

# Base Level Information Infrastructure Program Management Office (BLII PMO)

## Financial Management Support

### Performance Work Statement (PWS)

#### 1.0 INTRODUCTION

The BLII PMO is acquiring financial management support services to integrate and support a common Enterprise Information System architecture for the OCONUS Navy war-fighter.

#### 2.0 BACKGROUND

PEO-EIS develops, acquires and deploys seamless enterprise-wide information technology systems with full Life-Cycle support for the Warfighter. The BLII PMO within PEO EIS is the acquisition provider for OCONUS Navy Enterprise Network (ONE-Net) and OCONUS Piers Programs.

#### 3.0 SCOPE

The objective of this Task Order is to obtain financial management for BLII PMO.

Work will be performed at Contractor facilities, on-site at SPAWAR Old Town Campus and during travel in support of designated activities.

#### 4.0 APPLICABLE DIRECTIVES

The Contractor shall adhere to the following documentation in the performance of the tasks identified in Section 5.0, Performance Requirements of this PWS:

Document Type	No./Version	Title	Date
CNETINST	4650.4	Government Travel Charge Card Program	
CNETINST	5230.9	Electronic Mail (E-Mail) Policy and Standards	12-May-03
Code of Federal Reg	Title 48 Vol 1,2	Federal Acquisition Regulations	Current year
Code of Federal Reg	Title 48, Vol 3	Defense Federal Acquisition Regulations	15 Dec 2003
DoD Directive	5000.1	The Defense Acquisition System	12 may 2003
DoD Instruction	5000.2	Operation of the Defense Acquisition System	3-May-04
DoD Regulation	7000.14	Financial Management Regulations	
DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations	Varies by volu
Federal Regulation	Title 48 CFR, Chapt	Defense Federal Acquisition Regulation Supplement	15-Dec-03
Joint Regulation	JTFR Vol 1	DoD Uniformed Service Travel	
Joint Regulation	JTR	DoD Civilian Personnel Travel	1-Apr-04
Navy		DoN Budget Guidance Manual	

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Navy Regulations	NAVSO P-1000	Navy Comptroller Manual	
Office of Management Budget	Circular A-11	Preparation, Submission and Execution of the Budget	16 July 2004
SECNAVINST	5000.2C	Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System	19-Nov-04
SECNAVINST	5216.5D	Department of the Navy Correspondence Manual	28-May-98
SPAWAR		SPAWAR Business Financial Manager's Manual	
SPAWAR		SPAWAR Standard Reports Policy	7 July 2004
SPAWAR		SPAWAR Global Work Breakdown Structure	
SPAWAR	Ver 1.1	SPAWAR Business Financial Manager's Manual	27-Aug-02
SPAWARINST	5721.1	SPAWAR Section 508 Implementation Policy	18-Jan-02
SPAWARINST	7301.1A	Tri-Annual Review of Commitments and Obligations	9 Oct 2002
SPAWARINST	7720.4C	Policy and Responsibilities for SPAWAR Cost Estimating & Analysis	02 Aug 2004
United States Code	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517	
United States Code	Title 31 Section 113	Federal Managers Financial Integrity Act	8-Sep-82

### 5.0 PERFORMANCE REQUIREMENTS

All required written documentation, reports, briefing materials, viewgraphs, meeting minutes, budgets, obligation/expenditure reports, contracts, and other materials as described below shall be submitted in the requested format, without spelling, grammatical, or calculation errors and in accordance with the directives listed in Section 4.0 Applicable Directives/Documents where appropriate. Contractor personnel shall be proficient in the use of Microsoft Office (Excel, Word, Access, PowerPoint), in a Microsoft Windows environment. The identified tasks are to be prepared and delivered in accordance with the requirements stated in each task, unless otherwise directed. The Contractor shall provide the necessary timely assistance to meeting program emergent requirements as requested by the Program Manager or other properly designated authority.

The Contractor shall participate in command-sponsored training, as assigned. Command sponsored training is defined as High Performance Organization (HPO), Team Building, and organizational development such as LEAN Six Sigma, but does not include training that would incur additional government cost.

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##### **5.1 Financial Management Support (O&MN)**

The Contractor shall provide financial management and cost management support services for the BLII PMO. The Contractor shall be able to identify and correct financial problems, and make recommendations to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. Final work product submissions shall have no accounting or calculation errors (e.g., in numbers in addition or roll up between exhibit pages or within exhibit pages), no spelling or grammatical errors (e.g., in the text used for tasking descriptions, details, or other entry fields), and no technical errors, (e.g., in entry of unit costs, fielding plans, or contracting lead times, etc). Contractors shall be knowledgeable of: Microsoft Office (Excel, Word, and Access), Financial Management Information Systems (FMIS) 2000, Intranet Resource Allocation Planning Systems (iRAPS), and System Applications and Products (SAP), Acquisition Management Automation System (AMAS), Standard Accounting and Reporting System (STARS), and Program Budget Information System (PBIS). All documentation shall be prepared in accordance with the applicable standard, format or request and submitted to the requestor within the timeframe assigned.

##### **5.1.1. POM/PR Exhibits**

The Contractor shall assist in the consolidation and review of Program Objectives Memorandum/Program Review (POM/PR) exhibits, including POM/PR briefing packages. The Contractor shall consolidate and review POM/PR exhibits (initial, drafts, and final) within the time required to support the PEO schedules. The Contractor shall compile and maintain POM/PR data and shall be able to track, maintain, and update POM/PR documentation and data through the budget cycle. Documentation shall be prepared in accordance with the POM/PR exhibit standard and submitted to the requester within the timeframe assigned.

##### **5.1.2 POM/PR Process**

The Contractor shall support the Department of the Navy POM/PR process, including Sponsor Program Proposals (SPP) preparation and the gathering, consolidation, and validation of requirements. All

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information compiled to support the POM/PR process shall be provided to the requester per Section 4.0 Directives and Section 10.0 Best Practices.

**5.1.3 Budgetary Reclamas**

The Contractor shall generate, update and draft budgetary reclamas and impact statements. The Contractor shall prepare budget reclamas (initial, draft, and final) in accordance with Financial Management Board (FMB), Office of the Secretary of Defense Comptroller (OSD), and SPAWAR budget guidance. The Contractor shall consolidate and review reclamas and impact statements as assigned.

**5.1.4 Budgetary Data Calls**

The Contractor shall support initial preparation and updates to budget and execution data calls and “what-if” scenarios as required by PEO C4I and Space, Resource Sponsors, SPAWAR Comptroller, SPAWAR Business Resource Manager (BRM), Congress, OSD, and FMB. The Contractor shall provide budgetary or execution information in support of data calls to include downloads from FMIS, PBIS and iRAPs. The Contractor shall prepare, consolidate and review responses to budgetary data calls, initial, revisions, and final, within the time requested to support schedule deadlines and in accordance with Section 10.0 Best Practices.

**5.1.5 Acquisition Documentation**

The Contractor shall review routed acquisition documentation to ensure consistency with budget submissions. The contractor will notify the government customers of any inconsistencies within 5 days of receipt of documentation.

**5.1.6 Status Requests / Reviews**

The Contractor shall prepare and provide execution data, analysis and updates in support of mid-year and execution status requests/reviews in the format and within the timeframe required in Section 10.0 Best Practices.

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**5.1.7 Real Time Data**

The Contractor shall populate, maintain or review “real time data” in corporate financial databases, e.g., FMIS 2000, iRAPS, and SAP within the time required to support PEO schedules. Maintenance of data shall be in accordance with the corporate financial databases standard requirements.

**5.1.8 Tri-Annual Reviews**

The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls. The Contractor shall provide the requested information in the format and within the requested schedule.

**5.1.9 BRM Data Calls**

The Contractor shall prepare initial data and analysis and update information to BRM data calls. Documentation shall be prepared in accordance with standards as prescribed by the customer.

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**5.1.10 Execution Data**

The Contractor shall track, review and analyze execution data. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports. Contractor submissions shall be in the format and timeframe requested.

**5.1.11 Spend Plans**

The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer's reporting requirements. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed as required in Section 10.0 Best Practices.

**5.1.12 Corporate Spend Plans & Roll Up Summaries**

The Contractor shall provide corporate spend plans and roll up summaries and reports at a consolidated PEO level as assigned.

**5.1.13 Activity Task Planning Sheets**

The Contractor shall assist in the planning, preparation and organization of Activity Task Planning Sheets (TPS). Activity Task Planning sheets shall be prepared and maintained in accordance with Section 10.0 Best Practices.

**5.1.14 BLII Cost Model**

The contractor shall maintain and improve the BLII Cost Model. The contractor shall participate in the development of all cost related acquisition documents such as Life-Cycle Cost Estimates, Acquisition Plan, & Strategy, Independent Government Cost Estimate, etc.

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**5.1.15 ONE-NET SITE BASELINE**

The contractor shall consolidate building data for OCONUS sites, and create and maintain a master database for all ONE-Net presence. The contractor shall leverage existing cost models, databases, and inputs from regional PEs to determine all costs associated with modifications to, and additions of existing and potential ONE-NET users. The Contractor shall provide the requested information in the format requested and within the requested schedule.

**5.1.16 ONE-NET METRICS**

The Contractor shall prepare and maintain organizational and financial metrics. 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. Deliverables - metrics reports monthly and as required.

**6.0 DELIVERABLES**

The Contractor shall provide the following deliverables within the timeframe specified: Comment: If the deliverables have been cited in a task statement do not repeat them here.

<b>Products</b>	<b>Due Date</b>
Monthly Status Report	15 <sup>th</sup> of each month
Exhibits, Reclamas and Programmatic Reports	As assigned by the requester
Trip Reports/Meeting Minutes	3 working days after event

**7.0 GOVERNMENT FURNISHED PROPERTY**

The Government will provide access to PEO-C4I information, databases, metrics formats and other information as required for proper task performance.

**8.0 SECURITY**

The nature of these tasks requires access to Secret information. The work performed by the Contractor will include access to Secret data, information, and spaces. The Contractor will be required to attend meetings classified at the Secret level.

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Note: If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC SD foreign travel team, OTC2, Rm 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.

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

The nature of this task does not require the Contractor to procure NMCI seats for personnel working at the contractor site.

#### **10.0 BEST PRACTICES**

Work performed by the Contractor shall provide support to PEO EIS 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.

Additionally, the Contractor shall adhere to:

- SPAWAR Business Financial Managers Manual
- SPAWARINST 7720.4C, Policy and Responsibilities for SPAWAR Cost Estimating & Analysis
- SPAWAR Global Work Breakdown Structure
- SPAWARINST 7301.1A Tri-annual Reviews of Commitments and Obligations dated 9 Oct 2002

#### **11.0 TECHNICAL POINT OF CONTACT**

Technical Points of Contact:

Ken Higa, e-mail: [ken.higa@navy.mil](mailto:ken.higa@navy.mil), phone number: (619)524-7583



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**12.0 TRAVEL ESTIMATE**

Contractor travel requirements for this Task Order, per year, are estimated as follows:

<u>Destination</u>	<u># of Travelers</u>	<u># of Trips</u>	<u>Duration</u>
Naples, Italy	1	1	5 Days
Yokosuka, Japan	1	1	5 Days
London, England	1	1	5 Days
Washington, DC	1	1	5 Days
Norfolk, VA	1	1	5 Days
San Jose, CA	1	1	5 Days
Austin, TX	1	1	5 Days
Honolulu, HI	1	1	5 Days