

2. AMENDMENT/MODIFICATION NO. 06	3. EFFECTIVE DATE 17-Jan-2018	4. REQUISITION/PURCHASE REQ. NO. RP000718RC0034G	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00244	7. ADMINISTERED BY (If other than Item 6) CODE	S4402A

NAVSUP FLC San Diego, Code 200
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San Diego CA 92136-4200
anastasia.pentzakoff@navy.mil 619-556-9637

DCMA Dallas
4211 Cedar Springs Road
Dallas TX 75219-2602

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) StraCon Services Group, LLC 6100 Southwest Blvd., Suite 510 Fort Worth TX 76109	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-10-D-6313-NW01 10B. DATED (SEE ITEM 13) 01-Jan-2016
CAGE CODE 523K2 FACILITY CODE	<input checked="" type="checkbox"/>

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

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

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) IAW FAR 52.222-43 Fair Labor Standards And and Service Contract Act Price Adjustment

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) Anne Welfare, Director of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) James L Browley, Contracting Officer
15B. CONTRACTOR/OFFEROR /s/Anne Welfare (Signature of person authorized to sign)	15C. DATE SIGNED 17-Jan-2018
	16B. UNITED STATES OF AMERICA BY /s/James L Browley (Signature of Contracting Officer)
	16C. DATE SIGNED 17-Jan-2018

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GENERAL INFORMATION

The purpose of this modification is to execute a price adjustment due to a new Wage Determination 15-5635 (Rev.-6) with adjustments in wages and fringe benefits. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000		Services in Support of CNSP Public Affairs Office				\$0.00
8100	R499	Base Period Labor (O&MN,N)				
8200	R499	Option Period 1 Labor FAR 52.232-18 Availability of Funds Applies (O&MN,N) (O&MN,N)				
8300	R499	Option Period 2 Labor FAR 52.232-18 Availability of Funds Applies (O&MN,N)				
8400	R499	Option Period 3 Labor (O&MN,N) Option				
8500	R499	Option Period 4 Labor (O&MN,N) Option				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000		Materials with Applicable Burden Excluding Fee in support of CLIN 8000			\$0.00
9100	R499	Base Period ODCs (O&MN,N)			
9200	R499	Option Period 1 ODCs FAR 52.232-18 Availability of Funds Applies (O&MN,N) (O&MN,N)			
9300	R499	Option Period 2 ODCs FAR 52.232-18 Availability of Funds Applies (O&MN,N)			
9400	R499	Option Period 3 ODCs (O&MN,N) Option			
9500	R499	Option Period 4 ODCs (O&MN,N) Option			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS)

NAVY PUBLIC AFFAIRS/VISUAL INFORMATION AND KNOWLEDGE MANAGEMENT SUPPORT SERVICES

1.0 INTRODUCTION

This performance-based work statement (PWS) outlines the requirement to provide Public Affairs (PA) and Knowledge Management (KM) support for Commander, Naval Surface Force, U.S. Pacific Fleet (CNSP).

1.1 CNSP is responsible for the readiness of all surface ships in the U.S. Pacific Fleet (PACFLT). The vision is to be the most effective, persistent, resilient surface Navy. The mission is to deliver and sustain a full spectrum surface combat Force. CNSP has a continuing requirement to provide PA support to create a positive image and to tell the story for the PACFLT surface ships across joint operations including the spectrum of combat operations.

1.2 Services shall be principally performed at, but not limited to, the following locations: CNSP headquarters on Naval Amphibious Base Coronado; aboard various ships both at Naval Base San Diego and at sea; and at various U.S. Navy and commercial facilities such as shipyards. Travel to ships in performance of duties may include transportation by small U.S. military waterborne craft or aircraft for one to multiple days at sea, potentially remaining overnight onboard. Additionally, if alternate work sites are deemed safe contract employees shall have the option to perform work off-site on an ad-hoc basis with approval and concurrence of the PAO (or designated representative) and COR.

1.3 The Navy leverages the World Wide Web (WWW) environment to provide web content, visual media and social media in order to provide unique, relevant and interesting content that promotes sharing and discussion among key audiences resident on Navy web platforms. In order to continue to measure and enhance the effectiveness of these efforts, the Navy requires the maintenance of a sophisticated suite of web analysis tools and sites that streamline the process of telling the Navy story and monitoring conversations across the web's expansive landscape. The Navy also leverages the print, audio visual, television, and group venues of the public to tell the story of the Navy. The Navy does this by providing detailed press releases and media releases to accurately tell the Navy story and to develop standard media announcements to inform the media of events. Locally produced videos are also used in the communications. Talking points and key note verbiage are developed and provided to leaders. CNSP PA uses the process of gathering, analyzing, and reporting on Navy missions and relevant events to identify and develop meaningful stories, informative papers, opportunities and other products to share the Navy surface force story.

2.0 SCOPE

2.1 The contractor shall provide technical, administrative, and creative expertise to support CNSP's Public Affairs and Knowledge Management staffs. This will consist of Website Management, SharePoint Configuration and Administration; Reviewing, Researching, and Editing messages, Briefs and other Communication Documents; Supporting Media Events; Recommending and Maintaining a Suite of Web-based Communication and Social Media Tools. The Navy has set up a web environment and media programs that align CNSP PA goals and focuses on two unique factors:

1) Public engagement through outreach programs to include in-port ship tours, at-sea embarkations (Leaders to Sea), speaking engagements, other events and an online presence (official websites and social media sites) that enhance the overall public knowledge of the Navy's surface force.

2) Emphasis remains on quality and impact over quantity of these products and executions (in other words, the development/support and communication of key messages, rather than just the release of random content).

These distinctions are important, as this model requires the ability to measure interaction (not just passive consumption) and trends in conversation corresponding to changes in interest level (i.e. what, how, and how long

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people are engaged in the conversation). This model also relies on the identification and use of regional, channel-specific, and topic influencers that can help magnify the Navy's voice and serve as shepherds of its good will and positive impact. The Navy relies on these influencers to spread content and educate others, so it is important to understand who they are and monitor changes in their activity level, impact, and engagement with Navy issues.

CNSPs key audiences include:

- Navy personnel;
- Potential Navy personnel;
- Returned Navy ships and families (approximately 18,000 per year);
- Other federal agencies and offices;
- Congress and other elected officials and staff;
- K—12 and higher education institutions and associations;
- U.S.-based and international non-governmental organizations;
- National and local broadcast, print, and online media.

2.2 The contractor shall maintain the operation of the CNSP web environment which consists of a public website collection, a private non-classified website collection, and a secret website collection which are hosted on mandated Navy web hosting sites in a mandated migration path; Naval Forces Online (NFO) and iNavy. CNSP uses standard commercial off-the-shelf (COTS) software tools to create, integrate, maintain, document and manage the CNSP enterprise web environment

2.3 The contractor shall configure and maintain SharePoint website spaces in the Defense Information Systems Agency (DISA) hosted iNavy portal. The contractor shall operate the SharePoint site to support CNSP, the U.S. Pacific Fleet surface ships and Immediate Superiors in Commands (ISICs). The contractor shall operate the SharePoint site collection(s) to comply with cyber warfare, Department of the Navy Chief Information Officer (DONCIO) and Navy Next Generation Enterprise Network (NGEN) – (previously Navy and Marine Corps Internet (NMCI)) requirements. The contractor shall provide all documentation (e.g. schematics, architectural designs, and site statistics) to efficiently manage and maintain the web integrated SharePoint site.

2.4 Period and Place of Performance: The period of performance (POP) shall be for a period of one year with the potential for four follow-on years. The POP is estimated to begin on 1 January 2016. The primary place of work to be performed under this contract will be at the following location: Naval Base Coronado, CNSP, 2841 Rendova Rd San Diego, CA 92155

3.0 TASKING

The contractor shall provide administrative and technical support to CNSP's Public Affairs and Knowledge Management staffs; to include support to all Pacific Fleet Ships.

3.1 WEB and SharePoint support. The contractor shall manage CNSP's portion of the Navy's KM enterprise level, template based web environment NFO/iNavy, and the elements of the WWW that enables the Navy to communicate with the many communities of interest (COIs) related to the surface forces in the PACFLT. NFO and iNavy SharePoint collaboration portal hosting are both temporary mandated hosted SharePoint environments in the Navy's plan for a single SharePoint solution with NFO being the first phase and iNavy being the second phase. Included in the highly complex CNSP portal are enterprise level tools within three security domains (Public, NIPRNet and SIPRNet) to communicate the information in authoritative documents and integrate with central Navy media and NFO/iNavy portals. The CNSP portal environment is designed to assist decision makers at the shipboard, ISIC, support command, and HQ staff levels.

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3.1.1 The contractor shall maintain the public website collection which consists of more than 170 integrated publicly accessible websites managed centrally in a website development environment by CNSP and deployed to a secure public anonymous sever hosted by NFO/iNavy using SharePoint deployment. The website collection shall contain up-to-date and historically relevant content provided by the PAO to include, but not limited to; Navy-wide/DoD released articles, bios, photos, videos, and links to local news stories and links to sites of interest to homeport families. All tasks shall be performed using industry-standard tools to ensure webpage(s) are publicly accessible. Navy websites must also be Section 508 compliant. Tasks are as follows but not limited to:

a. The Contractor shall monitor the websites for content, security, and integration with other tools on the publicly accessible web such as Facebook, Twitter, Flickr, Hootsuite, Google Analytics, Google Web Master Tools, Feedburner, Goggle+, AddThis, Dipity, Wikipedia, Bing Web Master Tools and YouTube.

b. The Contractor shall scan daily DoD publications, websites, and visual media to include, but not limited to; CHINFO, Navy.mil, All Hands Magazine, Echelon II/III PACFLT command websites and recommend local, Navy-wide, or DoD-wide articles, photos, policies, and/or memoranda for inclusion on the CNSP web page collection.

c. The Contractor shall work daily to develop, edit, and/or update original artwork, graphics, and videos to enhance articles or public websites. Examples of work include ship photos, graphics for recognition of federal holidays, video footage in support of speakers, etc. Number of products expected each month is estimated at 12-15. All work must be in accordance with SECNAVINST 5720.44C and SECNAVINST 5720.47B.

d. The Contractor shall develop web design templates and graphics that allow for easy updating.

e. The Contractor shall utilize Google Analytics or other applicable software to provide monthly trend analysis on website and social media usage and provide to CNSP PAO.

3.1.2 The contractor shall maintain the private website collection on the NIPRNet which consists of more than 50 integrated DoD user common access card (CAC) accessible SharePoint websites and a secret website collection on the SIPRNet with consists of approximately 10 integrated SharePoint websites within the CNSP portion of the NFO/iNavy SharePoint Collaboration Portal environment. The SharePoint website collections shall contain up to date and archived content provided by the CNSP staff and claimant commands to include, but not limited to; policy/directives, command briefs, calendars/schedules, document collaboration libraries, lists, document work flows, surveys, and visual media. The contractor will perform all tasks, using policies and procedures established by CNSP N6 and industry-standard tools to ensure that the webpage(s) are accessible at all times. Tasks are as follows but not limited to:

a. The Contractor shall maintain the structure and templates of the SharePoint website collections.

b. The Contractor shall monitor the websites for content, security, and integration with other tools

c. The Contractor shall manage users and groups within the SharePoint website collections to include, but not limited to; user approval, security group creation, group and individual rights assignment, online frequently asked questions (FAQs) and tips. Group and user support shall be provided during regular working hours via phone and e-mail and shall include ensuring optimal solutions are provided within the established construct of the CNSP PA web environment. (The regular working hours are: Monday through Friday, 0730 to 1600. The contractor may start anytime between 0600 and 0800 and end work between 1600 and 1800.)

d. The Contractor shall work daily to develop, edit, and/or update original artwork, graphics, and video to enhance site templates and sub-sites. Examples of work include illustrations for ships' websites; background/wallpaper for ships or ashore commands; video footage of all hands or other internal events; etc. Number of products expected each month is estimated at 12-15. All work must be in accordance with SECNAVINST 5720.44C.

e. The contractor shall develop, update, and maintain SharePoint and web utility training for CNSP Personnel and Perspective Commanding and Executive Officers (PCO/PXOs)

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3.1.3 The Contractor shall provide a help desk function which will be available to the CNSP HQ staff and claimant commands for web and SharePoint support during normal working hours. Requests to the helpdesk will include, but not are be limited to; public website updates, new user approval requests, individual and group rights access requests, SharePoint issues and problems, visual media inputs, social media inputs, and webmaster or group admin inputs. Requests shall be responded to within 1 business day. All inputs shall be catalogued by the contractor and reviewed or approved for further action by the PAO or designee. The help desk shall use a single e-mail and phone number which is currently: e-mail – CNSP.WEBMASTER@Navy.mil and phone - 619-437-5181.

3.1.4 The contractor shall ensure the content in the CNSP portal is managed such that both current and archived information is available. Current information shall be organized and optimized for easy searching and intuitive function-based drill down and archived content shall be organized chronologically.

3.1.5 Contractor shall migrate all the content from the Navy hosting environment in NFO (Public, Private, Secret) to iNavy and/or any other Navy mandated website hosting environments to keep in compliance with Navy policy for centralized websites.

3.2 MEDIA Support. The CNSP PAO is responsible for communicating the message of CNSP in particular and surface warfare in general. There are many communities that are the recipients of this internal (strategic communication) and external (public facing) communications including, but not limited to; CNSP ships, ship ISICs, shore support commands, ship crew’s families, reserve personnel, media representatives, other military organizations, the general public, etc. Though the PAO’s primary focus is presenting information to the public in support of ship’s pre-deployment, deployment and post-deployment activity there are many other important aspects to the mission that CNSP communicates to include, but not limited to; media releases (textual and visual), PA guidance (PAG), speeches, presentations, outreach programs, humanitarian aid events, training events, response to query/request for information (RTQ/RFI), awards presentations, and HQ staff events.

3.2.1 The contractor shall support the PA communication mission including, but not limited to; media releases (textual and visual), PAG, speeches, presentations, outreach programs, humanitarian aid events, training events, RTQ/RFI, awards presentations, and HQ staff events. Tasks are as follows but not limited to:

- a. The contractor shall track the communications of numbered fleets, type commanders (TYCOM), CNSP’s ISICs, CNSP’s ships, other Pacific-supported commands and internal HQ staff codes to ensure accuracy and identify issues, relevant discussions, important policies, and current events to support the long-term public relations based on mission, availability of resources, and established priorities.
- b. The Contractor shall provide scheduling, planning, and, coordinating support for the CNSP PA outreach programs to include, but not limited to; Leaders to Sea, ship visits, speaker requests, and other outreach programs that CNSP develops to further promote and tell the Navy story.
- c. The contractor shall utilize social media (i.e. blogs, Facebook, Twitter, Flickr, etc.) to reach audiences outside the typical public media release audiences.
- d. The Contractor shall coordinate the networking of social media sites between surface ships and ashore commands within the PACFLT claimancy.
- e. The Contractor shall maintain an electronic document library of all PA records and files for operations and exercises that the PAO supports. The document library will provide for sharing of formal documents within the PA staff and include a section for document collaboration with versioning and document sharing and a section for approved final versions of the documents.
- f. The contractor shall research surface ship issues and news; organize information from multiples sources; and present in a written form that is comprehensible to a wide audience of readers (see Scope for list of CNSPs key audiences). Work products shall be verified for accuracy, alignment with applicable policy, grammatically correct, and represent the quality of product expected at a 3-star command.

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g. The contractor shall review news media, social media, and visual media inputs based on CNSP communities of interest via surface warfare specific news and social media outlets and condense the information for PAO review in a timely manner.

h. The Contractor shall work daily to develop, edit, and/or update original artwork, graphics, and video to enhance text and visual media releases. Examples of work include graphics or text for posters of ships acceptable for display; videoing of messages from Commander to surface fleet; design of ship or command crests suitable for submission for approval; etc. All work must be in accordance with SECNAVINST 5720.44C. Number of products expected each month is estimated at 12-15.

3.3 PA/VI Equipment Support. The contractor shall monitor use of the CNSP PA/VI camera equipment inventory to include, but not limited to; cameras, (still photo and video) lighting, audio, stand-alone Apple and Windows visual media editing computers, visual media editing software, and all associated ancillary equipment. Tasks are as follows but not limited to:

a. The contractor shall install, configure, test, and utilize the CNSP PA/VI camera equipment. Equipment checks shall be performed on a regular basis to ensure successful execution of assigned jobs. The contractor shall notify government personnel of malfunctioning equipment and/or status of warranties.

b. The contractor shall track the inventory of CNSP PA/VI camera equipment to include, but not limited to; tracking check-in and check-out of gear/components, maintaining the internally developed CNSP PA/VI equipment inventory tool, and reporting inventory status on a quarterly basis.

4.0 SECURITY REQUIREMENTS

Personnel should be eligible for a Secret clearance IAW DD254.

5.0 DELIVERABLES

The contractor shall deliver Monthly Cost and Performance Data Reports per CDRL A001. Monthly Cost and Performance Report shall include Accomplishments by PWS Task Paragraph (i.e. 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.2.1, and 3.3), Attended Meetings, Conducted Training, Process Improvements, Problem Areas or Issues, Invoiced Amount (Current and Cumulative), and Projects In-Work or Planned Projects. Enclosures to Monthly Cost and Performance Report shall include metrics sited in Task 3.1.1.e.

6.0 MEETINGS/TELECONFERENCES

The contractor shall attend meetings/teleconferences as requested by government lead. Generally, the contractor shall attend for technical guidance and support, however, based on the type of meeting, the contractor may be required to lead, facilitate, brief or participate in the meetings. At the conclusion of meetings run by the contractor, the contractor shall record minutes from the meeting and submit a copy within 3 business days to the government lead and COR.

7.0 DIRECTIVES

The contractor shall review all the regulations pertaining to work performed under this PWS and comply. Any perceived conflicts between regulation, directive, or requirements of this PWS shall be submitted in writing to the contracting officer.

SECNAVINST 5720.47B – Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites

SECNAVINST 5720.44C – Department of the Navy Public Affairs Policy and Regulations

8.0 TRAVEL

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Local travel to locations such as Naval Base San Diego and commercial facilities such as shipyards may be required. In addition, contractors maybe required to travel to ships located at sea. All travel must be approved in advance by the PAO and COR. Travel will be reimbursed in accordance with the Joint Travel Regulations (JTR).

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SECTION D PACKAGING AND MARKING

1.0 GENERAL.

There are no packaging or marking requirements for the services to be provided in response to the Task Order unless otherwise indicated by the Contracting Officer Representative(COR). All requirements for packaging and marking of documents associated with these services shall be packaged, packed and marked in accordance with Section D of the MAC contract.

2.0 DATA PACKAGE LANGUAGE

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

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

3.0 MARKING OF REPORTS

3.1 All reports delivered by the Contractor to the Government under this Task Order shall prominently show on the cover of the report the following information:

3.1.1 Name and business address of the Contractor

3.1.2 Contract Number

3.1.3 Task Order Number

3.1.4 Sponsoring Activity

All Deliverables shall be packaged and marked IAW Best Commercial Practice

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be performed in accordance with the basic MAC contract.

In accordance with Section E of the MAC contract, all cost reimbursement MAC terms are incorporated at the Task Order level for any ordered items. These include the following clauses from Section E of the MAC contract:

52.246-4 Inspection of Services-Fixed-Price (Aug. 1996)

52.247-34 F.O.B. Destination (Nov 1991)

252.246-7000 Material and Inspection Receiving Report (Mar 2008)

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SECTION F DELIVERABLES OR PERFORMANCE

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

8100	1/1/2016 - 12/31/2016
8200	1/1/2017 - 12/31/2017
8300	1/1/2018 - 12/31/2018
9100	1/1/2016 - 12/31/2016
9200	1/1/2017 - 12/31/2017
9300	1/1/2018 - 12/31/2018

CLIN - DELIVERIES OR PERFORMANCE

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

8100	1/1/2016 - 12/31/2016
8200	1/1/2017 - 12/31/2017
8300	1/1/2018 - 12/31/2018
9100	1/1/2016 - 12/31/2016
9200	1/1/2017 - 12/31/2017
9300	1/1/2018 - 12/31/2018

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

8400	1/1/2019 - 12/31/2019
8500	1/1/2020 - 12/31/2020
9400	1/1/2019 - 12/31/2019
9500	1/1/2020 - 12/31/2020

Services to be performed hereunder will be provided at naval Base San Diego, COMNAVSURFOR, 2841 Rendova Rd, San Diego, CA 92155.

F2 DELIVERY OF DATA (OCT 1992)

Place and time of delivery of data shall be as specified on the DD Form 1423 (Contract Data Requirements List) which is an exhibit to this contract, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative
Michael Raney
2841 Rendova Road
San Diego, CA 92155
Michael.raney@navy.mil
619-437-2735

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

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

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

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

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

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

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

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

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

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

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

(1) Document type. The Contractor shall use the following document type(s): 2-in-1

(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: N53824

(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.

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Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0339
Issue By DoDAAC	N00244
Admin DoDAAC	N00244
Inspect By DoDAAC	N53824
Ship To Code	N53824
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	N53824
Accept at Other DoDAAC	
LPO DoDAAC	N53824

(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.

Name	Email	Phone	Role
Mr. Michael Raney	Michael.raney@navy.mil	619-437-2735	Contracting Officer Representative

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact: Michael.raney@navy.mil

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

CONTRACT ADMINISTRATION FUNCTIONS

In addition to the Contract Administration functions authorized by FAR 42.302, the Administrative Contracting Officer ACO) at

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is authorized to perform the following administrative functions as checked below:

Negotiate or negotiate and execute supplemental agreements incorporating contractor proposals resulting from change orders issued under the Changes clause. Before completing negotiations, coordinate any delivery schedule change with the Principal Contracting Officer (PCO).

Negotiate prices and execute priced exhibits for unpriced orders issued by the PCO under basic ordering agreements.

Negotiate or negotiate and execute supplemental agreements changing contract delivery schedules.

Negotiate or negotiate and execute supplemental agreements providing for the deobligation of unexpended dollar balances considered excess to known contract requirements.

Issue amended shipping instructions and, when necessary, negotiate and execute supplemental agreements incorporating contractor proposals resulting from these instructions.

Negotiate changes to interim billing prices.

Negotiate and definitize adjustments to contract prices resulting from exercise of the Economic Price Adjustment Clause.

Execute supplemental agreements on firm-fixed price supply contracts to reduce required contract line item quantities and deobligate excess funds when notified by the contractor of an inconsequential delivery shortage, and it is determined that such action is in the best interests of the Government, notwithstanding the default provisions of the contract. Such action will be taken only upon the written request of the contractor and, in no event shall the total downward contract price adjustment resulting from an inconsequential delivery shortage exceed \$250.00 or 5 percent of the contract price, whichever is less.

Execute supplemental agreements to permit a change in place of inspection at origin specified in firm fixed-price supply contracts awarded to nonmanufacturers, as deemed necessary to protect the Government's interests.

Prepare evaluations of contractor performance in accordance with subpart 42.15.

Any additional contract administration functions not listed in 42.302(a) and (b), or not otherwise delegated, remain the responsibility of the contracting office.

CONTRACTUAL AUTHORITY AND COMMUNICATIONS

(a) Functions: The Contracting Officer for this contract is identified on the basic contract. Only the Contracting Officer can change the basic contract, and the Contracting Officer maintains primacy over the contract and all its task orders. The Contracting Officer of this Task Order is a warranted Contracting Officer of the Fleet Logistics Center, San Diego, CA. Unless otherwise noted, all references to "Contracting Officer" in the text of this task order and the basic contract refer to the Task Order Contracting Officer. The Government reserves the right to administratively transfer authority over this task order from the individual named below to another Contracting Officer at any time.

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

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(c) The Task Order Contracting Officer is:

Name: Brian O'Donnell

Phone: 619-556-5141

Email: brian.odonnell@navy.mil

(d) The Task Order Negotiator is:

Name: Anastasia Pentzakoff

Phone: 619-556-9637

Email: anastasia.pentzakoff@navy.mil

(e) Interim Ombudsman for the Fleet Logistics Center, San Diego CA is:

Name: Gary Thomas

Phone: 619-556-5109

Email: gary.p.thomas@navy.mil

CONTRACTOR'S SENIOR TECHNICAL REPRESENTATIVE (JUN 2011)

CONTRACTORS: Fill-in the information required below and submit it as an attachment to your proposal.

The contractor's senior technical representative, point of contact for performance under this task order is:

Name: Ms. Debbie Paris

Title: President

Mailing Address: 6100 Southwest Blvd., Suite 510

Telephone: 817-698-0100, FAX: 817-698-0107

Email: debbie.paris@stracongroup.com

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SECTION H SPECIAL CONTRACT REQUIREMENTS

NAVSUP 5252.203-9401 NOTIFICATION OF USE OF FORMER/RETIRED MILITARY AND/OR SENIOR EXECUTIVE SERVICE PERSONNEL (Dec 2009)

If the contractor intends to use the services of a former or retired Flag or General Officer, or former or retired member of the Senior Executive Service in the performance of this contract and/or any task order issued under this contract, the contractor shall notify the contracting officer of the name of such individual including a description of the services such individual will be performing, the military branch from which individual retired or separated, and their rank or SES position at time of separation. Such notification shall be provided in writing prior to performance of services under the contract and/or task order by such individual.

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

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

(b) The offeror agrees that:

*during the contract performance period, no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the contracting officer and provide the information required by paragraph (d) below.

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

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

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

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

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

H15 APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (OCT 1992)

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

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Brittany Judy, N00F
2841 Rendova Road
San Diego, CA 92155
brittany.judy@navy.mil
619-437-5634

(b) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order).

(c) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, 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. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

N00244H001 TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS (MAY 2004)
(FLCSD)

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although these contracts are not classified and therefore contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. Contractors whose work involves access to sensitive unclassified information warrants a judgement of an employee's trustworthiness. Therefore, all personnel accessing DON computer systems must undergo a National Agency Check to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the contractor employees. The following addresses those requirements for Trustworthiness Security:

--Each contractor employee will have a favorably completed National Agency Check (NAC).

--If contractor personnel currently have a favorably adjudicated NAC the contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year.

--If no previous investigation exists the contractor personnel will complete the requirement for a Trustworthiness NAC.

--In accordance with NAVSUPINST 5239.1A, if the contractor employee is a Foreign National prior approval of the Network Security Officer (NSO) is required. Access may be granted to Foreign Nationals who have a need to know and at least one of the following applies:

(a) Foreign National is employed by DOD, or

(b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or

(c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity.

The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Personnel Security Questionnaire (EPSQ) SF 85P. The EPSQ software can be downloaded at the Defense Security Service (DSS) website <http://www.dss.mil/epsq/index.htm>. The contractor

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should provide the completed EPSQ electronically (electronic mail/diskette) to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (DSS) who will conduct the NAC. The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information.

Trustworthiness determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

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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 five years.

CLAUSES INCORPORATED BY REFERENCE

52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEPT 2006)

52.204-2 SECURITY REQUIREMENTS (AUG 1996)

52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (AUG 2000)

52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)

52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACTS AWARDS (JUL 2010)

52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING (SEPT 2006)

52.215-23 LIMITATIONS ON PASS-THROUGH CHARGES (OCT 2009)

52.219-14 LIMITATIONS ON SUBCONTRACTING (NOV 2011)

52.219-29 NOTICE OF SET-ASIDE FOR ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS CONCERNS

52.222-17 NONDISPLACEMENT OF QUALIFIED WORKERS UNDER SERVICE CONTRACTS (JAN 2013)

52.222-40 NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT (DEC 2010)

52.222-41 SERVICE CONTRACT LABOT STANDARDS (MAY 2014)

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

52.222-55 MINIMUM WAGES UNDER EXECUTIVE ORDER 13658 (DEC 2014)

52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (JAN 2009)

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

52.224-1 PRIVACY ACT NOTIFICATION (APR 1984)

52.224-2 PRIVACY ACT (APR 1984)

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

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

52.244-2 SUBCONTRACTS (OCT 2010)

52.244-5 COMPETITION IN SUBCONTRACTING (DEC 1996)

52.245-9 USE AND CHARGES (AUG 2010)

52.246-25 LIMITATION OF LIABILITY-SERVICES (FEB 1997)

52.247-1 COMMERCIAL BILL OF LADING NOTATIONS (FEB 2006)

para (a) fill-in: Fleet Logistics Center San Diego

para (b) fill-in: Fleet Logistics Center San Diego

para (b) fill-in: Task Order Number TBD

para (b) fill-in: ACO (DCMA Office) designated on page 1 of the Task Order

52.247-34 F.O.B. DESTINATION (NOV 1991)

252.203-7000 REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)

252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

252.209-7004 SUBCONTACTING WITH FIRMS THAT ARE OWNED OR CONTROLLED BY THE GOVERNMENT OF A TERRORIST COUNTRY (DEC 2006)

252.222-7006 RESTRICTIONS ON THE USE OF MANDATORY ARBITRATION AGREEMENTS (DEC 2010)

252.227-7013 RIGHTS IN TECHNICAL DATA--NONCOMMERCIAL ITEMS (NOV 1995)

252.227-7016 RIGHTS IN BID OR PROPOSAL INFORMATION (JUN 1995)

252.227-7019 VALIDATION OF ASSERTED RESTRICTIONS - COMPUTER SOFTWARE (SEPT 2011)

252.227-7020 RIGHTS IN SPECIAL WORKS (JUN 1995)

252.227-7026 DEFERRED DELIVERY OF TECHNICAL DATA OR COMPUTER SOFTWARE (APR 1988)

252.227-7027 DEFERRED ORDERING OF TECHNICAL DATA OR COMPUTER SOFTWARE (APR 1988)

252.227-7028 TECHNICAL DATA OR COMPUTER SOFTWARE PREVIOUSLY DELIVERED TO THE GOVERNMENT (JUN 1995)

252.227-7030 TECHNICAL DATA-WITHHOLDING OF PAYMENT (MAR 2000)

252.227-7037 VALIDATION OF RESTRICTIVE MARKINGS ON TECHNICAL DATA (SEP 1999)

252.239-7001 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (JAN 2008)

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52.232-18 AVAILABILITY OF FUNDS (APR 1984)

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

252.203-7996 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS—REPRESENTATION (DEVIATION 2016-O0003)(OCT 2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in section 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

252.203-7997 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003)(OCT 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

NAVSUP 5252.242-9404 REPORTING REQUIREMENTS (JAN 1992)

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

NAVSUP 5252.243-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN

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1992)

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

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

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address of the Contracting Officer is: **Brian O'Donnell, FLCSD San Diego Code 220, 3985 Cummings Road, Building 116, San Diego CA 92136-4200.**

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the

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privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

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

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected

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Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLCLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLCLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

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

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination. If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

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

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

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

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

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM.

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

ECMRA

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

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

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

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

SERVICE CONTRACT LABOR STANDARDS (Formerly Service Contract Act)

The following positions include non-professional services that are subject to 41 U.S.C. chapter 67, Service Contract Labor Standards:

Social Media Coordinator equivalent to 13063 – Media Specialist III

Visual Media Coordinator equivalent to 13063 – Media Specialist III

Technical Writer equivalent to 30463 - Technical Writer III

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Reference Wage Determination 2005-2057 (Rev. 17) first posted on www.dol.gov on 7/14/2015.

The following positions include professional services and are exempt from 41 U.S.C. chapter 67, Service Contract Labor Standards:

SharePoint System Administrator

SharePoint User Administrator

SharePoint Technical Architect

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.

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SECTION J LIST OF ATTACHMENTS

Attachment 1 ODC Estimate

Attachment 2 CDRL

Attachment 3 Contract Administration Plan

Attachment 4 DD254

Attachment 5 Quality Assurance Surveillance Plan