

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 09	3. EFFECTIVE DATE 22-May-2009	4. REQUISITION/PURCHASE REQ. NO. N61331-09-MR-60112		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NSWC, PANAMA CITY 110 Vernon Avenue Panama City FL 32407-7001 annette.desercey@navy.mil 850-235-5483	CODE N61331	7. ADMINISTERED BY (If other than Item 6) DCMA BOSTON 495 SUMMER STREET BOSTON MA 02210-2138		CODE S2206A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Dynamics Research Corp. 60 Frontage Road Andover MA 01810-5498		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4039-HR01
		10B. DATED (SEE ITEM 13) 20-Jan-2006
CAGE CODE 23383	FACILITY CODE 001014182	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

<input type="checkbox"/>	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 checked="" 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). FAR CLAUSE 52.232-22 LIMITATION OF FUNDS
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) M. Hines, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/M. Hines (Signature of Contracting Officer)	26-May-2009

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GENERAL INFORMATION

The purpose of this modification is to add incremental funding. Accordingly, said Task Order is modified as follows:

1. Add SubCLIN 100302

The funded amount for this task order is as follows:

	From	By	To
Cost			
Fee			
CPFF			

"The Limitation of Funds Clause is in effect. This Task Order is incrementally funded and FAR Clause 52.232-22 titled "Limitation of Funds" (APR 1984) is applicable and in effect. The amount of funding, which includes a fixed fee is the maximum amount reimbursable under this Task Order prior to its modification to provide additional funds. The amount shall not be exceeded until this Task Order is modified to provide additional funding. This amount shall only be exceeded at the Contractor's own risk and the Government shall not be liable for costs incurred above the funded amount.

The Contractor shall notify the Contracting Officer, in writing, whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the funded amount for this Task Order.

A conformed copy of this Task Order is attached to this modification for information purposes only.

The total amount of funds obligated to the task is hereby increased.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
100302	OTHER	0.00		

The total value of the order is hereby increased.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit Est. Cost	Fixed Fee	CPFF

1000				
	NON PERSONAL SERVICES AND MATERIALS NECESSARY TO PROVIDE RDT&E NETWORK SUPPORT AND NSWC PC ASSISTANT INFORMATION ASSURANCE MANAGER (AIAM)			
100001				
	NON PERSONAL SERVICES AND MATERIALS NECESSARY TO PROVIDE RDT&E NETWORK SUPPORT AND NSWC PC ASSISTANT INFORMATION ASSURANCE MANAGER (AIAM) IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK, CONTRACT DATA REQUIREMENTS LIST (CDRLS) AND DD254. SUBCLIN 100001 IS THE BASE YEAR AND IS GOOD FROM DATE OF CONTRACT AWARD THROUGH ONE (1) YEAR THEREAFTER. (OTHER)			
1001				
	NON PERSONAL SERVICES AND MATERIALS NECESSARY TO PROVIDE RDT&E NETWORK SUPPORT AND NSWC PC ASSISTANT INFORMATION ASSURANCE MANAGER (AIAM).			
100101				
	NON PERSONAL SERVICES AND MATERIALS NECESSARY TO			

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PROVIDE RDT&E
NETWORK SUPPORT
AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM) IN
ACCORDANCE WITH
THE ATTACHED
STATEMENT OF
WORK, CDRLS AND
DD254. SUBCLIN
100101 IS FROM
THE END OF THE
BASE YEAR THROUGH
ONE (1) YEAR
THEREAFTER.
(OTHER)

1002 NON PERSONAL
SERVICES AND
MATERIALS
NECESSARY TO
PROVIDE RDT&E
NETWORK SUPPORT
AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM).

100201 NON PERSONAL
SERVICES AND
MATERIALS
NECESSARY TO
PROVIDE RDT&E
NETWORK SUPPORT
AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM) IN
ACCORDANCE WITH
THE ATTACHED
STATEMENT OF
WORK, CONTRACT
DATA REQUIREMENTS
LIST (CDRLS) AND
DD254. SUBCLIN
1002AA IS FROM
THE END OF OPTION
1001AA THROUGH
ONE (1) YEAR
THEREAFTER.
(OTHER)

100202 Funded Amount
to
fully fund
current award
term. (TBD)

1003 NON PERSONAL
SERVICES AND
MATERIALS

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NECESSARY TO
PROVIDE RDT&E
NETWORK SUPPORT
AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM) .

100301 NON PERSONAL
SERVICES AND
MATERIALS
NECESSARY TO
PROVIDE RDT&E
NETWORK SUPPORT
AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM) IN
ACCORDANCE WITH
THE ATTACHED
STATEMENT OF
WORK, CONTRACT
DATA REQUIREMENTS
LIST (CDRLS) AND
DD254. SUBCLIN
100301 IS FROM
THE END OF OPTION
100201 THROUGH
ONE (1) YEAR
THEREAFTER.
(OTHER)

100302 NON PERSONAL
SERVICES AND
MATERIALS
NECESSARY TO
PROVIDE RDT&E
NETWORK SUPPORT
AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM) IN
ACCORDANCE WITH
THE ATTACHED
STATEMENT OF
WORK, CONTRACT
DATA REQUIREMENTS
LIST (CDRLS) AND
DD254. SUBCLIN
100302 IS FROM
THE END OF OPTION
100201 THROUGH
ONE (1) YEAR
THEREAFTER.
(OTHER)

1004 NON PERSONAL
SERVICES AND
MATERIALS
NECESSARY TO
PROVIDE RDT&E
NETWORK SUPPORT

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AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM).

100401 NON PERSONAL
SERVICES AND
MATERIALS
NECESSARY TO
PROVIDE RDT&E
NETWORK SUPPORT
AND NSWC PC
ASSISTANT
INFORMATION
ASSURANCE MANAGER
(AIAM) IN
ACCORDANCE WITH
THE ATTACHED
STATEMENT OF
WORK, CONTRACT
DATA REQUIREMENTS
LIST (CDRLS) AND
DD254. SUBCLIN
100401 IS FROM
THE END OF OPTION
100301 THROUGH
ONE (1) YEAR
THEREAFTER.
(OTHER)
Option

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

The previous Statement of Work is deleted in its entirety and replaced with the following:

STATEMENT OF WORK
FOR NSWC PC: RDT&E NETWORK SUPPORT
AND NSWC PC ASSISTANT INFORMATION ASSURANCE MANAGER (AIAM)
6 February 2007

1.0 BACKGROUND

The Information Technology (IT) Division of the Naval Surface Warfare Center Panama City (NSWC PC) is responsible for the operation and maintenance of the government-owned NSWC PC Legacy Local Area Network (LAN), the NSWC PC Research Development Test and Evaluation (RDT&E) network, a broadband video distribution system, and NSWC PC nodes connected to the Secret Internet Protocol Router Network (SIPRNet). The IT Division provides on-site comprehensive network support for these networks.

Currently NSWC PC has a Legacy LAN that will be terminated prior to the end of fiscal year 2006 as the Navy Marine Corp Intranet (NMCI) is fully implemented and can satisfy all remaining legacy requirements. The Legacy LAN connects 22 buildings and approximately 200 nodes. Parts of the Legacy LAN will be reutilized to implement the NSWC PC RDT&E Network in parallel with the termination of that network.

The NSWC PC RDT&E Network environment services approximately 35 buildings, each connected via single or multimode fiber in a star configuration. Network connections within each building are accomplished using twisted pair category 5 cable or IEEE 802.3 standard Ethernet cable. The RDT&E Network currently services approximately 500 users and 50 servers.

NSWC PC also maintains a video distribution system which is comprised of an IEEE 802.7 standard Radio Frequency (RF) 3/4" coaxial backbone. The system is a mid-split bi-directional configuration that is line powered in six zones. It services approximately 80 buildings with three video origination points. Typically there is a 20db amplifier located in each building and line equalizers as required.

NSWC PC maintains an RDT&E SIPRNet capability outside of the scope of NMCI to meet requirements that cannot be met by standard NMCI SIPRNet client seats. The SIPRNet network environment services five buildings, each connected by the RDT&E fiber backbone via an NSA Type 1 encrypted data link. The SIPRNet network environment consists of a network operations center (NOC), which includes Microsoft domain controllers, Microsoft Exchange servers, and Microsoft Internet Information Server (IIS) and four workstations in a central location. Additional servers and workstations are supported in other buildings on-site via the RDT&E Network backbone and encrypted links.

The NSWC PC IT Division is responsible for the comprehensive Information Assurance (IA) Program at NSWC PC. The Assistant Information Assurance Manager (AIAM) will be responsible for, or play a significant role, in most of the facets of the NSWC PC Information Assurance program with the exception of those tasks that are inherently governmental.

2.0 APPLICABLE DOCUMENTS

Applicable Documents for NSWC PC: RDT&E NETWORK SUPPORT are:

- ANSI/IEEE 802.3 Standard for Carrier sense Multiple Access with Collision Detection (CSMA/CD) versions 10BASE-5, 10BASE-2, and 10BASE-T
- ANSI Fiber Distribution Data Interface (FDDI) Standards

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- FCC Regulations Part 76 Subpart K (Radio Frequency)
- EIA/TIA 568 Commercial Building Telecommunications Wiring
- EIA/TIA 569 Telecommunications Pathways and Spaces
- EIA/TIA 606 Telecommunications Administration
- EIA/TIA 607 Telecommunications Grounding and Bonding

Applicable Documents for NSWC PC ASSISTANT INFORMATION ASSURANCE MANAGER (AIAM):

- Section 2224 of Title 10, United States Code, “Defense Information Assurance Program”,
- Public Law 100-235, “Computer Security Act of 1987”, January 8, 1988.
- OMB Circular A-130, “Management of Federal Information Resources”, February 8, 1996
- CJCSI 6510.01D, Information Assurance (IA) and Computer Network Defense (CND), 15 June 2004
- DoDD 8500.1- Information Assurance (IA), October 24, 2002
- DoDI 8500.2 – Information Assurance (IA) Implementation, February 6, 2003
- DoDI 8570.1, Information Assurance Training, Certification and Workforce Management, August 15, 2004
- DoDI 5200.40 - DoD Information Technology Systems Certification and Accreditation Process (DITSCAP), December 30, 1997
- DoDM 8510.1 – Department of Defense Information Security Systems Certification and Accreditation Process (DITSCAP) Application Manual, July 31, 2000
- SECNAVINST 5239.3A, Department of the Navy Information Assurance IA) Policy, 20 Dec 2004
- OPNAVINST 5239.1B – Navy Information Assurance (IA) Program, November 9, 1999
- NAVSO P-5239-04 – Information Systems Security Manager (ISSM) Guidebook, September 1995

3.0 LEGACY/RDT&E NETWORK SUPPORT

The Contractor shall provide Operations & Maintenance and Life Cycle Support to the NSWC PC Legacy network until terminated and the RDT&E Network upon implementation at NSWC PC in Panama City, Florida. This support shall include a variety of network engineering services to assist NSWC PC in providing on-site support for NSWC PC data and video communication networks including support for the NSWC PC portion of the SIPRNet.

In general the Contractor will be responsible for network support consisting of fiber optic Local Area Network (LAN), and video broadband cable plants. The Contractor will provide support for maintenance and minor modifications of the NSWC PC fiber optic, twisted pair, and video origination channel equipment distribution system and interior building infrastructure. The Contractor will be responsible for installation, configuration, implementation, and support of the NSWC PC Legacy LAN infrastructure and RDT&E Network client desktop support in addition to server and network administration. Contractors assigned to this task will be required to consult regularly with the RDT&E client community and carry cell phones to facilitate in-the-field communications.

3.1 Network/Video Cable Plant Operations and Maintenance

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The Contractor shall operate and maintain the NSWC PC network cable plant and video distribution system in accordance with industry standards and Standard Operating Procedures (SOPs) designed and approved by NSWC PC Government personnel. The Contractor shall be responsible for the reconfiguration, upgrade, and the replacement and/or removal of cable plant hardware/software components comprising the NSWC PC network as directed by the authorized Government representative. Such duties shall include, but are not limited to; the actions required to support configuration changes to the network due to the addition, relocation, and/or removal of personnel, and the upgrade/replacement of hardware/software, to include all items comprising the network cable plant. This position requires the submission of electronic documentation and reports on the cable plant in the format of Microsoft Visio, Microsoft Office, and/or AutoCAD as applicable.

3.2 Preventive Maintenance Program

The Contractor shall be responsible for implementing and managing a Preventive Maintenance Program (PMP) for the equipment comprising the unclassified NSWC PC Legacy LAN and the NSWC PC RDT&E Network cable plants as specified and designed by NSWC PC Government personnel. Preventive Maintenance shall be defined as those actions required to keep the cable plant, network devices, and other components of the network operational (prior to failure) in accordance with (IAW) manufacturer specifications. This equipment includes all components of the broadband, fiber optic, and twisted pair cable plants.

3.3 Remedial Maintenance Program

The Contractor shall be responsible for providing remedial maintenance for all hardware/software components comprising the NSWC PC LAN and video infrastructure. Remedial maintenance shall be defined as those actions required to return an item of equipment, or other component of the NSWC PC LAN to an operational condition IAW manufacturer specifications.

3.4 Hardware/Software Support

The Contractor shall be responsible for the installation, reconfiguration, upgrade, and the replacement and/or removal of hardware/software components comprising the NSWC PC Network environment as directed by authorized Government representatives. Such duties shall include, but are not limited to the actions required to support client configuration changes to the network due to the addition, relocation, and/or removal of personnel, the upgrade/replacement of software, and removal/destruction of hard drives. Included in this support is periodic support for standalone systems, some of which may be classified equipment. This support requires a Secret security clearance.

3.5 Network Administration

The Contractor will utilize Government Furnished Equipment (GFE) network management tools for testing and monitoring network performance on the NSWC PC RDT&E network. These tools will consist of 3Com and CISCO network administration tools and utilities. The duties will include implementing information assurance and security practices designed and approved by NSWC PC Government personnel to ensure compliance with Federal, DoD, and Navy Information Assurance policy and guidelines. This position is supervisory to the Server Admin position such that the Network Admin will monitor and assist with the server administration duties listed below in Section 3.6.

3.6 Server Administration

The Contractor shall be responsible for the installation, configuration, upgrade, and the replacement and/or removal of hardware/software components comprising the NSWC PC RDT&E server pool, Technical Library Server systems, Government servers connect to the NMCI network, Distance Support System, and other servers as directed by authorized Government representatives. Such duties shall include, but are not limited to the actions required to support client configuration changes to the network due to the addition, relocation, and/or removal of applications, performing backups, applying security updates, operating system patches, upgrade/replacement of server software, and maintaining and logging all activity in the server's associated log book.

The Technical Library Server systems include an unclassified WEB Catalog server and a classified Unicorn Stilas system server. The Unicorn Stilas server is connected to five workstations in a small standalone classified network. Support for this system includes server/user application support for the Unicorn Stilas application and the client Workflows application. The Government will provide training in the support of application problems.

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3.7 Network Security Administration and Systems Administration for Secret Internet Protocol Router Network (SIPRNet)

The Contractor will provide system administration and Information Assurance support for the NSWC PC RDT&E SIPRNet. This position requires a Secret security clearance, the ability to be qualified as a Local Element (LE), and access to controlled cryptographic items (CCI) that are located in restricted areas. The contractor will be required to operate COMSEC equipment on behalf of the Government. All security related issues will be handled IAW DISA guidelines and approved locally by the SIPRNET Information Assurance Officer. Contractor duties are defined below:

- Information Assurance Vulnerability Alert (IAVA) implementation and reporting
- SIPRNet Microsoft Exchange email administration and maintenance
- Microsoft Internet Information Server (MS IIS) administration
- Configuration management of Secret and developer workstations
- Configuration management of Windows NT, Windows 2000, and Windows 2003 servers
- Server security configuration to include drive and local account security settings
- Maintenance of SIPRNet domain user accounts
- Network physical plant configuration, maintenance, and monitoring
- Switch and router configuration and maintenance
- COMSEC equipment configuration and maintenance
- Creation and maintenance of technical documentation for Standard Operating Procedures (SOP) for user guidance as needed.

3.8 Network Client Desktop Support

The Contractor shall be responsible for the installation, reconfiguration, upgrade, and the replacement and/or removal of hardware/software components comprising the NSWC PC Network environment as directed by authorized Government representatives. Such duties shall include, but are not limited to the actions required to support client configuration changes to the network due to the addition, relocation, and/or removal of personnel, and the upgrade/replacement of software. The Contractor shall be responsible for supplying desktop support for network related Microsoft Windows computer software on Windows compatible hardware. This support will be provided at the client's worksite at NSWC PC and/or via Windows Desktop Remote Control. Trouble-shooting, computer installs, and software/hardware connection to the network will be in accordance with industry standards and Standard Operating Procedures (SOPs) designed and approved by NSWC PC Government personnel. Receipt of work assignments and reporting of in-progress/completed work will be done via a web-based application.

3.9 Self-Help Program

The Contractor shall be responsible for assisting with a Self-Help Program (SHP) for the RDT&E clients, whereby instructions and software will be made available in a central location on a government provided web server. The purpose of the SHP is to assist the RDT&E user community in solving PC and network related installations and problems thereby limiting client visits by the Contractor.

3.10 Information Assurance Technical Writer

The Contractor shall be responsible for assembling and researching technical computer systems information and assembling this information into various technical documents, such as System Security Authorization Agreements

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(SSAAs), Standard Operating Procedures (SOPs), and other technical reports as assigned. The contractor shall assemble information from various sources and input into report forms using Microsoft Office tools, as well as Microsoft Visio. These documents will be technically accurate, grammatically correct, spell checked, and professionally formatted as specified by Government personnel.

3.11 Spectrum Management System Configuration and Database Support

The Contractor shall be responsible for support of the Spectrum Management System configuration database as designated by the authorized Government representative. Such support will include data entry, acceptance of items into inventory, moving items from an active to an inactive inventory, and technical validation of incoming data against Government provided standards.

4.0 ASSISTANT INFORMATION ASSURANCE MANAGER (AIAM)

4.1 General

The Assistant Information Assurance Manager (AIAM) will ensure compliance with DoD/DoN/NAVSEA Information Assurance (IA) policies including compliance with the Defense Information Technology Systems Certification and Accreditation Process (DITSCAP). This includes hardware or software Information Technology (IT) systems where NSWC PC is the lead developing agency, IT systems developed for use at NSWC PC or deployment outside NSWC PC, legacy applications and systems connected to the Navy Marine Corps Intranet (NMCI), the Research, Development, Test, and Evaluation (RDT&E) network and systems/applications connected to or used with the RDT&E network including wireless systems).

4.2 Specific Duties

- Serves as an NSWC PC focal point for all matters related to Information Assurance (IA) which are not inherently governmental.
- Interfaces with all levels of management and with other Information Assurance professionals at DOD/DON/NAVSEA for the purposes of obtaining and providing information. Government personnel will finalize policy decisions.
- In concert with the Government IAM, supports NCTF-CND, NCIS and NAVCIRT for all site NMCI, Legacy Network, and RDT&E Network security related incidents, IAVAs and investigations that have been reported to the NMCI Network ISSM (NN-ISSM) and NMCI Global ISSM (GL-ISSM) via the Global Network Operations Center (GNOC) Watch Officer (GWO).
- Assists the Government IAM in ensuring that users and system support personnel have the required security clearances, authorization, and need to know, and are indoctrinated on organizational security practices before being granted access to information systems.
- Assists the Government IAM in developing and providing technical training for Information Assurance Officers (IAOs) and system administrators (SysAdmins) required to perform their duties and to ensure that they are aware of and follow information system policies and procedures. Also assists in developing and providing Annual IA Refresher Training for all information system users.
- Assists the Government IAM in ensuring initial certification and accreditation (C&A) and re-accreditation of all non-NMCI systems in accordance with the Department of Defense Information Technology Security Certification and Accreditation Process (DITSCAP).
- Develops, maintains, or reviews non-NMCI System Security Accreditation Agreements (SSAAs) in accordance with the Department of Defense Information Technology Security Certification and Accreditation Process (DITSCAP). Prepares SSAA review reports for the Government IAM prior to submission to the DAA. Assists IAOs and system administrators in the preparation of SSAAs.
- Maintains the activity accreditation schedule and the site repository for all system certification and accreditation documentation.

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- Assists the Government IAM with the completion of Security Test and Evaluations (ST&Es) and documentation required to certify to the Navy DAA that security requirements are met for information systems seeking accreditation under DITSCAP.
- Serves as the NSWC PC NMCI Developer Seat Configuration Manager. Implements the requirements of the program on behalf of the Government IAM. Reports any problems of user non-compliance with the requirements to the Government IAM.
- Assists the Government IAM in ensuring compliance with the DoD/DoN/NAVEA Information Assurance Vulnerability Alert Management Program. Serves as the primary point of contact (POC) for reporting IAVAs in the Navy Online Compliance Reporting System (OCRS). Interfaces with IAOs and system administrators to ensure timely compliance with requirements of the system.
- Assists the Government IAM in ensuring compliance with DoD/DoN/NAVEA virus and firewall policies, and DoD Information Operations Conditions (INFOCON) programs and procedures.
- Assists the Government IAM in ensuring that all NMCI and RDT&E Network users sign the Navy Enterprise Information Technology (IT) User Acknowledgement form prior to account establishment and the maintain the forms on file until one year after the account is removed.
- Assists the Government IAM in verifying that all classified network connections are protected in accordance with DOD/DON policy (i.e. Protected Distribution Systems, Lock Boxes, X-07/8, etc.).
- Ensures that all sensitive and classified material destruction is conducted in accordance with DOD/DON policy.
- Assists the Government IAM in ensuring that local policies are developed and promulgated for:
 - Establishment of new user accounts
 - Removal of accounts for members permanently leaving government service
 - Disabling of accounts, when required
 - Transfer of hardware when users depart (i.e. PDAs, etc.)
- Assists the Government IAM in ensuring proper coordination with the appropriate level of IA personnel in NMCI for the following:
 - Attend periodic IAM-level information systems and network security training as required to maintain proficiency in these areas. Will also require attendance at industry and government IA conferences
 - Ensuring that the NMCI EDS contractor maintains a record of all hard drives upon classification and issue for use on the classified network
 - Ensuring that command NMCI systems comply with physical and personnel security requirements in accordance with governing policies
 - Coordinates with the NMCI ISSA on site-specific security policies and procedures, as required
- Assists the Government IAM in coordinating all security related issues that call for site execution of contingency plans with the NN-ISSM, GL-ISSM and GWO (unscheduled occurrences are treated as security incidents until proven otherwise).
- Reports all NMCI security related events to the helpdesk and to the NN-ISSM or GL-ISSM. Provides status reports and insight into the situation and assist with investigation as required.

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5.0 LABOR CATEGORY

The labor categories required to support this task are Senior Network Engineer, Senior Network Engineer – Cable Plant, Junior Network Engineer, and Junior Network Engineer – Cable Plant, Assistant Information Assurance Manager. Each of these positions detailed below are considered key to the operations and management of the network systems described in this statement of work.

- Senior Systems Engineer – Information Assurance - will hold the position of the Assistant Information Assurance Manager (AIAM) and is required to hold or obtain a Top Secret clearance and a Certified Information Systems Security Professional (CISSP) designation. The AIAM shall complete information assurance coursework from various DoD sources (e.g., DISA Information Assurance Training). The AIAM shall have a minimum of five (5) years experience in interpreting and implementing directives and instructions that provide general guidance and applying them to a Research and Development environment. The AIAM shall have a minimum of five (5) years experience in troubleshooting, maintaining, installing, and administering networks serving a community of at least 1000 users in a research and development environment consisting of both classified and unclassified systems running Microsoft Windows and UNIX operating systems. The contractor shall have five (5) years experience with network security architecture to include firewalls, intrusion detection systems, and DoD Public Key Infrastructure (PKI). The AIAM shall be knowledgeable of the DoD Information Technology Systems Certification and Accreditation Process (DITSCAP). The AIAM shall be capable of communicating, both orally and in writing, with a wide range of professional contacts, including managers, secretaries, scientists, engineers, and technicians. Microsoft Certified Systems Engineer (MCSE) certification in Windows NT 4.0 or later operating systems is required for this position. The AIAM will be required to travel periodically to attend industry and government sponsored IA and network security training and conferences.

- Network Engineer I – Information Assurance and Network Systems Administration - requires a total of at least seven (7) years combined network operations and maintenance experience consisting of at least three (3) years experience administering and troubleshooting Windows NT/2000 network servers and all versions of Microsoft Windows OS for clients, Microsoft Systems Management Server (SMS), and Microsoft SQL Server; two (2) years experience installing, operating and maintaining systems that use TCP/IP and UNIX operating system; and (2) years experience installing, operating and maintaining Microsoft Exchange 5.5 or better. Microsoft Certified Systems Engineer (MCSE) and Cisco Certified Network Associate (CCNA) are required for this position. Microsoft Certified Professional (MCP) certifications in Windows 2003 Server, and Windows XP Professional are desirable certifications for this position.

- Network Engineer I – Cable Plant - requires a total of at least five (5) years experience in the design, testing, integration, operating, administrating, maintaining, and troubleshooting of fiber with star configuration network designs. This is a hands-on, field engineer type of position. The position requires a total of at least five (5) years combined experience in RF, twisted pair, fiber optic data communications systems, voice/data/local area networks, and CATV systems and one (1) year experience administering, testing, and troubleshooting local origination video sources and CATV video distribution systems are required. Registered Communications Distribution Designers (RCDD) is required for this position. Cisco Certified Network Associate (CCNA) certification is a required certification for the Junior Network Engineer position.

- Junior Network Engineer – Server Administration requires a total of at least five (5) years combined network operations and maintenance experience consisting of at least two (2) years experience administering and troubleshooting Windows NT/2000 network servers and all versions of Microsoft Windows OS for clients, Microsoft Systems Management Server (SMS), and Microsoft SQL Server; two (2) years experience installing, operating and maintaining systems that use TCP/IP and UNIX operating system; and one (1) year experience installing, operating and maintaining Microsoft Exchange 5.5 or better. Microsoft Certified Professional (MCP) certifications in Windows 2003 Server and Windows XP Professional are desirable certifications for this position.

- Junior Network Engineer – Information Assurance / Server Administration will work with the Information Assurance Manager (IAM) and is required to hold or obtain a Top Secret clearance within six (6) months of appointment. The contractor shall complete information assurance coursework from various DoD sources (e.g., DISA Information Assurance Training). The contractor shall have a minimum of three (3) years experience in interpreting and implementing directives and instructions that provide general guidance and applying them to a Research and Development environment. The contractor shall have the (3) years experience with network security architecture to include firewalls, intrusion detection systems, and DoD Public Key Infrastructure (PKI). Must be knowledgeable of the DoD Information Technology Systems Certification and Accreditation Process (DITSCAP). Be capable of

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communicating, both orally and in writing, with a wide range of professional contacts, including managers, secretaries, scientists, engineers, and technicians. Requires a total of at least five (5) years combined network operations and maintenance experience consisting of at least two (2) years experience administering and troubleshooting Windows NT/2000 network servers and all versions of Microsoft Windows OS for clients, and Microsoft SQL Server; two (2) years experience installing, operating and maintaining systems that use TCP/IP and UNIX operating system; and one (1) year experience installing, operating and maintaining Microsoft Exchange 5.5 or better. Microsoft Certified Professional (MCP) certifications in Windows 2003 Server and/or Windows XP Professional and Security + are required certifications for this position.

- Junior Network Engineer – Client Support - requires a total of at least five (5) years combined experience in operating and supporting networked personal computers. At least two (2) years combined experience on the installation, operating, and maintenance of systems that use TCP/IP and Windows 2000/XP operating system is required. Three (3) years of experience shall be related to providing end-user application software support as it relates to network operations and personal computer systems, such software shall include but is not limited to Microsoft Outlook 2000/2002, Microsoft Windows NT/2000/2002/XP and Microsoft Office 98/2000/2002/XP. Microsoft Certified Professional (MCP) certification in Windows XP Workstation is required for this position. Microsoft Certified Professional (MCP) for Windows 2003 Server is desirable certifications for the NEIII.

- Junior Network Engineer - Associate Systems Engineer – Technical Writer - requires a minimum of one year related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. The position will require an associate degree or a combination of two years specialized training and experience. This position will require specialized knowledge of the DITSCAPS certification and accreditation process. The position will require competent abilities in the use of MS Office products and MS Visio.

6.0 Training

The Government may periodically request that the Contractor attend technology refresh network and/or computer applications training. When the training is at the Government's request, the Government will pay for the training. The Government will not be responsible for funding Contractor training necessary to meet DoD Information Assurance (IA) Workforce Training requirements. The DoD IA Workforce training and professional certifications are mandated by DoDD 8570.1, Information Assurance Training, Certification, and Workforce Management, 15 Aug 04. Implementation of the IA Workforce Training and Certification effort, including the specific requirements, is outlined in DoD 8570.01-M, Information Assurance Workforce Improvement Program, 19 Dec 05.

7.0 DELIVERABLES

A monthly report detailing the contract hours expended vs. contract hours remaining will be delivered via email to the on-site technical contact in Microsoft Excel format.

8.0 REPORTING

The support team leader shall report to the on-site technical contact (TBD on award) on a daily basis to discuss work performed in support of this SOW. A mutual effort will be made to resolve all problems identified. All members of the Contractor support staff and the ISSM will be required to carry a contractor supplied cell phone so that communications can be established in the case of an IT emergency.

9.0 PLACE OF PERFORMANCE

This task shall be performed at the Government's facility at:

Naval Surface Warfare Center - Panama City

110 Vernon Avenue

Panama City, Fl. 32407-7001

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10.0 HOURS OF WORK

Core working hours are 0900 - 1130 and 1300 - 1500, Monday through Friday, excluding official Government approved holidays. Core hours are defined as hours which personnel are required to be at their duty station. Flex hours are 0630 - 1700; Monday through Friday, excluding official Government approved holidays. Flex hours when combined with core hours will equal eight consecutive hours per day. Flex hours are determined by the best interest of the Government. The Contractor will normally work Monday through Friday.

11.0 PERIOD OF PERFORMANCE

The contract base period is from date of award through one year with four optional follow on years to be awarded based on satisfactory performance by the Contractor.

12.0 SECURITY

All Contractor personnel requiring "user level access to DON or DoD networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without controls to identify and deny sensitive information" are required to have a favorably adjudicated NACLIC with clearance eligibility determined by DISCO.

13.0 DISTRIBUTION LIMITATION STATEMENT

Technical documents generated under this delivery order shall carry the following limitation statement. Word processing files shall have the statements included on the cover page of any resultant hard copy. Each delivered diskette shall be marked externally with the statements. All technical data gathered under this delivery order shall carry the following Distribution Limitation Statement and handling caveat:

DISTRIBUTION AUTHORIZED TO DEPARTMENT OF DEFENSE AND US DOD CONTRACTORS ONLY; ADMINISTRATIVE OR OPERATIONAL USE (DATE). OTHER REQUESTS SHALL BE REFERRED TO COMMANDING OFFICER, NAVAL SURFACE WARFARE CENTER - PANAMA CITY, ATTN: CODE XPT, 110 VERNON AVENUE, PANAMA CITY, FL 32407-7001

DESTRUCTION NOTICE - FOR CLASSIFIED DOCUMENTS, FOLLOW PROCEDURES IN DOD 5220.22 M, NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL, CHAPTER 5, SECTION 7 OR DOD 5200.1 R, INFORMATION SECURITY PROGRAM REGULATION. FOR UNCLASSIFIED, LIMITED DOCUMENTS, DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF THE DOCUMENT.

14.0 RELEASE OF INFORMATION

All technical data provided to the contractor by the Government will be protected from public disclosure in accordance with the markings contained thereon. All other information relating to the items to be delivered or services to be performed under this contract may not be disclosed by any means without prior approval of the authorized representative of the Contract Officer. Dissemination if public disclosures includes, but is not limited to: permitting access of such information by foreign national or by any other person entity, publication of technical or scientific papers, advertising, or any proposed public release. The contractor shall provide adequate physical protection of such information so as to preclude access by any person or entity not authorized such access by the Government.

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SECTION D PACKAGING AND MARKING

Packaging and Markings shall be to best commercial practices.

All deliverable items shall be shipped to:

Naval Support Activity Panama City

Attn: Receiving Officer

101 Vernon Avenue

Panama City FL 32407

FOB: DESTINATION

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be performed at Destination Naval Surface Warfare Center Panama City.

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SECTION F DELIVERABLES OR PERFORMANCE

Deliveries shall be FOB Destination Panama City Beach Florida. The initial period of performance shall be from award through 365 days after task order issuance, with four renewable options of 12 months each.

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SECTION G CONTRACT ADMINISTRATION DATA

Contract Specialist
Annette de Sercey, XPS2
110 Vernon Ave.
Panama City, FL 32407
Annette.Desercey@navy.mil
850-235-5483

Task Order Manager
Christopher Velkey, B40
110 Vernon Avenue
Panama City, FL 32407-7001
Christopher.Velkey@navy.mil
850-235-5163

INVOICING INSTRUCTIONS

(a) The contractor shall submit vouchers not more often than once a month for each individual delivery order, no more than 30 days after invoiced costs are incurred. The vouchers shall contain the following statement signed by an authorized company representative:

This is to certify that the services set forth herein were performed during the period stated.

Contractor's Authorized Representative

Date of Invoice/Voucher

(b) The vouchers shall be prepared in accordance with this clause and the clauses entitled "Allowable Cost and Payment" (FAR 52.216-7) and "Fixed Fee" (FAR 52.216-8), and shall include:

- (1) Contract and delivery order number.
- (2) Costs incurred and fixed fee billed.
- (3) Direct labor hours by labor category.
- (4) Other direct costs to be specified and substantiated.

(c) The contractor shall forward the original plus two copies of each voucher to the cognizant DCAA office and one copy to the Contracting Officer's Representative (COR). DCAA will review and approve the vouchers for payment and forward them to the Contracting Officer (CSS Code XPS2). (The contractor shall make necessary provisions for DCAA to forward the vouchers to the Contracting Officer, such as a pre-addressed stamped envelope). The Contracting Officer will then approve the vouchers and forward them to the cognizant paying office for payment.

(d) If the contractor has explicit authorization from DCAA for direct submission of public vouchers, the original plus two copies may be forwarded directly to the Contracting Officer instead of DCAA. Depending on DCAA requirements, the first and final vouchers for each delivery order may still need to be approved by DCAA before being forwarded to the Contracting Officer. If required, the contractor shall forward the original and two copies of the

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first and final vouchers to the cognizant DCAA office instead of the Contracting Officer, and make provisions for DCAA to forward the approved vouchers to the Contracting Officer.

(d) The Contracting Officer will certify all approved vouchers and forward them to the cognizant paying office for payment.

(e) The COR will review his copy of the voucher and notify the Contracting Officer of any deficiencies. The Contracting Officer will be responsible for taking an appropriate offset on a subsequent voucher and notifying the contractor in writing of the action taken. The contractor shall be required to resolve the billing discrepancy with the Contracting Officer and resubmit a separate voucher covering any disputed portion.

```
Accounting Data
SLINID  PR Number          Amount
-----
100001  53110850
LLA :
AA 97X4930 NH1E 000 77777 0 000178 2F 000000 34TL7XYWT115
ACRN:AA  FUNDED AMOUNT
```

MOD 4

```
100101  70196025
LLA :
AA 97X4930 NH1E 000 77777 0 000178 2F 000000 34TL7XYWT115
Funding in the amount of
```

MOD 5

```
100201  72712712
LLA :
AA 97X4930 NH1E 000 77777 0 000178 2F 000000 34TL7XYWT115
Incremental funding.
```

MOD 6

```
100202  81204546
LLA :
AB 97X4930 NH1D 000 77777 0 061331 2F 000000 34TL7XYWT115
Funded Amount.
```

MOD 8

```
100301  90064941
LLA :
AB 97X4930 NH1D 000 77777 0 061331 2F 000000 34TL7XYWT115
```

MOD 09

```
100302  91316285
LLA :
AB 97X4930 NH1D 000 77777 0 061331 2F 000000 34TL7XYWT115
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SECTION H SPECIAL CONTRACT REQUIREMENTS

Applicable Section H Special Contract Requirements are specified in the basic MAC document.

A subcontracting plan is required.

NAVSEA 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 13,440 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 -0-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) It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

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

(g) 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:

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

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20)

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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 work 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.

NAVSEA 5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

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

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

AWARD TERM CLAUSE

In addition to the terms and conditions set forth elsewhere in this order, the contractor may earn an award term incentive consisting of an extension to the order period from the minimum one (1) year to a maximum of approximately five (5) years on the basis of performance (not to exceed the April 2009 expiration of the MAC unless the option is exercised). For each period of the order, contractor performance is evaluated and ratings are assigned based on how

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well the contractor has performed. If ratings are positive for Period 1, the contractor earns Period 2; if ratings are positive for Period 2, the contractor earns Period 3, and so on up to the maximum of five (5) years. But if ratings are negative for any period, then the order is ended. The evaluation criteria and the award term procedures are described in section 9.0 below, "Award Term Plan".

AWARD TERM PLAN

The Government will assess the quality of the Contractors performance as follows:

a. Evaluation Criteria. The evaluation criteria are as follows:

- Quality of product or service
- Schedule
- Cost control / achieving guaranteed savings
- Business Relations
- Management of Key Personnel

b. Ratings. The adjective ratings used are "unsatisfactory", "marginal", "satisfactory", "very good" and "exceptional". The contractor must receive a rating of satisfactory or better on each of the above evaluation criteria in order to earn the award-term incentive. A rating of less than satisfactory on any of the above criteria will result in the incentive not being earned.

c. Evaluation Period. Each period of the order shall be equivalent to one (1) evaluation period. Interim evaluations will also be conducted as described below.

d. Personnel. The Government evaluation team shall consist of an Assessing Official, performance monitors, and a Reviewing Official.

(1) Assessing Official. The Assessing Official considers all information from performance monitors and other pertinent sources and prepares written reports evaluating the contractor's performance.

(2) Performance Monitors. Performance monitors monitor the contractor's performance at the task order level and provide input to the Assessing Official to be used in preparing performance reports. Monitors may provide written and verbal input as directed by the Assessing Official.

(3) Reviewing Official. The Reviewing Official is responsible for reconciling any disagreements between the Assessing Official and the contractor, and for finalizing ratings and closing reports whenever such disagreements exist.

e. Interim Evaluations. An interim evaluation shall be conducted at the midpoint of each evaluation period. No later than 15 calendar days after the midpoint of the evaluation period, the Assessing Official shall notify the Contracting Officer of the contractor's current strengths and weaknesses on the basis of inputs from the performance monitors and other pertinent sources. The Contracting Officer will then issue a letter to the contractor describing the strengths and weaknesses identified by the Assessing Official. The Contracting Officer may also issue letters at any time when it is deemed necessary to highlight areas of Government concern.

f. End-of-Period Evaluations. No later than 15 calendar days prior to the end of the evaluation period, the Assessing Official shall initiate a report covering the entire evaluation period and submit that report to the contractor for review and comment. The contractor shall review the report and provide comments to the Assessing Official within 10 calendar days. If the contractor concurs with the ratings in the report, then the Assessing Official will finalize the ratings and close the report. If the contractor does NOT concur with ratings, then the Assessing Official will forward

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the report to the Reviewing Official. The Reviewing Official will then reconcile any disagreements between the Assessing Official and the contractor, finalize the ratings, and close the report. All reports must be closed no later than the final day of the evaluation period. Once the report is closed, the ratings are not subject to dispute by either party.

g. Award-Term Incentive Determination. As stated above, the contractor must receive a rating of satisfactory or better on each of the evaluation criteria in order to earn the award-term incentive. The Contracting Officer will review the closed report to determine if the award term incentive has been earned. If the incentive has been earned, then the Contracting Office will issue a modification to exercise the option for the next year of the order. If the incentive has not been earned, then the option for the next year will not be exercised and the order will be ended.

h. Changes to the Award-Term Plan. This Award-Term Plan is a part of the order and can only be changed by a bi-lateral modification to the order. Either party may propose a change to the Award-Term Plan at any time. However, if either party desires a change to the plan and a mutual agreement cannot be reached, then this original Award-Term Plan will remain in full effect.

NSWCPC – H06 SECURITY REQUIREMENTS

a. The work to be performed under this contract as delineated in the DD Form 254, involves access to and handling of classified material up to and including TOP SECRET.

b. In addition to the requirements of the clause "Security Requirements," the Contractor shall appoint a Facility Security Officer (FSO), who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industrial Security Program Operating Manual (NISPO) (DOD 5220.22-M), and (3) assure compliance with any written instructions from the Naval Surface Warfare Center Panama City Division, Security Office, Code XPC, 110 Vernon Avenue, Panama City, Florida 32407-7001.

NSWCPC – H07 INFORMATION SECURITY REQUIREMENTS

a. All contractor personnel requiring access to DON controlled unclassified information (CUI) or "user level access to DON or DOD networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without controls to identify and deny sensitive information" who do not have clearance eligibility are required to submit a Questionnaire for Public Trust Positions (Standard Form 85P) through the cognizant Facility Security Officer or designee to NSWC PCD Security, for a suitability determination by DON Central Adjudication Facility.

b. Minimum Protection Requirements for Controlled Unclassified Information (CUI): Security classification guides (OPNAVINST 5513 series) and unclassified limited documents (e.g., For Official Use Only (FOUO), Distribution Statement Controlled) are not authorized for public release and, therefore, cannot be posted on a publicly accessible web server or transmitted over the Internet unless appropriately encrypted.

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SECTION I CONTRACT CLAUSES

Applicable Section I clauses are contained in the Basic MAC document.

52.222-41 Service Contract Act (1965)

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SECTION J LIST OF ATTACHMENTS

Statement of Work

Contract Data Requirements List, DD Form 1423

DD 254