor, the Government will give greater consideration to the contracts or efforts which the Government determines are most relevant to the solicitation.

A quoter determined to have no record of relevant past performance (or in an instance where no information on the quoter's past performance is available), will not be evaluated favorably or unfavorably for the Past Performance factor. When a quoter is determined to have relevant past performance, the quality of its past performance will be evaluated; a quoter whose past performance demonstrates either a low expectation or no expectation that the quoter will be able to successfully perform the required effort will be considered ineligible for award.

(7) For all non-price factors or subfactors other than Past Performance, a quoter's submission must be determined to be acceptable or better in order to be eligible for award.

(8) The Government reserves the right to award the order to other than the lowest priced quoter.

(9) Cost Realism. The award of a cost reimbursement contract is anticipated. In a cost reimbursement contract, a quoter's cost/price submission gives only estimated costs to the Government, and the Government is responsible for all actual and allowable costs, regardless of the quoter's quoted cost. That estimated cost of performance is used for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without the approval of the contracting officer. To determine the accuracy the costs set forth in the quoter's cost/prices submission, a cost realism analysis will be performed. The method of evaluation used by the Contracting Officer in the cost realism analysis is solely within the discretion of the Contracting Officer. The cost realism analysis is performed to determine the probable/realistic cost of performance for each quoter. The cost realism analysis will review and evaluate the quoter's quoted cost estimate to determine whether the estimated cost elements set

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forth in its cost/price submission are realistic for the work to be performed. The probable/realistic cost is determined by adjusting the quoter's proposed cost to reflect any adjustments in cost elements to realistic levels based on the results of the cost realism analysis. Evaluation of personnel compensation will be part of the cost realism evaluation. The probable/realistic cost may differ from the proposed/quoted cost and reflects the Government's best estimate of the cost of any contract that is most likely to result from the quoter's submission.

The probable/realistic cost will be used for purposes of evaluation to determine the best value. If the quote includes cost reimbursement subcontracts, those subcontracts may also be adjusted for evaluation purposes if the quoted costs associated with that subcontract are, through the cost realism analysis, found to be unrealistically low. If a quote includes subcontracts that are other than cost reimbursement (e.g. time and material or fixed-price labor hour subcontracts), the quoter may, in its submission, affirmatively commit to performing such subcontracted portions of the RFQ's requirements at pricing no higher than quoted in the subcontract; in that event, no cost realism adjustment will be made for those subcontracts. However a risk assessment may be made to regarding the potential impact of the subcontract pricing on contract performance. If the quoter does not, in its submission, affirmatively commit to perform such portions of the RFQ's requirements at pricing no-higher-than set forth in the subcontract, then the price of the subcontract(s) may be adjusted for evaluation purposes to reflect probable/realistic costs that the quoter would be expected to incur if performing the subcontracted effort itself.

The cost realism analysis may also assess whether the information contained in the price quote is consistent with the various elements of the quoter's Non-Price quote. The cost realism analysis may also assess whether the cost/price submission reflects a lack of understanding of the requirements that creates risk not accounted for in the evaluation of the non-cost/price submission. Such risk may be considered in the best/value analysis.

(10) For the purposes of preparing a quote, quoters shall assume that the periods of performance shall be as follows:

Base 1 Sep 16 - 28 Feb 17

Option I 1 Mar 17 - 28 Feb 18

Option II 1 Mar 18 - 28 Feb 19

Option III 1 Mar 19 - 29 Feb 20

Option IV 1 Mar 20 - 28 Feb 21

(11) The Government has estimated Travel as specified below:

Travel

Base Period: \$24,449.60

Option Year I: \$24,449.60

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Option Year II: \$24,449.60

Option Year III: \$24,449.60

Option Year IV: \$24,449.60

Total: \$122,248.00

The Government's estimated travel costs shall be used for the purpose of evaluating price.

Therefore, quoters shall use these estimates in preparing its price/cost submission.

(12) The Government does not anticipate nor require more than forty (40) hours per week, per full time equivalent (FTE). However, quoters shall follow FAR 52.237-10 if proposing Uncompensated Overtime as well as describe how the use of uncompensated overtime will not degrade the level of technical expertise required to fulfill the Government's requirements.