

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>	1. CONTRACT ID CODE	PAGE OF PAGES
	U	1 2

2. AMENDMENT/MODIFICATION NO. 05	3. EFFECTIVE DATE 17-May-2013	4. REQUISITION/PURCHASE REQ. NO. 1300348275	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N65236	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A

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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Deloitte Consulting LLP 1725 Duke Street Alexandria VA 22314-3456	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4020-V702
	10B. DATED (SEE ITEM 13) 28-Sep-2011
CAGE CODE 1TTG5	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

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

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)	
		JEFFREY R HARTER, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/JEFFREY R HARTER (Signature of Contracting Officer)	17-May-2013

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to ... Accordingly, said Task Order is modified as follows: INCREMENTALLY FUNDING A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$25,823,175.00 by \$250,000.00 to \$26,073,175.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400205	TBD	0.00	250,000.00	250,000.00

The total value of the order is hereby increased from \$27,587,137.33 by \$0.00 to \$27,587,137.33.

CLIN	CPFF	THIS ACTION	BEGINNING FUNDING	TOTAL FUNDING	UNFUNDED BALANCE
4001	\$ 15,864,064.40	\$ -	\$ 15,573,175.00	\$15,823,175.00	\$ \$40,889.40
6001	\$ 1,350,000.00	\$ -	\$1,350,000.00	\$ 1,350,000.00	\$ -
4002	\$ 9,356,001.49	\$ 250,000.00	\$ 8,825,000.00	\$ 9,075,000.00	\$ 281,001.49
6002	\$ 1,017,071.44	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 942,071.44
TOTAL	\$ 27,587,137.33	\$ 250,000.00	\$ 823,175.00	\$ 26,323,175.00	\$ 1,263,962.33

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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
4001	Code 53160 and Commander, Navy Installations Command (CNIC), N00, Application Engineering and Development Support (TBD)	1.0	LO	\$ [REDACTED]	[REDACTED]	\$15,864,064.40
400101	ACRN: AA TASKS ALL PWS (OTHER)					
400102	ACRN: AB TASKS ALL PWS (OTHER)					
400103	ACRN: AC TASKS ALL PWS (OTHER)					
4002	Code 53160 and Commander, Navy Installations Command (CNIC), N00, Application Engineering and Development Support (TBD)	1.0	LO	[REDACTED]	[REDACTED]	\$9,356,001.49
400201	ACRN: AE TASK ALL PWS (OTHER)					
400202	ACRN: AF TASK ALL PWS (OTHER)					
400203	ACRN: AG TASK ALL PWS (OTHER)					
400204	ACRN: AH TASK ALL PWS (OTHER)					
400205	ACRN: AJ PR: 1300348275 COST CODE: VARIOUS3R187 MWA/JON: 100000751546 0020 (TBD)					

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
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6001 ODC in support of 1.0 LO \$1,350,000.00  
CLIN 4001 (TBD)

600101 ACRN: AA  
ODCS ALL TASKS  
(OTHER)

6002 ODC in support of 1.0 LO \$1,017,071.44  
CLIN 4002 (TBD)

600201 ACRN: AF  
ODCS ALL TASK  
(TBD)

600202 ACRN: AG  
ODCS ALL TASK  
(TBD)

5252.216-9204 LEVEL OF EFFORT--FEE ADJUSTMENT FORMULA (MAR 1994)

(a) Subject to the provisions of the "Limitation of Cost" or "Limitation of Funds" clause (whichever is applicable to this contract), it is hereby understood and agreed that the fixed fee is based upon the Contractor providing the following number of staff-hours of direct labor, hereinafter referred to as X, at the estimated cost and during the term of this contract specified elsewhere herein:

[Contractor shall insert number of estimated direct labor staff hours]

Total Staff-Hours (X) \* Total Prime Staff-Hours Fixed Fee\*\*  
\*(inclusive of Prime and any proposed Subcontractor(s))

Base Period \_\_\_\_\_  
Option 1 \_\_\_\_\_  
Option 2 \_\_\_\_\_  
Option 3 \_\_\_\_\_  
Option 4 \_\_\_\_\_

\*\*Contractor is to identify basis for fixed fee amount: \_\_\_ Prime Hours Only \_\_\_ Total Staff-Hours

The Contractor agrees to provide the total level of effort specified above in performance of work described in Sections "B" and "C" of this contract.

(b) Of the total staff-hours of direct labor set forth above, it is estimated that \_\_\_ staff-hours are competitive time (uncompensated overtime). Competitive time (uncompensated overtime) 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 amount is indicated in the first sentence of this paragraph, competitive time (uncompensated overtime) 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 from an employee's residence to their usual work location, uncompensated effort while on travel status, truncated lunch periods, or other time and effort which does not have a specific and direct contribution to the tasks described in Section B.

(d) It is understood and agreed that various conditions may exist prior to or upon expiration of the term of the contract, with regard to the expenditure of labor staff-hours and/or costs thereunder which may require adjustment to the aggregate fixed fee. The following actions shall be dictated by the existence of said conditions:

(1) If the Contractor has provided not more than 105% of X or not less than 95% of X, within the estimated cost, and at the term of the contract, then the fee shall remain as set forth in Section B.

(2) If the Contractor has provided X-staff-hours, within the term, and has not exceeded the estimated cost then the Contracting Officer may require the Contractor to continue performance until the expiration of the term, or until the expenditure of the estimated cost of the contract except that, in the case of any items or tasks funded with O&MN funds, performance shall not extend beyond 30 September. In no event shall the Contractor be required to provide more than 105% of X within the term and estimated cost of this contract. The fee shall remain as set forth in Section B.

(3) If the Contractor expends the estimated cost of the contract, during the term of the contract and has provided less than X staff-hours, the Government may require the Contractor to continue performance, by providing cost growth funding, without adjusting the fixed fee, until such time as the Contractor has provided X staff-hours.

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(4) If the Contracting Officer does not elect to exercise the Government's rights as set forth in paragraph (d)(2) and (d)(3) above, and the Contractor has not expended more than 95% of X staff-hours, the fixed fee shall be equitably adjusted downward to reflect the diminution of work. The total fee due the contractor shall be adjusted so as to be in direct proportion to the number of direct hours utilized in the same ration of fee to the estimated total hours then set forth in the contract.

(5) Nothing herein contained shall, in any way, abrogate the Contractor's responsibilities, and/or the Government's rights within the terms of the contract provision entitled "Limitation of Cost" or "Limitation of Funds" as they shall apply throughout the term of the contract, based upon the total amount of funding allotted to the contract during its specified term.

(e) 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 DCAA office to which vouchers are submitted:

- (1) The total number of staff-hours of direct labor expended during the applicable period.
- (2) A breakdown of this total showing the number of staff-hours expended in each direct labor classification and associated direct and indirect costs.
- (3) A breakdown of other costs incurred.
- (4) The Contractor's estimate of the total allowable cost incurred under the contract for the period.

In the case of a cost under-run, the Contractor shall submit the following information in addition to that required above:

- (5) The amount by which the estimated cost of this contract may be reduced to recover excess funds and the total amount of staff-hours not expended, if any.
- (6) A calculation of the appropriate fee reduction in accordance with this clause.

All submissions required by this paragraph shall separately identify subcontractor information, if any.

#### ADDITIONAL SLINS

Additional SLINs will be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the multiple types of funds that will be used under this order.

#### LIMITATION OF LIABILITY – INCREMENTAL FUNDING

This delivery order is incrementally funded and the amount currently available for payment hereunder is limited to **\$26,323,175.00**. It is estimated that these funds will cover the cost of performance through 29 September 2013. Subject to the provisions of the clause entitled "Limitation of Funds" (APR 94) (FAR 52.232-22) of the general provisions of this contract, no legal liability on the part of the Government for payment in excess of **\$26,323,175.00** shall arise unless additional funds are made available and are incorporated as a modification to the delivery order.

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6001	\$ 1,350,000.00	\$ -	\$1,350,000.00	\$ 1,350,000.00	\$ -
4002	\$ 9,356,001.49	\$ 250,000.00	\$ 8,825,000.00	\$ 9,075,000.00	\$ 281,001.49
6002	\$ 1,017,071.44	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 942,071.44
TOTAL	\$ 27,587,137.33	\$ 250,000.00	\$ 823,175.00	\$ 26,323,175.00	\$ 1,263,962.33

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### C-302 SPECIFICATIONS/STATEMENT OF WORK (DEC 1998)

Work under this contract shall be performed in accordance with the following Performance Work Statement (PWS):

SPAWARSSYSCEN Atlantic, Code 53160 and Commander, Navy Installations Command (CNIC), N00, Application Engineering and Development Support

#### 1 Introduction

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The Department of the Navy (DON), Space and Naval Warfare Systems Center Atlantic (SSC-LANT) is acquiring engineering and development support services for Code 53160 and CNIC.

#### 2 Background

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SSC-LANT provides quality systems engineering and acquisition services for CNIC to enable and sustain naval forces from the Shore by designing, developing and delivering integrated shore capabilities to the Fleet, the Fighter and the Family. On any given day, their programs and services launch every shore-based ship, submarine and aircraft and take care of every Sailor and their family. CNIC includes 11 regions, 72 installations, 825 Special Areas and 129 Naval Operations Support Centers. Their three business divisions, Operations, Facilities, and Quality of Life (QOL) include 31 business lines and 122 products. We are around the globe supporting the Fleet, Fighter and Family 24 hours a day, seven days a week. Additionally, CNIC is officially designated by the Chief of Naval Operations (CNO) as the Shore Readiness Integrator and single process owner for shore readiness. It is their responsibility as the Shore Integrator to respond to the requirements from the Fleet and other shore-support customers, and then design and transform installations consistent with these requirements.

In response to this designation, they are moving aggressively to meet the challenges of the 21st century, taking an innovative enterprise approach to maximize the power of our people, processes and technology, and culminating it into a vision which they coin as "iShore." iShore at its core is the embodiment of an "i"nnovative and "i"nstrumented Navy Shore Enterprise. The vision of iShore is to enable delivery of effective services more efficiently. To that end, they fully embrace multiple technology platforms (herein, known as The Gateway 2.0 or G2) as the enabler to revolutionize their approach to enterprise structure, process, and training integration. iShore will leverage new innovative ideas from CNIC staff to provide enterprise-class service and support across CNIC's various Regions, Installations, Bases, Programs and Business Lines to create better, faster, and more cost effective solutions for today and future shore challenges.

#### 3 Scope

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The scope of work to be performed is focused on delivering high-value business solutions and capabilities to our employees, partners, and customers (herein known as end-users) to enable CNIC to optimize accomplishment of our mission. In parallel, we must manage, monitor and improve our IT infrastructure to increase customer trust and satisfaction while continuing to define, develop and build our Enterprise Data Warehouse (EDW), providing access and insight to authoritative enterprise information. To that end, we must also keep our sights toward the dedication to standards and governance processes as well as a focus on transparency and openness to ensure our end-users are appropriately informed, trained and included in capability delivery.

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Additionally, CNIC must meet the following objectives:

- Implement additional infrastructure and capability to support iShore vision in the areas of responsiveness, reliability, availability, performance, and scalability
- Analyze usage metrics to facilitate adoption “accelerators” and fulfilling of user requirements to include: improve G2’s physical layouts and information designs, information search, communications, change management, prototyping, and culture change.
- Develop and implement Information/Content Management/Retention Policies to ensure information in G2 is usable, credible, and relevant.
- Collaborate with stakeholders across CNIC to understand and fulfill user requirements at all levels of the organization, to result in standardized business capabilities with flexibility for appropriate levels of user-customizable options to meet their specific priorities and needs
- Communicate the progress of iShore deployment, specifically highlighting business value to CNIC, partners or customers.
- Implement and support Enterprise Governance Structure (sponsorship, funding, program management)
- Ensure the G2 information architecture is agile and targeted to push information to our employees and hierarchal organizational groups and can easily realign to organizational adjustments across CNIC Regions, Installations, Programs, and Business Lines.
- Display business information in a variety of frameworks to include Geo-Spatial environment, dashboards, charts, and graphs
- Deploy business capabilities through mobile devices such as iPhones, Androids and Blackberry’s
- Train the CNIC user community to use G2 to deliver solutions and manage its business processes.
- Build business cases and benefits realization model (Return On Investment (ROI), performance metrics) in support of functionality being delivered to the customer
- Drive efficiencies by gaining insights into the operational performance of the organization in the various regions, installations and commands.

In summary, iShore will implement a standardized, aligned, synchronized and innovative framework within CNIC, linking systems, applications, processes and users to empower and manage quantum innovation across the organization. Leveraging G2, the iShore team will focus on providing a venue to develop innovative opportunities across the enterprise, in close collaboration across all levels of the organization as well as integrating Warfare Enterprises and Providers.

### **3.1 Technical Overview**

G2 is an integrated technology platform, which leverages Microsoft Office SharePoint Server 2007 (MOSS 2007), IBM Sametime, Lotus Connections and COGNOS for collaboration and exposure of enterprise data (complete list of software below.) It is currently configured as a medium sized farm,

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with internal redundancy but no true Continuity of Operations (COOP) capability. Launched in summer 2010, G2 is currently hosted at the CNIC Service Delivery Point (SDP) in Norfolk, Va. (a government facility) and obtains network connectivity via the Non-Classified Internet Protocol Router Network (NIPRNET). G2 currently uses, and must continue to use Common Access Card (CAC) Public Key Infrastructure (PKI) authentication and must be accessible to all CNIC employees, business partners, and customers within the Navy Marine Corps Intranet (NMCI), ONE-Net, IT-21, and via the internet from both personal computing and mobile devices.

Strategies and solutions will be enterprise focused, connected to authoritative Navy data sources, and leverage existing integrated G2 tools to include the following. Additional tools will be analyzed and recommended as appropriate to better meet CNIC requirements:

- AvePoint DocAve
- Corasworks Workplace Suite
- Endeca/Google Search Appliance (GSA) Enterprise Search
- ESRI ArcGIS
- IBM Cognos Business Intelligence (BI) Suite
- IBM InfoSphere – DataStage
- IBM Lotus Connections
- IBM Sametime (Instant Messaging)
- K2 Black Pearl
- Microsoft Forefront Identity Manager 201 – Identity Lifecycle Manager (ILM) 2007
- Microsoft Forefront Threat Management Gateway 2010 – Internet Security and Acceleration Server (ISA) 2006
- Microsoft SharePoint Server 2007 and 2010
- Microsoft SQL Server 2008
- Microsoft System Center Operations Manager (SCOM) 2007
- Microsoft Windows 2008
- Webtrends Analytics
- Microsoft Active Directory

#### **4 Places of Performance**

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Support for this task will be provided from Washington, D.C., government facilities. The place of



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performance will be primarily at Joint Base Anacostia Bolling or Washington Navy Yard in Washington, D.C., the SDP in Norfolk, Va, and the COOP site to be determined. Additionally, the government will require travel to various remote locations which may include shore enterprise facilities or commands throughout CNIC Regions and Installations and customer sites.

## 5 Applicable Directives/References

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- DoD Directive 8570.1, Information Assurance Training, Certification, and Workforce Management,
- DoD 8570.1M, Information Assurance Workforce Improvement Program
- DoD Directive, 8500.1, Information Assurance
- SECNAV Instruction 5510.36A, DON Information Security Program Instruction
- SECNAV Instruction 5510.30B, DON Personnel Security Program (PSP) Instruction
- DoD Instruction 8500.2, Information Assurance Implementation,
- DoD Instruction 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP), 28 Nov 07,
- DoD 5220.22-M, National Industrial Security Program Operating Manual,
- CJCS Manual 6510.01, Defense-In-Depth, Information Assurance (IA) and Computer Network Defense (CDN)
- DoD Security Technical Implementation Guides (STIGs)
- National Security Agency (NSA) Security Guides
- Netcentric Enterprise Services (NCES) Framework

## 6 Security

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Contractor personnel performing under this task order shall be U.S. Citizens and are required to have, at a minimum, a SECRET SECURITY CLEARANCE. Work under this task order will range from unclassified to secret. The contractor shall comply with Navy Privacy Act Training and Navy Information Assurance Act Training.

Note: If a final determination is made that an individual does not meet the minimum standard for a Position of Trust (SF 85P), then the individual will be permanently removed from SSC Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a security clearance is "denied" for a clearance or received an "Interim Declination" that individual will be removed from SSC Atlantic facilities, projects, and/or programs until such time and the investigation is fully adjudicated or the individual is resubmitted and it approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task and contract.

Contractor's request for visit authorization shall be submitted in accordance with DOD 5220.22M (National Industrial Security Program Operating Manual (NISPOM)) not later than one week prior to visit. Request shall be forwarded via Space and Naval Warfare Systems Center Atlantic (PO Box 190022, North Charleston, SC 29419-9022) Attn: Security Office, for certification of need to know by

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the Contracting Officer's Representative (COR). DD Form 254 of this task order applies. All personnel performing classified tasks under this task order shall be cleared to a minimum of SECRET.

All contracted personnel shall, at a minimum, have a favorable National Agency Clearance Investigation (NACI) and those accessing classified will have an active security clearance to the appropriate level. All employees shall obtain the necessary badges (CAC) and NMCI Email accounts.

The Contractor shall be in compliance with DEPARTMENT OF DEFENSE Directive 8570.1 "Information Assurance Training, Certification, and Workforce Management" and the Implementation Manual Department of Defense 8570.1M "Information Assurance Workforce Improvement Program." The Contractor shall have all employees that are identified as Information Assurance (IA) Workforce certified within six months of start date of the Task Order.

## 7 COR Designation

### **COR**

Ms. Courtney Callen

SPAWAR SYSCEN LANT, Code 53160

1545 Truxton Ave, Charleston, SC 29405

DSN 588-6579

COMM 843-218-6579

Email: [courtney.callen@navy.mil](mailto:courtney.callen@navy.mil)

### **ACOR**

Ms. Eroica Johnson

SPAWAR SYSCEN LANT, Code 53160

1545 Truxton Ave, Charleston, SC 29405

DSN 588-2236

COMM 843-218-2236

Email: [eroica.johnson@navy.mil](mailto:eroica.johnson@navy.mil)

## **8 Requirements**

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### **8.1 General**

SPAWAR LANT and CNIC are seeking a firm with expertise in user-focused, product/service centric, data-driven business solutions to facilitate the streamlining of our business by sustaining, managing and improving our Online Operational Business Environment and EDW. Design services will include expanding and improving visual designs, user-interface designs and search methodologies;

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information and mobile architectures; solution design engineering; project management and all expertise required to deliver a high performing, highly intuitive Web site with interactive data-visualization and Web-application level functionality. Improved business capability delivering value to the end-user, as demonstrated by high level of user adoption, is the required outcome of development and deployment of iShore information technology, systems or capabilities.

To this end, high-level guiding principles include the following:

- CNIC is working under extremely tight deadlines for a project of this size. Ability to move with speed and efficiency is critical to completing this task within the 365 day period of performance.
- Leverage Existing Resources: CNIC seeks to leverage existing infrastructure (hardware, software, and contracts) and relationships where practical and to minimize the requirements for new infrastructure to support processing and data storage for G2.
- Consider Information and Data as a Service: Focus on developing an architecture and business capability that not only provides trusted, accurate information and data but also makes it available as a service to a wide range of mobile platforms, people, processes, and applications.
- Build for Speed and Responsiveness: This rapid response solution must be able to generate reports based on requests from our Regions, Installations, Programs, and supported customers and agencies.
- Support Business Optimization: Adopt a flexible service and search oriented architecture that delivers high-quality, trusted information to set the stage for true business process optimization and the capability to link to adjacent high-value business processes.
- Fulfill User Requirements: Identify, automate, and monitor user adoption metrics to drive the optimization of G2 capability deployment, delivery and usage.

Build for Automation and Efficiency: G2 shall be designed to support:

- Rapid creation of high-value business capabilities and solutions within a repeatable process and framework
- A comprehensive information architecture to enable employees at all levels to work within the Gateway, store information once, and publish, post or repurpose information without recreating the information in multiple locations.
- Reuse and templating of business solutions for rapid execution
- Evaluation of data quality to provide optimization of large, highly complex, and rapidly changing data sets
- Geo-replication of data across COOP architecture
- Agile information architecture targeting delivery of information based on the roles and responsibilities of individuals and groups within the organization
- Automation of realigning information to organizational adjustments across CNIC Regions, Installations, Programs, and Business Lines based on a user-maintained hierarchy
- Presentation of current, relevant data in a Geo-Spatial environment with user selected data and views
- Accessibility through mobile technology operating systems and devices such as Apple iPhones, iPads, as well as Android and Blackberry's.

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· Automated standardization, normalization, and cleansing capabilities necessary to support robust reporting solutions over time

## 8.2 Roles and Responsibilities

The government will grant access to CNIC facilities and to the IT infrastructure to the extent necessary for the contractor to perform tasks for this order. The government will provide information as needed for understanding and completing the task, including applicable CNIC policies, guidelines, and procedures; existing system inventory, and configurations.

## 8.3 Technical Requirements

The contractor shall support operations of Gateway 2.0 while working in close coordination with a selected core group of CNIC personnel in order to produce organic experts and mentors that can facilitate the transition of knowledge and execution of sustaining G2 with a qualified government staff. The Contractor will provide a person to oversee the entire task order.

Services under this PWS include providing SSC LANT & the CNIC Director of iShore with focused deliverables or support in the following areas:

- I. ENTERPRISE INFORMATION MANAGEMENT
- II. GATEWAY 2.0 PLATFORM AND INFRASTRUCTURE MANAGEMENT
- III. ENTERPRISE GOVERNANCE
- IV. ENTERPRISE INNOVATION MANAGEMENT
- V. ISHORE PROJECT MANAGEMENT

### 8.3.1 Enterprise Information management (EIM)

#### Background

The overall objectives for CNIC's EIM are to connect its global workforce, to include partners and tenants, to relevant and timely data, information, knowledge, and information about human assets. The resultant Enterprise Information Architecture (EIA) will allow CNIC to leverage authoritative corporate data by providing the tools, processes and governance to create meaningful delivery of information based on user's specific roles, allowing user-customization of reports and information.

The guiding principles for supporting this requirement are to quickly and methodically continue to build out the EIA framework, by which CNIC reduces project costs, time, and risks by streamlining the process of accessing, discovering, processing, and integrating all authoritative data into our EDW, to support CNIC's evolving decisions analytics, performance measurement, and management information needs.

#### Objective

iShore is responsible for the design and implement a comprehensive EIA to encompass all relevant information across CNIC's business lines and products with appropriate relevance to installations, regions and customers. Implementation of capabilities shall be done utilizing a spiral development methodology, across all functional areas and shall be driven by approved output of the data governance process. Contractor shall develop the process to enable all program managers and key system custodians to be working in parallel to define their program's data requirements and appropriate attributes of existing authoritative data sources. This EIA will include structured data from authoritative data sources, bringing structure to what currently is unstructured data such as

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e-mails, documents and reports, providing comprehensive search across various information sources, measuring access and use of information to determine success in delivering meaningful/useful capabilities/information to various target audiences, and leveraging technology and business rules to allow re-use/repurposing of information across audiences and communities.

### 8.3.1.1 iSHORE ENTERPRISE INFORMATION MANAGEMENT

The business goal of iShore initiatives are to empower CNIC analysts and technologists to leverage authoritative corporate data by providing the tools, processes, solutions and governance in which they may perform daily operations, analytics, and performance management. The guiding principles for supporting this requirement are to quickly and methodically implement an EIM framework in which CNIC reduces project costs, time, and risks by streamlining the process of accessing, discovering, cleansing, and integrating data to support CNIC's evolving decisions analytics, performance measurement, and management information needs. Tasks Include:

#### Services

In support of this task, the contractor shall provide staffing and support services to include:

- **iShore Product Integration Support:**

- Define, develop and implement G2 solutions which support CNIC's Integrated Product Teams (IPTs) to better document, visualize and understand the products/services business processes, measurements and authoritative data sources

Identify and incorporate additional facts for the iShore "Facts" solution.

- Define requirements across products/services, regions/installation, and customers, by facilitating requirement workshops, documenting and reviewing requirements and developing implementation plans (Data Item A001) to delivery business capabilities.
- Support the continued development of the Integrated Performance Management (IPM) Framework. Build operational output measures of products/services.
- Support the continued improvement of unit cost modeling. Work to link financial and operational metrics with Strategic Goals.
- Support the development of the Strategic Goal management process by developing Strategic Goal common workflow tool, creating goal governance processes and procedures, create goal action and risk plans (Data Item A002), and management reporting of goal governance schedules/outcomes (Data Item A003).
- Develop and deploy additional iterations of role-based workplaces that provide targeted and filtered information of selected business solutions within G2, as well as external and unstructured data
- Deploy framework which allows a piece of unstructured data (e.g. plain text) to be inputted in a single location and be displayed in a variety of locations and contexts, depending on metadata.
- **Data Warehouse Management:** Support the design and implementation of iShore's Enterprise Data Warehouse (EDW) to encompass all of CNIC's business lines and products. Implementation shall be done utilizing a spiral development methodology, across all functional areas and shall be driven by approved output of the data governance process. The Contractor shall develop the process to enable all program managers and data owners work in parallel to define their program's

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data requirements and appropriate attributes of existing authoritative data sources. Contractor shall ensure development of the following, in close coordination with CNIC system custodians and program managers:

- Data Source, definitions and target mappings
- Data extraction and transformations
- Data error handling and recovery
- Data Quality Assurance
- Data Governance in conjunction with iShore Enterprise Governance
- Data elements and meta data dictionaries
- Data models and structures for both logical and physical
- Enterprise Data collection where authoritative data sources do not yet exist
  - **Enterprise Business Intelligence/Analytics:** Design and implementation CNIC's Enterprise Intelligence/Analytic Framework to encompass all of CNIC's business lines and products. Support shall include the following:
    - Development, enhancement and management of CNIC Facts and Figures
    - Development, enhancement and management of the iShore Core Business Model
    - Development, enhancement and management of Energy, Financial and Facilities Data Analytics
    - Development and management of future CNIC business analytic solutions
    - Management of the iShore Business Intelligence Development Framework (iBIDF)
    - Creation and delivery of Business Intelligence training of BI application, report & query building, and iBIDF
  - **Enterprise Business Solutions:** Contractor shall rapidly develop and deploy specified solutions that incorporate the prioritized features, attributes, business functions, behaviors, interfaces, architecture, business model/algorithm or analytic schema, integration with existing/planned CNIC iShore/G2 infrastructure and standard toolset to support iShore and other CNIC products and services. Contractor shall ensure all business solutions are integrated into the overall EIA.

### 8.3.1.2 G2 INFORMATION MANAGEMENT, NAVIGATION & TAXONOMY

#### **Background**

The business goals of iShore in this area are the optimization of the information architecture and navigational structure to provide best user experience when utilizing G2. This will accommodate increased capabilities, integrated business platforms and role based (i.e., functional) pages/ workplaces. Content will be generated by end users as well as corporate data from the EDW. Contractor shall develop or enhance governance/business rules to provide optimized expanded content management, user interface design (due to expansion of capabilities) and support and training of G2 end users.

#### **Services**

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In support of this task, the contractor shall provide staffing and support services to include the following:

- Identify new pages and updated navigation necessary to accommodate expanded release requirements.
- Update portal design and taxonomy for new content and applications. Identify if enhancements or new pages are required for content and applications being developed during each release cycle. Develop and deploy updates as recommended and approved by the government.
- Identify any changes necessary to the content authoring, review, publication and expiration processes, roles and responsibilities based on each new release. Update and implement the Information Management Plan (Data Item A004) based on the expanded release requirements.
- Design, develop and deploy a plan and solution to identify records requiring capture, establishing procedures for creating, approving, and enforcing policies and practices regarding records, including their organization and disposal to Navy Total Records and Information Management (TRIM) System
- Identify G2 integration roles and develop strategy. Define role based strategy for G2 to achieve specific business requirements and enhance the user experience.

### **8.3.1.3 WEB AND SOCIAL ANALYTICS/BUSINESS VALUE REALIZATION**

#### **Background**

Collection and analysis of web and social analytics usage for G2 to include the determination and execution of specific actions to improve the user experience, business capabilities and system performance is crucial to understanding our overall effectiveness. Additionally, data needs to be gathered and analyzed to determine business value and ROI for delivered and planned portal capabilities.

#### **Services**

In support of this task, the contractor shall provide staffing and support services to include the following:

- Define the Web metrics and social analytics to be gathered and reviewed; the regular cadence for gathering data, the report format and the approach for analyzing and taking action on data gathered.
- Develop web and social analytics approach for G2.
- Gather Web metrics and social analytics, generate reports (Data Item A005) and take appropriate action.
- Design, develop, and deliver Web metrics and self-service reports for specific target audiences.
- Design, develop, and deliver web and content contribution statistics and self-service reports for individuals to quantify individual contribution to improving the knowledge base of G2.
- Identify and address situations where users find it difficult to perform tasks on G2, such as improving filtering and tagging of content, and target improvements to be deployed within planned released or enhancement deployments, as appropriate.
- Identify stale or underutilized content and invoke the content maintenance process to prevent G2 from being unnecessarily slowed.

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- Continuously collect and analyze data upon new capabilities being released to determine business value / return on investment.

#### **8.3.1.4 ENTERPRISE SEARCH**

##### **Background**

A key to successful adoption of iShore will reside in our ability to quickly and repeatedly provide our employees with the information they need to do their jobs and make decisions within G2 when and wherever they need it. Most of the employees in this organization are accustomed to searching on Google or similar internet search engine. This means that many are used to using Boolean search operations (and/or/not/and not/near/with/phrase) even if they are not aware that they are using those techniques. It is imperative that this type of functionality be resonant within G2 in order to permit users to find the information they seek much easier. To that end, iShore must take a “for profit” approach, and treat information as a product we are selling, therefore providing a robust search functionality that is as similar and useable as our personal experiences outside of the workplace.

##### **Services**

The contractor shall provide management, configuration, and expansion of enterprise search capabilities. In support of this task, the contractor shall also provide services to include the following:

- Providing clear usefully ordered search scopes for people, content, tools, and business applications resonant within G2
- Provide context for matches and categorized returns for large result sets.
- The search functionality shall be robust for misspellings, alternate spellings, synonyms, plurality, prefixes, and suffixes.
- Number of matches and total record count shall be available as part of the search solution.
- The content shall support metadata/ontology/taxonomy to facilitate discovery and enhance the utility of provided data, content, and people within the organization.
- The solution will enhance the existing search functionality of SharePoint, and introduce additional capabilities such as word or tag cloud displays, direct edits, search word highlighting, and faceted search capability.
- The expansion of search capabilities based on future user requirements, such as integration of ranking by user tags, and the integration of additional data sources into the search platform.

#### **8.3.1.5 CNIC Shore Energy Implementation Plan with CIRCUITS Integration**

Version 1.5 & 2.0 of CNIC Shore Energy Implementation Plan (Data Items A0006 & A0007) will build directly from the previous framework (Version 1.0) and add value by using up-to-date data, validating field data from the eSRM project process, incorporation feedback from goals questionnaire, and refine the model and assumptions applied to Version 1.0. These goals include energy consumption, benchmarking, proposed technology scoping, net present value analysis to meet installation goals developed from NFADS, CUBIC, Defense Utility Energy Reporting System (DUERS), and others. Contractor will also web-enable the installation consumptions and benchmark Energy Heat Maps developed in previous phases with updated data. Web interface platform to use is CIRCUITS ER.



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i. V 1.5 (Data Item A006) consists of comparative analysis of goals generated from the model using updated data and includes the following steps (applies to 5 selected installations, JB Pearl Harbor, Naval Base San Diego, NAS Jacksonville, Naval Base Point Loma, and NSY Portsmouth).

- Use FY03 and FY10 data for the selected installations within the existing model, without extrapolating data when applicable and determine impact toward previously calculated installation goals.
- Provide findings when the data mismatch occurs between databases and address the issues accordingly and in a timely manner.
- Define American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) building standards and how they “fit” Navy Building Type 2 and generate a proposed list of “exceptions” to the ASHRAE mapping in previous iterations and based on findings during the initial roll-out phase.

ii. V 2.0 (Data Item A007) will reflect methodology refinements drawn from Version 1.5 comparative analysis as well as incorporate data areas validated by the field, new clean technology for the benefit of high performance installations, feedback provided while working with Naval Facilities Engineering Service Center (NFESC), and include footprint changes of BRAC and Joint Bases. Includes the following steps for all (73) Navy installations across CNIC’s Regions evaluated using FY10 data

- Integrated Goals Guidance by Region and Installation
- Provide for (11) regions ROI (Net Present Value [NPV] in \$M) vs Cumulative Energy Savings (kBtu) graphs
- Provide (73) installation level:

§ Overall consumption (heat) map and ASHRAE Benchmark

§ Energy Heat Map and ASHRAE Benchmark for CNIC facilities ONLY

§ Energy Heat Map and ASHRAE Benchmark for hosted commands

§ NPV Analysis by Building Type

- Reporting Template
- One launch plan for the rollout of the 73 goals, broken out by Region
- Read ahead/ soft copies of all presentations prior to brief

iii. In coordination with CNIC and NAVFAC/NFESC, provide template and necessary data elements to create and enable CIRCUITS “on-demand” Energy Heat Maps on a bi-weekly basis for:

- Current consumptions intensity compared to all facilities on the installation
- Current consumption intensity compared to facilities of the same type within the installation / Region / same climate zone
- Current consumption intensity compared to Goal Benchmarks (ASHRAE 90.1 2004; ASHRAE [when available]; E-Star Portfolio Manager; etc.)

### 8.3.2 GATEWAY 2.0 PLATFORM AND INFRASTRUCTURE MANAGEMENT

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## Background

G2 was created to be the single entry point for CNIC's collaboration, business processes, decision making, and authoritative data, which is pushed to individuals based on their particular role and responsibilities within the organization. The need to manage and administer this system effectively is crucial to the success of this initiative. The services we will deliver through this system are designed to help CNIC collectively make better use of our IT investments - to improve our operational efficiency and reduce our operating costs.

## Objective

In order to obtain the maximum value of G2, we must operate and manage G2 infrastructures to enable better business practices. To that end, we must also ensure all Certification and Accreditation (C&A) documentation (Data Item A008) is kept current and where applicable, updated to include any deployment of new software products or the inclusion of new interfaces that require Information Assurance (IA) updates and briefings to the CNIC IA staff (and if necessary the Office of the Designated Approving Authority (ODAA.) We must enable the delivery of information and capabilities on G2 to mobile platforms, both government and commercial. Also, we must ensure that the necessary environments are in place to create and maintain business solutions. Finally, there must be a COOP plan in place in order to maintain availability of G2 services. G2 must be available to all CNIC end-users wherever and whenever required. It must provide consistent, timely, responsive, highly available and reliable capabilities to authorized users.

## Qualifications

Collectively, persons working on this subtask must have, at a minimum, all of the following qualifications:

- The appropriate skill set, certifications, and work expertise and experience necessary to effectively manage the iShore technology stack (Gateway Tools) identified in section 1.3
- Experience in managing systems of similar size and scope
- Familiarity and an understanding of security and configuration requirements of DoD and DoN
- Experience in best practices consulting, documentation, support, and training for government staff
- Eight or more years or more of systems and architecture experience with Windows Server based solutions;
- Experience engineering Microsoft SharePoint solutions including 2007 and 2010
- Knowledge of Performance Point and SQL Server Reporting Services in a SharePoint environment
- Three or more years experience designing and deploying enterprise data warehouse solutions and accompanying business analytics utilizing the associated technology stack Gateway tools identified in section 1.3 to include Infosphere, Cognos business products in a SharePoint and SQL environment
- It is highly desirable that a team member have:
  - Experience engineering SharePoint infrastructure in a DoD environment
  - Experience defining portal taxonomy and structure

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- Experience with MS Project for project management and tracking
- Experience Managing SQL Server in a data warehouse environment
- Experience Managing SQL Server in a SharePoint environment
- Experience designing and providing user training in use of Cognos business analytic tools to build business solutions leveraging the content of the enterprise data warehouse, data marts and cubes
- Experience with SQL Server 2008 backup and recovery
- Experience installing and managing SQL Server 2008.
- Experience in database schema maintenance and management in support of web application development.
- It is highly desirable that a team member have:
  - Six or more years of experience with system administration and network engineering with Windows Server 2003 and 2008
  - Experience with VMware vSphere4
  - Experience managing Active Directory Users and IIS
- It is highly desirable that a team member have:
  - Experience managing Windows infrastructure in a DoD environment.
  - Knowledge managing Windows environments using Microsoft SCOM;
  - Experience managing SharePoint Server Security.
  - Experience with MS Project for project management and tracking.
  - Installation and Configuration of Windows based servers
- Three to five years or more of security management and engineering experience with Windows Server 2003 and 2008 environment.
- Experience with Microsoft ISA, ILM or Microsoft Forefront product suite
- Extensive experience with DoDI 8510.01 (DIACAP) system accreditation and Navy IA policies as per DOD Instruction 8500.2
- Extensive experience with the DoN Information Assurance Vulnerability Management (IAVM) program.
- Expertise in Identity and Access Management, Security Management of IT Systems and Applications
- Architecting and designing of solutions around Identity and Access Management products preferably Microsoft suite.
- Expertise in designing solutions around ILM 2007, Forefront Identity Manger 2010 and Active Directory.

### **8.3.2.1 System Management, Administration, and Application Support**

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## Objective

In order to keep G2 operational and viable, it is imperative that the G2 system is managed efficiently and effectively. This includes a focus on improving the performance of G2 to the fullest extent possible. All Certification and Accreditation (C&A) requirements and documentation are kept current and where applicable, updated to include any deployment of new software products or the inclusion of new interfaces that require Information Assurance (IA) updates and briefings to the CNIC IA staff (and if necessary the Office of the Designated Approving Authority (ODAA)). This includes implementing IA "patches" and updates as required by applicable policies and directives.

## Services

In support of this task, the contractor shall provide staffing and support services to include the following:

- Manage, support and secure all existing G2 applications and environments, currently located in Norfolk, Virginia
- Strictly adhere to G2 Service Level Agreement (SLA) for any operation, administration, additions or changes to the overall infrastructure; propose changes where appropriate for government approval
- Comply with the approved architectures, programs, standards and guidelines
- Coordinate with Defense Information Systems Agency (DISA) Global Content Delivery Service (GCDS) Team for system performance optimization
- Perform, as required, weekly/monthly/quarterly IA reviews, in coordination with Navy IT System security policies
- Create the technical training material for G2 applications and business solutions for knowledge transfer to the CNIC Enterprise Support Center, and other CNIC staff designated by the government
- Provide installation and configuration information to the SDP staff
- Implement the knowledge transfer and training plan (Data Item A009) for the iShore staff to sustain system administration and operations
- Attend organizational impact planning meetings and implement specific changes
- Participate, adhere to, and fully integrate with Enterprise Architecture Governance, the CNIC enterprise and application management control boards
- Manage all aspects of technical support related to application deployment, modification, installation and business solution integration of G2
- Develop, deploy and operate, and administer standard procedures to manage G2 performance and measurements in order to proactively ensure G2 availability, reliability, and responsiveness
- Setup, configuration and management of all Physical Servers including break fix and routine maintenance support
- Configuration and management of all Switches, Routers and Firewalls within the SDP to include all Fiber Switches
- Setup, configuration and management of the Storage Area Network devices, Network Attached Storage and other storage support systems

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- Perform all required network cabling and wiring of power to support iShore operations
- Configuration and management of Load Balancing equipment including F5 servers
- Support of Wide Area Network infrastructure including NIPR , NMCI, Commercial and GIG
- Configuration, installation and entry of new systems and services in accordance with CNIC Enterprise Architecture guidance and CNIC leadership direction
- Support administration, design and development activities for database applications including both Microsoft SQL Server and Oracle RDBMS
- Perform administration, design and development activities for SharePoint (2007, 2010) , COGNOS Business Intelligence Suite, ESRI ArcServe, K2 Blackpearl, CorasWorks, MS SCOM, Lotus Connections and Lotus Sametime, and Microsoft Identity Lifecycle Manager / Microsoft ForeFront
- Safeguard iShore data and information, focused on the tenets of security that include Confidentiality, Integrity and Availability
- Use government furnished security assessment software to conduct internal and external penetration testing when requested by iShore leadership
- Support the Authority to Operate (ATO) efforts following the DIACAP Certification and Accreditation (C&A) process in accordance with Information Assurance, DoD Directive 8500.1, DoD Instruction 8500.2, Public Law (P.L.) 100-235 (Computer Security Act of 1987), Office of Management and Budget (OMB) Circular A-130, DoD Directive 5220.22, DoD 5220.22M and DoD 5220.22-M- Supplemental
- Support for Certification and Accreditation documentation and testing efforts
- Support for achieving compliance in Information Assurance Vulnerability Assessment (IAVA) required postures using the Army approved scanning tools and reporting systems
- Policy and procedure recommendations to the iShore leadership in support of the migration and integration of new hosting service clients
- Design and implement Federated Identity Management infrastructure based on the business requirements
- Develop the iShore functionality in Federated Identity Management
- Integrate Federated Identity Management with SharePoint and Lotus Products
- Integrate Federated Identity Management with TWMS data source using web services
- Integrate Federated Identity Management and Single Sign On as appropriate to support release requirements
- Expertise in designing solutions around ILM 2007, Forefront Identity Manger 2010 and Active Directory.
- Execute and support the technical implementation of enterprise search

### 8.3.2.2 Mobile Technology Support

#### **Objective**

The CNIC mobility program goal is to deliver secure mobile solutions using current and future

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commercial platforms. In order to accomplish this, steps must be taken in order to prove the viability of mobile solutions, as well as implement the infrastructure necessary to facilitate the delivery of CNIC content to mobile devices, anywhere, anytime. The enablement should focus both on legacy interfaces (web browsing, text and email) as well as the current/next generation of smart phones/tablets to allow CNIC to interact with G2 as the core of their business. The mobile solutions developed by iShore must be compliant with any DoD security policies or standards.

### **Services**

In support of this task, the contractor shall provide staffing and support services to include the following:

- Conceptualize, design, provision and field technologies to enable G2 on multiple mobile devices including current/next generation of smart phones as well as tablets
- Develop a roadmap for delivering secure enterprise mobility capability to CNIC that includes support for multiple types of mobile devices (e.g., Android, iPhone, iPads etc.) based on commercial platforms while meeting DoD and DoN policies and guidelines.
- Demonstrate the business value of mobile solution by implementing a proof-of-concept based on Short Message Service (SMS) text messaging
- Establish strong relationships with DoD and industry partners
- Implement cloud infrastructure (MaaS) for added security and efficiency
- Design, develop and deploy a Mobile Virtual Private Network (mVPN) to ensure access to G2 information is secured
- Provide secure CAC authenticated (or other DoD/DoN approved/directed) access to G2, and enabled internal applications such as official Navy Email Systems

#### **8.3.2.3 Identity and Access Management**

##### **Objective**

With G2 being the primary place that CNIC employees do business, it is necessary to provide information that is relevant and tailored to the user. In order to accomplish this, the contractor will implement identify and access management policies and solutions to maximize the amount and quality of information pushed to a user based on his/her role. Also, iShore will ensure federation between identified CNIC web sites to enable cohesive enterprise information management.

##### **Services**

In support of this task, the contractor shall provide staffing and support services to include the following:

- The contractor will provide a solution to filter information on the gateway based on user attributes, Examples of these attributes would be military/civilian/contractor, Base CO/REGCOM, HPD/RPD/IPD, etc.
- Solutions will be provided in order to allow access to the customers of CNIC and provide them with focused information regarding the services provided by CNIC, while protecting information internal to CNIC
- Integrate federated identity management with identified CNIC web sites

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### 8.3.2.4 Future Operations and Additional Infrastructure Build-Out

#### **Objective**

In an effort to ensure G2 is a responsive, accessible, available, reliable, and agile infrastructure for all users (CNIC globally) all the time (noting time-zones) with industry-standard response times for commercial equivalent systems, iShore will implement a COOP/Disaster Recovery plan and site. Upon award of the contract, the government will provide the contractor with the exact location of install. In addition iShore will ensure that the appropriate environments exist in order to execute a solution development framework and process to deliver solutions that integrate fully with both the iShore infrastructure as well as other business solutions

#### **Services**

The contractor shall integrate, design, install, configure, and deploy all G2 hardware/software in accordance with Department of Defense (DoD) Directives (8570.1, 8500.1) , Department of Navy (DoN) Instructions (SECNAV 5510.30B, 5510.36A) , and CNIC policies, process, guides, frameworks and industry best practices. Contractor will perform the following services:

##### 1. Set-Up and Configuration

- Identify and design the architecture of the COOP and development environments to include Geographic load balancing or fail-over load balancing
- Deploy infrastructure
- Install and configuration software
- Conduct system testing
- Conduct system certification/accreditation. Complete IA activities to include development and submission of certification and accreditation package and completion of required technical work to support successful achievement of accreditation.

##### 2. Information Assurance (IA)

- Identify and implement the IA tasks related to each release
- Identify and implement the IA tasks related to building COOP and development environments
- Perform weekly/monthly/quarterly IA reviews, as specified in the IA plan

##### 3. Identity and Access Management Tasks

- Design and implement Federated Identity Management infrastructure based on the business requirements
- Develop the iShore functionality in Federated Identity Management
- Integrate Federated Identity Management with SharePoint and Lotus Products
- Integrate Federated Identity Management with TWMS data source using web services
- Integrate Federated Identity Management and Single Sign On as appropriate to support

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release requirements

#### 4. Infrastructure/Application Operations Support

- Manage and support the applications in all government environments (e.g., Development, Test, Quality Assurance and Production)
- Design and implement the COOP and development environments.
- Contractor shall evaluate and define the service approach to each iShore capability. Service approaches include Geo-Replication, Warm Standby, Hot Standby, and Active configurations
- Contractor shall create the rollout plans based on the approved Service Approach for each capability
- Contractor shall Design, Install and Configure the COOP and development environments leveraging the Norfolk SDP infrastructure for configuration and testing. The Contractor shall create the following items:
  - Deployment guides
  - Functional test scripts
  - Configuration Guides
  - Test Scripts

#### 8.3.2.5 Legacy Web Presence Migration

##### Objective

At present, within CNIC, there exist multiple challenges with respect to managing our multiple web presences across the vast products and services the organization provides. In an effort to reduce our IT Complexity, Manage Multi-site and Multi-channel Web Content, simplify Enterprise Publishing and Communications and deliver a Cohesive CNIC Brand, we have developed a Web Content Management (WCM) Strategy which will allow us to determine interrelationships and interdependencies in our current communications channels, thus reducing information duplication redundancy and increasing effectiveness. As an added benefit, this strategy will help move CNIC to WCM Maturity Level 3 and beyond. In support of this requirement, we are in the process of performing a baseline assessment of the current state of our web content and web presence. The outcome of this assessment will require a dedicated effort to execute this strategy.

##### Services

In support of this task, the contractor shall provide staffing and support services to execute the following:

- The contractor shall architect, support and in some cases execute the migration of non-G2 hosted solutions into the G2 environment
- Legacy application to be folded into the G2 solution include: CNRH Portal, N9 Website, N3's web presence, PAO, the CNIC public web site ([www.cnic.navy.mil](http://www.cnic.navy.mil)) and other line of business applications.
- Plan and execute the migration of high value content, applications, and users onto G2
- Provide the iShore team with a reallocation of physical assets and software licenses transfer to



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support G2

### 8.3.3 enterprise Governance

#### **Background**

Enterprise governance of Business and IT is an integral part of CNIC's approach to corporate governance and must address the definition and implementation of processes, structures and relational mechanisms within the organization to enable both business and IT people to execute their responsibilities in support of business/ IT alignment and the creation of business value from IT-enabled investments. The Enterprise Governance efforts for this year must go beyond IT-related responsibilities and expand toward IT-related business processes and the automation of such necessary for rapid business value creation.

#### **Objective**

Throughout this contract period, it is imperative that iShore implement the governance constructs, working groups, processes, frameworks, and toolsets that ensure CNIC makes the best organizational investments and decisions. In addition, it is necessary for iShore to effectively communicate and train those involved in the process as well as measure and communicate the efficiencies and effectiveness gained by the institution of Enterprise Governance.

#### **Qualifications:**

Collectively, persons working on this subtask must have, at a minimum, all of the following qualifications:

- Multiple years of experience and extremely competent in: business process management and process improvement initiatives with respect to IT project management and IT investment management.
- Five to seven years experience in the application and implementation of IT Governance and Portfolio Management frameworks using COBIT, ITIL, Value IT, or other control frameworks.
- Knowledge in relevant OMB, DOD, and DON policy/instructions pertaining to IT Governance and Portfolio Management
- Demonstrates sound judgment to plan and accomplish goals, perform a variety of complicated tasks, and able to lead and direct the work of others
- Ability to participate in planning, coordinating, and facilitating meetings with the principals, develop material to support the meetings, and ensure all action items are tracked through completion.
- Knowledge transfer plan for government to sustain the support of this requirement

#### **Services**

The contractor will perform services to support all the activities to develop and implement an Information Technology (IT) governance framework in alignment with an overall Enterprise Architecture Governance initiative being led by iShore. CNIC, through an IT Governance Framework, requires well organized processes to select, evaluate, and control technology programs that drive CNIC's business. In support of this task, the contractor shall provide staffing and support services to include the following:

- Support the iShore Enterprise Governance structure for managing investments.

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- Support the continued development of the governance structure with respects to operations, charters, process, procedures, templates, and performance metrics.
- Support the continued development and execution of the iShore portfolio management process that defines how initiatives and projects shall be selected, controlled, and evaluated during their respective life cycles.
- Support the business requirements process that defines how business/functional requirements shall be identified, prioritized, and sponsored using life cycle management best practices.
- Implement the tool and automation processes which prepare leadership and the organization for enabling the business with IT through the use of a governance model

#### 8.3.4 ENTERPRISE Innovation MANAGEMENT

##### **Background**

Delivering effective services more efficiently relies on implementing innovation into the culture of CNIC. In order to do this, a framework needs to be established to allow CNIC employees to seek better ways of doing business constantly, as well as share these ideas with a geographically dispersed command. iShore will use G2 to facilitate these processes and foster a culture of innovation within CNIC.

##### **Objective**

Over the course of this contract period, it is imperative that iShore implement a process and the framework to promote and implement innovative ideas within CNIC. This includes setting a strategy that will most effectively accomplish this goal within a constrained time period. In addition, it is necessary for iShore to effectively train those involved in the process and communicate the opportunities and successes provided by this framework.

##### **Services**

In support of this task, the contractor shall provide staffing and support services to execute the following:

- Develop and define a CNIC innovation strategy that allows CNIC to focus its efforts on the most effective innovation practices
- Maintain Idea Management tool on G2 from a functional and technical perspective
- Deploy and monitor innovation process developed by CNIC to vet, select and manage the diffusion of standard enterprise best practices
- Execute changes to innovation process as directed
- Develop and execute innovation training framework to inculcate a culture of innovation across CNIC to value innovative ideas
- Develop and execute strategic communications and marketing to promote the innovation process and its successes

#### 8.3.5 ishore Project Management

##### **Background**

The scope and magnitude of this PWS requires that there be dedicated project management resources and activities executed on a recurring and constant basis. In addition, iShore requires that

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training and communication be executed in a cohesive fashion in order to deliver the message of innovation and efficiency to the organization. CNIC's communication strategy is to develop a process in which to engage key audiences to create, strengthen or preserve an environment favorable to advancing the Commander's Intent through the use of coordinated information, themes, plans, programs, and actions.

### **Objective**

iShore will ensure that the tasks identified in this PWS are properly managed and integrated with each other as well as other CNIC initiatives. In order to do this, training and communications activities will be executed in a repeatable and consistent manner that focuses on appropriate target audiences and delivery methods. Also, tools such as Microsoft Project and the iShore Project Management Framework will be used in order to gather and track issues, risks, action items, and tasks.

#### 8.3.5.1 Project Management

### **Objective**

The contractor shall maintain the iShore Project Management Framework (iPMF) (Data Item A011) which is used as a foundation for information and resource management planning. The contractor shall keep the iPMF up-to-date, be accessible electronically via G2 at any time, and be prepared to brief any iPMF content to the Government at short notice (within 24 hours). The iPMF shall be used as a foundation for the Status Report (Data Item A012).

### **Services**

In support of this task, the contractor shall provide staffing and support services to include the following:

The iPMF shall include the following:

- Status of current and planned tasks and subtasks
  - Base schedule overlaid with actual schedules, for each task
  - Project Organization
  - Project Transition Processes and Schedule
  - Work Breakdown Structure (WBS)
  - Overall Organizational Structure
  - Task dependencies and interrelationships
  - Contractor personnel assignments and duration (Staffing Plan)
  - Updated Deliverable Schedule (based on solution)
  - Contractor travel information
- Manage delivery, review and acceptance process
  - Manage schedules, milestones and costs
  - Prepare and conduct routine project review meetings
  - Establish and implement risk and issue management process
  - Establish and maintain program office repository
  - Review schedule, milestones, budget, risks, and deliverables with the iShore Program Director and Sponsor
  - Develop executive level briefs, presentations and papers appropriate for Flag-level audiences

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### 8.3.5.2 Training and Communication

#### Objective

All communications related to iShore must follow an ongoing process of communication messages that is tailored and directed to various audiences to inform all concerned with issues relating to this initiative. This includes the education, training, and enablement of G2 users to take full advantage of delivered capabilities, tools and services, helping business units, end users and customers fully capitalize on the investment made to date and the tools available through G2, and measuring adoption rates and putting the necessary actions and initiatives into place to achieve the desired business and mission results.

#### Services

In support of this task, the contractor shall provide staffing and support services to include the following:

- Develop, deliver and execute Communications and user adoption plan for each iShore release (Data Item A013)
- Develop, deliver and execute training plan for each iShore release (Data Item A014)
- Develop and conduct educational sessions as needed
- Develop and conduct Executive Coaching Sessions as required
- Support coaching for communities and/or teams as necessary
- Support the planning and execution of regional training and iShore-related conferences as required
- Develop and implement strategic communications and marketing approaches for internal CNIC workforce, and external business partners, and customers.
- Develop concise, creative, and effective messages and materials both online and print for the public and the media.
- Find and support opportunities to position and promote communication activities with external and internal audiences.
- Identify, organize, and conduct various events, such as media tours, briefings, and trainings, to showcase services, people, and products; Promote iShore publications.
- Write and edit technical and non-technical documentation including project reports (Data Item A015), reports to leadership (Data Item A016), research papers on communication issues (Data Item A017), articles (Data Item A018), training curricula (Data Item A019), etc.
- Research and analysis of coverage and placement of information related to communication efforts; partner with and disseminate key information to CNIC Public Affairs Office.
- Ensure effective liaison among iShore team to ensure the efficient and effective delivery of services.
- Manage workflows and oversee staff progression of assigned project tasks and deliverables

### 8.4 SECTION 508 REQUIREMENTS

All additional electronic and information technology (*EIT*) procured through this Contract must meet

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the applicable accessibility standards at 36 CFR 1194, unless CNIC or larger US Navy Policy exception to this requirement exists. 36 CFR implements Section 508 of the Rehabilitation Act of 1973, as amended and is viewable at <http://www.section508.gov/> For each business capability or solution created for G2, the Contractor shall indicate whether each is compliant or noncompliant with the accessibility standards at 36 CFR 1194.

## **8.5 Other CONTRACTOR-FURNISHED Services**

Contractor shall provide the following technical and managerial support services and shall design and execute knowledge transfer plan for transferring requisite technical, managerial, operational skillsets to designated government personnel:

1. Database architecture and administration
2. Database application development support
3. Security (IA) services for all hardware and software
4. Application/business solution development services
5. 24x7 operation of G2 environment with no single point of failure
6. Single metadata repository for all of the data stores, servers, processes and reports.
7. Life cycle support of the infrastructure (hardware and software) and business capabilities developed, for the period of task performance

### **8.5.1 Visibility and Communication**

The contractor shall provide virtual real-time visibility into all systems, processes, services and data to ensure the quality of services delivered while maintaining clear and consistent communication with the government. Irrespective of any Certification and Accreditation (C&A) processes, the government retains the right to perform independent assessments of objects (specifications, mechanisms, activities and individuals) within systems and services provided by the contractor. Specifications are document-based artifacts (e.g., policies, procedures, plans, system security requirements, functional specifications and architectural designs) associated with the information system. Mechanisms are the specific hardware, software, or firmware safeguards and countermeasures employed within an information system. Activities are the specific protection-related pursuits or actions supporting an information system that involve individuals. Individuals, or groups of individuals, are people applying the specifications, mechanisms, or activities described above. The government may use a number of assessment methods including, but not limited to, examinations, interviews and tests of the aforementioned assessment objects. Additionally, assessment attributes, such as depth and coverage, will be determined by the government according to risk factors associated with the information requiring protection. The contractor shall provide direct communication with appropriate support specialists in a timely manner to assist in resolution of all program management system problems.

### **8.5.2 Support**

The Contractor shall anticipate that the hosting environment will provide support for the physical and electrical support of the system.

## **8.6 Briefings and Project Management**

The contractor shall provide briefings to the government on the program plan of action and milestones utilizing software compatible with the tool sets utilized by CNIC. This will include, Microsoft PowerPoint and Microsoft Project. POA&M shall be developed and maintained to show full scope of the project task, delineating clearly contractor responsibilities, tasks, milestones and deliverables, as well as responsibilities, tasks, milestones and deliverables assigned to the government or other contractors involved. Dependencies shall be clearly identified such that impact of delays will be clearly visible. If new projects become defined, they will be added to the original

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POA&M and the task order award may be modified. Updates to this POA&M will be provided to the government on a weekly basis.

Weekly reports will be provided within the context of the iShore Management Framework (iShore's G2 project management site). Issues and risks pertaining to the project will be posted on this site and the information kept up to date.

Monthly Status Reports (MSRs) will include expenditure information broken down by projects within each work area defined within this PWS as well as the organizational code/ business line in which the work area is aligned. In addition, the amount of FTE's applied to each project will be delivered by the contractor.

The contractor shall also participate in informal weekly or ad-hoc meetings with the government to effectively communicate project details.

### **8.7 Daily Calls**

The Contractor shall participate in daily calls (or meetings) with the government during the development phase. The scope of these calls (or meetings) shall verify that information is flowing in both directions and that issues are tracked and corrected

### **8.8 Weekly Meetings**

The Contractor shall participate in weekly status meetings with each workstream as defined by the iShore organizational structure. Minutes of these meetings will be provided to the government, as well as the iShore PMO.

### **8.9 Enhancements and New Requests**

The dynamic and collaborative environment fostered by CNIC Leadership is leading to a renewed innovation to improve our current processes. Leadership expectations, coupled with explosive advances in technology and communications means that standards we are striving for today, may fall well short tomorrow. To meet the leadership expectations for a standardized, aligned and synchronized workforce, the Contractor shall provide the government a process to add functionality to meet new paradigms, as they are defined.

### **8.10 Change Management**

The contractor shall provide appropriate, industry best-practice change management associated with each aspect of this task. The Contractor shall develop, with government input, a standard template/framework which defines criteria, appropriate change management methodologies/techniques and timeframes.

### **8.11 Service Level Agreement (SLA)**

The Contractor shall adhere to the G2 SLA or an equivalent SLA offered for similar services within the commercial industry. Contractor shall ensure greater than 99.999 percent service availability, with identified protocol and process for communicating scheduled maintenance and planned outages.

## **9 Government Furnished Information**

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### **9.1.1 HOSTING FACILITY AND SUPPORT**

CNIC will leverage the existing CNIC SDP facility and its associated hosting services contract to provide a location and power supplies for all test, development and production servers/components, Gigabit and Ethernet network capabilities, internet access, area networking services and cabling. To

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this end, CNIC will provide the contractor with appropriate access and permissions to perform the tasks required by this performance work statement.

### **9.1.2 EXISTING INFRASTRUCTURE**

CNIC will provide development, quality assurance, and production environments. In the event that a development environment is unavailable at the time of contract award, it is expected that the contractor will provide an environment that allows for all iShore development to take place within a location that features the entire G2 toolset.

Note: Due to its proprietary nature, the government will provide an overarching list of existing equipment, infrastructure configuration diagrams and supporting documentation upon award.

### **9.1.3 DATA SERVICES**

The government will work with the contractor to identify and obtain data and Web-service/Web map connections which need to be created within G2 and leveraged and displayed within G2.

Note: Upon award of this PWS, the government will provide an overarching list of applications and systems which CNIC uses as a part of business operations

## **10 Government Furnished Material**

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The government will furnish necessary workspace for contractor staff to include desk space, telephones, computers, and other items necessary to maintain an office environment. The government will also provide existing hardware, software, and equipment to provide direct support to the requirements outlined in section 8. All other contractor personnel will not be provided a designated work space or associated support equipment.

## **11 Government Furnished Equipment**

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The government does not anticipate the need to furnish equipment under this task order. However, If it is necessary for the contractor to take custody of Government Furnished Equipment (GFE) outside of a government facility, the task order will be modified .

## **12 Contractor Furnished Material/Equipment**

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If development/test environment is not available in the government's environment, contractor shall provide development/test environment to support development efforts of this task.

Hardware and software (in accordance with section 3.1) required for the complete solution. Contractor shall procure as part of this task, additional hardware and software required to meet functional requirements. Licenses for software purchased shall be assigned to CNIC.

### **12.1.1 Warranty**

The contractor shall indicate in their proposal the warranty period of any recommended or additionally added hardware and license period for the software. The contractor shall also include extended warranties and/or software license extension fees to maintain these components throughout the life of the system.

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### 13 Travel Requirements

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Other Direct Costs (ODCs) shall not exceed 10% of the total award of this order. The contractor will be required to travel to supported Regions, Installations, government hosting facilities or conference locations. The contractor travel shall be consistent with the amounts and limitations specified in the Joint Travel Regulations (JTR), as they are amended from time to time, and the limitation of funds specified in this contract. Travel shall be pre-approved by the COR and will be reimbursed on a time and materials basis. The contractor shall propose estimated travel and other direct costs. Prior to the commencement of travel, the contractor will obtain written approval from the task order manager, or his/her representative, and provide substantiated documentation along with the monthly invoice. Copies of all approvals, invoices, and receipts for travel must accompany the invoice for which the charges are claimed.

Travel, if required, is for travel and subsistence associated with performance under the orders which will be reimbursed in accordance with the clause entitled "Reimbursement of Travel Costs (OCT 1998)" found in the base contract. ODCs, if required, is for Other Direct Costs, incidental material and special materials as defined in the Performance Work Statement (PWS) for the task order and the Section C clause entitled "Allowability of Material and General Business Expenses." Trip reports (Data Item A021) will be completed at the conclusion of each trip.

Any costs associated with accessing or using Navy networks or applications such as NMCI will be part of the ODC cost proposal.

Estimated annual travel requirements for CNIC's Online Operational Environment support are as follows:

From/To	# Trips	# Days	# People
Charleston, SC/Washington, DC	6	3	2
Charleston, SC/Norfolk, VA	2	3	2
Charleston, SC/Hattiesburg, MS	2	3	2
Charleston, SC/San Diego, CA	1	3	2
Washington DC/ San Diego, CA (Cmdrs Conf)	1	3	4
Washington DC/ Norfolk, VA	2	3	4
Washington DC/ San Diego, CA	1	3	2
Washington, DC /Fort Worth, TX	1	2	5
Washington, DC/Orlando, FL	1	4	8
Washington, DC/Jacksonville, FL	3	4	4
Washington, DC/Seattle, WA	1	4	4
Washington, DC/Pearl Harbor, HI	2	3	4

#### 13.1 Annual Maintenance Costs

For planning purposes the ODC budget includes the annual licenses and maintenance fees for G2 software referenced in this PWS.

#### 13.2 direct site visits and Conference support

As part of continuous improvement efforts iShore seeks ways to strengthen the support it can provide to regions and installations. Through direct on-site visits and conference support, iShore staff will have the opportunity to have discussions with customers to gain a better understanding and insight to the daily activities taking place there.



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## 14 Deliverables

Deliverables	Schedule	Paragraph
Implementation Plans (Data Item A001)	As required	8.3.1.1
Goal Action and Risk Plans (Data Item A002)	As required	8.3.1.1
Goal Governance Management Report (Data Item A003)	As required	8.3.1.1
Information Management Plan (Data Item A004)	As required	8.3.1.2
Web Metrics & Social Analytics Metrics Reports (Data Item A005)	As required	8.3.1.3
Energy Implementation Plan V 1.5 (Data Item A006)	As required	8.3.1.5
Energy Implementation Plan V 2.0 (Data Item A007)	As required	8.3.1.5
Certification and Accreditation Documentation (Data Item A008)	As required	8.3.2
Knowledge Transfer and Training Plan (Data Item A009)	As required	8.3.2.1
Capability Roll Out Plans (Data Item A010)	As Required	8.3.2.4
iShore Project Management Framework (Data Item A011)	As required	8.3.5.1
Monthly Status Report (Data Item A012) See Below	Due on the 5 <sup>th</sup> day of each month	8.3.5.1
Communications and User Adoption Plans (Data Item A013)	As required	8.3.5.2
Training Plans (Data Item A014)	As required	8.3.5.2
Project Reports (Data Item A015)	As required	8.3.5.2
Reports to Leadership (Data Item A016)	As required	8.3.5.2
Research Papers (Data Item A017)	As required	8.3.5.2
iShore Articles (Data Item A018)	As required	8.3.5.2
Training Curricula (Data Item A019)	As required	8.3.5.2
Project plan with milestones, deliverables, and work breakdown structures (A020)	15 days after award, updated as needed	15.0
Trip Reports (Data Item A021)	As required	14.0
Contractor's Manpower Reporting (Data Item A022)	See Below	15.0
Plan of Actions and Milestones (POA&Ms) (Data Item A023)	45 days after award	15.0
Program Management Plans (Data Item A024)	15 days after award	15.0
Transition Management Plans (Data Items A025)	Upon Award (see below)	15.0

a) CDRL Data Item A012. Monthly Status Reports (MSRs) will include expenditure information broken down to the third WBS level as defined in the POA&M, as well as the organizational code/ business line in which the work area is aligned. In addition, the amount of FTE's applied to each project will be delivered by the contractor.

b) CDRL Data Item A020. Project plan with milestones, deliverables, and work breakdown structures. Template will be provided by the government.

c) CDRL Data Item A022. Contractor's Manpower Reporting. Report due twice each calendar year. Reporting Period for November 30: Deadline for reporting is NLT 1600 EST on December 15 of each year. Reporting Period for May 31: Deadline for reporting is NLT 1600 EST on June 15 of each year.

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d) CDRL Data Item A024. Program Management Plan: Template will be provided by the government.

e) CDRL Data Item A025. Transition Management Plan: The contractor shall develop a start-up plan for incoming transition of service from the incumbent contractor to themselves at task order start date. The contractor shall coordinate with the Government in planning and implementing a complete transition to the contractor's support model. This transition plan shall include:

- Kickoff meeting with Government representatives to introduce key players and outline roles and responsibilities.
- Ongoing coordination with Government representatives.
- Review, evaluation, and transition of current support services.
- Transition of historic data to new contractor system.
- Government approved training and certification process.
- Orientation phase and program to introduce Government personnel, programs, and users to the contractor's team, tools, methodologies, and business processes.
- Transfer of GFE assets.
- GFE inventory management assistance.

## 15 Workload Estimate

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The following workload data is provided for informational purposes only to assist you in estimating the price of this Task Order.

Number of man-hours:	Base	134,080
	Option	78,310
Other Direct Costs: NTE	Base	\$1,350,000.00
	Option	\$1,017,071.00

## 16 Transition Period

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The contractor shall be granted a two week transition period from the incumbent contractor as applicable. However, the contractor shall be prepared to perform required duties without a transition period from incumbent individual. At the completion of this task order, the contractor shall conduct a two week transition period to be used to train incoming personnel in the event the incumbent is not awarded the follow-on performance requirements, or at anytime if the position is replaced by a government employee. This period will occur any time prior to the expiration of the period of performance.

## 17 Other Conditions/Requirements

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Release of Information – All information relating to the items to be delivered or services to be performed under this task order shall not be disclosed by any means without prior approval from the authorized representative of the SSC-LANT Contracting Officer. Dissemination or public disclosure includes, but not limited to, permitting access to such information by individuals not specifically authorized; publication of technical or scientific papers; advertising or any other proposed public release. Task order requirements may require contractor employees to have access to information covered by 5 US 522a, Privacy Act Statement. Any information covered by the Privacy Act Statement shall be protected in accordance with this regulation.

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DADMS/DITPR Compliance - The contractor shall ensure that no FAM disapproved applications are integrated, installed or operational on Navy networks. The contractor shall ensure that all databases that use database management systems (DBMS) designed, implemented, and/or hosted on servers and/or mainframes supporting Navy applications and systems be registered in DADMS and are FAM approved. All integrated, installed, or operational applications hosted on Navy networks must also be registered in DADMS and approved by the FAM. No operational systems or applications will be integrated, installed, or operational on the RDT&E network. All systems supported shall be registered within the DoD IT Repository (DITPR). The contractor shall ensure that all networks, servers, or associated devices procured and/or connected to a Navy network complete DADMS registration and receive FAM approval.

Procurement (if necessary) - The contractor will ensure commercial software procurements for which ESI/SmartBuy agreements are in place are utilized or waived.

The contractor shall ensure that no production systems are operational on any RDT&E network. The contractor shall migrate all ASHORE production systems to the NMCI environment where available. The contractor shall work with government personnel to ensure compliance with all current Navy IT & IA policies, including those pertaining to CARS. The contractor shall follow SECNAVINST 5239.3B of 17 June 2009 & DoDD 8510.01 of 28 Nov 2007 prior to integration and implementation of IT solutions or systems.

The work to be performed under this contract as delineated in the DD Form 254, Attachment No. 2 involves access to and handling of classified material up to and including Secret.

In addition to the requirements of the FAR 52.204-2 "Security Requirements" clause, the Contractor shall appoint a Security Officer, who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industry Security Program Operating Manual (DODINST 5220.22M), and (3) assure compliance with any written instructions from the Security Officer Code OA1, SPAWAR Systems Center Charleston, P.O. Box 190022, North Charleston, SC 29419-9022.

#### C-315 WORKWEEK (DEC 1999)

(a) All or a portion of the effort under this contract will be performed on a Government installation. The normal workweek for Government employees at SPAWAR Systems Center Charleston and its Detachments is Monday through Friday 0730 to 1600. Work at this Government installation, shall be performed by the contractor within the normal workweek unless differing hours are specified on the individual task orders. Following is a list of holidays observed by the Government:

Name of Holiday Time of Observance

New Year's Day 1 January

Martin Luther King Jr. Day Third Monday in January

President's Day Third Monday in February

Memorial Day Last Monday in May

Independence Day 4 July

Labor Day First Monday in September

Columbus Day Second Monday in October

Veteran's Day 11 November

Thanksgiving Day Fourth Thursday in November

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Christmas Day 25 December

(b) If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

(c) If the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

(d) This contract does not allow for payment of overtime during the normal workweek for employees who are not exempted from the Fair Labor Standards Act unless expressly authorized by the Ordering Officer. Under Federal regulations the payment of overtime is required only when an employee works more than 40 hours in a normal week period.

#### C-317 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES (DEC 1999)

(a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

(1) Routine inspection of contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

(f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

#### C-718 ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY (JUN 2001)

(a) Each Electronic and Information Technology (EIT) supply or service provided under this contract shall comply with the EIT Accessibility Standards listed below:

[The Contracting Officer shall consult with the program office to determine which standards listed in subsection (a) apply and shall check all applicable standards prior to issuing the solicitation.]

\_\_36 C.F.R. § 1194.21 (Software Applications and operating systems)

\_\_36 C.F.R. § 1194.22 (Web-based and internet information and applications)

\_\_36 C.F.R. § 1194.23 (Telecommunications products)

\_\_36 C.F.R. § 1194.24 (Video and multimedia products)

\_\_36 C.F.R. § 1194.25 (Self contained, closed products)

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\_\_36 C.F.R. § 1194.26 (Desktop and portable computers)

In addition, each EIT supply or service provided under this contract shall comply with 36 C.F.R. § 1194.31 (Functional performance criteria) and 36 C.F.R. § 1194.41 (Information, documentation, and support).

(b) If the Contracting Officer determines that any supply or service delivered under this contract does not comply with the EIT Accessibility Standards, the Contracting Officer will notify the Contractor in writing accordingly. If the Contractor fails to promptly correct or replace the nonconforming products or services with conforming products or services within the delivery schedule contained in the contract, the Government will have the rights and remedies contained in the contract.

(End of specification)

#### C-719 EXEMPTION FROM ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY REQUIREMENTS (JUN 2001)

(a) The Government has determined that the following exemption(s) to the Electronic and Information Technology (EIT) Accessibility Standards (36 C.F.R. § 1194) are applicable to this procurement:

\_\_\_ The EIT to be provided under this contract has been designated as a National Security System.

\_\_\_ The EIT acquired by the contractor is incidental to this contract.

\_\_\_ The EIT to be provided under this contract would require a fundamental alteration in the nature of the product or its components in order to comply with the EIT Accessibility Standards.

\_\_\_ The EIT to be provided under this contract will be located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment.

\_\_\_ Compliance with the EIT Accessibility Standards would impose an undue burden on the agency.

\_\_\_ The EIT to be provided under this contract is purchased in accordance with FAR Subpart 13.2 prior to January 1, 2003.

(b) Notwithstanding that an exemption exists, the Contractor may furnish supplies or services provided under this contract that comply with the EIT Accessibility Standards (36 C.F.R. § 1194).

#### C-720 PERFORMANCE BASED REVIEW AND ACCEPTANCE PROCEDURES

This is a performance based order, as defined in FAR Part 37.6. Contractor performance will be reviewed in accordance with the Quality Assurance Plan as follows:

##### QUALITY ASSURANCE PLAN

(1) Objective: The purpose of this plan is to provide a quality assurance plan for the services contracted under this Task Order. This plan provides a basis for the Task Order Manager (TOM) to evaluate the quality of the contractor's performance. The oversight provided for in this plan, and the remedy established, will help ensure that service levels are of high quality throughout the task order term.

(2) Performance Standards:

a. The deliverables under this task order will be consistently technically accurate.

b. The services delivered under this task order will be consistently of high quality.

c. The contractor's cost control efforts under this task order will be consistently effective (applicable to cost reimbursement task orders).

d. The contractor will be consistently responsive to Government customers in its performance of this task order.

e. For the purposes of this plan, "consistently" is defined as "generally holding true", "persistently over time",

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and/or “overall uniformly”.

(3) Evaluation Methods: The TOM will conduct performance evaluations based on the standards in paragraph 2 above using the following technique:

- a. During the performance period of the task order, the TOM will continually and proactively monitor contractor efforts and obtain input from other Government personnel with performance oversight functions to ascertain the level of compliance with the Performance Standards.
- b. Every 12 months after the effective date of the task order, the TOM will prepare a Task Order Performance Evaluation (TOPE) documenting the results of the efforts performed under paragraph 3.a. above.
- c. The TOM will upload the TOPE to the SeaPort Portal.

(4) Remedy

- a. If the annual Performance Evaluation indicates that the contractor has not met one or more of the Performance Standards, the following negative remedy becomes effective: the TOM will submit a negative TOPE on the SeaPort Portal for the applicable Performance Standard.
- b. This is a significant negative remedy as the TOPE is a key part of the Performance Monitoring process which:
  - i. Provides input to the annual Contractor Performance Assessment Report (CPAR); and
  - ii. Determines the contractor’s ability to earn term extensions to its basic SeaPort-e contract in accordance with the Award Term provisions contained therein.

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## **SECTION D PACKAGING AND MARKING**

### **SHIP TO INFORMATION:**

See Section G - Task Order Manager

Packaging and Marking shall be in accordance with Section D of the SeaPort-e Multiple Award IDIQ contract.

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## **SECTION E INSPECTION AND ACCEPTANCE**

E-303 INSPECTION AND ACCEPTANCE- - DESTINATION (JAN 2002)

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his duly authorized representative.



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## SECTION F DELIVERABLES OR PERFORMANCE

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

4001	9/28/2011 - 9/28/2012
4002	8/30/2012 - 8/29/2013
6001	9/28/2011 - 9/27/2012
6002	8/30/2012 - 8/29/2013

### CLIN - DELIVERIES OR PERFORMANCE

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

4001	9/28/2011 - 9/28/2012
4002	8/30/2012 - 8/29/2013
6001	9/28/2011 - 9/27/2012
6002	8/30/2012 - 8/29/2013

### F-303 PERIODS OF PERFORMANCE

The above periods of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the basic contract clause at FAR 52.217-8 "Option to Extend Services" or FAR 52.217-9 "Option to Extend the Term of the Contract".

Any option CLIN period of performance which extends past the current period of performance of the basic contract is only valid to the extent that the basic contract period of performance is extended.

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative  
Courtney A Callen, 54220  
1545 Truxtun Ave  
N. Charleston, SC 29410  
courtney.callen@navy.mil  
843-218-6579

### ACTIVITY OMBUDSMAN

The SPAWAR Ombudsman for this Task Order is:

Name: Robert Meddick  
Code: 8.6.2  
Address: PO Box 190022, N. Charleston, SC 29419  
Phone: (843) 218-5115  
Email: robert.meddick@navy.mil

### G-314 TYPE OF CONTRACT (DEC 1999)

This is a cost plus fixed fee task order.

### G-317 INVOICING INSTRUCTIONS FOR SERVICES USING WIDE AREA WORK FLOW (WAWF) (JAN 2007)

- (a) Invoices for services rendered under this task order shall be submitted electronically through the Wide Area Work Flow-Receipt and Acceptance (WAWF). The contractor shall submit invoices for payment per contract terms. The Government shall process invoices for payment per contract terms.
- (b) The vendor shall have their CAGE Code activated by calling 1-866-618-5988. Once activated, the vendor shall self-register at the WAWF website at <https://wawf.eb.mil>. Vendor training is available on the internet at <https://wawftraining.eb.mil>. Additional support can be accessed by calling the Navy WAWF Assistance Line at 1-800-559-9293.
- (c) Back-up documentation can be included and attached to the invoice in WAWF. Attachments created with any Microsoft Office product, or Adobe (.pdf files), is attachable to the invoice in WAWF.
- (d) A separate invoice will be prepared no more frequently than every two weeks. Do not combine the payment claims for services provided under this contract.
- (e) The following information is provided for completion of the invoice in WAWF:

Invoice Type	Cost Vouchers
Issued by	N65236
Admin by	Code S2404A DCMA MANASSAS
DCAA Auditor	Code HAA645 DCAA NASHVILLE
Service Approver	Code S2404A DCMA MANASSAS
Pay by	Code HQ0338 DFAS COLUMBUS SOUTH ENTITLEMENT OPS

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INVOICING AND PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

Consistent with task order clause 5252.232-9206, Segregation of Costs, the contractor shall segregate and accumulate costs for the performance of this task order by the appropriate Accounting Classification Reference Number (ACRN). The contractor's invoice shall identify the appropriate Contract and Task Order numbers. For the work performed, invoiced costs shall be associated to the Contract Line Item Number (CLIN), the Contract Subline Item (SLIN), and the specific ACRN. Invoices submitted to the paying office that do not comply with this requirement will be returned to the contractor for resubmission. The contractor shall provide an electronic copy of each invoice to the Task Order Manager at the time of submission to DCAA/DFAS. The paying office will disburse funds in strict compliance with the amounts invoiced by CLIN/SLIN/ACRN.

Accounting Data

SLINID	PR Number	Amount
400101	1300228459	14518400.00
LLA :		
AA 1711804 52FA 252 00052 0 068732 2D C022SC 000521IT4ISQ		
Standard Number: N0005211RC022SC/AA		
NWA: 100000501107 0010		
TASKS ALL PWS		

600101	1300228459	1350000.00
LLA :		
AA 1711804 52FA 252 00052 0 068732 2D C022SC 000521IT4ISQ		
Standard Number: N0005211RC022SC/AA		
NWA: 100000501107 0010		
ODCS ALL TASKS		

BASE Funding 15868400.00  
Cumulative Funding 15868400.00

MOD 01 Funding 0.00  
Cumulative Funding 15868400.00

MOD 02

400102	1300249937	600000.00
LLA :		
AB 1721804 12UN 253 31975 S 068892 2D X97006 319752S2597Q		
Standard Number: N3197512WX97006/AA		
NWA: 100000701421 0020		
All PWS Tasks		

MOD 02 Funding 600000.00  
Cumulative Funding 16468400.00

MOD 03

400103	1300274378	454775.00
LLA :		
AC 1721804 52FA 233 00052 0 068732 2D C010SC 000522IT414N		
NWA: 100000501107 0030		

MOD 03 Funding 454775.00  
Cumulative Funding 16923175.00

MOD 04

400201	1300298634	100000.00
LLA :		

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AE 1721804 52FA 252 00052 0 068732 2D C020SC 000522CCQA1Q  
Standard Number: N0005212RC020SC  
ACRN: AE  
PR: 1300298634  
DOC: N0005212RC020SC  
COST CODE: 000522CCQA1Q  
NWA: 1000007488740010

400202 1300298638 2375000.00  
LLA :  
AF 1721804 52FA 233 00052 0 068732 2D C024SC 000522ITQA9N  
Standard Number: N0005212RC024SC  
ACRN: AF  
PR: 1300298638  
DOC: N0005212RC024SC  
COST CODE: 000522ITQA9N  
NWA: 1000007515460010

400203 1300298143 6250000.00  
LLA :  
AG 1721804 52FA 233 00052 0 068732 2D C025SC 000522ITQASN  
Standard Number: N0005212RC025SC  
ACRN: AG  
PR: 1300298143  
DOC: N0005212RC025SC  
COST CODE: 000522ITQASN  
NWA: 1000007515470010

400204 1300294163 100000.00  
LLA :  
AH 1721804 8B2B 252 68963 0 050120 2D 000000 A00001330492  
Standard Number: NAVSEA IDC  
ACRN: AH  
PR: 1300294163  
DOC: NAVSEA IDC  
COST CODE: A00001330492  
NWA/BS:BS-860012.01020120

600201 1300298638 25000.00  
LLA :  
AF 1711804 52FA 252 00052 0 068732 2D C022SC 000521IT4ISQ  
Standard Number: N0005212RC024SC  
ACRN: AF  
PR: 1300298638  
DOC: N0005212RC024SC  
COST CODE: 000522ITQA9N  
NWA: 1000007515460010

600202 1300298143 50000.00  
LLA :  
AG 1721804 52FA 233 00052 0 068732 2D C025SC 000522ITQASN  
Standard Number: N0005212RC025SC  
ACRN: AG  
PR: 1300298143  
DOC: N0005212RC025SC  
COST CODE: 000522ITQASN  
NWA: 1000007515470010

MOD 04 Funding 8900000.00  
Cumulative Funding 25823175.00

MOD 05

400205 1300348275 250000.00  
LLA :  
AJ 97X4930 NE1L 000 77777 0 040080 2F 000000 VARIOUS3R187  
ACRN: AJ  
PR: 1300348275  
COST CODE: VARIOUS3R187  
MWA/JON: 100000751546 0020

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MOD 05 Funding 250000.00  
Cumulative Funding 26073175.00

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.232-9206 SEGREGATION OF COSTS (DEC 2003)

(a) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date (if applicable), by line item, task or subtask.

(b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section B and/or Section G. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.

(c) Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electronic Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA, to the Task Order Manager.

### H-350 REIMBURSEMENT OF TRAVEL COSTS (NOV 2005)

#### (a) Contractor Request and Government Approval of Travel

Any travel under this contract must be specifically requested in writing, by the contractor prior to incurring any travel costs. If this contract is a definite or indefinite delivery contract, then the written Government authorization will be by task/delivery orders issued by the Ordering Officer or by a modification to an issued task/delivery order. If this contract is not a definite or indefinite delivery contract, then the written Government authorization will be by written notice of approval from the Contracting Officer's Representative (COR). The request shall include as a minimum, the following:

- (1) Contract number
- (2) Date, time, and place of proposed travel
- (3) Purpose of travel and how it relates to the contract
- (4) Contractor's estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

#### (b) General

(1) The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this contract. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor in accordance with the Federal Acquisition Regulation (FAR) 31.205-46, which is incorporated by reference into this contract. As specified in FAR 31.205-46(a) (2), reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

- (i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;
- (ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or
- (iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel

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regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

(2) Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

(c) Per Diem

(1) The contractor shall not be paid per diem for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Per diem shall not be paid on services performed at contractor's home facility and at any facility required by the contract, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this contract.

(2) Costs for subsistence and lodging shall be paid to the contractor only to the extent that overnight stay is necessary and authorized in writing by the Government for performance of the work under this contract per paragraph (a). When authorized, per diem shall be paid by the contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate.

(3) Reimbursement to the contractor for per diem shall be limited to payments to employees not to exceed the authorized per diem and as authorized in writing by the Government per paragraph (a). Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel. The departure day from the Permanent Duty Station (PDS) and return day to the PDS shall be 75% of the applicable per diem rate. The contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

(d) Transportation

(1) The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the contract and is authorized in writing by the Government per paragraph (a).

(2) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Documentation must be provided to substantiate non-availability of coach or tourist if business or first class is proposed to accomplish travel requirements.

(3) When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government per paragraph (a).

(4) When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor personnel, that is not commuting travel, may be paid to the extent that it exceeds the normal commuting mileage of such employee. When an employee's POV is used for travel between an employee's residence or the Permanent Duty Station and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance.

(5) When transportation by a rental automobile, other special conveyance or public conveyance is authorized, the contractor shall be paid the rental and/or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge). When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway fares), gasoline and oil, parking, and tunnel tolls.

(6) Definitions:

(i) "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the building or other place where the employee regularly reports for work.

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(ii) "Privately Owned Conveyance" (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.

(iii) "Privately Owned (Motor) Vehicle (POV)" is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation, that:

(a) is self-propelled and licensed to travel on the public highways;

(b) is designed to carry passengers or goods; and

(c) has four or more wheels or is a motorcycle or moped.

(iv) "Special Conveyance" is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

(v) "Public Conveyance" is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.

(iv) "Residence" is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee's one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ( $18 + 18 - 14 = 22$ ).

EXAMPLE 2: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ( $15 + 30 + 15 - 30 = 30$ ).

EXAMPLE 4: Employee's one way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work, employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ( $45 + 67 + 12 - 24 = 100$ ).

EXAMPLE 5: Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ( $35 + 50 + 25 + 10 - 70 = 50$ ).

EXAMPLE 6: Employee's one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).



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In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

#### H-355 CONTRACTOR IDENTIFICATION (DEC 1999)

- (a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.
- (b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

#### H-359 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (NOV 2003)

##### (a) Definition.

“Confidential business information,” as used in this clause, is defined as all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such information secret, and (2) the information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Confidential business information may include technical data as that term is defined in DFARS §§ 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). It may also include computer software as that term is defined in DFARS §§ 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors confidential business information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its confidential business information.

(c) Circumstances where SPAWAR may release the contractor’s or subcontractors’ confidential business information include the following:

- (1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout.
- (2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.
- (3) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in crafting performance work statements, assisting with the evaluation of task order cost/technical proposals and assembling performance metrics information.
- (d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such information. SPAWAR will permit the limited release of confidential business information under paragraphs (c)(1), (c)(2) and (c)(3) only under the following conditions:

- (1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1), (c)(2) and (c)(3),
- (2) Access to confidential business information is restricted to individuals with a bona fide need to possess,
- (3) Contractors, their subcontractors, and their employees who are granted access to confidential business information have signed an appropriate non-disclosure agreement requiring them to provide the same level of protection to confidential business information that would be provided by SPAWAR employees,

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(4) Contractors and their subcontractors having access to confidential business information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to confidential business information that would be provided by SPAWAR employees, and

(5) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1), (c)(2) or (c)(3) have agreed under their contract or a separate non-disclosure agreement to not use confidential business information for any purpose other than performing the tasks described in paragraphs (c)(1), (c)(2) and (c)(3).

(e) SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

(f) If SPAWAR satisfies the conditions listed in paragraph (d), the contractor and its subcontractors agree to indemnify and hold harmless the Government, its agents, and employees from every claim or liability, including attorneys fees, court costs, and expenses, arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, display, or disclosure of confidential business information provided by the contractor to the Government.

(g) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of confidential business information.

#### ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000) (RESTATED FROM BASIC CONTRACT)

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

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

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

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

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

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

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the

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United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompitation for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the SeaPort/Task Order Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

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

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer, the Government may terminate this contract/task orders for default.

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

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

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

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

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

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

(n) Compliance with this requirement is a material requirement of the basic contract and this task order.

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## SECTION I CONTRACT CLAUSES

### 09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

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

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

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

### 52.219-14 LIMITATIONS OF SUBCONTRACTING (DEC 1996)

Approved sub contractors:

Ascendant Technology LLC

Zero Limit Solutions

Information Concepts

L3 SERVICES INC

SERCO INC

INFERX CORPORATION

GEOCENT LLC

METADATA MANAGEMENT CORPORATION, LTD.

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## **SECTION J LIST OF ATTACHMENTS**

CDRLs

DD254

PERSONNEL QUALS

QASP