

**SEAPORT
PERFORMANCE WORK STATEMENT**

Navy Marine Corps Intranet (NMCI) Program Office Support Services

1.0 INTRODUCTION

The Program Manager (PM) for the Navy Marine Corps Intranet (NMCI) is acquiring Program Management, Financial Management, Procuring Contracting Officer (PCO), Administrative, Public Affairs Office, and Engineering support services in support of the NMCI. The PM NMCI is responsible for fielding, oversight and addressing long term support strategies of the Navy/Marine Corps Intranet.

2.0 BACKGROUND

The Navy Marine Corps Intranet is a comprehensive, enterprise-wide initiative that will make the full range of network-based information services available to Sailors and Marines for day-to-day activities and in time of war. NMCI will give the Navy and Marine Corps secure universal access to integrated voice, video and data communications. It will afford pier-side connectivity to Navy vessels in port, and it will link more than 360,000 desktops across the United States as well as sites in Puerto Rico, Iceland and Cuba.

The mission of the PM for NMCI is the acquisition of Information Technology (IT) systems that enhance the capability of Navy and Marine Corps war fighters resulting in the revolutionary acquisition of the Navy Marine Corps Intranet (NMCI). The breadth and complexity of this program continues to require the expertise and experience of government and industry organizations that have demonstrated successes in similar projects.

3.0 SCOPE

The objective of this task order is to obtain Program Management, Financial Management, Procuring Contracting Officer (PCO), Administrative, Public Affairs Office, and Engineering support services support services as described in Section 5.0. The primary place of performance shall be on-site at PM NMCI facilities in Arlington VA; however, approximately 8-10 FTEs of contractor support will be required in San Diego, CA to provide program management, financial management, and administrative support for NMCI activities at Space and Naval Warfare Systems Command headquarters.

4.0 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

Document Type	No./Version	Title	Date
Code of Federal Regulation	Title 48, Vol 2	Defense Federal Acquisition Regulation Supplement	15-Dec-03
Contract #	N00024-00-D-6000	Navy Marine Corps Intranet (NMCI)	01-Nov-00
Director, NMCI	Version 1.0 Under revision	Navy Marine Corps Intranet Execution Discipline Policy	8-Jun-04
Director, NMCI	Version 1.03	Navy Marine Corps Intranet Execution Seat transition Process and Associated Business Rules	2-Mar-05
Director, NMCI	Version 1.3 (under revision)	Navy Marine Corps Intranet Site Deployment Guide	9-Jun-04
Director, NMCI	Version 6.17 (under revision)	Navy Marine Corps Intranet Joint Transition Checklist	
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 1	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	

Document Type	No./Version	Title	Date
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
ASN (RD&A)		Acquisition Policy	7-Mar-05
GAO	04-671	Vendor Payments: Inadequate Management Oversight Hampers the Navy's Ability to Effectively Manage Its Telecommunication Program.	
DOD	8570.1-M	Information Assurance Workforce Improvement Program	19-Dec-05

5.0 PERFORMANCE REQUIREMENTS

The Contractor shall perform the following tasks in accomplishing the requirements of this order. The Contractor shall provide the necessary timely assistance to meet emergent requirements as requested by the PM NMCI.

5.1. Program Management (All section 5.1 tasks and subtasks O&MN funded)

5.1.1. Project Management Data. The Contractor shall provide management support services to assist in the preparation, maintenance, review and distribution of project management data inclusive of: (1) executed contract documents; (2) Work Breakdown Structures (WBS), (3) project schedules, (4) metrics/special reports and supporting documentation and (5) Plans of Action and Milestones (POA&Ms). The Contractor shall process management data within 24 hours of receipt, updating project files. Contract files shall be provided within four hours of receipt of an authorized request.

5.1.2. Draft Project Schedule. The Contractor shall develop a draft project schedule that will be used to develop and track cost, schedule and performance risk. The Contractor shall update the project schedule as necessary to reflect project tasks and delivery schedules. The Contractor shall submit the draft project schedule within 10 workdays after contract award to the Technical Point of Contact (POC) for review and approval.

5.1.3. **Project Status Reports.** The Contractor shall submit project status reports on a bi-weekly basis. Reports shall be submitted to the TPOC, be free of errors and submitted in the format specified by the requestor.

5.1.4. **Quality Control Procedures.** The Contractor shall analyze NMCI Quality Control procedures and provide written recommendations for improvement as required in the approved project schedule.

5.1.5. **Management Tools.** The Contractor shall evaluate PM NMCI management tools and provide recommendations to increase program management efficiencies. Recommendations shall be presented in briefings prepared and submitted in accordance with policy per direction from the requestor.

5.1.6. **Organizational Training.** The Contractor shall provide organizational training to program personnel in the establishment of new processes and procedures necessary for successful implementation of new automated tool sets. The Contractor shall submit the training agenda to the Program Manager for approval no later than thirty days prior to the scheduled training. The Contractor shall publish the approved agenda and schedule no later than fourteen (14) days prior to the training, and notify all interested parties electronically.

5.1.7. **Program Management Analysis Reports.** The Contractor shall prepare project management analysis reports including current project status in response to external or internal data calls. Reports shall be prepared and submitted on an ad hoc basis as necessary or directed to support the PM NMCI.

5.1.8. **Decision Documentation Process.** The Contractor shall support the development and coordination of the acquisition and milestone decision documentation process. The Contractor shall assist in preparation, maintenance, analysis, review, delivery and tracking of acquisition documentation. The Contractor shall prepare and submit acquisition documentation required to meet the program acquisition milestones within the required schedule. During this coordination, the Contractor shall document all coordination efforts in Contractor format and submit detailed weekly progress reports to the requestor. The Contractor shall make special note of potential delays affecting the project and recommend ways to eliminate the delays.

5.1.9. **Representative Support.** The Contractor shall support PM NMCI representatives with on-going acquisition, production, and integration efforts at working group meetings, Integrated Product Teams (IPT) sessions, in-process reviews, and other meetings as assigned. The Contractor shall attend working group meetings, IPT sessions, in-process reviews, and other meetings, prepare meeting materials and briefs as assigned by PM NMCI. The Contractor shall analyze meeting information summarizing programmatic impacts within four days of the meeting, in accordance with the requestor's format.

5.1.10. Organizational Metrics. The Contractor shall prepare and maintain organizational metrics (e.g. balanced scorecard). The Contractor shall prepare and maintain metrics in the form or format as assigned by the requestor and be available for ad hoc data calls within the timeframe assigned by the customer.

5.1.11. Contract Information Databases/Spreadsheets. The Contractor shall establish, maintain, modify and update contract information databases/spreadsheets to support program requirements. This task includes data entry, problem resolution, use of formulas and other data/statistical analysis tools including graphs, pivot charts, and custom reports. The Contractor shall assist in the establishment of interfaces, client connectivity, and use of the supporting database. The information database shall be current, complete, and meet the schedule dates assigned by the requestor. The Contractor shall correct database errors within 24 hours of notification.

5.1.12. Performance Management Analysis. The Contractor shall provide performance management analysis and assessments to the NMCI T&E Director and other key decision makers within the office of PM NMCI. The performance management analysis effort shall focus on Service Level Agreements (SLA); customer satisfaction elements; non-SLA contract requirements; non-contract performance metrics; management of performance date; and lessons learned in regards to program performance. Contractor analysis shall be submitted in the approved format and within the requested schedule as assigned.

5.1.13. Program Performance Plan. The Contractor shall support the creation of a program performance plan. The Contractor shall provide analysis and reporting in response to external mandates and requirements on performance management. The Contractor shall review, research and make recommendations as assigned to ensure the program performance plan satisfies PM NMCI requirements.

5.1.14. Successful Performance Management Support. The Contractor shall provide reports, analysis, and products for the PM NMCI to support successful performance management. The Contractor shall collect data through customer satisfaction surveys and SLA monthly data reports to create program performance management products. The Contractor shall provide subject matter expertise analysis regarding Validation and Verification (V&V) efforts and ad-hoc briefings for the PM NMCI. The Contractor shall prepare necessary materials for the requested analyses, reports, briefings and products. Contractor prepared management products shall improve NMCI performance management oversight and reporting.

5.1.15. Trend Analysis. The Contractor shall perform monthly trend analysis on performance metrics, including SLA and non-SLA metrics as assigned.

5.1.16. Subject Matter Expertise. The Contractor shall provide subject matter expertise to develop support briefings related to performance management and for analysis to PCO and other NMCI efforts. Contractor prepared briefings and analyses shall be submitted within the requested timeframe.

5.1.17. Lessons Learned File. The Contractor shall maintain an enterprise lessons learned file regarding performance management, including creation of performance metrics, and management of performance metrics processes. The Contractor shall create and submit suggested updates to the lessons learned file at least quarterly for review and approval.

5.2. Financial Management (All section 5.2 tasks and subtasks O&M,N funded)

The Contractor shall provide support to the PM NMCI in performing financial management and financial execution functions including spend plan development, requirements development, Budget Exhibit preparation, and financial execution metrics tracking and reporting. The Contractor shall respond to internal and external data calls, and prepare financial execution documents as assigned. The Contractor shall be collocated with PM NMCI, and shall interface with other Navy and Marine Corps activities in support of NMCI program execution. Required Financial Management tasks include:

5.2.1. Execution Tracking and Metrics Reporting. The Contractor shall perform the following tasks as they relate to Execution Tracking and Metrics Reporting:

5.2.1.1. The Contractor shall provide execution of funding documents using accounting program tracking systems Standard Reporting System (STARS), SPAWAR's Financial Management Information System (FMIS) and other tools to prepare reports for reporting requirements. 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 (e.g., Financial Management & Budget (FMB) Benchmarks, PM NMCI 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 request. The Contractor shall document and report deviations to the PM NMCI within 24 hours of discovery.

5.2.1.2. 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 justification(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 reviews standards cited in the SPAWAR Business and Financial Manager's Manual referenced in Section 4.0.

5.2.1.3. The Contractor shall populate and maintain "real time data" in corporate financial databases, e.g., Financial Management Information Systems (FMIS) 2000, Intranet Resource Allocation Planning Systems (IRAPS), and System Applications and Products (SAP). The Contractor shall perform database entry as required to support PM NMCI program of record schedules, usually within 24 hours of receipt.

5.2.1.4. The Contractor shall support initial preparation and updates to execution data calls as required by the Program Office, Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM, Congress, Office of the Secretary of Defense (OSD), and FMB. The Contractor shall support the PM NMCI Business & Financial Manager in the preparation and submission of the following: PM NMCI Monthly Status Briefs, weekly Financial Updates, Travel Status Reports, monthly Cost of War Execution Status Reports (if applicable), bi-weekly Financial Data Reconciliation Report (STARS vs. FMIS2000), annual obligation phasing plans, 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.

5.2.1.5. 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.

5.2.1.6. 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.

5.2.1.7. The Contractor shall prepare and maintain initial and revised current execution spend plans as prescribed by the customer's 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.

5.2.1.8. 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 Manager's Manual.

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

5.2.2. Budget Process Support/Budget Exhibit Preparation. The Contractor shall perform the following tasks as they relate to Budget Process Support/Budget Exhibit Preparation:

5.2.2.1. The Contractor shall provide initial budgetary products and updates to draft and existing President's/Office of the Secretary of Defense (OSD)/FMB budget exhibits for all applicable appropriations. The Contractor shall prepare initial, draft, and final President's/OSD/FMB budget exhibits within the time required to support PM

NMCI schedule. Budget exhibits shall include all special exhibits and the Department of Navy, Chief Information Officer (DoN CIO) Information Technology (IT) budget, including the Exhibit 300, Capital Asset Plan and Business Case. The Contractor shall meet accuracy, timeliness and quality requirements of the customer. Documentation shall be prepared in accordance with Section 4.0 directives and submitted to the requestor as required to ensure proper Financial Management.

5.2.2.2. The Contractor shall update budget controls tracks and Executive Controls Summary in accordance with standard formats provided by the requestor (FMB, OSD, and President's Budget). The Contractor shall provide accurate data and follow PEO C4I and Program Office guidance within the time frame required to support budget submissions 98% of the time. Correction of errors and revisions shall be published one (1) day after the change is identified.

5.2.2.3. The Contractor shall generate, update and draft up to ten budgetary reclamation, impact statements, and final issue papers per budget cycle. The Contractor shall prepare initial, draft, and final versions in accordance with FMB, OSD, SPAWAR, and Program Office budget guidance within the time frame required to support the PM NMCI's schedule.

5.2.2.4. The Contractor shall prepare up to ten annual initial, revised and final issue papers in accordance with FMB, OSD SPAWAR and Program Office guidance and within the assigned schedule to support PM NMCI.

5.2.2.5. The Contractor shall support initial preparation and updates to budget data calls as required by Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM, 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.

5.2.2.6. The Contractor shall support the Program Office by responding to budget review questions in response to the FMB, OSD, and PB budget submissions; what-if drills, up to ten times annually; Congressional Plus-Up release papers up to four times annually; responding to Congressional Requests for Information (RFI) up to five times annually; and preparing program status briefings to higher authority up to two times monthly. The Contractor shall complete budget support within the assigned timeframe to meet the technical and quality requirements assigned by the requestor.

5.2.3. Program Objective Memorandum (POM)/Program Review (PR). The Contractor shall perform the following tasks as they relate to POM and PR:

5.2.3.1. The Contractor shall assist the PM NMCI 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.

5.2.3.2. The Contractor shall assist in the preparation and maintenance of the PM NMCI POM/PR exhibits including POM/PR briefing packages. The Contractor shall compile, maintain, update and track POM/PR data and documentation through the budget cycle. POM/PR briefing packages, POM/PR Executive Summary and backup documentation shall be prepared in accordance with the POM/PR exhibit standard within the time required to support the PMW (NMCI Program Management Office) and PEO schedules.

5.2.3.3. The Contractor shall support the Department of the Navy POM/PR process, including Sponsor Program Proposals (SPP) preparation and “what-if” scenarios for all appropriations. POM/PR 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/PR process shall be provided to the requestor within the timeframe assigned for POM/PR submission in the format prescribed by the requestor.

5.2.4. **Contracts Support.** The contractor shall assist the government in conducting contracting activities in executing the current fiscal year spend plan for PM NMCI and its associated programs. This task shall include the following activities:

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

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

5.2.4.3. 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.

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

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

5.2.4.6. The Contractor shall identify contracts that may be used by NMCI 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.

5.2.4.7. 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.

5.2.4.8. 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.

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

5.3. **Procuring Contracting Officer Support (PCO) Support** (All section 5.3 tasks and subtasks O&MN funded)

5.3.1. **NMCI Seat Ordering Process.** The Contractor shall support the PM NMCI, in the management of annual NMCI Contract Seat Service Orders for all Navy and Marine Corps claimants/major commands. The specific actions associated with this include providing metrics, providing customer support and tracking orders. The Contractor shall also manually track and analyze seat orders to assess contract minimums and compliance with schedule assurance.

5.3.1.1. The Contractor shall track and report de-obligated seat service status reports, on an as required basis. The Contractor shall provide updated metrics for discontinued seat service within four hours of request and provide performance metrics for the Requirements Prioritization and Management meetings and for reporting to senior leaders. The Contractor shall track de-obligations and assist in assessing the amount of funds should be withheld to cover annual contract minimums.

5.3.1.2. The Contractor shall maintain a daily worksheet of NMCI Enterprise Seat Services ordering data, drawing data from eMarketplace in order to provide daily updated information on enterprise seat orders and respond to data calls. The Contractor shall advise the PM NMCI on as-required basis on seat order data captured from NMCI Prime Contractor's eMarketplace system. The Contractor shall update the spreadsheet at least

once each week, at the start of the day to ensure data provided is up to date. The Contractor shall correct worksheet data errors within two hours of notification.

5.3.2. Advisory Services. The Contractor shall perform the following tasks as they relate to Advisory Services:

5.3.2.1. The Contractor shall provide financial and programmatic advisory services to the PM NMCI . The Contractor shall be available daily to support emergent requirements and issues. The Contractor shall be responsible for researching and providing timely responses to financial inquires from the PM NMCI. All documentation shall be free of errors and delivered to the PM NMCI as required to ensure proper Financial Management.

5.3.2.2. The Contractor shall provide budget documentation in support of data calls issued by the NMCI BFM, expenditure information for the PCO travel budget, preparation of budget task sheets and other data to support the Contracts Directorate portion of the FMIS system. The Contractor shall respond to requests for information and documentation within one (1) workday. The Contractor shall submit documentation in the proper format, as specified by the requestor.

5.3.3. NMCI PCO Team Support. The Contractor shall provide acquisition support to the NMCI PCO team with resolution of DoN acquisition related issues. This support shall include technical cost estimating support to enhance its ability to effectively negotiate unpriced CLIN items. Elements of this support shall include researching, developing and managing required documentation needed to support becoming a Program of Records, ACAT Designation and contract re-competition. The Contractor shall provide project plan documentation and status reports that support Acquisition and Recompetition Strategy.

5.3.3.1. The Contractor shall assist the NMCI PCO team with the resolution of emergent contracting issues including tracking, management and negotiation of unpriced CLIN items, Enterprise order processing, invoicing issues, and general oversight of contract minimums and schedule assurance. The Contractor shall provide expert management assistance to the PCO as requested to provide proper administration and management of the NMCI contract. The Contractor shall provide analysis, industry standard prices and negotiation positions for CLIN items; review and submit recommendations for invoicing issues; and provide research and suggestions for NET operations and training, within the assigned timeframe.

5.3.3.2. The Contractor shall provide the PCO team with contracting policy guidance, including the ability to address levels common to the Defense Acquisition Workforce Improvement Act (DAWIA) Level Three. The Contractor shall research and provide the requested policy guidance, updates to policy documents and suggestions within the required timeframes and schedules. The Contractor shall summarize all activity assistance to the PCO in the monthly report and identify any outstanding issues.

5.3.3.3. The Contractor shall attend meetings, conferences, NCAT and facilities teleconferences and briefs as assigned by the PCO. The Contractor shall prepare all necessary materials for these events, and submit them to the PCO in sufficient time to allow review and correction. The Contractor shall submit meeting minutes to the PCO team within four days on the meeting.

5.3.4. **Cost Estimating.** The Contractor shall perform the following tasks as they relate to Cost Estimating:

5.3.4.1. The Contractor shall develop independent cost estimates for use in up to 150 unpriced CLIN negotiations per year. The Contractor shall ensure cost estimates are properly documented, prepared and submitted in accordance with Section 4.0 Directives.

5.3.4.2. The Contractor shall coordinate efforts with DoN and USMC acquisition analysts in order to ensure consistent application of pricing policy between DoN and USMC. The Contractor shall maintain a master pricing list to ensure consistency and update the list according to NMCI pricing changes. The Contractor shall summarize all pricing coordination efforts in the monthly report.

5.3.4.3. The Contractor will be a liaison between the contracting team and the technical teams in order to assist with the preparation of Independent Government Estimates for award of new CLINS to the existing main NMCI contract. The Contractor shall provide advice and administrative support to the contract negotiators during the Unpriced CLIN process.

5.3.4.4. The Contractor shall assist in documenting and help coordinate users' new requirements, assist in performing pricing determination, and communicate those requirements and determinations to the customer. The Contractor will participate in weekly Unpriced CLIN meetings and Requirements Technical Review Boards (RTRB) as needed in managing new requirements.

5.3.5. **RAP Tool.** The Contractor shall perform the following tasks as they relate to the RAP Tool:

5.3.5.1. The Contractor shall support and maintain the Requirements to Award Process Tool (RAP Tool) used to gather and document user requirements. The Contractor shall enter new data within 24 hours of receipt with 90% accuracy. The Contractor shall make requested corrections within 4 hours of notification. The Contractor shall participate in routine reviews of RAP actions and maintain current status of all active requirements.

5.3.5.2. The Contractor shall retrieve data and format required weekly and monthly metrics reports from the RAP Tool. Standard reports shall be generated and submitted on time as required, and the Contractor shall respond to ad-hoc requests for information within 24 hours of an authorized request in the format requested. The

Contractor shall participate in weekly RAP Tool meetings to assist in the oversight of user requirements.

5.3.5.3. The Contractor shall document submit and track to resolution, RAP system changes and maintenance issues. The Contractor shall note RAP issue resolution progress in the monthly report. The Contractor will provide user support in a timely manner and will analyze requests to increase efficiency and functionality in the RAP tool. The Contractor shall assist in the integration of the RAP tool with Enterprise Information Technology Management System (EITSMS).

5.3.6. **Intranet Management.** The Contractor shall assist the PM NMCI with managing the intellectual capital associated with the NMCI program. The Contractor shall develop an NMCI Procuring Contracting Officer (PCO) community of interest on the NMCI portal. The portal shall be used to maintain/control project documentation (to include version control and workflow), track action items, and track milestones via a project calendar as follows:

5.3.6.1. The Contractor shall develop taxonomy for the NMCI PCO intranet community. The Contractor's draft taxonomy shall be submitted for review according to the approved project schedule and in the PCO's format. The Contractor shall correct and submit the final taxonomy as directed by the PCO.

5.3.6.2. The Contractor shall develop an automated metric capability system to assist with monitoring contract minimums. The automated system shall track/coordinate and analyze information available from the demand model, the NET and eMarketplace, and provide the PCO with formatted reports and queries necessary for PCO management of contract minimum status. The Contractor shall properly document the system and provide a users handbook. The Contractor shall develop the automated system using standard NMCI available software and deliver and implement the system as required in the approved project schedule. The Contractor shall deliver the automatic metric capability system to PM NMCI, to include all data rights and source code for the system.

5.3.6.3. The Contractor shall develop and maintain a repository of Frequently Asked Questions (FAQs) that can be posted to a public web site and/or used in press kits. The FAQs shall be delivered as required by the approved project schedule and updated at least monthly.

5.3.6.4. The Contractor shall maintain an electronic contract file for the NMCI PCO. The Contractor shall update the electronic contract file within one (1) workday of modification, task order, or contract award. The Contractor shall assist in disseminating contract modifications and will assist in establishing new CLINS in NET and eMarketplace

5.3.6.5. The Contractor shall populate and maintain content for the NMCI intranet community once it is established. The Contractor shall update the NMCI portal content

as assigned by the PCO. Content shall be approved for posting by the PCO, properly formatted, and without errors.

5.3.7. Customer Advocate. PM NMCI is required to manage and oversee the identification, registration and ordering of legacy devices and networks to ensure the Government does not stay on non-secure, unstable legacy networks and risk having them shutdown during the Cyber Condition Zebra (CCZ) shutdown efforts with no solution available.

5.3.7.1. The Contractor shall assist the PCO and work with Claimants/Major Commands users to support the Legacy Network Reduction (LNR) Tiger Team. Specifically, the Contractor will assist with tasks related to the shutdown of Legacy networks. The Contractor shall help define customer needs and assist in solution identification and requirements definition. The Contractor will work with the program office to ensure that new and migrated services are delivered on time and meet the customer's expectations. The Contractor will work with the project teams supporting the CCZ shutdown to ensure any outstanding tasks are completed. The Contractor shall analyze data related to legacy networks using management tools such as Dual Desktop Reduction (DDR), PRISM, and Information Strike Force (ISF) Tools to ensure customer needs are clearly identified and assist in tracking the status of legacy network reduction.

5.4. Administrative Support (All section 5.4 tasks and subtasks O&MN funded)
The Contractor shall provide the following administrative support services to the PM NMCI front office and all PM NMCI Program/Project/Contract offices:

5.4.1. **Document Tracking.** The Contractor shall track all document due dates, sending out tickler notices no later than two days before the documents are due. The Contractor shall follow-up on all tickler notices on the day the document is due to ensure due dates are met. The date the document is received by the Contractor shall be documented in the tickler file.

5.4.2. **Program Office Documentation.** The Contractor shall be responsible for the collection, organization, filing and retrieval of all PM NMCI program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official PM NMCI business. All documentation shall be promptly filed in accordance with Secretary of the Navy Instruction (SECNAVINST) 5210.11 or local procedures as appropriate.

5.4.3. **Calendar.** The Contractor shall maintain up to date, accurate PM NMCI appointment, office, and conference calendars as required.

5.4.3.1. The Contractor shall maintain and update appointment calendars for the PM NMCI and Deputy Program Manager (DPM) and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.

5.4.3.2. The Contractor shall maintain and update the PM NMCI event calendar as assigned. The calendar shall show all events, major program and project due dates, and other significant activities as directed. The office calendar shall be updated within 30 minutes of notification as directed by authorized authority.

5.4.3.3. The Contractor shall maintain assigned PM NMCI conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms. Conference room calendars shall be updated immediately upon receipt of an authorized request.

5.4.4. **Administrative Data Calls.** The Contractor shall support the gathering of inputs for PM NMCI administrative data calls, drafting responses and revising data call responses reviewed by the DPM and/or PM in support of PM NMCI. These data calls typically include requests for information related to the administrative operation of the Program Office and related requests for information related to metrics, compliance with standards and/or personnel standards reporting related to administration of the Program Office. The Contractor shall gather and collate the requested data as assigned.

5.4.5. **Clerical Support.** The Contractor shall perform a variety of advanced clerical duties to assist with the proper management of PM NMCI business. These duties include use of the advanced features in the provided software to perform data and statistical analysis of information and the ability to transform this information into spreadsheets, graphs, pivot charts and other output within the time constraints specified by the requestor.

5.4.6. **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 PM NMCI. Meeting minutes shall be 99% accurate and submitted within the required time.

5.4.7. **Mail.** The Contractor shall receive, open, review and route PM NMCI mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0800 each working day.

5.4.8. **Shipping.** The Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. The Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DOD and Navy requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations and the Standard Navy Distribution List (SNDL). The Contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

5.4.9. **Route Slips.** The Contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received.

5.4.10. **Suspense Files.** The Contractor shall monitor correspondence suspense files, updating them as correspondence is processed, and notify the appropriate program office of overdue action items, and prepare a weekly tickler for routing to the appropriate offices on Thursday at 1300.

5.4.11. **Serialized Correspondence.** The Contractor shall maintain a master list of serialized PM NMCI correspondence, including serial number, subject and date. The Contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

5.4.12. **Correspondence Tracking.** The Contractor shall create a method that supports document tracking that monitors progress through the routing chain. A document shall be able to be located within 15 minutes to the current signatory.

5.4.13. **Correspondence File.** The Contractor shall maintain the PM NMCI correspondence file. The file shall be reviewed quarterly and purged of obsolete documents. When necessary the Contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction Contractor, or destroy and certify destruction as necessary.

5.4.14. **Classified Material Security Related Measures and Controls.** The Contractor shall provide administrative support for managing all PM NMCI classified materials implementing security related measures and controls in accordance with Program Executive Office (PEO) and SPAWARSYSCOM policies and procedures for managing classified material. The Contractor shall login/logout all classified materials, inventory and maintain the files of classified material. The Contractor shall route classified material within PM NMCI or to other activities as requested. The Contractor shall monitor the use of PM NMCI classified material, ensure that any classified material are properly handled and stored within the PM NMCI and ensure that at the end of the business day any classified material is properly secured within PM NMCI. The Contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control.

5.4.15. **Classified E-mail and Material Receipt and Transmission via Secret Internet Protocol Router Network (SIPRNET).** The Contractor shall provide administrative support for centralized PM NMCI SIPRNET e-mail address and access to SIPRNET site Internet Service Providers. The contractor shall support classified materials transmission, receipt and access to SIPRNET sites in support of PM NMCI as requested. The Contractor shall access and monitor the SIPRNET/ Nonsecure Internet Protocol Router Network (NIPRNET) e-mail account at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 and 1400 and between

1600 and 1730. E-mail traffic for PM NMCI shall be received, copied, summarized and routed to the appropriate personnel within one hour. The Contractor shall route classified material within PM NMCI or to other activities as requested. The Contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control.

5.4.16. Travel Planning. The Contractor shall schedule and coordinate government PM NMCI travel plans, including arranging transportation, lodging, 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 Regulation dated 01 April 2004. When finalized, the Contractor shall furnish both a paper and electronic travel itinerary to the requestor.

5.4.17. Travel Vouchers. The Contractor shall prepare travel vouchers for government staff of PM NMCI. 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 PM NMCI. Vouchers shall be prepared in accordance with the Joint Travel Regulation data 01 April 2004.

5.4.18. Message Reception/Routing. The Contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 and 1400, and between 1600 and 1730. Message traffic for PM NMCI shall be received, copied, summarized and routed to the appropriate personnel within one hour. If requested, the Contractor shall monitor the SIPRNET/NIPRNET for urgent message traffic, and receive and route such traffic to the recipient within 15 minutes. The Contractor shall provide message reception and routing support after normal working hours (1730) if directed by proper authority.

5.4.19. Message Drafting. The Contractor shall draft messages based on verbal or written input, into proper Navy message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the Contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine messages shall be prepared for release within a half-day of the request. Revisions shall be made within one hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes. The Contractor shall provide message-drafting support after normal working hours (1730) if directed by proper authority.

5.4.20. AIG List. The Contractor shall maintain a current Address Indicating Group (AIG) listing for PM NMCI, and a current list of personnel authorized to pickup and release messages. The Contractor shall make requested changes to the listing within one hour of request.

5.4.21. **Message File.** The Contractor shall file a copy of all outgoing and incoming messages in date time group order. Messages shall be properly filed on the day of receipt.

5.4.22. **Maintain assigned equipment.** The Contractor staff shall ensure the office printers, copier, and facsimile machine are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, the Contractor staff shall call for office equipment repair and support services.

5.4.23. **Maintain a safe working environment.** The Contractor staff shall monitor the PM NMCI workspaces and remove excess or discarded materials from the workspaces and place these materials in the proper trash or recycle container.

5.4.24. **Administrative supplies.** The Contractor staff shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The Contractor shall prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

5.4.25. **Administrative Operating Policies and Procedures.** The Contractor shall develop, implement and maintain administrative operating policies, process flow charts and procedures used to support administrative functions that support PM NMCI. All administrative procedures and processes that support PM NMCI shall be documented including the management of official correspondence, messages, travel, and official presentations by PMW and individual program of record. The Contractor shall maintain a desk book of all operating procedures and processes used to support all administrative functions. The Contractor shall review and validate/update procedures semi-annually, in January and June of each year.

5.4.26. **Timekeeping.** The Contractor shall prepare and maintain timekeeping sheets in accordance with SPAWAR Instruction 12600.1B, as cited in Section 4.0. The signed/approved timesheets must be provided bi-weekly, without error, and by the designated due date and time. Copies of the timesheets and supporting documentation must be protected and maintained by the Contractor in a locked storage space. These copies must be made available upon request by the supervisor or other authorized personnel at the time of request.

5.4.27. **Meeting Support.** The Contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include 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.

5.4.27.1. The Contractor shall coordinate special events, meetings, conferences, and work groups. The Contractor shall take minutes, notify participants, provide agendas,

directions, and arrange for appropriate equipment/services. The arrangements shall be made in accordance with the procedures and schedule set by the requestor.

5.4.28. 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. Material shall be prepared in the format specified by the requestor, free of errors, and submitted within requested schedule 85% of the time.

5.4.29. Research and Surveys. The Contractor shall research, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda within the timeframe required by the requestor. Background research and surveys 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.

5.4.30. Facilities Support. The Contractor shall develop facilities plans, in coordination with the Program/Project office staff, and assist in the reorganization of office facilities as required and approved by the respective Program Manager.

5.4.31. New Business Practices. The Contractor shall explore and make recommendations for implementation of new business practices across the organization, and coordinate efforts to integrate new procedures and processes.

5.5. Public Affairs Office Support (PAO) (All section 5.5 tasks and subtasks O&MN funded)

The Contractor shall provide the following management support to the PM NMCI PAO office to assist them in achieving their goal of supporting NMCI program implementation.

5.5.1. Strategic Communications and Branding. The Contractor shall perform the following tasks as they relate to Strategic Communications and Branding:

5.5.1.1. The Contractor shall develop, design and coordinate public relations campaigns and materials to promote key services of the NMCI network. The Contractor shall work with the PM NMCI PAO to plan and coordinate all aspects of strategic communication planning. The Contractor shall submit all materials to the PM NMCI PAO for review and approval prior to use, in sufficient time to allow proper review.

5.5.1.2. The Contractor shall develop, update and implement the NMCI 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. The updated Strategic Plan shall be tailored to reflect current and expected NMCI Communications standards.

5.5.1.3. The Contractor shall define short and long-term NMCI 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.

5.5.1.4. The Contractor shall set the strategic direction for engaging media, End Users and Congress as approved by the PM NMCI PAO and PM NMCI senior leadership. The Contractor shall draft and submit strategic plans to the PM NMCI PAO for approval within the agreed upon time frame 90% of the time.

5.5.1.5. The Contractor shall evaluate and analyze PAO program results and present recommendations to senior leadership for changes in NMCI PAO communications. The Contractor shall prepare and submit an analysis report to the Program Manager within fourteen workdays of completing the analysis.

5.5.1.6. The Contractor shall develop and implement NMCI branding strategies to increase awareness in both internal and external audiences as approved by the PAO. The Contractor shall propose at least three strategies for PAO consideration as assigned, and fully develop and implement the approved strategy as directed by the PAO within the scheduled timeframe.

5.5.1.7. 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 PM NMCI PAO within two (2) workdays of request.

5.5.2. **Media Relations.** The Contractor shall perform the following tasks as they relate to Media Relations.

5.5.2.1. 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 PM NMCI PAO approval, and the Contractor shall never act as, nor speak on behalf of the U.S. Navy or the PM NMCI office. The Contractor developed media relations plan will meet the requirements of SECNAVINST 5720.44A.

5.5.2.2. 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 PM NMCI PAO within one (1) workday of identification for review and approval.

5.5.2.3. The Contractor shall build and maintain relationships with key journalists. The Contractor shall summarize the steps taken to maintain relationships in the contractually required monthly status report.

5.5.2.4. 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 PM NMCI PAO 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.

5.5.2.5. The Contractor shall schedule spokespersons for media interviews upon authorization from the PM NMCI PAO 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.

5.5.2.6. The Contractor shall conduct a thorough daily search for articles of interest to PM NMCI. 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.

5.5.2.7. The Contractor shall research and analyze historical files to support NMCI PAO media relations. The Contractor shall prepare and submit research conclusions and supporting documentation in the format and within the timeframe requested.

5.5.2.8. The Contractor shall draft media releases, statements and articles for release/use by the PM NMCI 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.

5.5.2.9. The Contractor shall develop, update and maintain a database of Request to Query (RTQs) subjects. The Contractor shall assist PM NMCI 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.

5.5.2.10. The Contractor shall assist the PM NMCI PAO in maintaining a coordinated relationship with Chief of Information (CHINFO). The Contractor shall schedule meetings, draft correspondence, and initiate conference calls between the PM NMCI PAO and CHINFO as requested by the PM NMCI PAO.

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

5.5.3. PM NMCI Web Site & Portal Content Management. The Contractor shall perform the following tasks as they relate to Web Site and Portal Content Management:

5.5.3.1. The Contractor shall maintain sections of the NMCI Website and Portal directly related and supported by the NMCI Public Affairs Office. The Contractor shall support the NMCI Website, following the Client Executive software processes for release of information.

5.5.3.2. The Contractor shall update the PM NMCI homepage and Press Room with links to articles, news stories, photos, conference schedules and NMCI by the numbers. 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 PM NMCI PAO. The Contractor shall post PAO 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.

5.5.3.3. The Contractor shall maintain the Public Affairs community as required in paragraph 5.10.3.2 for the PM NMCI homepage.

5.5.3.4. 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.

5.5.3.5. The Contractor shall collaborate with the NMCI Prime contractor and USMC web masters as web liaison to coordinate site format and content. The Contractor shall draft and submit to the PAO for approval recommended procedures to ensure information consistency and accuracy across NMCI sites within 90 days of award.

5.5.3.6. The Contractor shall analyze, recommend and implement streamlined and consolidated NMCI web content in collaboration with the NMCI Prime contractor and USMC. The Contractor shall submit all recommendations to the PM NMCI PAO for approval prior to implementation. All recommendations shall conform to Section 4.0 Directives.

5.5.4. Internal Communications. The Contractor shall develop, submit for PAO approval, and implement PAO approved communication strategies directed to internal audiences in support of PM NMCI strategic goals and objectives. The Contractor shall ensure written communications are clear, accurate and compelling throughout the NMCI program. 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:

5.5.4.1. The Contractor shall develop, submit for PAO approval and assist in the preparation of internal communication plans and strategies that support NMCI goals and objectives, increase awareness, focus on current issues and upcoming events. The Contractor shall submit recommended plans and strategies within PM NMCI PAO assigned timeframes for consideration.

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

5.5.4.3. The Contractor shall research, write and edit articles highlighting the PM NMCI 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.

5.5.4.4. The Contractor shall provide written support for PM NMCI PAO in the preparation of fact sheets, naval messages, text for the PM NMCI website, the NMCI Homeport, 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.

5.5.4.5. The Contractor shall use their collective knowledge and research of the NMCI program to generate "good news" stories for consideration that directly support NMCI strategic communication goals and objectives. The Contractor shall suggest no less than two "good news" articles per month. The Contractor shall submit all "good news" stories to the PM NMCI PAO for consideration and approval prior to distribution.

5.5.5. Development and Maintenance of Outreach Materials. The Contractor shall develop, write, update and maintain PM NMCI outreach and marketing materials for use throughout all facets of the Public Affairs Program for the PM NMCI and Program offices as follows:

5.5.5.1. The Contractor shall develop, write, update and maintain PM NMCI fact sheets tailored to assigned topic, and PM NMCI brochures containing both general information and specific technical information as assigned and approved by PM NMCI PAO. The Contractor shall make approved fact sheets available to the customer in electronic format immediately upon request.

5.5.5.2. The Contractor shall develop, write, update and maintain PM NMCI brochures containing general and specific informational content as assigned by PM

NMCI PAO. The Contractor shall produce and maintain the production files in accepted printer format, and coordinate brochure printing as authorized to maintain PAO inventories.

5.5.5.3. The Contractor shall maintain PAO inventory of promotional items. The Contractor shall research and suggest new items that directly support PM NMCI goals and objectives. The Contractor shall manage the ordering, artwork and cost estimating of such promotional items as approved by PM NMCI PAO. The Contractor shall provide an accurate inventory of available promotional items to the PM NMCI PAO within one (1) workday of request.

5.5.6. **Customer Satisfaction Communications.** The Contractor shall engage in a proactive communication plan targeting customer satisfaction issues, resolutions and surveys.

5.5.6.1. The Contractor shall set the strategic direction for engaging media, end users and other stakeholders on the subject of NMCI 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 PAO for consideration within 30 days of task order award.

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

5.5.6.3. The Contractor shall stay informed on customer satisfaction resolutions and program implementations via liaison with customer satisfaction integrated programs and NMCI 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 PAO.

5.5.7. **Booth Staffing Support and Maintenance for NMCI Exhibits at Tradeshows and Conferences.** The NMCI Public Affairs Office is responsible for scheduling, maintaining, shipping, storing and manning the NMCI exhibit booth at trade shows and conferences. The Contractor shall maintain and support these functions as required by the PM NMCI PAO.

5.5.7.1. The Contractor shall set up and disassemble exhibit displays at scheduled NMCI 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.

5.5.7.2. 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 PM NMCI 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 PM NMCI PAO 30 days prior to the tradeshow/conference date for approval.

5.5.7.3. The Contractor shall maintain the NMCI exhibit booth which includes storing it within the PM NMCI 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 NMCI 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.

5.6. **Engineering Support** (All section 5.6 tasks and subtasks O&MN funded)

5.6.1 **Enterprise Program Planning**

5.6.1.1 Requirements/Project Support. The Contractor shall provide analysis for matters related to oversight of Navy Marine Corps Intranet for the Navy in the areas of requirements, Business Case Analysis, network architecture, plans and policies, operations, organization and training, budget, site implementation and NMCI scheduling and testing. The Contractor shall provide position and point papers, trip reports and after action reports as necessary. The Contractor shall summarize all actions on behalf of the PM NMCI in a monthly report.

5.6.1.2 Strategic Analysis. The Contractor shall provide strategic analysis documents, position papers and POA&Ms to deal with complex issues and provide big-picture understanding of the NMCI architecture, the political environment, and DoD acquisition as it relates to buying IT services. The Contractor shall respond to problems that impede seat deployment, synchronize allocation resources required to resolve issues in accordance with stated leadership priorities, and disseminate NMCI technical guidance when appropriate. The Contractor shall submit completed analysis within 14 days of assignment, and update the analyses within five days of receipt of new information. Requested documentation changes shall be made within four days and returned for final approval.

5.6.1.3 NMCI Technical Policy Liaison. The Contractor shall serve as advisor and subject matter expert for NMCI technical policy development and strategic planning in support of the NMCI Director. The Contractor shall assist the NMCI Director to respond to queries from external organizations, such as Congress, Professional Staff, Office of Management and Budget (OMB), General Accounting Office (GAO), House Appropriation Committee (HAC) Security and Intelligence Office (S&I), other services, foreign military, and others. The Contractor shall complete special projects as assigned and assess reports and documentation from organizations supporting NMCI deployment, such as Commander Operational Test and Evaluation Force (COMOPTEVFOR), major claimants and the PMO. The Contractor shall maintain and update the NMCI 101 briefing.

All Contractor advice shall be in accordance with DoD, DoN and NMCI policies and procedures, and submitted per the assigned schedule for approval. Directed changes shall be made and returned within four days of identification.

5.6.1.4 NMCI Network Operations and Information Assurance Policy and Procedures Development. The Contractor shall provide subject matter expertise to assist with developing policy and procedures for NMCI network operations and information assurance. The Contractor shall participate in both DoD and DoN PKI and related working groups, and interface on a regular basis with NETWARCOM and Naval Network and Space Operations Command (NNSOC). The Contractor shall support development of network operations policy on such topics as Continuity of Operations, remote access and login procedures. All Contractor assistance shall be in accordance with Section 4.0 Directives.

5.6.2 Integrated Master Schedule. PM NMCI is establishing a deductive Integrated Master Schedule (IMS). The IMS will incorporate significant tasks of interest to the Program Manager and supporting IPTs and functional area VPs. Currently there is no single authoritative or “master” schedule that can be used to help manage the program.

5.6.2.1 The Contractor shall support the IMS Project Lead. Specifically, the Contractor shall develop a single, baseline IMS for the NMCI program capable of representing linkages and dependencies among multiple working groups. The Contractor shall also identify critical path activities and milestones for IMS.

5.6.2.2 The Contractor shall maintain the baseline IMS in an automated tool of choice. The Contractor shall monitor the current IMS process on a monthly basis, and recommend improvements as appropriate.

5.6.2.3 The Contractor shall liaison with functional groups to identify and communicate issues impacting the schedule to the PM NMCI. The Contractor shall update the IMS weekly with inputs from the IMS leads and VPs. The Contractor shall provide a weekly status report to the PM NMCI, Primary POC (Project Task Lead) and NMCI IPT Leads detailing the following information:

- Key activities of the past week; key activities of the current week and any open action items or administrative issues
- Milestones occurring in the next 90 days
- Tasks on the IMS that should be ongoing to support the IMS
- Start and end dates of IMS tasks
- Assessment of the cause of delays or missed milestones
- Identification of the affected dependencies of missed milestones and the impact of delay

5.6.3 Risk Assessment. PM NMCI is implementing a consolidated Risk Management Process (RMP) to collect and analyze all risks to the NMCI program. The identified risks and developed mitigation plans will then be presented to the NMCI Program Manager to

assist in management of the program. This will include developing the RMP program plan, developing the processes to implement the program across all aspects of the NMCI program, developing the interfaces with the contractor providing the NMCI service, and implementing the tools to manage the RMP at the PM level.

5.6.3.1 The Contractor shall provide annual NMCI Risk Management training to members of the PM NMCI staff, and the NMCI Prime Contractor senior staff based on the NMCI RMP. Training shall include an overview of the RMP, processes, reports and use of all NMCI RMP tools. Materials shall be provided for approval by the technical point of contact.

5.6.3.2 The Contractor shall review and recommend updates to the NMCI Risk Management Plan and implementation of the RM database. The Contractor shall collect and consolidate all risk statements and mitigation plans into the single NMCI Risk Management Database. The Contractor shall review the RMP database and update it weekly.

5.6.3.3 The Contractor shall generate a weekly report for presentation at the weekly Program Manager's meeting with IPT leads and VPs. The report shall provide the status of all existing High and Medium risks and mitigation plans as provided by the risk owner. Additionally the report shall list all risks that have mitigation plans that have target past due implementation dates.

5.6.4 Critical Management Factors. Critical Management Factors (CMF) must be collected and analyzed to determine the level of provided service, the implications related to changes to the architecture and/or modifications to critical processes. This task will identify and begin tracking CMF to provide the NMCI management with information to make informed decisions and track the impacts of those decisions. This task, in conjunction with a robust Risk Management process and integrated master schedule will all support the Requirements Prioritization Process.

5.6.4.1 The Contractor shall develop a Technical Critical Management Factors Plan describing the CMF to be collected, method of assessment, and reporting criteria.

5.6.4.2 The Contractor shall collect the CFM from various sources including the NMCI Prime Contractor, Naval Network Warfare Command (NNWC), Marine Corps Network Operations and Security Command (MCNOSC), et al. The Contractor shall conduct an assessment of the collected CMF and report the findings based on the historical data. The Contractor shall recommend courses of action to the Technical Director's CMF Lead to address the findings. The Contractor shall then prepare and provide a weekly briefing of the Technical Director's CMF for presentation to the Program Managers weekly senior staff meeting.

5.6.5 Technical Assessment of RAP (Requirements to Award Process)

Requirements. The PCO requires technical review and recommendations for questions that may exist with RAP inputs. Additionally the PCO requires a technical review of the

appropriateness of costs submitted by the NMCI service provider in response to RAP submits.

5.6.5.1 When requested by the PCO, the Contractor shall review and answer RAP requests. The Contractor shall support the PCO in understanding the government direction action tasks submitted by Naval Network Warfare Command (NNWC) and Marine Corps Network Operations and Security Command (MCNOSC). The Contractor shall provide assistance so that the PCO may make a determination which aspects of the Government Directions Authority (GDA) should be conducted by the NMCI service provider. When requested by the PCO, the Contractor shall conduct a review of the level of effort/cost submitted by the NMCI service provider to determine if it is a reasonable cost estimate.

5.6.6 Interface Control Design Document. The NMCI program interfaces with numerous systems and programs. The program requires a document that describes all interfaces that system owners and Control Design Documents (CDAs) must use to operate properly in the secure NMCI environment. The objective of the task is to provide a document that defines and documents all interfaces used in the NMCI environment. These documents will be available for use by other design agents to determine application settings, ports, procals and runtime environments that are available in the NMCI environment.

5.6.6.1 The Contractor shall review the current Engineering Configuration Control Board (ECCB) process to determine the level of interface control documentation. The Contractor shall review the NMCI System Engineering Process and make recommendations on how to manage an Interface Control Design Document (ICDD) using the existing ECCB process. The Contractor shall deliver these recommendations as part of ICDD Configuration Process Report.

5.6.6.2 The Contractor shall propose the scope and content of an Interface Control Design Document that will allow any software and system developer to design a system that will operate and interoperate within the NMCI environment and associated Communities of Interest. The Contractor shall deliver the proposal as a Draft ICDD concept document. The Contractor shall collect required information and develop the ICDD. The Contractor shall maintain Configuration Control of the ICDD and provide a quarterly update.

5.6.7 Defense Knowledge Online (DKO) Support. A request was made by both the Office of the Chief of Naval Operations (OPNAV) N61 and the Department of the Navy (DoN) Chief Information Officer (CIO) for PEO-EIS to support the Defense Knowledge Online (DKO) initiative. The Contractor will provide support in gathering DoN Requirements. The Contractor will attend the DKO board meetings, analyze new requirement vetted at these meetings, research current capabilities within the DoN environment, identify DoN Requirements that need to be incorporated into DKO, and provide recommendation on potential contributions to the DKO initiative.

5.6.7.1. The Contractor shall attend periodic DKO board meetings and provide meeting summary including impacts to both PEO-EIS and PM NMCI.

5.6.7.2. The Contractor shall analyze charters, policies and technical documentation provided by the DKO members as assigned by the Project Task Lead or designated government representative.

5.6.7.3 The Contractor shall provide a weekly report that describes the work performed and a status of new action items, action items closed and outstanding actions.

5.6.8 Server and Application Hosting Review and Approval Process (SAHRAP).

RD&A submitted a directive stating that PEO-EIS has the approval authority for all server and applications hosting services. As such, each server request is reviewed for compliance against all Naval policies and all the necessary technical and acquisition data is provided.

5.6.8.1 The Contractor shall analyze each server request and ensure that it complies with Naval, PEO-EIS and NMCI policies. The Contractor shall also review the technical and acquisition data provided to ensure that it complies with Naval, PEO-EIS and NMCI policies. Once review of the server request and associated documentation has been reviewed, the Contractor shall provide a recommendation to the SAHRAP Government Lead.

5.6.8.2 The Contractor shall review each SAHRAP request submitted to determine if it meets the following requirements: All technical, configuration, and cost data is provided as required on the public web site: www.peo-it.navy.mil/SAHRAP; and Validate that each procurement follows all requirement of the Functional Area Managers.

5.6.8.3 The Contractor shall attend periodic SAHRAP meetings and provide meeting summary including impacts to both PEO-EIS and PM NMCI.

5.6.8.4 The Contractor shall analyze charters, policies, and technical documentation as assigned by the Project Task Lead or designated government representative.

5.6.8.5 The Contractor shall provide weekly report that describes the work performed, responses to requests for information, new requests submitted, requests closed, and outstanding requests.

5.6.9 Telecom. In an effort to address issues from GAO Report 04-671, Vendor Payments: Inadequate Management Oversight Hampers the Navy's Ability to Effectively Manage Its Telecommunications, the ASN(RD&A) acquisition policy was released requiring PEO-EIS to be the waiver authority for the acquisition policy. This included any additional support required for NMCI telecom support including voice over IP required support and mobile data. The Contractor shall track all previous and existing mobile telecom waiver requests, research new waiver requests and then provide a recommendation to the Telecom Government Lead.

5.6.9.1 The Contractor shall review each request submitted to determine if it meets the following requirements: Technical requirement(s) that are not met by the NMCI or FISCSD contracts (e.g., live TTY); There is no, or inadequate, coverage offered by the DON service providers (i.e., AT&T, Nextel, Sprint, and Verizon) and a new tower cannot be installed in the area under the FISCSD contract; Financial Impact to Command is greater than remaining FY05 funds.

5.6.9.2 The Contractor shall attend periodic mobile telecom meetings and provide meeting summary including impacts to both PEO-EIS and PM NMCI.

5.6.9.3 The Contractor shall analyze charters, policies, and technical documentation as assigned by the Project Task Lead or designated government representative.

5.6.9.4 The Contractor shall provide weekly report that describes the work performed, responses to requests for information, new requests submitted, requests closed, and outstanding requests.

5.7. Base Relocation and Closure (BRAC) Program Management Support
(All section 5.7 tasks BRAC funded)

In Q1 FY06, BRAC law required the movement of US Navy Personnel. There are currently NMCI seats at facilities that are scheduled to move or close. This requirement is urgent as there are seats the need to be moved ASAP. The Contractor will be responsible for the successful planning and execution of BRAC (Base Relocation and Closure) activities as they relate to NMCI. Specifically, the Contractor shall perform the following activities:

- Identify all NMCI seats that need to be moved and schedule/order moves in accordance with the BRAC time line and NMCI priorities.
- The Contractor shall identify all facilities that are closing that have NMCI seats and coordinate with the NMCI Prime Contractor on the required actions for these NMCI seats.
- The Contractor shall coordinate all BRAC activities as they apply to NMCI in sync with the BRAC master schedule and time line.
- The Contractor shall place orders in accordance with the NMCI prime contract for the moving/relocating of the NMCI seats as identified.
- The Contractor shall coordinate BRAC NMCI data calls.

6.0 DELIVERABLES

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

Section/Requirement	Due Date
Monthly Status Report of Accomplishments	COB each month
5.1 Program Management	
1 st draft - Standardized plan	Due 30 days ARO
2 nd draft – Standardized plan	Due 15 days after receipt of

	government comments to 1st draft
Final Standardized Plan	Due 10 January 2006
Project plan as required	Due 30 Days ARO (Approximately 03 six month projects per yr)
Project plan execution reports	Included in the Monthly Status Report
Trip Report	Due 5 days after completion of trip
5.2 Financial Management Support	
Financial execution data calls	As needed
Tri-annual reviews	Three times a year
Budget Exhibits	Three times a year
POM/PR exhibits	As needed
Contracts Checklist	As required
Contracts Templates	As needed
Contracts Support Monthly Status Brief to VP	Monthly, not later than the 10 th
5.3 PCO Support	
Contract Minimum Tool System Design Document	As needed
Contract Minimum Project Plan	As needed
Contract Minimum Data Analysis	As needed
Contract Minimum / Schedule Assurance Process Diagrams	As needed
Unpriced CLIN action item log	As needed
Unpriced CLIN metrics and analysis	As needed
eMarketplace Reports and Analysis	As needed
RPM inputs	Weekly
IT Waiver support	As needed
RAP Tool Process Requirements and Documentation	As needed
RAP Tool Test scripts and use cases	As needed
RAP Tool Metrics and analysis	As needed
EITSMS project and implementation plans	As needed
RAP requests	As needed
Statements of Work for RAP requests	As needed
RTRB meeting minutes	Weekly
POA&Ms for Unpriced CLINs	As needed
Technical Analysis for CLIN 0032s	As needed
Risk mitigation and escalation packages for IRAADs	As needed
Customer Advocate Project Plans	As needed
5.4 Administrative Support	
Maintain NMCI Calendars	As needed
Administrative Data Calls	As needed
Draft meeting minutes	As needed
Maintain NMCI Correspondence File	As needed
Prepare Government Travel Vouchers	As needed
Schedule and Coordinate Government Travel	As needed
Draft Navy correspondence	As needed
Maintain NMCI AIG list	As needed
NMCI Supply List	Monthly
Administrative Operating Policies and Procedures	As needed

5.5 PAO Support	
Strategic Communication Plans	As needed
Media Relations Plan	As needed
Request to Query (RTQ)	As needed
Trip Reports	As needed
Customer Satisfaction Communication Plan	Within 30 days ARO
Communication Metrics Report	Monthly
5.6 Engineering Support	
IMS WBS	NLT 10/31/06
IMS Inventory of known project tasks and activities	NLT 10/31/06
Draft IMS	NLT 11/30/06
Final IMS	NLT 12/31/06
IMS Project Plan Report	Monthly
IMS Maintenance Report	Weekly
IMS Assessment Report	Monthly
IMS Weekly Status Report	COB every Wednesday
Annual Report of review of NMCI RMP	First report due 6/1/07
RMP Training Materials	6/1/07
Monthly Update of RM database	Initial delivery due 11/1/06. Monthly afterwards
Report of completion of RMP Training	TBD
Weekly Risk Management Assessment report	Initial delivery due 10/4/06. Weekly afterwards
Critical Management Factors Management Plan	2/1/07
Weekly Assessment of CFM	Initial delivery due 10/3/06. Weekly afterwards
Technical RAPT Review	Initial delivery due 11/1/06. Weekly afterwards
ICDD Configuration Process Report	1/5/07
Draft ICDD Concept Document	1/15/07
Initial ICDD	3/1/07
Updated ICDD Quarterly	Initial Delivery 1/7/06. Quarterly afterwards
DKO Meeting Summaries	Two working days after the meeting
DKO Analysis	As Assigned
DKO Weekly Status Report	Weekly, Tuesdays
Recommendation for each telecom waver	5 business days after receipt of request
Telecom Meeting Summaries	Two working days after the meeting
Telecom Analysis	As Assigned
Telecom Weekly Status Report	Weekly, Tuesdays
SAHRAP Recommendations	5 business days after receipt of request
SAHRAP Meeting Summaries	Two working days after the meeting
SAHRAP Analysis	As Assigned
SAHRAP Weekly Status Report	Weekly, Tuesdays
5.7 BRAC Program Management Support	
BRAC monthly status report	Due 10 th of each month

7.0 GOVERNMENT FURNISHED PROPERTY

The Government will provide desk space, NMCI desktop computer(s) and administrative/office supplies to the on-site contractor support personnel.

8.0 SECURITY

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

9.0 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 will be required to obtain an NMCI user account.

10.0 BEST PRACTICES

Work performed by the Contractor shall provide support to PM NMCI 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.

11.0 TECHNICAL POINT OF CONTACT (POC)

Task Order Manager: 1225 South Clark St, Suite 1000, Arlington, VA 22202.

Financial Point of Contact: Owen Fletcher, 1225 South Clark St, Suite 1000, Arlington, VA 22202

12.0 WORK LOAD ESTIMATE

The following is workload data is provided for informational purposes only to assist you in estimating the price for this Task Order. It in no way suggests that this is the effort required by this Task Order.

CLIN 1001 (FY 2007)

PWS Section	Number of FTEs
5.1 Program Mgmt	14 (includes an estimated 4-6 FTE in San Diego)
5.2 Finance	6 (includes an estimated 2 FTE in San Diego)
5.3 PCO Support	12
5.4 Admin Support	5 (includes an estimated 2 FTE in San Diego)
5.5 PAO Support	3
5.6 Engineering	12
5.7 BRAC	1
Total	53

	Estimated FTEs
CLIN 1101:	42
CLIN 1201:	42
CLIN 1301:	42
CLIN 1401:	42

Travel/ODCs:

CLIN 3001:	\$225,000
CLIN 3101:	\$185,000
CLIN 3201:	\$185,000
CLIN 3301:	\$185,000
CLIN 3401:	\$185,000