

# SEAPORT ENHANCED PERFORMANCE WORK STATEMENT

## PEO-EIS

### Program Management Support for the Program Executive Officer – Enterprise Information Systems (PEO-EIS)

#### 1 INTRODUCTION

The PEO-EIS is acquiring program management support services to assist in performing the PEO-EIS day to day Management duties.

#### 2 BACKGROUND

The PEO-EIS provides Information Technology (IT) support and technical solutions for the Department of the Navy within the enterprise and business domain. PEO-EIS is responsible for overseeing lifecycle management of IT programs, projects, and initiatives. In this role, PEO-EIS is accountable for the efficient, proper planning, design, implementation, and operation of shore based Naval networks and combat support related enterprise information systems, and is a key stakeholder for the development of requirements for future IT capabilities and operations.

The mission of PEO-EIS is to assume the responsibilities of the former PEO-IT and to be responsible for major Navy and Marine Corps network systems including, but not limited to Navy Marine Corp Intranet, Base Level Information Infrastructure (BLII) Program/ OCONUS Navy Enterprise Network (ONENET), and the Navy Enterprise Resource Planning (ERP) Program.

#### 3 SCOPE

The objective of this Order is to provide comprehensive program management support, financial management support, acquisition support, contract and administrative support services as well as management & maintenance of business tool support to PEO-EIS as described in Section 5.0.

The Contractor shall have the ability to support meetings with the Government client in the Arlington, VA area within one hour of notification.

#### 4 APPLICABLE DIRECTIVES

Document Type	No./Version	Title	Date
CNETINST	4650.4	Government Travel Charge Card Program	
Code of Federal Regulation	Title 48 Vol 1	Federal Acquisition Regulation	Current year
Code of Federal Regulation	Title 48, Vol 2	Defense Federal Acquisition Regulation Supplement	15-Dec-03
DoD	7000.14-R	DoD Financial Management Regulation	Current Version
DOD Directive	5000.1	The Defense Acquisition System	12-May-03

DOD Manual	5000.4-M	DoD Manual Cost Analysis Guidance and Procedures	Dec 1992
United States Code	31 USC 1301(a)	Money and Finance	
United States Code	31 USC 1502(a)	Money and Finance	
United States Code	31 USC 1517	Money and Finance	
JFTR	Vol I	DoD Uniformed Service Travel	
Joint Regulation	JTR	DoD Civilian Personnel Travel	1-Apr-04
Navy Manual		DoN Budget Guidance Manual	
Navy Regulation	NAVSO P-1000	DoN Financial Management Policy Manual	
OMB		Office of Management and Budget Circular 11	
OMB Circular	A-11	Preparation, Submission and Execution of the Budget	16-Jul-04
OPNAV N81	PR-05-05 Ser 814/3U637112	Accreditation and Use of Performance/Pricing Models in POM-06	15-Sep-03
OPNAV N81	PR-07 Ser N81/2004 U797204	Accreditation and Use of Performance/Pricing Models in PR-07	9-Mar-04
SECNAVINST	5720.44A	Department of the Navy Public Affairs Policy and Regulations	3-Jun-87
SECNAVINST	5720.47A	DoN Policy for Content of Publicly Accessible World Wide Web Sites	24-Oct-03
SECNAVINST	5216.5D	Department of the Navy Correspondence Manual	28-May-98
SECNAVINST	5420	(Draft) DoN Cost Analysis Improvement Group (DoN CAIG)	08 Apr 2004
SPAWAR		SPAWAR Business Financial Manager's Manual	
SPAWAR		SPAWAR Global Work Breakdown Structure	
SPAWAR		SPAWAR Standard Reports Policy	7-Jul-04
SPAWARINST	5000.19C	Earned Value Management Requirements for SPAWAR Contracts and Task Statement	20 Jul 2001
SPAWARINST	5721.1	SPAWAR Section 508 Implementation Policy	18-Jan-02
SPAWARINST	7301.1A	Tri-Annual Review of Commitments and Obligations	9-Oct-02
SPAWARINST	7720.4C	Policy and Responsibilities for SPAWAR Cost Estimating & Analysis	2-Aug-04
United States Code	Title 10	Armed Forces	
VCNO Message	252230Z Jul 03	Enterprise Strategy for Managing NMCI Applications and Database	25-Jul-03

## **5 PERFORMANCE REQUIREMENTS**

The Contractor shall perform the following tasks in accomplishing the requirements of this Task Order (TO). The contractor shall provide the necessary timely assistance to meet emergent requirements as requested by PEO-EIS.

### **5.1 Program Management Support (All section 5.1 tasks and subtasks O&MN Funded)**

#### **5.1.1 Contracts Support**

The contractor shall assist the government in conducting contracting activities in executing the current fiscal year spend plan for PEO-EIS and its associated programs. This task shall include the following activities:

5.1.1.1 The Contractor shall prepare, coordinate and manage required pre/postaward acquisition documentation, to include Delivery Order and Task Order documentation.

5.1.1.2 The Contractor shall review, prepare, coordinate and close out delivery orders for those requirements received from PMs and authorized organizations.

5.1.1.3 The Contractor shall compile all required documentation to produce a delivery order requirements package and submit the package to the Government representative for validation and approval.

5.1.1.4 The Contractor shall ensure acquisition documentation files are complete, properly audited and closed out.

5.1.1.5 The Contractor shall conduct purchasing support for acquisitions with emphasis on FAR Part 8, 12, and 13 procedures.

5.1.1.6 The Contractor shall identify contracts that may be used by PEO-EIS users to fulfill contract requirements, to include points of contact, telephone numbers, synopsis of scope, term, and URLs if documents are accessible via the web.

5.1.1.7 The Contractor shall perform document reviews. The Contractor shall review regulations, policies, contract and solicitation documents, prepare and present synopses of these documents, and conduct IT contract related studies and analyses leading to recommended process improvement.

5.1.1.8 The Contractor shall assist in Contract Administration and conduct post-award contracting tasks. These tasks include but are not limited to:

- Review of contract deliverables to ensure they are compliant and complete
- Maintaining delivery, task order and contract files, Task Order COR files, and Contract Surveillance Report files.
- Assistance with processing change orders and Equipment Change Proposal actions.

- Creation, update and maintenance of all contract publications, to include User Guides, Contract Management Plans and tools.
- Conduct Market Research and price analysis.
- Tracking deliveries, invoices and payments.
- Assistance with award fee monitoring, tracking, and administration.
- Performing activities in support of contract closeouts, to include tracking submission of and preparation of acceptance documents.
- Coordination with contract support organizations to accomplish assigned duties.
- Establish and maintain order files and backup documentation in electronic form.

5.1.1.9 The Contractor shall provide requirements generation and contract support for formal negotiated contract acquisitions to PEO and supported PM and project offices with respect to new acquisitions and ongoing contract actions

### **5.1.2 Finance Support**

The contractor shall provide Planning, Programming, Budgeting and Execution support to the PEO-EIS and its subordinate programs. The contractor will assist PEO-EIS in translating its planning decisions for outyear resource requirements into detailed, time-phased allocation requests during the Program Objectives Memorandum/Program Change Proposals (POM/PCP) submission. The contractor will prepare, review, and verify Appropriation, and IT Budget Exhibits in support of the Department of the Navy (DON) Budget Review, Office of the Secretary of Defense (OSD) Review, and the President's Budget submission to Congress. The contractor will coordinate with representatives from SPAWAR, the Resource Sponsor and FMB throughout the budget cycle to ensure any questions/concerns about programmatic information submitted are addressed. The contractor shall prepare and provide guidance and assistance to PEO-EIS Program Managers/Project Leads in the development of reclaims and issue papers.

The contractor shall assist the organization in its annual requirements generation, prioritization and spend plan development process. Financial analysts will utilize SAP/FIMS+ and FMIS2000 financial applications to create funding documents in support of the approved requirements. The contractor will be responsible for consistent monitoring and examination of the execution of PEO-EIS and Program funds as appropriate. Standard Reporting System (STARS) and iRAPS will be utilized to verify funds are being executed in an efficient manner and that programs are meeting obligations and expenditure benchmarks. The contractor will assist the BFM in assessing actual output against planned performance and will assist the PEO-EIS BFM in adjusting resources to achieve desired performance goals. Required Financial Tasks include:

**5.1.2.1 Planning and Programming Support.** Financial Requirements Generation and Prioritization: The Contractor shall assist the PEO-EIS Office in the development and justification of financial requirements. The Contractor shall assist in prioritization of requirements and shall analyze those requirements against projected funding, both funded

and unfunded. The Contractor shall submit the results in the requested format and within the customer's assigned schedule.

The Contractor shall assist in the preparation and maintenance of the PEO-EIS POM/PCP exhibits including POM/PCP briefing packages. The Contractor shall compile, maintain, update and track POM/PCP data and documentation throughout the budget cycle. POM/PCP briefing packages, POM/PCP Executive Summary and backup documentation shall be prepared in accordance with the POM/PCP exhibit standard within the time required to support the PEO-EIS schedule.

The Contractor shall support the Department of the Navy POM/PCP process, including Sponsor Program Proposals (SPP) preparation and "what-if" scenarios for all appropriations. POM/PCP submissions include the gathering, consolidation, and validation of requirements from all associated organizations to support government preparation of current and out-year spend plans. All information compiled to support the POM/PCP process shall be provided to the requestor within the timeframe assigned for POM/PCP submission in the format prescribed by the requestor.

**5.1.2.2 Budget Process Support/Budget Exhibit Preparation.** The Contractor shall provide initial budgetary products and updates to DON, OSD and President's Budget exhibits for all applicable appropriations. The Contractor shall prepare, review and verify initial, draft and final budget exhibits within the suspense time required by PEO-EIS and the Budget Submitting Office (BSO). Budget exhibits shall include all Appropriation exhibits, Information Technology (IT) exhibits to including the Exhibit 300, Capital Investment Report. The Contractor shall meet the accuracy, timeliness and quality requirements of the customer to include proper review of exhibits to verify program submissions are complete, accurate and consistent with other budgetary and programmatic information and any anomalies in a program's history or acquisition plan are sufficiently explained in order to reduce the possibility of adverse program adjustments. Documentation shall be prepared in accordance with directives and submitted to the requestor as required to ensure proper Financial Management.

The Contractor shall update budget control tracks and Executive Controls Summary in accordance with standard formats provided by the requestor. The Contractor shall provide accurate data and follow FMB, BSO, and Program Office budget guidance to support budget submissions. Correction of errors and revisions shall be published one (1) day after the change is identified.

The Contractor shall generate, update and draft budgetary reclaims, impact statements, and final issue papers as required. The Contractor shall prepare initial, draft, and final versions in accordance with FMB, BSO, and Program Office budget guidance within the time frame required by the requesting organization.

The Contractor shall support initial preparation and updates to budget data calls as required by Resource Sponsors, BSO, Congress, OSD, and FMB. The Contractor shall

prepare responses to initial, revised and final budgetary data calls, within the time required to support schedule deadlines and in the requested format.

**5.1.2.3 Execution Tracking and Metrics Support.** The Contractor shall generate, execute, and track funding documents using designated Navy Financial Management and tracking systems, specifically STARS and the SPAWAR's Financial Management Information System (FMIS). The Contractor shall maintain execution and out year and price year spend plans to track the status of funds, obligations and expenditures and ensure performance metrics (eg. FMB Benchmarks, performance targets) are being met and deviations to the plan are captured. The Contractor shall process funding requests within 24 hours of receipt and provide tracking reports within two (2) workdays of the request. The Contractor shall document and report deviations to PEO-EIS within 24 hours of discovery.

The Contractor shall provide initial execution data, analysis and updates in support of mid-year execution and program reviews. On an annual basis, the Contractor shall prepare midyear exhibits and justifications(s) and perform related program review analysis and documentation within the time required to support scheduled deadlines. Documentation shall be prepared in accordance with the midyear execution and program review standards cited in the SPAWAR Business and Financial Manager's Manual.

The Contractor shall populate and maintain "real time data" in corporate financial databases. The Contractor shall perform database entry as required to support PEO-EIS program schedules usually within 24 hours of receipt.

The Contractor shall support initial preparation and updates to execution data calls as required by the Program Office, Resource Sponsors, SPAWAR Comptroller, SPAWAR BFM, Congress, OSD and FMB. The Contractor shall support the PEO-EIS Business and Financial Manager in the preparation and submission of the following: Monthly status briefs, weekly financial updates, travel status reports, monthly cost of War execution status reports (if applicable), bi-weekly funding document log updates and annual task planning sheets. The Contractor shall prepare responses to execute initial, revised, and final data calls within the time requested to support schedule deadlines and in accordance with the customer requested data call standard.

The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls. The Contractor shall prepare initial, revised and final data calls within the time required to support scheduled deadlines. Updates shall be in accordance with standards prescribed by the customer.

The Contractor shall track and analyze execution data. The Contractor shall prepare both initial and revised initiation, commitment, obligation, and expenditure reports within the time required to meet program schedule deadlines and in accordance with customer standards.

The Contractor shall prepare and maintain initial and revised current execution spend plans as prescribed by the customers reporting requirements for prior year, execution year and future years. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative. Spend plans shall be maintained in accordance with time and format requirements prescribed by the customer.

The Contractor shall assist in the planning, preparation and organization of Activity Task Planning Sheets (TPS) and Funding Documents. Activity Task Planning Sheets and Funding Documents shall be prepared and maintained within the timeframe required by the customer, in accordance with the SPAWAR Financial Managers Manual.

The Contractor shall prepare ad hoc financial reports on an as-required basis. Ad hoc reports shall be provided to the requestor within the timeframe assigned and format requested by the customer.

**5.1.2.4 Advisory Services.** The contractor shall provide financial management advisory services to PEO-EIS and its assigned programs. Specifically in the areas of Department of Defense Information Technology Portfolio Repository Department of the Navy (DITPR DON) updates, and Business Modernization Management Programs compliance. The contractor shall also provide assistance in the review and verification of Program acquisition documentation, and quarterly reports to ensure accuracy of the financial information.

### **5.1.3 Administrative Support**

**5.1.3.1 Document Tracking.** The Contractor shall track document due dates, and follow-up on tickler notices on the day the document is due to ensure due dates are met.

**5.1.3.2 Program Office Documentation.** The Contractor shall be responsible for the collection, organization, filing and retrieval of PEO-EIS program office documentation. Documentation shall be promptly filed in accordance with local procedures.

**5.1.3.3 Calendar.** The Contractor shall maintain up to date, accurate PEO-EIS appointment, office, event, conference and conference room calendars as appropriate.

**5.1.3.4 Administrative Data Calls.** The Contractor shall support the gathering of inputs for PEO-EIS administrative data calls, drafting responses and revising data call responses reviewed by the PEO-EIS and/or PM in support of PEO-EIS.

**5.1.3.5 Meeting Minutes.** The Contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by PEO-EIS.

**5.1.3.6 Mail and Shipping.** The Contractor shall receive, open, review and route PEO-EIS mail and prepare outgoing correspondence and documents for mailing, including proper addressing and postage.

**5.1.3.7 Correspondence Tracking and Filing.** The Contractor shall create a method that supports document tracking and filing that monitors progress through the routing chain.

**5.1.3.8 Travel Planning and Travel Vouchers.** The Contractor shall schedule and coordinate government PEO-EIS travel plans, to include arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulations. When finalized, the Contractor shall furnish both a paper and electronic travel itinerary to the requestor. The Contractor shall prepare travel vouchers for government staff of PEO-EIS. This includes reviewing travel vouchers and identifying errors to the traveler, if necessary. Errors are to be reported immediately to the appropriate staff as directed by the PEO-EIS. Vouchers shall be prepared in accordance with the Joint Travel Regulation.

**5.1.3.9 Administrative Supplies.** The Contractor staff shall assist in supply inventory and maintenance. The Contractor shall prepare and present the government ordering representative a required supplies list on a monthly basis, or sooner if necessary, and assist in ordering and restocking of supplies.

**5.1.3.10 Meeting Support and Special Event Planning.** The Contractor shall provide technical and planning support for meetings, conferences and working groups, as necessary. This support shall include the coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor. The Contractor shall coordinate special events, meetings, conferences, and work groups.

**5.1.3.11 Graphics, Briefings and Multimedia Presentations.** The Contractor shall support the Program Office and Contracts Directorate staff with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel.

## **5.1.4 Logistics Support**

**5.1.4.1 Guidance Documents.** The Contractor shall review and analyze recommended or newly published changes to Department of Defense and Navy policy and regulatory guidance documents pertaining to acquisition, Automated Information Systems and Logistics Support, and provide input for recommended provisions, as directed by the Government.

**5.1.4.2 Acquisition Documentation.** The Contractor shall review, develop, and update logistics input to any acquisition documentation, and specifically milestone documentation in preparation for Milestone Decision Reviews (MDR) and In Process Reviews (IPR) of programs under PEO-EIS purview.

**5.1.4.3 Logistics Support Plans.** The Contractor may be required to develop Logistics Support Plans in support of MDR/IPR; develop impact statements, information papers,

point papers, etc., subject to Government approval, on logistics issues impacting PEO-EIS.

**5.1.4.4 Administrative Support.** The Contractor shall provide administrative support in the conduct of meetings, conferences and briefings, as tasked by the Government. Support may include such things as briefing slides. The Contractor shall also be required to prepare minutes of meetings and conferences, as required.

**5.1.4.5 Support Materials.** The Contractor shall provide support in preparing, updating, and maintaining briefings, graphic arts, audio-visuals, demonstrations and related support materials. This support shall be provided for diverse and multiple applications including: Milestone Decision Review; In-Process Reviews; Program Decision, Status or staff coordination meetings; program briefings to Director PEO-EIS, staff and other program related organizations and conferences as directed by the Government.

**5.1.4.6 Regulation and Directive Reviews.** The Contractor shall assist in the review of Government regulations and directives and provide technical advice and/or reports determining impacts on program requirements.

**5.1.4.7 Technical Inspection.** The Contractor shall conduct technical inspection and documentation of system(s) related hardware and/or software for applicability and compliance to program requirements.

**5.1.4.8 Quality Assurance Reviews.** The Contractor shall Perform Quality Assurance reviews of program events or documentation related to system(s) maintenance services, training operations, testing procedures, and other analyses of hardware or software equipment to ensure relevancy to program concepts.

**5.1.4.9 Technical Services.** The Contractor shall perform other technical services or documentation preparation associated with program acquisition and management of system(s) hardware or software as directed by the Government

## **5.1.5 Acquisition Support**

### **5.1.5.1 PEO-EIS Acquisition Support**

**5.1.5.1.1 Research, Analysis and Review of Acquisition Issues.** The Contractor shall conduct research/analysis/review of acquisition issues, and provide comments/recommendations regarding program efforts for PEO-EIS in all phases of program life cycle (cradle to grave). The Contractor shall assist in the development, review and/or revision of program acquisition documentation such as Acquisition Strategy/Plan; Cost, Budget, Schedule, Performance; Program Management Plan; Risk Management Plan; requirements and system specifications documents; Milestone Decision documentation; test and evaluation plans; Weekly SITREPs and Matrix Meeting Reports; logistics, configuration management and engineering plans; quality assurance and quality control plans; economic analyses and associated program resource documents; and other program related documentation as directed by the Government. The Contractor shall complete and submit assigned analyses, recommendations and reviews.

5.1.5.1.2 **Issue Action Tracker.** The Contractor shall establish, implement, manage and maintain Issue Action Tracker to support program requirements and PEO-EIS efforts. This task includes but is not limited to: issue entry, issue tracking, issue resolution and issue reporting. The contractor shall assist in the establishment of interfaces, client connectivity, and the use of the supporting database.

5.1.5.1.3 **Stand Up Meetings.** The Contractor shall attend daily PEO-EIS stand up meetings and take action on assigned tasks as well as track progress and facilitate issues.

5.1.5.1.4 **IA Tracking.** The Contractor shall support the PEO\_EIS staff in ensuring Information Assurance requirements are reviewed and that policies are updated and disseminated to the appropriate communities of interest (COI)

5.1.5.1.5 **MICP Support.** The Contractor shall assist PEO-EIS with development/establishment and implementation/management of Management Internal Control Program (MICP) requirements. Contractor will provide training is acquired for POC's as necessary

5.1.5.1.6 **Briefing Support.** The Contractor shall provide the administrative and technical support necessary to prepare briefing material in addition to providing the brief if required

#### 5.1.5.2 CMMI-AM Support

5.1.5.2.1 **CMMI Support.** The Contractor shall provide CMMI support, including process identification, document creation, and PEO-EIS and related Program training for CMMI-AM and the following PAs: Organizational Process Focus, Organizational Process Definition, Organizational Training, Program/Project Planning, Program/Project Monitoring & Control, Integrated Project Management, and Risk Management.

#### 5.1.5.3 Project Management Support

5.1.5.3.1 **Project Management.** The Contractor shall support PEO-EIS with on-going acquisition, production, and integration efforts in working group meetings, Integrated Product Team (IPT) sessions, process reviews (IPR), and other meetings, and prepare meeting materials and briefs as assigned. The Contractor shall analyze meeting information summarizing programmatic impacts and be prepared to provide current project status in response to external or internal data calls.

5.1.5.3.2 **Report/Data Collection.** The Contractor shall provide support for the daily collection and storage of information PEO-EIS efforts.

5.1.5.3.3 **Meeting Minutes.** The Contractor shall provide administrative support in the conduct of meetings, conferences and briefings, as tasked by the Government. Support may include such things as briefing slides. The contractor shall also be required to prepare minutes of meetings and conferences, as required.

5.1.5.3.4 **Support Materials.** The contractor shall provide support in preparing updating and maintaining briefing, graphic arts, audio-visuals, demonstrations and related support materials. This support shall be provided for diverse and multiple applications including: Milestone Decision Review; In-Process Reviews; Program Decision, Status or Staff coordination Meetings; program briefings to Director PEO-EIS, staff and other program related organizations and conferences as directed by the Government.

#### 5.1.5.4 PEO-EIS Stand Up

5.1.5.4.1 **POA&M Development.** The contractor shall participate in the development and management of POA&Ms to ensure proper planning, track program costs, resource utilization and schedule maintenance

5.1.5.4.2 **Goals & Objective.** The contractor shall chart and track organizational goals and objectives developed by PEO-EIS leadership and staff in order to align with mission

### 5.2 Public Affairs Office Support (PAO) (All section 5.2 tasks and subtasks O&MN Funded)

The Contractor shall provide the following management support to PEO-EIS office to assist them in achieving their goal of supporting PEO program implementation.

#### 5.2.1 Strategic Communications and Branding

5.2.1.1 **Strategic Communication Planning.** The Contractor shall assist in developing, updating and implementing the PEO-EIS Communications Strategic Plan including: Media Relations, Promotional Public Relations, Branding and Internal Communications. Updates shall be prepared annually and submitted within the required time frame.

5.2.1.2 **Communications Goals.** The Contractor shall assist in defining short and long-term PEO-EIS Communications goals, recommending programs and activities to meet those goals. The Contractor shall submit recommendations by the required due date as assigned by the requestor.

5.2.1.3 **Evaluate and Analyze PEO-EIS Program.** The Contractor shall evaluate and analyze PEO-EIS program results and present recommendations to senior leadership for changes in PEO-EIS communications. The Contractor shall prepare and submit an analysis report to the Program Manager within fourteen workdays of completing the analysis. This shall be prepared annually and submitted within the required time frame.

5.2.1.4 **Branding.** The Contractor shall assist in developing and implementing PEO-EIS branding strategies to increase awareness in both internal and external audiences as approved by the PEO. The Contractor shall propose at least three strategies for PEO

consideration as assigned, and fully develop and implement the approved strategy as directed by the PEO within the scheduled timeframe.

**5.2.1.5 Metrics Development.** The Contractor shall develop metrics to assess the effectiveness of communication tactics. The Contractor shall track agreed upon metrics and provide documentation of the metrics and measures in accordance with the format, style and content requirements specified by the PEO-EIS within two (2) workdays of request.

## **5.2.2 Media Relations**

**5.2.2.1 Media Relations Plan.** The Contractor shall develop a media relations plan that addresses media opportunities to proactively respond to emerging newsworthy issues. The Contractor shall establish and maintain active relationships with key media organizations and journalists, to ensure a continuing marketplace presence. All media relation activities shall be in conjunction with the PEO-EIS approval, and the Contractor shall never act as, nor speak on behalf of the U.S. Navy or the PEO-EIS office. The Contractor developed media relations plan will meet the requirements of SECNAVINST 5720.44A.

**5.2.2.2 Media Opportunities.** The Contractor shall proactively identify media opportunities to generate ongoing news about the organization, its mission and its leaders. The Contractor shall document and submit potential media opportunities to the PEO-EIS within one (1) workday of identification for review and approval.

**5.2.2.3 Media Stories.** The Contractor shall successfully place stories and opinion editorials in a variety of national and local print media. All Contractor stories and editorials shall be reviewed and approved by the PEO-EIS prior to submission. The Contractor shall submit stories and editorials to be published in national and local print media in the format and per the submission schedule of the publisher. The Contractor shall maintain a record of all submissions, the date submitted, organization POC and telephone number and date of publication or rejection, and the rejection reason, as appropriate.

**5.2.2.4 Media Interviews & Spokespersons.** The Contractor shall schedule spokespersons for media interviews upon authorization from the PEO-EIS and spokesperson availability. The Contractor shall identify and schedule spokespersons as early as possible, but with at least seven (7) days prior notice 90% of the time.

**5.2.2.5 Articles of Interest.** The Contractor shall conduct a thorough daily search for articles of interest to PEO-EIS. The Contractor shall save all articles in Adobe Portable Document Format (.pdf) using scanning or electronic conversion methods, and index the resulting files into the document archive and database for easy location and retrieval. The Contractor shall summarize each article in an e-mail and electronically distribute the e-mail to an authorized subscriber list no later than 0800 each working day. The Contractor shall manage the subscriber list, adding and deleting individuals as directed.

**5.2.2.6 Media Releases.** The Contractor shall draft media releases, statements and articles for release/use by the PEO-EIS Public Affairs Office. Media releases shall be accurate, complete and free of grammatical, typographical and spelling errors, and delivered by the required delivery date 95% of the time.

**5.2.2.7 Request to Query (RTQs) Subjects.** The Contractor shall develop, update and maintain a database of RTQs subjects. The Contractor shall assist PEO-EIS in preparing interviewee subjects for scheduled media interviews through the use of RTQ's, fact sheets and the like. The Contractor shall update the database within one (1) workday of receipt to ensure that interviewees are abreast on current topics.

**5.2.2.8 Chief of Information (CHINFO).** The Contractor shall assist the PEO-EIS in maintaining a coordinated relationship with Chief of Information. The Contractor shall schedule meetings, draft correspondence, and initiate conference calls between the PEO and CHINFO as requested by the PEO-EIS.

**5.2.2.9 Press Kits.** The Contractor shall prepare press kits for press conferences that consist of updated, timely and accurate information concerning PEO topics. The Contractor shall submit press kits to the PEO at least 24 hours prior to a scheduled press conference for review, and answer any questions or concerns regarding information contained within the kit.

### **5.2.3 Web Site & Portal Content Management**

**5.2.3.1 Website and Homeport Maintenance.** The Contractor shall maintain sections of the PEO-EIS Website and Portal directly related and supported by the PEO-EIS Public Affairs Office. The Contractor shall support the PEO-EIS Website, following the Client Executive software processes for release of information.

**5.2.3.2 PEO-EIS Homepage.** The Contractor shall update the PEO-EIS homepage and Press Room with links to articles, news stories, photos, and conference schedules. The Contractor shall format the content and articles to be linked, upload the items as appropriate using the required protocols (File Transfer Protocol (FTP)/others as required), and establish and test the links with minimal downtime during normal working hours. If it becomes necessary to take the homepage offline, the update shall be scheduled for evenings/weekends as approved by the PEO. The Contractor shall post PEO approved update content as soon as practical, but no later than seven working days after approval. The Contractor shall post content deemed time-sensitive within 24 hours of approval.

**5.2.3.3 Public Affairs Community.** The Contractor shall maintain the Public Affairs community as required in paragraph 5.2.3.2 for the PEO-EIS homepage.

**5.2.3.4 Web Liaison.** The Contractor shall serve as web liaison to the NMCI Prime Contractor and USMC web masters to ensure consistency and accuracy of information. The Contractor shall summarize all liaison activities and issues in the bi-weekly report.

### **5.2.4 Internal Communications**

The Contractor shall develop, submit for PEO approval, and implement PEO approved communication strategies directed to internal audiences in support of PEO-EIS strategic goals and objectives. The Contractor shall ensure written communications are clear, accurate and compelling throughout the PEO. The Contractor shall understand and apply journalistic standards appropriate to the project, target audience, and messaging objectives while demonstrating superior writing, proof reading and editing skills as follows:

**5.2.4.1 Internal Communication Plans.** The Contractor shall develop, submit for PEO approval and assist in the preparation of internal communication plans and strategies that support PEO-EIS goals and objectives, increase awareness, focus on current issues and upcoming events. The Contractor shall submit recommended plans and strategies within PEO-EIS assigned timeframes for consideration.

**5.2.4.2 Publications and Newsletters.** The Contractor shall manage and coordinate ongoing production of PEO-EIS publications and newsletters, recommend editorial policies and guidelines, and ensure accuracy and timely distribution. The Contractor shall develop, document and submit to the PEO for approval standardized procedure workflows to ensure PEO-EIS documents meet required guidelines. The Contractor shall maintain the workflows modifying them as necessary to achieve PEO objectives.

**5.2.4.3 Articles.** The Contractor shall research, write and edit articles highlighting the PEO-EIS programs and services that are of interest to the internal audience. The Contractor shall conduct interviews at all levels of the organization to obtain information used as the basis for articles of interest. Interviews shall be coordinated in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

**5.2.4.4 Written Support.** The Contractor shall provide written support for PEO-EIS in the preparation of fact sheets, naval messages, text for the PEO-EIS website, RTQ's and other internal communication products. The Contractor shall understand and apply journalistic standards appropriate to the project, target audience, and messaging objectives while demonstrating superior writing, proof reading and editing skills. The Contractor shall submit completed documents within the assigned timeframe.

**5.2.4.5 Generate Stories.** The Contractor shall suggest no less than two "good news" articles per month. The Contractor shall submit all "good news" stories to the PEO-EIS for consideration and approval prior to distribution.

## **5.2.5 Development and Maintenance of Outreach Materials**

The Contractor shall develop, write, update and maintain PEO-EIS outreach and marketing materials for use throughout all facets of the Public Affairs Program for the PEO-EIS and Program offices as follows:

**5.2.5.1 Fact Sheets.** The Contractor shall develop, write, update and maintain PEO-EIS fact sheets tailored to assigned topic, and containing both general information and specific technical information as assigned and approved by PEO-EIS. The Contractor

shall make approved fact sheets available to the customer in electronic format immediately upon request.

**5.2.5.2 Brochures.** The Contractor shall develop, write, update and maintain PEO-EIS brochures containing general and specific informational content as assigned by PEO-EIS. The Contractor shall produce and maintain the production files in accepted printer format, and coordinate brochure printing as authorized to maintain PEO inventories.

**5.2.5.3 Inventory of Promotional Items.** The Contractor shall maintain PEO inventory of promotional items. The Contractor shall research and suggest new items that directly support PEO-EIS goals and objectives. The Contractor shall manage the ordering, artwork and cost estimating of such promotional items as approved by PEO-EIS. The Contractor shall provide an accurate inventory of available promotional items to the PEO-EIS within one (1) workday of request.

## **5.2.6 Customer Satisfaction Communications**

The Contractor shall engage in a proactive communication plan targeting customer satisfaction issues, resolutions and surveys.

**5.2.6.1 Strategic Direction.** The Contractor shall set the strategic direction for engaging media, end users and other stakeholders on the subject of PEO customer satisfaction. The Contractor shall develop, maintain and implement a proactive communication plan that highlights and informs various stakeholders about customer satisfaction. The Contractor shall submit the required communication plan to the PEO for consideration within 30 days of task order award.

**5.2.6.2 Customer Satisfaction Surveys.** The Contractor shall evaluate and analyze customer satisfaction survey results and develop RTQ's, fact sheets and news releases for PEO publication. The Contractor shall submit analyses results with raw data to the PEO within 14 days of completing the analyses/evaluation.

**5.2.6.3 Customer Satisfaction Resolutions.** The Contractor shall stay informed on customer satisfaction resolutions and program implementations via liaison with customer satisfaction integrated programs and PEO-EIS leadership. The Contractor shall use this insight to provide clearly articulated program news to stakeholders and customers as assigned and within the release schedule of the PEO.

## **5.2.7 Booth Staffing Support and Maintenance for PEO Exhibits at Tradeshows and Conferences**

The PEO-EIS Public Affairs Office is responsible for scheduling, maintaining, shipping, storing and manning the PEO-EIS exhibit booth at trade shows and conferences. The Contractor shall maintain and support these functions as required by the PEO-EIS.

**5.2.7.1 Exhibit Displays.** The Contractor shall set up and disassemble exhibit displays at scheduled PEO-EIS tradeshows, conferences and other approved events. The Contractor shall ensure the exhibit displays are properly set up at least two (2) hours prior to event start, and that sufficient materials and displays are available, and fully functional.

**5.2.7.2 Exhibit Booth.** The Contractor shall staff the exhibit booth with qualified employees, distribute outreach materials, and answer questions. The Contractor shall coordinate with other integrated program teams within the PEO-EIS for the scheduling of technical support for staffing the exhibit booth. All travel requests in support of the Contractor's participation in staffing the exhibit booth shall be submitted to the PEO-EIS 30 days prior to the tradeshow/conference date for approval.

**5.2.7.3 Exhibit Booth Maintenance.** The Contractor shall maintain the PEO-EIS exhibit booth which includes storing it within the PEO-EIS office, managing the exhibit spare/replacement parts, keeping the information on the exhibit and exhibit materials up-to-date, maintaining the materials checklist to ensure all necessary exhibit materials are prepared/available, managing the exhibit booth schedule and shipping the PEO-EIS exhibit booth to/from scheduled conferences. The Contractor shall ensure the shipping of all required exhibit booth materials in sufficient time to ensure the exhibit arrives at the intended location prior to the event.

### **5.3 Management & Maintenance of Business Tools** (All section 5.3 tasks and subtasks O&MN Funded)

#### **5.3.1 Enterprise Portal Maintenance**

The PEO-EIS Portal is in use across the enterprise, and its use will continue to grow as PEO-EIS continues to include more programs into it's enterprise, and merge technologies and business processes to gain operational efficiencies. This collaboration, knowledge management and business tool product requires a baseline level of support for maintenance and continuity of operations to keep the Portal operational, and provide the users the minimum level of support required.

The contractor shall assist the government in performing the baseline level of PEO-EIS Portal operational sustainment activities to keep Portal Operational and provide the users the minimum level of support required. The baseline level of PEO-EIS Portal operational sustainment activities to be provided to keep Portal Operational and provide the users the minimum level of support required. This encompasses technical maintenance, content management support and user support and training. Specifically, this includes Project Management, System Administration, Security Administration, SharePoint Services Administration, technical troubleshooting and resolution of Portal and Business Tool functionality, baseline content management services, help desk, training/user assistance, DITSCAP product development and process facilitation, and hosting management to include migration to the NMCI enclave.

**5.3.1.1 Technical Maintenance.** The Contractor shall perform technical administration of the PEO-EIS portal. The tasks associated with this support include:

- Maintenance of the Application Database
- Software Updates and Patches
- Routine Content Backup
- Network Updates and troubleshooting
- Portal technical Troubleshooting
- Migration of Portal hosting to within the NMCI enclave or

approved NMCI alternative

**5.3.1.2 Content Maintenance.** The Contractor shall perform content Administration of the PEO-EIS Portal. The tasks associated with this support include:

- Development and management of an integrated project plan
- Help Desk
- Account Management
- Area and Site Creation
- Best Practices Recommendations

**5.3.1.3 Training.** The Contractor shall perform training for the PEO-EIS Portal. The tasks associated with this support include:

- New User Portal Training- group and individual
- Maintenance of online help documentation
- Maintenance of User documentation
- Business Tool Training

### **5.3.2 Enterprise Content Management**

The organization needs to establish, drive and sustain a knowledge sharing environment. Proper governance also needs to be established to ensure the processes and policies for sharing information across the PEO are in place, including, but not limited to, Portal content management policies, archiving procedures, and sensitive information guidance.

PEO-EIS is also responsible for the acquisition of Enterprise Information Systems across the DON. PEO-EIS continues to have more programs assigned within its purview. As programs are assigned PEO-EIS must integrate the programs to include their people, processes and technology. These programs have a need for collaboration, knowledge/information management and business process management.

The PEO-EIS Portal is to be used as the collaboration, knowledge/information management and business process management tool for the PEO-EIS and all of its associated programs. Where the program does not have such a tool, an integration effort is required in order to provide the program with a consistent tool for knowledge/information management, collaboration and business process management, so that they are able to operate at the PEO-EIS operational standard. Where a Program has such a tool already, a transition from the Programs previous tool to the PEO-EIS Portal must occur in order to eliminate redundancy and leverage a single technology, and incorporate the program into the PEO-EIS knowledge and process umbrella.

To create a knowledge sharing environment and increase organizational awareness by establishing the Knowledge Management Working Group and maintaining the required oversight to ensure compliance with the policies and procedures defined by the Working Group. Perform program knowledge/information integration and/or program portal transitions for 3 programs. This will facilitate bringing the appropriate programs under the PEO-EIS umbrella for capturing, tracking, organizing and retrieving content. This includes integration and transition analysis and integration and transition implementation.

Facilitation and support of the Knowledge Management Working Group and requirements definition, analysis and implementation of information sharing processes and policies and execution of Enterprise Portal Transition tasks.

**5.3.2.1 Knowledge Management Working Group Lead.** The Contractor will perform Portal Transition and/or Integration of 3 Programs' knowledge/information management requirements into the PEO-EIS Portal to include:

**5.3.2.1.1 Project Management.** The Contractor shall manage schedule, cost and performance associated with Portal integration and/or transition activities

**5.3.2.1.2 Portal Transition and/or Integration Analysis.** The Contractor shall conduct analysis required to plan, manage and implement Portal Transition and/or integration efforts. Specific activities associated with this support include, Architectural & Hosting Analysis, Licensing Analysis, Portal Requirements Analysis, and Data, Tool & User Analysis.

**5.3.2.1.3 Portal Transition and/or Integration Implementation.** The Contractor shall conduct implementation activities required to integrate and/or transition program's into PEO-EIS Portal. Specific activities include Architectural & Hosting Implementation, License Reconciliation, DITSCAP Update/Process, Portal Build out (Taxonomy, Sites, logo), Data, Tool & User Migration, and User Implementation (Deployment, User Comm, Training).

### **5.3.3 Acquisition Process Implementation**

PEO-EIS has a need for Business Process Management services to assist in creating a common set of Program Management Processes across the PEO-EIS. A common set of Program Management Processes will enable more rapid communication within the PEO-EIS and allow daily Program Management tasks to be completed at a faster pace.

The contractor shall facilitate the creation of the Program Management Processes within the PEO-EIS. The contractor will use Program Management Best Practices coupled with the institutional knowledge that already exists within PEO-EIS to create a standard set of Program Management Processes.

**5.3.3.1 Requirements Gathering.** Understanding that the PEO-EIS has institutional knowledge related to different Program Management functions, The Contractor shall gather the institutional knowledge that exists within the programs and incorporate this into the PM processes. Tasks associated with this support include:

- Lead requirements sessions with appropriate personnel to identify those PM processes that exist within the organization.
- Document these requirements for incorporation into processes.

**5.3.3.2 Process Creation.** The Contractor shall create the PM processes based upon input received from PEO-EIS personnel and best practices.

#### **5.3.4 Business Process Management**

The PEO-EIS environment is rapidly evolving. Accordingly, it is expected that even though the COTS functionality provided by a Portal will answer many needs, requirements for automating business processes are already more robust and will continue to grow and evolve over time. There is a need to provide PEO-EIS with custom-developed functionality that is not provided by the COTS solution and to ensure that existing custom-developed functionality still meets the needs of the organization.

The Contractor shall analyze business processes and create custom-functionality to automate these processes via the PEO-EIS Portal. The contractor shall assist the government in analyzing and improving processes and identifying immediate and emerging requirements for PEO-EIS Portal business tools. The contractor shall develop business tools based on the government's requirements as well as test and deploy the custom-functionality. The contractor shall also conduct training sessions for the PEO-EIS staff and ensure proper change management.

**5.3.4.1 Tool Identification and Design.** The Contractor shall perform the following activities in accordance with Tool Identification and Design:

- Process Analysis
- Requirements Gathering and Documentation
- Business Tool Design

**5.3.4.2 Tool Implementation.** The Contractor shall perform the following activities in accordance with Tool Implementation

- Development
- Testing
- Training

#### **5.4 Engineering Support** (All section 5.4 tasks and subtasks O&MN Funded)

**5.4.1 Risk Management.** The Contractor shall assist in performing analysis of risk and interdependencies on an enterprise level. The Contractor shall assist in identifying risk in the areas of cost, scheduling, budget, performance and staffing across all disciplines. The Contractor shall assist in developing a risk mitigation plan to reduce risk in the areas identified above. The Contractor shall create a POAM or schedule as part of the risk mitigation process.

**5.4.2 Key Performance Parameters (KPP).** The Contractor shall assist in identifying and developing the KPP's across all POE disciplines. The KPP's shall be developed from identified characteristics of the PEO systems.

**5.4.2.1 Performance Attributes.** The Contractor shall identify and develop performance attributes for PEO systems. These attributes can be operational or support related. Each attribute will have a measurable value associated with cost and schedule.

**5.4.2.2 Standardized Development of Performance Metrics.** The contractor shall assist in the development of performance metrics at the PEO enterprise level and the PEO program level. These metrics shall include but are not limited to; cost metrics and schedule metrics to include variance and identified thresholds.

**5.4.3 Technological Roadmap.** In support of the enterprise the Contractor shall assist in developing technological roadmaps to document the present and future state of the enterprise.

**5.4.3.1 Program Roadmaps.** The Contractor shall assist in developing technological roadmaps for the PEO programs. The PEO program level roadmaps shall be rolled into a PEO level roadmap identifying all PEO programs.

**5.4.3.2 Technical Strategies.** The Contractor shall assist in developing technical strategies and deployment time frames.

**5.4.3.3 New Technology.** The Contractor shall identify new technologically advanced products or items in support of the PEO-EIS mission. The Contractor shall assist in the review and assessment of emerging technologies in studies and reports as required.

**5.4.3.4 Roadmap Support.** The Contractor shall assist in developing System Requirement Reviews (SRR), Preliminary Design Reviews (PDR), and Critical Development Reviews (CDR).

**5.4.4 Technical Inspection and Documentation.** The Contractor shall assist or conduct technical inspection and documentation of system(s) related hardware and or software for applicability and compliance to program requirements.

**5.4.5 Program Reviews.** The Contractor shall perform reviews of PEO-EIS program events or documentation related to system(s), scheduling, maintenance services, training operations, testing procedures and any other analyses of hardware or software to ensure relevancy to program concepts. The Contractor shall take a systems engineering approach to looking at all programs across the enterprise. The Contractor shall perform and end to end review of the documents created as part of the roadmap support these documents include but are not limited to: System Requirement Reviews (SRR), Preliminary Design Reviews (PDR), and Critical Development Reviews (CDR).

**5.4.5.1 Technical Services.** The Contractor shall perform technical services and documentation preparation associated with program acquisition and management of system(s) hardware or software as directed by the COR. The Contractor shall conduct Low Rate Initial Production (LRIP) decisions and Full Rate Production (FRP) decisions.

**5.4.6 Briefing Services.** The Contractor shall provide support to Integration Division in the preparation, revision and review of program briefing materials, demonstrations and

related audio/visual requirements, including but not limited to; In-Process reviews; Program coordination meetings; and other program briefing materials as directed by the COR.

## 6 DELIVERABLES

The Contractor shall provide the following deliverables within the timeframe specified:

<b>PWS Section: Deliverable</b>	<b>Due Date</b>
<b>Program Level Management Support</b>	
Contract Support: Contracts Checklist	As required
Contract Support: Contracts Templates	As required
Contracts Support: Monthly Status Brief to VP	Monthly, Not later then the 10 <sup>th</sup>
Finance Support, Planning and Programming: POM/PCP Program Proposal	Per RS Schedule
Finance Support, Planning and Programming: Review Program Decision Memorandum	As required
Finance Support, Planning and Programming: Participate in Resource Sponsor Meetings	Weekly
Finance Support, Planning and Programming: Monitor Program Budget Information System Controls	Ongoing
Finance Support, Planning and Programming: Review Program Decision Memorandum and Prepare Reclama	As required
Finance Support, Budget Exhibit Preparation: Prior Year Actuals Submission	TBD – November
Finance Support, Budget Exhibit Preparation: President's Budget Exhibits	TBD – January/February
Finance Support, Budget Exhibit Preparation: Midyear Unfunded	TBD – March
Finance Support, Budget Exhibit Preparation: DoN Budget Review Exhibits	TBD – June/July
Finance Support, Budget Exhibit Preparation: OSD Budget Review Exhibits	TBD – August/September
Finance Support, Budget Exhibit Preparation: Review Navy BES Marks and prepare Reclamas	As required
Finance Support, Budget Exhibit Preparation: Review Program Budget Decisions and prepare Reclamas	As required
Finance Support, Execution Tracking and Metrics: Spend Plan Maintenance	Ongoing
Finance Support, Execution Tracking and Metrics: FMIS Account Creation & Maintenance	Ongoing
Finance Support, Execution Tracking and Metrics: FMIS Account Reconciliation	Quarterly
Finance Support, Execution Tracking and Metrics: Funding Document Creation & Tracking	Ongoing
Finance Support, Execution Tracking and	Weekly

Metrics: PEO-EIS Status Report		
Finance Support, Execution Tracking and Metrics: PEO-EIS Financial Status Brief		Monthly
Finance Support, Execution Tracking and Metrics: Program Financial Status Brief		Monthly
Finance Support, Execution Tracking and Metrics: Tri-Annual Review		Tri-Annually
Finance Support, Advisory Services: DITPR DON Updates		As required
Finance Support, Advisory Services: BMMP Certification		As required
Finance Support, Advisory Services: DAES Reports		Monthly
Finance Support, Advisory Services: Review Program Dashboards		Quarterly
Finance Support, Advisory Services: Quarterly Program Reviews		Quarterly
Administrative Support: PEO-EIS Phone List		As required, Updated as required
Administrative Support: Meeting Minutes		As required not later then 2 days following the meeting
Administrative Support: Travel Vouchers		As required
Logistics Support: Logistics Analysis		As required
Logistics Support: Briefings		As required
Acquisition Support, Program Mangement: Meeting Minutes		As required, not later then 2 days follwing the meeting
Acquisition Support, Program Mangement: Program review analysis		As required
Acquisition Support, Program Mangement: Program Business Process review and analysis		As required
Acquisition Support, Program Mangement: Perfomance Metrics Review		As required
Acquisition Support, Program Mangement: PEO-EIS Chronology		As required
Acquisition Support, PEO-EIS Support: PEO-EIS Issue Action Tracker Data		As required
Acquisition Support, PEO-EIS Support: Information Assurance Tracking		As required
Acquisition Support, PEO-EIS Support: MICP		As required
Acquisition Support, PEO-EIS Stand Up: Plan of Action and Milestones (POA&M)		As required
Acquisition Support, PEO-EIS Stand Up: Provide Goals/Objectives Chart		Updated Quarterly
<b>Public Affairs Office Support</b>		
Strategic Communication Plans		As required
Media Relations Plan		As required
Request to Query (RTQ)		As required
Trip Reports		As required
Monthly Communication Metrics Report		As required

<b>Management &amp; Maintenance of Business Tool</b>		
Enterprise Portal Maintenance: Maintenance and trouble shooting Log		Monthly, Not later then the 10 <sup>th</sup>
Enterprise Portal Maintenance: Project Schedule		Initial document due 15 days after contract award
Enterprise Portal Maintenance: Monthly Status Reports		Monthly, Not later then the 10 <sup>th</sup>
Enterprise Portal Maintenance: Updated Content Management Plan		In accordance with project schedule
Enterprise Portal Maintenance: User Documentation Updates		In accordance with project schedule
Enterprise Portal Maintenance: Training Sessions		In accordance with project schedule
Enterprise Content Management: Establishment of KM Working Group		December 31, 2007
Enterprise Content Management: Creation of KM Working Group Charter		February 28, 2007
Enterprise Content Management: Best Practices Documentation		Ongoing, As required
Enterprise Content Management: Information Sharing Processes and Procedures Documentation		Ongoing, As required
Enterprise Content Management: Transition/Integration Project Plan integrated into PEO-EIS Portal Master Project Plan		30 days after program transition/integration cycle begins
Enterprise Content Management: Updated Taxonomy		In accordance with project schedule
Enterprise Content Management: Requirements Documentation		In accordance with project schedule
Enterprise Content Management: Data Migration Plan		In accordance with project schedule
Enterprise Content Management: Updated Change Management Plan		In accordance with project schedule
Enterprise Content Management: Licensing Analysis		In accordance with project schedule
Enterprise Content Management: Updated SSAA as required		In accordance with project schedule
Enterprise Content Management: Updated Network Architecture Diagram		In accordance with project schedule
Enterprise Content Management: Training		In accordance with project schedule
Acquisition Process Implementation: Budget Management Process		Sept 30, 2007
Acquisition Process Implementation: Performance Management Process		Sept 30, 2007
Acquisition Process Implementation: Risk Management Process		Sept 30, 2007
Acquisition Process Implementation: Schedule Management Process		Sept 30, 2007
Business Process Management, Tool Identification and Design, New Iteration of the Pricing Performance Model: Requirements Documentation		Due at the end of the first month of each cycle*

Business Process Management, Tool Identification and Design, New Iteration of the Pricing Performance Model: Design Documentation		Due at the end of the sixth week of each cycle*
Business Process Management, Tool Identification and Design, New Iteration of the Issue Action Tracker: Requirements Documentation		Due at the end of the first month of each cycle*
Business Process Management, Tool Identification and Design, New Iteration of the Issue Action Tracker: Design Documentation		Due at the end of the sixth week of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Pricing Performance Model: Test Plan and Test Scripts		Due at the end of the third month of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Pricing Performance Model: Test Results		Due at the end of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Pricing Performance Model: Release		Due at the end of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Issue Action Tracker: Test Plan and Test Scripts		Due at the end of the third month of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Issue Action Tracker: Test Results		Due at the end of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Issue Action Tracker: Release		Due at the end of each cycle*
<b>Engineering Support</b>		
Risk Management: PEO Risk Mitigation Plan, including POAM and Schedule		As Required
KPP: PEO Performance Attributes		As Required
KPP: PEO Enterprise Level Performance Metrics		As Required
Technological Roadmap Support: PEO Enterprise Level Technological Roadmap		As Required
Technological Roadmap Support: PEO Level Technological Roadmap		As Required
Program Reviews: PEO Program Review Documentation		As Required

\*A development cycle is based on a four-month time period

## **7 GOVERNMENT FURNISHED PROPERTY**

The Government will provide property, information, and/or material for the performance of this Task Order, including NMCI seats for performance duties of contractor working on government site and NMCI accounts for contractors working on contractor site.

## **8 ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SECTION 508 ACCESSIBILITY STANDARDS DETERMINATION OF APPLICABILITY**

This requirement has been reviewed and is for EIT. All web-based intranet and Internet information systems developed as associated with this PWS shall meet the requirements as applicable in the following 36 CFR 1194 accessibility standards:

1194.21 - Software Applications and Operating Systems

1194.22 - Web Based Intranet and Internet Information and Applications

1194.23 - Telecommunications Products

1194.24 - Video and Multimedia Products

1194.25 - Self-contained, Closed Products

1194.26 - Desktop and Portable Computers

1194.31 - Functional Performance Criteria

The standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device(s), but merely require that the EIT be compatible with such software and device(s) so that it can be made accessible if so required in the future.

Contractors may propose products or services that result in substantially equivalent or greater access to and use by individuals with disabilities; this is known as equivalent facilitation.

All 508 compliance and compliance issues are to be addressed by the Government customer and the contractor.

## **9 SECURITY**

The nature of this task may require access to SECRET information. The work performed by the Contractor may include access to SECRET data, information and spaces. The contractor may be required to attend meetings classified at the SECRET level.

Note: If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC SD foreign travel team, OTC2, Room 1656 for action. A Request for Foreign Travel form shall be submitted for each traveler, in advance of the travel to initiate the release of a clearance message at least 35 days in advance of departure. Each Traveler must also submit a Personal Protection Plan and have a Level 1 Antiterrorism/Force Protection briefing within one year of departure and a country specific briefing within 90 days of departure.

## **10 NAVY MARINE CORPS INTRANET (NMCI)**

The nature of this task does not require contractors to procure NMCI seats for personnel working at the contractor site. Contractors working on site in Government spaces will be provided an NMCI seat, if required. Contractors will be required to obtain an NMCI user account.

## **11 BEST PRACTICES**

Work performed by the Contractor shall provide support to PMW 164 and SPAWAR command-level "Best Practices" principles incorporated in the SPAWAR Program Manager's Toolkit Acquisition Support Office Guides (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Program Manager's Handbook; (4) Scheduling Guide; (5) Systems Engineering Guide; (6) Technology Alignment Guide and support the command wide implementation process.

## **12 TECHNICAL POINTS OF CONTACT**

Task Order Manager: Jennifer Freed, 1225 South Clark St, Suite 1000, Arlington, VA 22202, 703-699-3208, [jennifer.freed@navy.mil](mailto:jennifer.freed@navy.mil)

The Financial POC for this task order is CDR Jimmy Boss, 1225 South Clark St, Suite 1000, Arlington, VA 22202, 703-699-3209, [jimmy.boss@navy.mil](mailto:jimmy.boss@navy.mil)

## **13 WORKLOAD ESTIMATE**

The following workload data is provided for informational purposes only to assist you in estimating the price of this Task Order. It, in no way, suggests that this is the effort required by this Task Order, or what you should propose to perform this work as defined.

CLIN 1001 (FY 2007):

Section/Title	# of FTEs
5.1 Program Management Support	15
5.2 Public Affairs Office Support	2
5.3 Management & Maintenance of Business Tools	19
5.4 Engineering Support	3
<b>Total</b>	<b>39</b>

CLIN 1101: 36  
CLIN 1201: 35  
CLIN 1301: 34  
CLIN 1401: 33

Travel/ODCs:

CLIN 3001: \$200,000  
CLIN 3101: \$180,000  
CLIN 3201: \$180,000  
CLIN 3301: \$180,000  
CLIN 3401: \$180,000