

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7878		2. DELIVERY ORDER NO. EHP1		3. EFFECTIVE DATE 2015 Sep 11		4. PURCH REQUEST NO. N65540-14-NR-55013		5. PRIORITY Unrated			
6. ISSUED BY NSWC, CARDEROCK DIVISION, PHILADELPHIA NAVSSSES Philadelphia PA 19112-1403 Anthony V Ricciardi/33 215-897-1494 Ext. 1494			CODE N65540		7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151			CODE S2404A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>	
9. CONTRACTOR PRISM MARITIME LLC 1416 Kelland Drive, Suite B Chesapeake VA 23320-4447			CODE 4LE80		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> PURCHASE			This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
PRISM MARITIME LLC			Ron Lee			COS					
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
<i>*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.</i>					24. UNITED STATES OF AMERICA			25. TOTAL			
					BY: /s/John P Stefano			26. DIFFERENCES			
					09/11/2015						
					CONTRACTING/ORDERING OFFICER						
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
					FINAL						
f. TELEPHONE		g. E-MAIL ADDRESS			31. PAYMENT COMPLETE				34. CHECK NUMBER		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.											
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL				35. BILL OF LADING NO.		
					FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

**GENERAL INFORMATION**

1) This task order has hereby been awarded and funded in the amount of \$412,009.00. As a result, the total amount of funding obligated and available for payment under this order is \$412,009.00. It is estimated that the funding under this order will cover the cost of performance through 30 November 2015. In accordance with contract clause 52.232-22, Limitation of Funds, the Government is not obligated to reimburse the contractor for any costs incurred in excess of \$412,009.00 unless additional funds are made available and obligated under this order in a subsequent modification. The total unfunded balance remaining is \$6,687,760.20 based on the total contract value.

2) In Section G clause entitled "SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)" has been revised as follows:

CLIN ALLOTMENT TO COST ALLOTMENT TO FEE PERIOD OF PERFORMANCE

7001	\$88,317.76	\$	Three (3) years after award
7002	\$169,924.30		Three (3) years after award
7003	\$95,165.42		Three (3) years after award
9001	\$5,500.00	N/A	Three (3) years after award
9002	\$18,181.00	N/A	Three (3) years after award
9003	\$10,182.00	N/A	Three (3) years after award

3) The total funding of this order is \$412,009.00.

4) The Account and Appropriation Data is added to Section G as follows:

CLIN/SLIN	PR Number	Amount
7001	130052335900002	
LLA :		
AA 1751810 61LT 251 CV312 0 050120 2D 000000 A10003039396		
Incremental funding in the amount of \$94,500.00 under TI-02. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.		
7002	130052586700001	
LLA :		
AB 1751804 8B2B 251 VU021 0 050120 2D 000000 A00003058395		
Funding in the amount of \$181,819.00 under TI-04. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2016.		
7003	130052614000001	
LLA :		
AC 1751810 81DM 251 VU021 0 050120 2D 000000 A00003061607		
Funding in the amount of \$101,827.00 under TI-05. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.		
9001	130052335900002	

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LLA :

AA 1751810 61LT 251 CV312 0 050120 2D 000000 A10003039396 Funding in the amount of \$ under TI-02. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.

9002 130052586700001 18181.00

LLA :

AB 1751804 8B2B 251 VU021 0 050120 2D 000000 A00003058395 Funding in the amount of \$18,181.00 under TI-04. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2016.

9003 130052614000001 10182.00

LLA :

AC 1751810 81DM 251 VU021 0 050120 2D 000000 A00003061607 Funding in the amount of \$ under TI-05. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.

BASE Funding  
Cumulative Funding

5) The Period of Performance:

Base - 09/14/2015 through 09/13/2016

Option 1 - 09/14/2016 through 09/13/2017

Option 2 - 09/14/2017 through 09/13/2018

6) The following are authorized subcontractors under this task order:

McKean Defense Group

7) Fixed Fee -

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	Engineering, technical and administrative services in accordance with the attached Statement of Work (SOW). Base Period is from date of award to 12 months after date of award. (Fund Type - TBD)	1.0	LO	\$		
7001	R425	Funding in the amount of \$94,500.00 under TI-02. (OPN)	1.0	LO	\$	\$	
7002	R425	Funding in the amount of \$181,819.00 under TI-04. (O&MN,N)	1.0	LO	\$1	\$	\$
7003	R425	Funding in the amount of \$101,827.00 under TI-05. (OPN)	1.0	LO	\$	\$	\$
7100	R425	DELETED (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7200	R425	Engineering, technical and administrative services in accordance with the attached Statement of Work (SOW). Option 1 Period is from 13 months to 24 months after date of award. (Fund Type - TBD)  Option	1.0	LO	\$	\$	\$
7400	R425	Engineering, technical and administrative services in accordance with the attached Statement of Work (SOW). Option 2 Period is from 25 months to 36 months after date of award. (Fund Type - TBD)  Option	1.0	LO	\$	\$	\$

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Support Costs for CLIN 7000, NTE \$ for Travel, Other Direct Costs and Materials during the Base Period from date of award through 12 months after date of award. (Fund Type - TBD)	1.0	LO	\$
9001	R425	Support Costs for CLIN 7001, NTE \$ for Travel, Other Direct Costs and Materials under TI-02. (OPN)	1.0	LO	\$
9002	R425	Support Costs for CLIN 7002, NTE \$ for Travel, Other Direct Costs and Materials under TI-04. (O&MN,N)	1.0	LO	\$

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9003	R425	Support Costs for CLIN 7003, NTE \$ for Travel, Other Direct Costs and Materials under TI-05. (OPN)	1.0	LO	\$
9100	R425	DELETED (Fund Type - TBD)  Option	1.0	LO	\$0.00
9200	R425	Support Costs for CLIN 7200, NTE \$ for Travel, Other Direct Costs and Materials during the Option Period 1 from 13 months through 24 months after date of award. (Fund Type - TBD)  Option	1.0	LO	\$
9400	R425	Support Costs for CLIN 7400, NTE \$ for Travel, Other Direct Costs and Materials during the Option Period 2 from 25 months through 36 months after date of award. (Fund Type - OTHER)  Option	1.0	LO	\$

Note: If fee is included in the pass through rate for the subcontractor labor costs, the prime contractor is requested to identify what percentage of the pass through costs is considered fee in their cost proposal. The maximum labor pass through rate (which includes any prime contractor fee applied to subcontractor labor costs) shall not exceed 8%.

**LEVEL OF EFFORT:**

The level of effort for the performance of this contract is based upon an anticipated total estimated level of effort:

Title	Base Year – RG/OT	Option 1 – RG/OT	Option 2 – RG/OT	Total
Program Manager*	1,100	1,100	1,100	3,300
Logistician	1,000	1,000	1,000	3,000
Senior Engineering Technician	6,600/500	6,600/500	6,600/500	19,800/1500
Junior Engineering Technician	2,200/500	2,200/500	2,200/500	6,600/1500
Electrical Engineer*	2,200/500	2,200/500	2,200/500	6,600/1500
Navigation Technician*	4,400/500	4,400/500	4,400/500	13,200/1500
Software Developer*	2,200/500	2,200/500	2,200/500	6,600/1500
Senior Training Instructor*	2,200/500	2,200/500	2,200/500	6,600/1500
Training Instructor*	2,200/500	2,200/500	2,200/500	6,600/1500
Financial Analyst	2,200/500	2,200/500	2,200/500	6,600/1500
<b>Total Hours Per Year</b>	<b>26,300/4,000</b>	<b>26,300/4,000</b>	<b>26,300/4,000</b>	<b>78,900/12,000</b>

\*Denotes Key Personnel

NOTE - There is no overtime for the Logistician.

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It is noted that your proposal submission shall include a completed "Direct Labor Rate Substantiation" Table with attached supporting documentation as applicable. A sample table has been included as an attachment to the RFP (See Attachment #4).

Offerors are required to propose on the labor categories and hour estimates provided as the Level of Effort. Offerors who propose other than what is specified may be considered non-responsive.

#### PAYMENT OF FEE

(a) The Government shall make payments to the Contractor, subject to and in accordance with the clause contained in the base IDIQ contract entitled "Fixed Fee" (FAR 52.216-8). Such payments shall be equal to the allowable cost of each invoice submitted by and payable to the Contractor pursuant to clause of the base IDIQ entitled "Allowable Cost and Payment", (FAR 52.216-7). Total fees paid to the Contractor for performance of work under this task order shall not exceed the fee amount set forth in the task order.

(b) In the event of discontinuance of the work under this task order it shall be in accordance with the clause of the base IDIQ contract entitled "Limitation of Funds", FAR 52.232-22 or "Limitation of Cost", FAR 52.232-20, as applicable. The fee shall be equitably adjusted by mutual agreement to reflect the diminution of work. If the adjusted fee is less than the sum of all fee payments made to the contractor under this task order, the Contractor shall repay the excess amount to the Government. If the adjusted fee exceeds all payments made to the Contractor under this task order, the Government shall be required to pay the Contractor any amount in excess of the funds obligated under this task order at the time of the discontinuance of work.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Navigation and Integrated Bridge Controls Systems Statement of Work

#### 1.0 Background

1.1 The purpose of this Task Order is to provide Naval Surface Warfare Center Carderock Division (NSWCCD-SSES, Code 967 – CVN Navigation Systems and Integrated Bridge Controls) with engineering, technical and administrative services. These shall include engineering, technical and programmatic support for the development, distribution and testing of new devices required to upgrade designated shipboard Navigation Systems for the U.S. Navy. The scope of work shall consist of system design and drawing development; liaison with designated government Life Cycle Managers (LCMs) and In-Service Engineering Agents (ISEAs); and technical services for both new installations and the maintenance and repair of legacy systems. The contractor is to support Code 967 with design, engineering, planning, installation, testing and follow-up support for all work performed under this task order. The Navigation and Integrated Bridge Control systems consist of the following:

- 1.1.1 Ship Control Display System (SCDS; SCD 2843, S/A 9249)
- 1.1.2 Situational Awareness Bridge Display System (SABDS, SCD 1913)
- 1.1.3 Ship Control System (SCS, SCD 4504, S/A 9337 and SCD 4048)
- 1.1.4 Digital Rudder Angle Display System (DRADiS, SCD 2050)
- 1.1.5 Shaft RPM Transmitter and Indication Upgrade (SCD 7919)
- 1.1.6 Navigation Critical Distribution System (NCDS, S/A 9338)
- 1.1.7 Navigation Time Distribution System (IRIG-B, Have Quick, 1PPS)
- 1.1.8 Electronic Charting Display and Information System (ECDIS, SCD 2007)

1.2 The Integrated Bridge and Navigation System (IBNS) for the DDG-51 class ship provides a means of automating the collection, processing, and display of the ship's navigation, radar, and other sensor data in order to maximize bridge watch efficiency and navigational safety. The navigation and display components consist of workstations using Electronic Chart Display and Information System-Navy (ECDIS-N) charts and hardware providing Automatic Radar Processing Aids (ARPA). ECDIS-N charts are displayed using Voyage Management System (VMS) software. The ARPA equipment processes radar returns and overlays video information onto charts for ship navigation and collision avoidance. The IBNS also puts full ship control functionality and radar information onto the ship's Local Area Network (LAN).

The contractor shall provide engineering, technical, logistic, and training support services, including the engineering and technical personnel and facilities required to develop and integrate technological improvements to US Navy Navigation, Ship and Machinery Controls. This will include the implementation and execution of complex enabling technology programs being developed and conducted by the Naval Surface Warfare Center Carderock Division (NSWCCD) Philadelphia. These programs include but are not limited to the Integrated Bridge System (IBS), Integrated Bridge and Navigation System (IBNS), and Machinery Control Systems (MCS). The contractor shall be

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required to provide support in advanced technology development, future ship maintenance concepts and strategies, and training concepts to the Program Office, Program Field Offices in Norfolk, VA, and San Diego, CA, and onboard U.S. Navy surface ships. Work performed under this contract will include:

- 1.2.1 General Program, Engineering and Technical Support
- 1.2.2 Navigation Systems and Integrated Bridge Controls Support
- 1.2.3 Ship Control Systems Support
- 1.2.4 ILS Support
- 1.2.5 Operator and maintainer training curriculum development and instruction of these components, in accordance with Navy standards.
- 1.2.6 Testing Support

## 2.0 Scope

- 2.1 The contractor shall provide support for the land based and shipboard engineering of NSWCCD Codes 966 and 967 including Navigation Systems, Integrated Bridge Controls and all associated support systems and components.
- 2.2 The contractor shall provide technical assistance for in-service maintenance, repair, and troubleshooting of systems under cognizance of NSWCCD Codes 966 and 967. Support shall include supporting CASREP's, C5RA events, and emergent tech-assists. Localized technical support within Norfolk, VA and San Diego, CA is required to provide emergent assistance on an as needed basis.
- 2.3 Provide all Contractor Furnished Material (CFM) as required by SCD/SHIPALT AIT work packages.
- 2.4 Ensure that all work performed is accomplished IAW NSTS 9090-310D and NAVSSESINST 4720.2D for shipboard industrial work.
- 2.5 This Statement of Work (SOW) requires the contractor to provide technical support services during conduct of shipboard/shipyard installation and testing of equipment and systems on all designated U.S. Navy Ships for NSWCCD Philadelphia as assigned. In addition, the contractor shall provide support documentation updates, technical reports, design layout sketches, and software development support as required by NSWCCD Code 967. This effort is intended to accomplish prototype, proof-in and installation support for all surface ships SCDs, and SHIPALTS.
- 2.6 The contractor shall develop NAVSEA standard drawings to accomplish the installation and integration of multiple ship class navigation, integrated controls, and digital data distribution. The contractor shall liaison with the Life Cycle Managers (LCM's) and In Service Engineering Agents (ISEAs) for all legacy systems which provide ship wide information data distribution to C5I systems, and navigation data distribution and correlation for situational awareness to the bridge watch standers.



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- 2.7 The contractor shall assist NSWCCD Philadelphia with the development of Memorandum Of Agreements (MOAs) required to document changes to these Programs of Record. Drawings developed shall include electrical drawings that modify these Program of Record installations, development of Installation Control Drawings (ICDs), and development of SHIPALT/ SCD drawing packages required to field systems onboard US Navy combatant ships.
- 2.8 The contractor shall provide technical and engineering support to accomplish assembly and testing of land based lab facility equipment. This shall include rack fabrication and layout of all peripheral interface equipment, fabrication of internal wiring, and fabrication of I/O panels in various equipment configurations. This effort shall include termination of all connections within the lab facility. The contractor shall develop Interface Control Drawings (ICDs), and assist in development for Interface Requirements Specifications (IRS).
- 2.9 The following Navigation and Integrated Bridge Controls Systems will be supported:
- 2.9.1 Ship Control Display System
  - 2.9.2 Situational Awareness Bridge Display System
  - 2.9.3 Ship Control System
  - 2.9.4 Digital Rudder Angle Display System
  - 2.9.5 Shaft RPM Transmitter and Indication Upgrade
  - 2.9.6 Navigation Critical Distribution System
  - 2.9.7 Navigation Time Distribution System
  - 2.9.8 Electronic Charting Display and Information System
  - 2.9.9 Automatic Radar Processing Aids (ARPA)
- 2.10 The contractor shall provide support for NSWCCD Philadelphia Code 967 in the preparation of weekly and monthly status reports, inter-office scheduling and inter-group coordination. These include complete financial tracking mechanisms to allow for the management of existing funding, as well as tools to forecast future efforts.
- 2.11 The CVN Networking, Navigation and Steering Controls Branch (C/967) of the NSWCCD Philadelphia, require technical and administrative support for acquisition programs and Life Cycle Manager (LCM) and In-Service Engineering Agent (ISEA) responsibilities. The contractor shall provide personnel with experience in programming, data collection and administrative skills associated with the networking, navigational, and steering controls systems/equipment.
- 2.12 Travel: Contractor personnel may be required to travel within CONUS to attend meetings, collect information and attend software conferences. It is estimated 3 to 5 personnel will travel approximately 5 to 10 trips per year, lasting between 1 to 10 days in San Diego, CA, Yokosuka, Japan, Norfolk, VA and Bremerton, WA. All travel requirements shall be specified and concurred via a Tasking Instruction (T.I.).
- 2.13 Overtime: Overtime may be required on an as needed basis to support the mission

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2.14 Personnel Qualifications are as follows:

2.14.1 Key Personnel

#### KEY PERSONNEL LABOR CATEGORIES AND THE GOVERNMENT'S TARGET/MINIMUM EDUCATION AND EXPERIENCE

The following represents the Government's target/minimum education and technical experience for the Key Personnel labor categories required to support the Statement of Work (SOW) tasking. The target specialized experience included as part of the desired qualification should have been obtained in the fields of endeavor indicated by the applicable labor categories listed below and may have been gained concurrently unless otherwise specified.

Program Manager (Key personnel)  
Electrical Engineer (Key personnel)  
Senior Engineering Technician (Key personnel)  
Navigation Technician (Key personnel)  
Software Developer (Key personnel)  
Senior Training Instructor (Key personnel)  
Training Instructor (Key personnel)

#### TARGET QUALIFICATIONS

The Target qualifications for the key labor categories are as follows.

**Program Manager** (One resume required)

**Minimum Education:** BS degree in Mechanical, Electrical or Electronic Engineering, Naval Architecture or Business Administration from an accredited college or university or a Professional Engineer's license. A Project Management Professional (PMP) certification is also recommended.

**Target Experience:**

(1) Ten or more years of combined program management or equivalent experience regarding engineering, technical management and other applicable experience that would demonstrate capabilities as an acceptable Program Manager for technical engineering efforts.

(2) Knowledgeable of Naval Sea Systems Command, NSWCCD-SSES and other field organizations, and their functions and responsibilities. Experience with the program management of the systems listed in Section 2.9 is mandatory.

(3) The Program Manager shall be experienced in the requirements to prepare new system designs and installation during overhaul periods. Experience with preparing project plans, cost estimates and

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coordinating with technical members of the team is a must.

**Electrical Engineer** (One resume required)

**Target Education:** BS degree in Electrical Engineering, from an accredited college or university.

**Target Experience:**

- (1) Five years experience as an engineer in an electrical and computer related systems environment.
- (2) Two years experience in efforts within a Navy industrial or shipboard environment.
- (3) Knowledge of systems related to the Navigation and Integrated Bridge Controls environment.
- (4) Experience with the functionality of basic electronic circuits, computer hardware and control system operations.
- (5) Must be familiar with the engineering processes to conduct Critical Design Reviews on hardware and software system components.

**Senior Engineering Technician (Field Engineer)** (Three resumes required)

**Target Education:** Graduate of high school, trade school or industrial school or GED equivalent

**Target Experience:**

- (1) Five years experience as a technician in an electrical and computer related systems.
- (2) One year experience in efforts within a Navy industrial or shipboard environment.
- (3) Knowledge of systems related to the Navigation and Integrated Bridge Controls environment.
- (4) Must be familiar with the engineering processes to conduct Critical Design Reviews on hardware and software system components.
- (5) Experience in the operation, maintenance, testing and repair of HM&E equipment installed on U.S. Navy surface ships or submarines

**Navigation Technician** (Two resumes required)

**Target Education:** Graduate of high school, trade school or industrial school or GED equivalent

**Target Experience:** (1) Two years experience setting up and loading charts and tracks in the Electronic Chart Display and Information System - Navy (ECDIS-N).

**Software Developer** (One resume required)

**Target Education:** B.S. Degree in Computer Science or Electrical Engineering with an emphasis on computers.

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**Target Education/Experience:**

- (1) Five years work experience as a software developer, utilizing the C, C++ or C# language with database related frameworks.
- (2) One year experience in efforts within a Navy industrial or shipboard environment or general computer and electronic control systems.
- (3) Knowledge of Programmable Logic Controller (PLC) functionality is also desired.
- (4) Experience with the installation and testing of developed software in an integrated system environment.

**Senior Training Instructor** (One resumes required)

**Target Education:** A graduate of the U.S. Navy Quartermaster “A” School.

**Target Experience:**

- (1) Fifteen years of experience in the operation, maintenance, and repair of HM&E equipment installed on U.S. Navy surface and submarine vessels.
- (2) Five years of experience on an ECDIS-N certified vessel. Instructor must be comfortable training sailors and employ above average communication skills.
- (3) Five years of experience in training and certifying surface and submarine forces enlisted navigational advisors is preferred. Must be intimately knowledgeable with the latest versions of NAVDORM 3540.4 and OPNAVINST 9420.2.

**Training Instructor** (One resumes required)

**Target Education:** A graduate of the U.S. Navy Quartermaster “A” School.

**Target Experience:**

- (1) Five years of experience operating and maintaining electronic navigation equipment.
- (2) Two years of experience training ship personnel pierside and underway in electronic charting display and information systems equipment
- (3) Two years of experience in training and certifying surface and submarine forces enlisted navigational advisors is preferred. Must be intimately knowledgeable with the latest versions of NAVDORM 3540.4 and OPNAVINST 9420.2.

**NON-KEY PERSONNEL LABOR CATEGORIES AND THE GOVERNMENT’S MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

The following represents the Government’s minimum education and technical experience for

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non-key personnel required to support the Statement of Work. The offeror shall certify that all employees proposed for non-key personnel labor categories meet or exceed the minimum education and technical requirements specified for each non-key category. Resumes are not required for the non-key personnel categories listed below:

### **Logistician**

**Minimum Education:** Graduate of high school, trade school or industrial school or GED equivalent

**Minimum Experience:**

- (1) Five years experience as a Logistician involving Naval electronic systems.
- (2) Experience with the coordination of logistic documentation, such as technical manuals, operation manuals and training material.

### **Junior Engineering Technician (Junior Field Engineer)**

**Minimum Education:** Graduate of high school, trade school or industrial school or GED equivalent

**Minimum Experience:**

- (1) Two years experience as a technician in an electrical and computer related systems.
- (2) One year experience in efforts within a Navy industrial or shipboard environment or general computer and electronic control systems.
- (3) Experience with land based facilities and the coordination of testing events across multiple CVN 68 Class Navigation Critical Distribution System configuration requirements.

### **Financial Analyst**

**Minimum Education:** Graduate of high school, trade school or industrial school or GED equivalent

**Minimum Experience:**

- (1) Two years experience as an administrator related to program management and contracting coordination efforts.
- (2) Must be able to demonstrate the ability to track current financial metrics, as well as forecasting future efforts.

## **3.0 Applicable Documents**

- 3.1 MIL-STD-2042A (SH) Fiber Optic Topology Installation Standard Methods for Naval Ships

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- (Equipment/Connectors and Inter-connectors).
- 3.2 NAVSEA S9AA0-AB-GS0-010/GS0, General Specifications for Overhaul of Surface Navy Ship.
  - 3.3 DOD-STD-2003 Electric Plant Installation Standard Methods for Surface Ships and Submarines.
  - 3.4 MIL-STD-454, Standard General Requirements for Electronic Equipment.
  - 3.5 MIL-STD-1310 (Navy) Bonding and Grounding.
  - 3.6 OPNAV Instruction 5100.23B, Navy Occupational Safety and Health (NAVOSH) Program Manual.
  - 3.7 Standards and Interpretations, Occupational Safety and Health Chapter 1915.14, 1915.15 and 1915.16.
  - 3.8 NAVSEA SL720-AA-MAN-020 FMP Management and Operations Manual.
  - 3.9 NAVSEA 9090-310C SHIPALT by Alteration Installation Team.
  - 3.10 NAVSSES Installation 4720.2C Process and Policy for Shipboard Industrial Work.
  - 3.11 MIL-STD-24749, Electrical Grounding, General Specifications.
  - 3.12 MIL-DTL-22520G, General Specification for Crimping Tools and Wire Termination.
  - 3.13 NAVSEA 0967-LP-000-0110 Electronics Installation and Maintenance Book, Installation Standard.
  - 3.14 MIL-STD-248, Welding and Brazing Procedures and Performance Qualification.
  - 3.15 MIL-STD-0022, Welded Joint Design.
  - 3.16 MIL-STD-180E, Definitions Of And Basic Requirements For Electric And Electronic Equipment
  - 3.17 NAVSEA S9086-VH-STM-000/CH/635, Thermal Insulation.
  - 3.18 NAVSEA S9086-VD-STM-000/CH-631, for painting.
  - 3.19 NAVSEA 0901-LP-480-002/CD-9480, for piping systems.
  - 3.20 NAVSEA 0900-LP-999-9000, Acceptance Standards for Surface Finish of Flame and Arc Cut Surfaces.
  - 3.21 AWS B4.0, Standard Methods of Mechanical Testing of Weld.
  - 3.22 AWS Z49.1, Safety Welding and Cutting.
  - 3.23 NAVSEA 0900-LP-038-8010, Ship Metallic Material Comparison and Use Guide.
  - 3.24 NAVSEA S9086-CH-STM-010/CH-074, Welding and Allied Processes.
  - 3.25 NAVSEA SL720-AA-MAN-020 FMP Management and Operations Manual.

#### **4.0 Performance Objectives**

- 4.1 In support of installations, the contractor shall review all referenced and Government furnished information in order to gain a complete understanding of the scope of the Navigation and Integrated Bridge Control system hardware requirements.
- 4.2 The contractor shall provide support for quality assurance reviews, conduct pre-installation ship checks to verify the accuracy of installation drawings, identify interferences, and identify discrepancies between installation drawings and actual vessel configuration, including verification of the material requirements contained in the drawing.
- 4.3 The contractor shall prepare a detailed schedule (POA&M) based on the ship's availability schedule/s. The contractor will update this POA&M as schedules change, workflow problems

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occur, or other conditions warrant. The details of this POA&M will be coordinated with NSWCCD representatives, and other activities as necessary to ensure that proper support is available and delays are minimized.

- 4.4 The contractor is authorized to procure, stage, and store all equipment, material, supplies, hardware, or associated special purpose tools and test equipment associated with the subject SHIPALT and/or SCD, unless specifically included as GFM. These items, designated as Contractor Furnished Material (CFM) which shall include, as a minimum, the attached installation material list. All procurement, staging and storage of material shall be authorized by a Technical Instruction with a detailed description of the necessary task requirements.
- 4.5 The contractor will interface with the cognizant Naval Shipyard to ensure their installation POA&M is integrated with the shipyards. There is some work that is required inside the Nuclear Containment area that will be the responsibility of the shipyard, and the contractor shall ensure this work is integrated and testing is accounted for.
- 4.6 Utilizing Government Furnished Information (GFI) and Government Furnished Material (GFM) lists, the contractor shall develop a material list detailing material required to complete the installation.
- 4.7 The contractor shall provide the necessary facilities, equipment, tools and trained trade personnel to accomplish the installation and test of the hardware for this installation. In accomplishing this work, the contractor shall:
  - 4.7.1 Maintain a daily work schedule and coordinate all work with NSWCCD representatives.
  - 4.7.2 Ensure work scheduled and accomplished meets requirements of POA&M discussed in paragraph 4.3. All discrepancies will be coordinated/discussed with NSWCCD on-site representative.
  - 4.7.3 Obtain, stage and ship to work site all contractor furnished incidental material necessary for stage of the installation.
  - 4.7.4 Ensure all trade personnel meet applicable NAVSEA technical skill requirements as well as the qualification requirements of the contract.
  - 4.7.5 Ensure compliance with all applicable safety regulations.
  - 4.7.6 Conform to shipboard routine with regard to cleanliness, personnel conduct, and ship's security and integrity.
  - 4.7.7 Perform a continuity test for all copper wiring to ensure leads have been terminated at proper connections and correct wire markers are installed IAW the drawings provided.
- 4.8 Submit the following reports upon completion of the installation and hardware:
  - 4.8.1 The Installation Completion Report within thirty (30) working days after completion of installations aboard ship. This report will include the following as applicable: pre- and post-installation test results, updates and/or changes hardware requirements and recommendations.
- 4.9 Provide on-site engineering and technical services support during equipment installation in

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connection with Navigation and Integrated Bridge Controls systems upgrades. Support shall include components being installed, maintained, or altered by ship's force, private contractors, or Navy organizations. This support will include, but not be limited to, pre-installation ship-checks, drawing reviews, software installation, post installation validation, and system testing and repairs as required.

- 4.10 Provide shipboard underway and/or sea trials support for newly installed or upgraded Navigation and Integrated Bridge Control systems upgrades in connection with ship system automation upgrades and components begin installed, maintained or altered by ship's force, private contractors, or Navy activities.
- 4.11 Provide troubleshooting, testing, calibration and, if necessary, repair of hardware components that are part of propulsion, auxiliary control and navigation systems upgrades.
- 4.12 Record and provide a written status of the actions being performed on ship systems and equipment in response to tasking from oversight authorities.
- 4.15 Assist in developing any Ship Change Documents (SCD) required to support installations. Shall assist the Government in developing all ILS that is required to support the installations. This includes, but is not limited to PMS, APL generation, technical manual modifications, and training.
- 4.16 Provide expertise in ensuring that all equipment to be installed as part of these alterations meets or exceeds all US Navy specifications for Shock and Vibration.
- 4.17 The contractor shall develop Navigation Systems and Integrated Bridge Controls Engineering Change Proposal (ECP) documentation and assist in preparing for and participating in Configuration Control Board (CCB) meetings.
- 4.18 The contractor shall provide waterfront support for the Navigation Systems and Integrated Bridge Controls branch.
- 4.19 The contractor shall provide project management support for the DDG Class IBS and IBNS program. This shall include program manager interface, technical support of activities in areas of in-service engineering, test and evaluation, and material configuration management.
- 4.20 The contractor shall conduct shipboard Navigation Systems and Integrated Bridge Controls indoctrination training for ship's force personnel. Estimate 24 shipboard training evolutions per year.
- 4.21 The contractor shall provide on-site waterfront technical and program support for Navigation Systems and Integrated Bridge Controls Programs (two personnel in Norfolk, VA and two personnel in San Diego, CA). This is to include, but is not limited to, scheduling, coordination and technical oversight for shipboard Navigation Systems and Integrated Bridge Controls installations. The contractor shall also assist in providing start-up technical and training support for the



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Navigation Systems and Integrated Bridge Controls installations. Estimate 30 shipboard installations per year.

- 4.22 The contractor shall provide technical support in response to fleet and naval activity requests for assistance in resolving Navigation Systems and Integrated Bridge Controls problems. Estimate 30 technical assists total per year (12 via telephone calls and 18 via four day assist visits).
- 4.23 The contractor shall provide amphibious warfare and assault ship Ship Controls engineering support for in-service equipment, modernization, and new acquisition programs. This will include development and review of system requirements, hardware configuration management, hardware integration, software integration, and system testing.
- 4.24 The contractor shall provide DDG-51 class Ship Control Systems, including Machinery Control Systems, Steering Control Systems, and Mission Critical Control Networks engineering support for in-service equipment, the DDG in-service and new acquisition programs. This will include development and review of system requirements, hardware configuration management, hardware integration, software integration, and system testing.
- 4.25 The contractor shall provide amphibious warfare and assault ship Ship Control Systems, including Machinery Control Systems, Steering Control Systems, and Mission Critical Control Networks engineering support for in-service equipment, modernization, and new acquisition programs. This will include development and review of system requirements, hardware configuration management, hardware integration, software integration, and system testing.
- 4.26 The contractor shall review and update ILS packages. This will include, but not be limited to tech manuals, electronic tech manuals, planned maintenance system (PMS), operational sequencing system (OSS), training curricula, and other technical data (estimate 15 technical manuals, 10 MIPs, 25 MRCs, 25 OSS procedures, and 5 training curricula per year).
- 4.27 The contractor shall provide Instructor and Key Personnel Training (I&KP) by conducting two formal and documented I&KP training sessions utilizing the best practices associated with lessons learned across surface ship and VMS, SIBS, IBS, and IBNS technical support. These courses shall be targeted to the personnel who train and provide technical support for IBS, ISC and SCS up to the intermediate level of maintenance.
- 4.28 The contractor shall compile and prepare ILS documentation packages for shipboard Navigation Systems and Integrated Bridge Controls installations (estimate 24 total packages per year).
- 4.29 The contractor shall develop operator and maintainer training curriculum for each surface ship class and aircraft carrier Navigation System and Integrated Bridge Controls program. These curricula shall be in accordance with IMO STANDARD and MIL STANDARD and are subject to audits and certifications.
- 4.30 The contractor shall lead instruction in Navy classrooms and onboard ships for the operator and

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maintainer curricula developed.

- 4.31 The contractor shall perform classroom technology grooms in preparation for each training class. This will entail loading a computer Operating System, necessary software, and configuring the computer as required to successfully complete training. This also entails troubleshooting hardware, software, and network communication issues in the classroom.
- 4.32 The contractor shall create and proctor an entrance test at the beginning of every training class. Results shall be provided to the Government.
- 4.33 The contractor shall proctor an exit test at the end of every training class. Results shall be provided to the Government.
- 4.34 The contractor shall support System Problem and Improvement Report (SPIR) identification and resolution for the surface combatant, amphibious warfare, and assault ship Ship Classes.
- 4.35 The contractor shall assist in the development of Ship Change Documents (SCD) for the surface combatant, and amphibious warfare and assault ship Ship Classes.
- 4.36 The contractor shall support land based testing at the Land Based Engineering Station located at NSWCCD Philadelphia in support of Navigation Systems and Integrated Bridge Controls programs. These testing events are in support of shipboard installations.
- 4.37 The contractor shall support onboard shipboard testing across the Navigation Systems and Integrated Bridge Controls programs.
- 4.38 The contractor shall support underway, or At-Sea, testing across the Navigation Systems and Integrated Bridge Controls programs.
- 4.39 The contractor shall support and assist with efforts related to the Regional Maintenance and Modernization Coordination Office (RMMCO) process.
- 4.40 The contractor shall develop/update and implement test plans and procedures to support shore side and shipboard installation and functional testing of NSWCCD Philadelphia cognizant shipboard navigation, ship control and machinery control systems programs and projects (estimate 5 sets of plans and procedures per year).
- 4.41 The contractor shall provide on-site support for execution of test plans and procedures for NSWCCD Philadelphia cognizant systems associated with shipboard navigation, ship control and machinery control systems programs and projects.

## **5.0 DELIVERABLES/SCHEDULE**

- 5.1 Detailed Installation Milestone Schedule (POA&M) will be submitted within twenty (20) working

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days after contract award. Updates will be submitted weekly to NSWCCD-SSES representative tracking progress. Format shall track progress agreement/discrepancy with POA&M.

- 5.2 Installation Completion Report will be submitted within thirty (30) working days after completion of the installation.
- 5.3 Monthly financial and technical progress reports will be provided on all tasks with funding and task completion percentages. All identified disconnects between work completion and money spent will be addressed.
- 5.4 Weekly material status report detailing order status, long lead-time material list and estimated delivery dates.
- 5.5 The contractor shall provide red line changes to the government furnished drawings to account for any field changes. Completed red line drawings are required thirty (30) days after task completion.
- 5.6 The contractor shall provide trip reports within (30) working days for the following efforts:
  - 5.6.1 Quality Assurance Reviews
  - 5.6.2 Pre-installation Ship Checks to verify the accuracy of installation drawings, identify interferences and identify discrepancies between installation drawings and actual vessel configuration, including verification of the material requirements contained in the drawing.
  - 5.6.3 All authorized oversight efforts during shipboard related efforts.
- 5.7 The Burn Rate Analysis Report is a summary report that captures the rate at which the current task order funding obligation is expended by the contractor. This report shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA), beginning 30 days after award and every 30 days thereafter. A template is provided as Attachment 2.
- 5.8 The Incurred Costs Report is a report that captures a summary of all costs incurred to date by the contractor under this task order. This report shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA), beginning 30 days after award and every 30 days thereafter. A template is provided as Attachment 1.

## **6.0 GOVERNMENT FURNISHED INFORMATION/MATERIAL**

- 6.1 NSWCCD-Philadelphia will provide all applicable installation drawings for applicable installation(s) and all other associated documentation.
- 6.2 NSWCCD-Philadelphia will provide a detailed installation control drawings (ICDs) for the purpose of troubleshooting and repairing SC/DDCN/NCDS enclosures.
- 6.3 NSWCCD-Philadelphia will provide a list of required all Government Furnished Material (GFM). The preliminary drawing package identifies all material as either GFM or Installing

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Activity Furnished (IAF). NSWCCD will identify all required GFM to the contractor for procurement. All procurement requirements shall be specified within a Technical Instruction.

## **7.0 CONTRACTOR FURNISHED MATERIAL**

7.1 The contractor shall provide all consumable material as required as well as all material identified as IAF on the drawings.

## **8.0 Travel**

8.1 Travel is anticipated from Philadelphia, PA to San Diego, CA. 20 visits are anticipated, 10 days each, 5 people.

8.2 Travel is anticipated from Philadelphia, PA to Yokosuka, JA. 5 visits are anticipated, 10 days each, 2 people.

8.3 Travel is anticipated from Philadelphia, PA to Norfolk, VA. 20 visits are anticipated, 5 days each, 2 people.

8.4 Travel is anticipated from Philadelphia, PA to Bremerton, WA. 5 visits are anticipated, 5 days each, 2 people.

8.5 Travel is anticipated from Philadelphia, PA to Jacksonville, FL. 5 visits are anticipated, 5 days each, 2 people.

## **9.0 Classified Material**

9.1 Work will require a minimum of a Confidential Clearance.

## **10.0 Period of Performance**

10.1 From Delivery Order award thru 36 months.

## **11.0 Place(s) of Performance**

11.1 It is anticipated the places of performance will be Philadelphia, PA, San Diego, CA, Norfolk, VA, Bremerton, WA, Jacksonville, FL and Yokosuka JA.

## **12.0 Overtime**

12.1 Overtime is authorized.

## **13.0 Contracting Officer's Representative (COR):**

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### 13.1

In performance of this contract, contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and formal and informal written correspondence including email.

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the NSWCCD via a secure data collection site. 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>.

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.

Reference NMCARS 5237.102(90) Enterprise-wide Contractor Manpower Reporting Application (ECRMA)

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## SECTION D PACKAGING AND MARKING

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

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

- (1) name and business address of the Contractor
- (2) contract number
- (3) task order number
- (4) sponsor: \_\_\_\_\_

(Name of Individual Sponsor)

\_\_\_\_\_

(Name of Requiring Activity)

\_\_\_\_\_

(City and State)

Ship all reports/data to the following address:

Naval Surface Warfare Center  
Carderock Division  
5101 S. 18th Street  
Building 1000  
Philadelphia, PA 19112  
ATTN:

This material to be provided under this task order shall be packaged in accordance with the latest edition of ASTM D3951-95 "Commercial Packaging of Supplies and Equipment"

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed by the Contracting Officer Representative,

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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	9/14/2015 - 9/13/2016
7001	9/14/2015 - 9/13/2016
7002	9/14/2015 - 9/13/2016
7003	9/14/2015 - 9/13/2016
9000	9/14/2015 - 9/13/2016
9001	9/14/2015 - 9/13/2016
9002	9/14/2015 - 9/13/2016
9003	9/14/2015 - 9/13/2016

The Period of Performance:

Base - 09/14/2015 through 09/13/2016

Option 1 - 09/14/2016 through 09/13/2017

Option 2 - 09/14/2017 through 09/13/2018



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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer  
Representative ATTN: 5101 S.  
18th Street Building 1000  
Philadelphia, PA 19112

The Contractor shall forward a copy of all invoices to the Contracting Officer's Representative.

### SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- (b) Of the total man-hours of direct labor set forth above, it is estimated that \_\_\_\_\_(Offeror to fill-in) man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.
- (c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.
- (d) The level of effort for this contract shall be expended at an average rate of approximately 40 hours per week. It is understood and agreed that the rate of man hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- (e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.
- (f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the

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resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fee} \frac{(\text{Required LOE} - \text{Expended LOE})}{\text{Required LOE}}$$

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

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

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

(End of Text)

(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.

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

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

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

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

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

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

(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	TBD
Issue By DoDAAC	N65540
Admin DoDAAC	TBD
Inspect By DoDAAC	N65540
Ship To Code	See Section F
Ship From Code	N/A
Mark For Code	See Section D

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Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N65540
Accept at Other DoDAAC	TBD
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	TBD
Other DoDAAC(s)	TBD

(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.

[Albert.Esposito@navy.mil](mailto:Albert.Esposito@navy.mil)

*(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 contracting activity's WAWF point of contact.

Joshua Daubert; email: [WAWF\\_GAM.NSWCCD@Navy.mil](mailto:WAWF_GAM.NSWCCD@Navy.mil)

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

(End of clause)

HQ G-2-0009 - SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (SEP 2012)

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

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

252.2014-0002 - 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;

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Alpha/numeric; numeric/alpha; and numeric/numeric.

Accounting Data

SLINID	PR Number	Amount
7001	130052335900002	
LLA :		
AA 1751810 61LT 251 CV312 0 050120 2D 000000 A10003039396		
Incremental funding in the amount of \$ under TI-02. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.		
7002	130052586700001	
LLA :		
AB 1751804 8B2B 251 VU021 0 050120 2D 000000 A00003058395		
Funding in the amount of \$ under TI-04. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2016.		
7003	130052614000001	
LLA :		
AC 1751810 81DM 251 VU021 0 050120 2D 000000 A00003061607		
Funding in the amount of \$ under TI-05. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.		
9001	130052335900002	
LLA :		
AA 1751810 61LT 251 CV312 0 050120 2D 000000 A10003039396		
Funding in the amount of \$ under TI-02. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.		
9002	130052586700001	
LLA :		
AB 1751804 8B2B 251 VU021 0 050120 2D 000000 A00003058395		
Funding in the amount of \$1 under TI-04. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2016.		
9003	130052614000001	
LLA :		
AC 1751810 81DM 251 VU021 0 050120 2D 000000 A00003061607		
Funding in the amount of \$ under TI-05. 10 U.S.C. 2410(a) is hereby invoked. Funding available for performance through 09/13/2018.		

BASE Funding  
Cumulative Funding

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

H-5 Task Order Process.

Ombudsman Description.

In accordance with FAR 16.505(a)(10), no protest under Subpart 33.1 is authorized in connection with the issuance or proposed issuance of an order under a task order contract or delivery order contract, except for -

(A) A protest on the grounds that the order increases the scope, period, or maximum value of the contract; or

(B) A protest of an order valued in excess of \$10 million. Protests of orders in excess of \$10 million may only be filed with the Government Accountability Office, in accordance with the procedures at 33.104.

(ii) The authority to protest the placement of an order under (a)(10)(i)(B) of this section expires on September 30, 2016, for agencies other than DoD, NASA, and the Coast Guard (41 U.S.C. 4103(d) and 41 U.S.C. 4106(f)). The authority to protest the placement of an order under (a)(10)(i)(B) of this section does not expire for DoD, NASA, and the Coast Guard.

The Local Warfare Center Site Deputy for Small Business has been designated as the NAVSEA and related Program Executive Offices Ombudsman for this contract. The NSWCCD Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the NSWCCD Ombudsman must be forwarded to:

Ms. Irene Katacinski

Email: [irene.katacinski@navy.mil](mailto:irene.katacinski@navy.mil)

Telephone: 215-897-7596

See Attachment CAR-H10 PERFORMANCE REQUIREMENTS SUMMARY TABLE

### CAR H11 – CONTRACTOR PERSONNEL SECURITY REQUIREMENTS (JAN 2010)

a. In accordance with SECNAV M-5510.30 Chapters 5 and 6, all Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site are designated Non-Critical Sensitive/IT-II positions, which require an open investigation or favorable adjudicated National Agency Check (NACLIC) by the Industrial Security Clearance Office (DISCO). Investigations should be completed using the SF- 86 Form and the SF-87 finger print card. An interim clearance can be granted by the company Security Officer and recorded in the Joint Personnel Adjudication System (JPAS). An open investigation or favorable adjudication is required prior to issuance of a Common Access Card (CAC) card or a badge providing access to NSWCCD sites and buildings. If an unfavorable adjudication is determined by DISCO all access will be terminated.

b. Within 30 days after contract award, the Contractor shall submit a list of all Contractor personnel, including subcontractor employees, who will have access to DON information systems and/or work on-site at one of the NSWCCD sites. The Contractor shall e-mail [acquisition.nswccd.fct@navy.mil](mailto:acquisition.nswccd.fct@navy.mil) to obtain the excel file that outlines the required format and content of the list. The Contractor will provide each employee's first name, last name, contract number, the NSWCCD technical code, work location, whether or not the employee has a CAC card and/or swipe card, the systems the employee can access (i.e., NMCI, RDT&E), and the name of the Contractor's local point of contact, phone number and email address. The excel file shall be submitted via email to [acquisition.nswccd.fct@navy.mil](mailto:acquisition.nswccd.fct@navy.mil) and the Contracting Officer's Representative (COR) or Task Order Manager (TOM). Throughout the period of performance of the contract, the Contractor shall immediately provide an updated spreadsheet to [acquisition.nswccd.fct@navy.mil](mailto:acquisition.nswccd.fct@navy.mil) and the COR/TOM when any Contractor personnel changes occur.

(End of Clause)

### Option to Extend the Term of the Task Order

(a) The Government may extend the term of this task order by written notice to the Contractor within 30 days prior

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to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to exercise the option(s) at least thirty days before the task order 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 task order, including the exercise of any options under this clause, shall not exceed three years.

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## SECTION I CONTRACT CLAUSES

### CAR-I18 TECHNICAL INSTRUCTIONS (DEC 2001)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Task Order Manager. As used herein, technical instructions are defined to include the following:

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

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

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instructions may not be used to :

(1) assign additional work under the task order;

(2) direct a change as defined in the "Changes" clause of the base contract;

(3) increase or decrease the contract price or estimated amount (including fee), as applicable,

the level of effort, or the time required for task order performance; or

(4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order

or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contracting Officer notifies the Contractor that the technical instruction is within the scope of this task order.

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

(End of Clause)

### 52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

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

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

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

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

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

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

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



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the necessity for the overtime;

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

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

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

\* Insert either “zero” or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.

(End of Clause)

## 52-215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004)

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

“Discussions” are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer’s discretion, result in the offeror being allowed to revise its proposal.

“In writing,” “writing,” or “written” means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

“Proposal modification” is a change made to a proposal before the solicitation’s closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

“Time,” if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (*e.g.*, electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show—

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror’s behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be

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accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, revision, and withdrawal of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at [52.215-5](#), Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR [52.225-17](#), Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date*. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

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(e) *Restriction on disclosure and use of data.* Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall—

(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award.

(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR [15.306\(a\)](#)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past

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performance information on the debriefed offeror.

(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(iv) A summary of the rationale for award.

(v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of Clause)

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## **SECTION J LIST OF ATTACHMENTS**

Seaport Ratings Guide

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Incurred Costs Report

Burn Rate Analysis

Cost Summary Format

Direct Labor Substantiation

DD 254