Attachment 1

SEAPORT ENHANCED
Performance Work Statement
Program Executive Office – Enterprise Information Systems (PEO-EIS)
Program Management Support Services

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Attachment 1

1.0 INTRODUCTION

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

2.0 BACKGROUND

The PEO-EIS provides Information Technology (IT) support and technical solutions for the Department of the Navy within the enterprise and business domain. PEO-EIS is responsible for overseeing lifecycle management of several ACAT I Information Technology programs, projects, and initiatives. In this role, PEO-EIS is accountable for the efficient and proper planning, design, implementation and operation of shore based Department of the Navy networks and combat support related enterprise information systems, and is a key stakeholder for the development of requirements for future IT capabilities and operations. The PEO EIS portfolio is very complex and requires broad and deep requirements for acquisition services. The support work covers a nearly $2B portfolio comprised of the following major efforts:

NMCI – (Navy Marine Corps Internet) Multi-billion dollar Enterprise Network contract serving more than 700,000 users across the Navy and Marine Corps. This program incorporates the range of Enterprise IT issues including hardware (procurement, configuration management, asset valuation and tracking), software licensing, data center management, call center management, and critical Information Assurance initiatives.

COSC - Continuity of Services Contract to continue operations with Hewlett Packard for the NMCI services. This is a multi-billion dollar contract representing a continuation of NMCI, and has some very complex and technical skill requirements from Engineering to Supply accounting, combined with issues and products associated with an Acquisition Category I program. Acquisition, personnel, and asset management strategies represent issues totaling into the hundreds of millions of dollars.

NGEN - This is the future NETWORK being managed as a classic ACAT I program with reporting requirements to the DoN, OSD, and Congress. Financial Management, Engineering, Contracting, Logistics, Cost Estimating, Total Ownership Cost, Information Technology and Systems Architecture Subject Matter Experts are included in this effort. Key personnel must possess cross-functional skills that combine knowledge of the DoD and DoN laws and regulations as they apply to ACAT I Major Acquisition Information System (MAIS) and National Security System (NSS) programs.

SEAWARRIOR - A complex Portfolio of over 20 Human Resource and Manpower Systems to include an emerging ACAT I program with significant oversight and interest at the OSD and Congressional level.

Navy ERP - A Navy-wide implementation of SAP for Financial Management and enterprise Supply comprised of over 80,000 users. This is an ACAT I program requiring PEO support that combines specialized skills in Change Management, Enterprise Resource Planning (ERP) development and Implementation, and Acquisition support at the ACAT I level.

GCSS-MC - This is an ACAT I Global supply and maintenance system with over 50000 users across the USMC. It is being deployed world-wide to the Marine Corps, and includes

all phases of acquisition from future requirements, development, and implementation and sustainment of an Oracle ERP solution.

Enterprise IT Services Portfolio - This is an emerging portfolio that includes Enterprise Licensing, Data Center Management/Consolidation, and Enterprise IT Portal consolidation and management. All of these initiatives have implications across the DoN and DOD, and require broad ranging support in all key functional areas of acquisition from Systems Engineering to Life Cycle Cost Estimating.

Oversight and management of the PEO EIS Portfolio is estimated to include over 50 FTEs representing every discipline within the Acquisition Management field, as well as several unique areas of expertise concerning corporate finance structure and special skills regarding the Defense Property Management System. The ability to integrate all of these activities across the portfolio is also a major requirement for the support services, and an approach that focuses on the integration of many specialized teams across multiple programs. The general functional areas supporting the PEO EIS portfolio follow:

a. Program Management Support: The Contractor shall provide support to the Program Executive Office in performing program management functions including Project Management, Project schedules, Project reports, Quality control, Program Management Tools, Training, report analysis, decision documentation, metrics and spreadsheets support, management analysis, performance plans, performance management support, trend analysis, IMS support, liaison support, risk assessment and management support. The Program Management team and key personnel must understand the unique requirements and challenges of ACAT I Programs and the Major Automated Information System acquisition process. This includes creation of Exhibit 300s submitted through DoN CIO to Congress and other significant congressional reporting such as the MARS process.

b Contracts Support: The Contractor shall provide support to the Program Office in performing Seat Ordering and Seat Service Support, Procuring Contracting Officer management and execution functions including Advisory Services, Budgetary Support, Acquisition and Acquisition Documentation Support, Contract Management Support, Contract Policy Support, Source Selection Support, RAP Tool Support, Intranet Management Support, Taxonomy Support, and Metric Support. The PEO portfolio consists of very complex acquisition strategies across the multitude of programs described above. Any single contract action such as those supporting NMCI, COSC, NGEN, Navy ERP, GCSS-MC, or Enterprise Licensing is very challenging.

c. Financial Management Support: The Contractor shall provide support to the Program Office 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 PEO EIS portfolio executes a multitude of appropriations across our programs including OMN, OPN, OMMC, PMC, NWCF, OMNR, and OMMCR. The budget exhibits created and managed are complex and require knowledge of multiple appropriation laws and regulations.

d. Administrative and Operational Support: The Contractor shall provide support to the Program Executive Office in performing Administrative and Operation management functions including program office documentation and tracking, calendar management support for the PEO and Deputy

PEO, event calendar support, data call support, conference management support, meeting minutes support, classified and unclassified mail support, corresponding tracking, Naval message support, travel support, office equipment support, Policy and procedure support, briefings and meeting support, facility support, and research and survey support. While some of this scope of work and corresponding skill is straight forward, the level of engagement with 2 key personnel in direct support of the PEO and DPEO contribute to the unique nature of the overall contract. The PEO/DPEO regularly engage at levels including the Under Secretary of the Navy, the Chief of Naval Operations and Commandant of the Marine Corps, the Assistant Secretary of the Navy, and House and Senate Armed Services Committees (to include immediate senior staff). Managing the priorities spanning this stakeholder group and the ability to summarize portfolio issues in direct support of the PEO/DPEO generate unique requirements in this scope of work.

e. Logistics Support: The Contractor shall provide support to the Assistant PEO-Logistics for providing Integrated Logistics Support oversight for the design, development, integration, implementation and evolution of the PEO-EIS program portfolio. It is essential that ILS skills are understood here as more than generic. The logistics issues associated with transitioning a contractor owned network of over 1.2M assets to a government owned network is unique to our portfolio and without precedent in the DoD. Further, the logistics strategies and issues for the remainder of our portfolio are incredibly diverse. They range from Enterprise Licensing (currently 24 Enterprise Agreements with Microsoft alone that need to be consolidated to a single DON EA), to the consolidation of several dozen Data Centers and Portals. Included in the logistics scope of work are two major ERP programs using ORACLE and SAP for the Marine Corps and Navy. While the SAP application is approaching 80,000 users and includes Navy Financials and Supply, the ORACLE application includes a world-wide supply and maintenance solution for the Marine Corps with the unique Logistics challenges of forward deploying a complex architecture to the battlefield. Collectively these represent some of the most challenging logistics solutions in the DoD.

f. Information Technology Acquisition Support: The Contractor shall provide IT Acquisition subject-matter expertise to support, guide and to advise Program Managers and PEO-EIS in successfully accomplishing program objectives via Milestones and Acquisition decision events. The specialized expertise and depth and breadth of knowledge and experience across the portfolio are an integral part of the PEO delivering the following reports:

- Major Automated Information System (MAIS) Annual Reports to Congress
- Major Automated Information System (MAIS) Quarterly Reports to Office of Secretary of Defense (OSD)
- Quarterly Assistant Secretary of the Navy (Research, Development & Acquisition) [ASN (RD&A)] Dashboard Reports
- Government Accounting Office (GAO) Reports (e.g. NGEN GAO information requests, GCSS-MC response to GAO recommendations, Navy ERP and GCSS-MC response to DoD-wide ERP audit)
- Semi-Annual Reports to Congress (e.g. NGEN)
- Budget Exhibits
- Manpower Study Reports
- MAIS Critical Change Reports (CCR) to Congress (for MAIS programs that incur a critical change)
- DON Gate Review preparation and briefings (NGEN, COSC, FPPS, GCSS-MC, Navy ERP, other critical ACAT programs)

The IT Acquisition support team contains key personnel that are essential in delivering the above mandatory products for the PEO.

g. Enterprise Solutions: The Contractor shall assist the government in identifying IT capabilities that can be delivered or managed as enterprise solutions, aligned with or leveraged from DoD IM/IT initiatives and assist in applying Acquisition rigor to Navy IM/IT Investments. While there are a host of areas that are addressed in this portfolio, Enterprise Licensing, Data Center Consolidation, and Enterprise Portal Strategies -including both Microsoft and Oracle solutions – define the essence of the scope of work in the near term. This portfolio – by definition – must integrate aspects of financial management, engineering, logistics, and acquisition management in order to be effective.

h. Public Affairs Support: The Contractor shall provide support to the Program Executive Office in performing Public Affairs and communication functions including Strategic communication and branding, Program Executive Office communications within all agencies of the government, the media, and industry, program office internal communications support, change management communication support, communication metrics support, conference support and exhibit support.

i. Management and Maintenance of Business Tools: The PEO-EIS Portal is in use across the enterprise, and its use will continue to grow as PEO-EIS continues to include more programs into its enterprise, and merge technologies and business processes to gain operational efficiencies. This collaboration, knowledge management and business tool products require a baseline level of support for maintenance and continuity of operations to keep the Portal operational, and provide the users the minimum level of support required.

j. Engineering Support: The Contractor shall provide support to the Assistant PEO-Engineering and the PEO EIS Technical Director in the various facets of the DoD Acquisition Process for Information Technology and business systems hardware and software development, implementation and sustainment support. This support must be understood in the context of the portfolio described above. Constant review and interaction with the DON and DOD CIOs as well as DOT&E is a hallmark of this functional area. Statutory and regulatory compliance with standard Information Technology architectures define this area of the PEO EIS portfolio. The breadth of knowledge and experience required is unprecedented given portfolio solutions including Enterprise Portals, Enterprise Networks, and CONUS and OCONUS application of major ERP implementations including ORACLE, SAP, and PEOPLSOFT.

k. Personnel and Manpower Support: The Contractor shall provide support to the PEO-EIS Total Force Manager in developing technical management products, extracts, reports, reviews, plans, and studies documenting the analysis of automated manpower systems, organizational sets and associated databases and processes.

3.0 SCOPE

The objective of this Order is to provide comprehensive program management support, financial management support, acquisition support, contract and administrative support services as well as management and maintenance of business tool support to PEO-EIS as described in Section 5.0. Although the tasks are listed discreetly, it is critical for the Contractor to have the depth and breadth of personnel available to perform the tasks across and in the context of the PEO-EIS portfolio. The

personnel assigned must have the requisite knowledge and understanding of the DoD Acquisition process, the Navy, and all facets of supporting a Program Executive Office with a $2B portfolio of Information Systems and Information Infrastructure. The Contractor shall have the ability to support meetings with the Government client in the Arlington, VA area within one hour of notification.

4.0 APPLICABLE DIRECTIVES

The Contractor shall adhere to the following documents in accordance with paragraph 5.0, Performance Requirements:			
Document Type	No./Version	Title	Date
Code of Federal Regulation	Title 48, Vol 1	Federal Acquisition Regulation	Current Version
Code of Federal Regulation	Title 48, Vol 2	Defense Federal Acquisition Regulation Supplement	Current Version
Contract	N00024-00-D-6000	Navy Marine Corps Intranet (NMCI)	01-Nov-00
DoD	7000.14-R	DoD Financial Management Regulation	Current Version
United States Code	31 USC 1301(a)	Money and Finance	Current Version
United States Code	31 USC 1502(a)	Money and Finance	Current Version
United States Code	31 USC 1517	Money and Finance	Current Version
JFTR	Vol1	DoD Uniformed Service Travel	Current Version
Navy Regulation	NAVSO P-1000	DON Financial Management Policy Manual	Current Version
Joint Regulation	JTR	DoD Civilian Personnel Travel	Current Version
OMB Circular	A-11	Preparation, Submission and Execution of the Budget	16-Jul-04
DOD Directive	4630.5	Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)	5/5/2004
DOD Directive	5000.1	Defense Acquisition System	10/23/2000
DODI	5000 .2	Program Management	05/12/03
DOD Directive	8500 .1	Information Assurance	10/24/2002
SPAWARINST	7720.4C	Policy and responsibilities for SPAWAR Cost Estimating and Analysis Division	02 Aug 2004
DoD Manual	5000.4-M	DoD Manual Cost Analysis Guidance and Procedures	Dec 1992
DoD Directive	5000.1	The Defense Acquisition System	12 May 2003
DoDI	5000.2	The Operation of the Defense System	12 May 2003
SECNAVINST	5000.2C	Implementation of the Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development	19 Nov 2003

		System	
DoD Guide		DoD Earned Value Management Implementation Guide	03 Oct 1997
DoD Manual		DoD Contractor Cost Data Reporting Manual	16 Apr 1999
SPAWARINST	5000.19C	Earned Value Management Requirements for SPAWAR Contracts and Task Statement	20 Jul 2001
Memorandum	3960 Ser PEO C4I/301	Policy for Major Program Reviews	17 Nov 2003
SECNAVINST	5420	(Draft) Department of the Navy Cost Analysis Improvement Group (DON CAIG)	08 Apr 2004
SPAWARINST	5510.1	SPAWAR Security Instruction	22 FEB 2010

5.0 PERFORMANCE REQUIREMENTS

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

5.1 Program Management Support

5.1.1 Contracts Support

The Contractor shall assist the Government in conducting contracting activities in executing the current fiscal year spend plan for PEO-EIS and it's associated programs. This task shall include the following activities:

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

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

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

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

5.1.1.5 The Contractor shall conduct purchasing support for acquisitions with emphasis on FAR Part 8, 12, 13 and 15 procedures.

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

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

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

- Review of contract deliverables to ensure they are compliant and complete
- Maintaining delivery, task order and contract files, Task Order COR files, and Contract Surveillance Report files
- Assistance with processing change orders and Equipment/Engineering 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.
- Collection and analysis of contract related metrics.

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

5.1.2 Financial Management Support

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

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

5.1.2.1 Planning and Programming Support. Financial Requirements Generation and Prioritization: The Contractor shall assist the PEO-EIS in the development and justification of financial requirements. The Contractor shall assist in prioritizing requirements and shall analyze those requirements against authorized funding and unfunded requirements... The Contractor shall submit the results in the requested format and within the customers' assigned schedule. The Contractor shall assist in the preparation and maintenance of the PEO-EIS POM/PR exhibits including POM/PR briefing packages. The Contractor shall compile, maintain, update and track POM/PR financial data, issue papers and other documentation throughout the budget cycle. POM/PR briefing packages, executive summaries, and backup documentation shall be prepared in accordance with the POM/PR exhibit standards within the time required to support the PEO-EIS schedule. The Contractor shall support the DON 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 requester within the time frame assigned for POM/PR submission in the format prescribed by the requester.

5.1.2.2 Budget Process Support/Budget Exhibit Preparation. The Contractor shall provide initial budgetary products and updates to DON, OSD and the President's Budget exhibits for all applicable appropriations. The Contractor shall prepare, review and verify initial, draft and final budget exhibits within the suspense time required by PEO-EIS and the Budget Submitting Office (BSO). Budget exhibits shall include all Appropriation exhibits and IT exhibits to include the Exhibit 300 and Capital Investment Report. The Contractor shall meet the accuracy, timeliness and quality requirements of the customer to include proper review of exhibits to verify program submissions are complete, accurate and consistent with other budgetary and programmatic information and any anomalies in a programs' history or acquisition plan are sufficiently explained in order to reduce the possibility of adverse program adjustments. Documentation shall be prepared in accordance with directives and submitted to the requester as required to ensure proper financial management. The Contractor shall update budget control tracks and Executive Controls Summary in accordance with standard formats provided by the requestor. The Contractor shall provide accurate data and follow FMB, BSO, and Program Office budget guidance to support budget submissions. Correction of errors and revisions shall be published one (1) day after the change is identified. The Contractor shall generate, update and draft budgetary reclamas, impact statements, and final issue papers as required. The Contractor shall prepare initial, draft, and final versions in accordance with FMB, BSO, and Program office budget guidance within the timeframe required by the requesting organization. The Contractor shall support initial preparation and updates to budget data calls as required by Resource Sponsor, BSO, FMB, OSD or Congress. The Contractor shall prepare responses to initial, revised, and final budgetary data calls within the time required to support schedule deadlines and in the requested format.

5.1.2.3 Execution Tracking and Metrics Support. The Contractor shall generate, execute, and track funding documents and procurement requests using designated Navy Financial Management and tracking systems, specifically Navy ERP and STARS. The Contractor shall maintain execution and out year and prior year spend plans to track the status of funds, obligations and expenditures and ensure performance metrics (e.g. FMB Benchmarks) 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 workdays of the request. The Contractor shall document and report deviations to PEO-EIS within 24 hours of discovery.

5.1.2.3.1 The contractor shall provide execution data, analysis and updates in support of mid-year execution and program reviews. On an annual basis, the Contractor shall prepare mid-year budget 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 mid-year execution and program review standards cited in the SPAWAR Business and Financial Manager's Manual.
5.1.2.3.2 The Contractor shall populate and maintain "real time" data in corporate financial databases. The Contractor shall perform database entry as required to support PEO-EIS program schedules, usually within 24 hours of receipt.
5.1.2.3.3 The Contractor shall support initial preparation and updates to financial execution data calls as required by the Program Office, Resource Sponsors, SPAWAR Comptroller, SPAWAR BFM, Congress, OSD, and FMB. The Contractor shall support the PEO-EIS Business and Financial Manager in preparation and submission of the following: Monthly financial status briefs, monthly funds execution status reports, weekly financial activities, travel status reports, and bi-weekly funding document log updates. The Contractor shall prepare responses to initial, revised and final data calls within time requested to support schedule deadlines and in accordance with the customer requested data call standard.
5.1.2.3.4 The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitment 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.
5.1.2.3.5 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.
5.1.2.3.6 The Contractor shall prepare and maintain initial and revised current execution spend plans as prescribed by the customers reporting requirements for prior year, execution year and future years. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative. Spend plans shall be maintained in accordance with time and format requirements prescribed by the customer.
5.1.2.3.7 The Contractor shall prepare ad hoc financial reports on an as-required basis. Ad hoc reports shall be provided to the requestor within the timeframe assigned and format requested by the customer.

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

5.1.2.5 Navy ERP Support. The contractor shall provide Subject Matter Expert(s) on Navy ERP planning and implementation. Efforts shall include coordination of all aspects required for the planning, implementation and use of Navy ERP at PEO-EIS and its programs. Specific tasks include but are not limited to: end-user role mapping; liaison with SPAWAR Business Office; end-user training; assisting end-users with troubleshooting problems and assisting end-users with accomplishment of Project Systems functions and transactions within Navy ERP.

5.1.3 Administrative and Operations Support

5.1.3.1 Document Tracking. The contractor shall track document due dates, and follow-up on tickler notices on the day the document is due to ensure due dates are met. The contractor shall coordinate and compile the weekly "Hot List" Report for the PEO and Deputy PEO.

5.1.3.2 Office Documentation. The Contractor shall be responsible for the collection, organization, filing and retrieval of PEO-EIS office documentation. Documentation shall be promptly filed in accordance with local procedures. The contractor shall develop and maintain a PEO-EIS Operations guide and coordinate and prepare an annual Management Control Program Report.

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

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

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

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

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

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

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

5.1.3.10 Meeting Support and Special Planning. The Contractor shall provide technical, management and planning support for meetings, off-sites, conferences and working groups, and other PEO-EIS events as necessary. This support shall include the coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes

as directed within the schedule established by the requestor. The Contractor shall coordinate special events, meetings, conferences, and work groups.

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

5.1.3.12 Information Management Support. The Contractor shall provide Information Assurance and Personal Identifiable Information (PII) requirements support.

5.1.3.13 Facilities Management Support. The Contractor shall provide physical space configuration support and facilities support as it relates to impacts of Base Realignment and Closure (BRAC) and space leasing issues.

5.1.3.14 Congressional Reports and Acts. The Contractor shall review Congressional Reports and Acts of Congress for proposals/statutes that impact PEO-EIS and the PEO-EIS program portfolio.

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

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

5.1.3.17 Information Assurance Tracking. The Contractor shall support the PEO-EIS staff in ensuring information Assurance requirements are reviewed and that policies are updated and disseminated to the appropriate communities of interest (COI).

5.1.3.18 Management Internal Control Support. The Contractor shall assist PEO-EIS with development/establishment and implementation/management of Management Internal Control Program (MICP) requirements.

5.1.3.19 Operational Support. Contractor shall provide support to the PEO-EIS in performing blackberries, cell phones, and air cards support, NMCI Seat Ordering & Seat Service Support, and office equipment support, etc.

5.1.4 Logistics Support

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

5.1.4.2 Acquisition Documentation. The Contractor shall review, develop, and update logistics input to any acquisition documentation, and specifically milestone documentation in preparation for

Milestone Decision Reviews (MDR) and In-Process Reviews (IPR) of programs under PEO-EIS purview.

5.1.4.3 Logistics Support Plans. The Contractor may be required to develop Logistics Support Plans in support of MDR/IPR develop impact statements, information papers, point papers, etc, subject to Government approval, on logistics issues impacting PEO-EIS.

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

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

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

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

5.1.4.8 Quality Assurance Reviews. The Contractor shall Perform Quality Assurance reviews of program events or documentation related to system(s) maintenance services, training operations, testing procedures and other analyses of hardware or software equipment to ensure relevancy to program concepts providing a report on the findings and results of the review as directed.

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

5.1.4.10 Installation Management. The Contractor shall support installation management activities for PEO EIS systems. This includes facilitation of installation management meetings, shore and afloat policy reviews, providing installation status updates, and tracking Casualty Reports (CASREPS).

5.1.5 Information Technology (IT) Acquisition Support

5.1.5.1 APEO - Acquisition Support

5.1.5.1.1 The Contractor shall provide IT Acquisition subject-matter expertise to support, guide and to advise Program Managers and PEO-EIS in successfully accomplishing program objectives via Milestones and Acquisition decision events including but not limited to the following PEO, DON, and OSD reviews and decision points:

- PEO Program Decision Reviews

- DONCIO Clinger-Cohen Act
- Gate Reviews / Portfolio Sufficiency Reviews
- Investment Review Board
- Integrating Integrated Product Team/ Overarching Integrated Product Team
- Milestones with the Milestone Decision Authority

5.1.5.1.2 The Contractor shall conduct research and analysis of IT Acquisition issues, provide sound solutions to assist programs through all phases of the program lifecycle utilizing but not limited to a current and working knowledge of the following areas and principals of IT and IT Acquisition expertise:

- All recent applicable laws and statutes, DOD/DON regulations and implementing directives and all other applicable documents
- ACAT I MAIS/MDAP Program documentation requirements
- IT Service Management
- IT Infrastructure Library
- Total Cost of Ownership
- Other current IT industry standards as applicable

5.1.5.1.3 The Contractor shall maintain a working knowledge of PEO-EIS programs and shall provide IT Acquisition subject-matter expertise to support, guide and provide advice to Program Managers and PEO-EIS in successfully accomplishing statutory and regulatory reporting requirements in a timely manner, to include but not be limited to:

- MAIS Annual and Quarterly Reports
- RD&A Dashboard Reports
- Other DON and RD&A data calls

5.1.5.1.4 The Contractor shall assist with the management, development and delivery of MAIS Critical Change Team (CCT) Reports under Title 10 U.S.C. Chapter 144A enacted into statute by Section 816 of the National Defense Authorization Act for FY07. The CCT evaluations must be conducted in 60 days from the critical change.

5.1.5.1.5 The Contractor shall assist in the performance of program health assessments in utilizing the Probability of Program Success (POPS) tool and other research and analysis of IT Software Development and Production processes. The contractor shall provide a recommended entry point into the acquisition framework and a plan of actions and milestones to achieve optimum program success and delivery.

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

5.1.5.3 Project Management Support

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

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

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

5.1.5.4 PEO-EIS Program Stand up

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

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

5.1.6. Enterprise Solutions

5.1.6.1 The Contractor shall assist the Government in managing IT investments by providing the following activities, at a minimum:

5.1.6.1.1 Identifying IT capabilities that can be delivered or managed as enterprise solutions, aligned with or leveraged from DoD IM/IT initiatives.

5.1.6.1.2 Improving collaboration with the requirements, resources and acquisition entities to promote structured processes and propel effective and efficient procurement of enterprise capabilities.

5.1.6.1.3 Centralizing procurement and management of enterprise IT solutions and services.

5.1.6.1.4 Development of evaluation/entrance criteria for assignment of new programs or project initiatives to the PEO EIS portfolio.

5.1.6.2 The Contractor shall serve as an enterprise IT strategic advisor for the Government by providing the following activities, at a minimum:

5.1.6.2.1 Analyzing and providing recommendations for adoption of emerging technologies and business process trends.

5.1.6.2.2 Transitioning from decentralized funding and execution of IT capabilities to adoption of an enterprise resourcing and programming model.

5.1.6.2.3 Establishing an Information Technology Service Management (ITSM) Center of Excellence (COE) to provide strategic and tactical implementation guidance for full lifecycle management of enterprise IT solutions and services.

5.1.6.2.4 Representing DON interests in DoD and Joint investment discussions, planning/working groups and Integrated Produce Teams.

5.1.6.3 The Contractor shall assist the Government in enabling IT initiatives by providing the following activities, at a minimum:

5.1.6.3.1 Identifying enterprise initiatives and alignment with DON Programs, portfolios and DoD enterprise initiatives.

5.1.6.3.2 Evaluating and improving DON enterprise IT applications and capabilities portfolio.

5.1.6.3.3 Adopting and implementing a service-oriented framework for the acquisition and management of Enterprise IT Solutions and Services**.**

5.2 Public Affairs Office Support

The Contractor shall provide the following management support to PEO-EIS Public Affairs Officer (PAO) to assist in achieving the goal of supporting PEO program implementation.

5.2.1 Strategic Communications and Branding Support

5.2.1.1 Strategic Communication Planning. The Contractor shall assist in developing, updating and implementing the PEO-EIS Communications Strategic Plan including: Media Relations, Promotional Public Relations, Branding and Internal Communications, Updates shall be prepared annually and submitted as directed by the PEO-EIS PAO.

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

5.3.1.3 Evaluate and Analyze PEO-EIS Program. The Contractor shall evaluate and analyze PEO-EIS communications results and present recommendations to senior leadership for changes in PEO-EIS communications. The Contractor shall prepare and submit an analysis report to the PAO within fourteen workdays of completing the analysis. This shall be prepared annually and submitted within as directed by the PEO-EIS PAO.

5.2.1.4 Branding. The Contractor shall assist in developing and implementing PEO-EIS branding strategies to increase awareness in both internal and external audiences as approved by the PEO. The Contractor shall propose at least three strategies for PAO consideration as assigned, and fully development implement the approved strategy as directed by the PAO.

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

5.2.2 Media Relations

5**.2.2.1 Media Relations Plan.** The Contractor shall assist the PAO in developing a media relations plan that addresses media opportunities to proactively respond to emerging newsworthy issues. All media relation activities shall be in conjunction with the PEO-EIS PAO, and the Contractor shall never act as, nor speak on behalf the DON or the PEO-EIS office. All contractor activity concerning media relations will meet the requirements of SECNAVINST 5720.44A.

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

5.2.2.3 Media Stories. As directed by the PEO-EIS PAO, the Contractor shall successfully place stories and opinion editorials in a variety of national and local print media. All Contractor stories and editorials shall be reviewed and approved by the PEO-EIS 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 point of contact and telephone number and date of publication or rejection, and the rejection reason, as appropriate.

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

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

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

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

5.2.2.8 Press Kits. The Contractor shall prepare press kits for press conferences that consist of updated timely and accurate information concerning PEO topics. The Contractor shall submit press kits to the PEO-EIS 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.

5.2.3 Web Site and Portal Content Management

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

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

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

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

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

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

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

5.2.4.4 Written Support. The Contractor shall suggest no less than two “good news” articles per month. The Contractor shall submit all “good news” stories to the PEO-EIS PAO for consideration and approval prior to distribution.

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

5.2.5.1 Fact Sheets. The Contractor shall develop, write and maintain PEO-EIS fact sheets tailored to assigned topic, and containing both general information and specific technical information as assigned and approved by PEO-EIS. The Contractor shall make approved fact sheets available to the customer in electronic format immediately upon request.

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

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

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

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

5.2.6.2 Exhibit Booth. The Contractor shall staff the exhibit booth with qualified employees, distribute outreach materials, and answer questions. The Contractor shall coordinate with other integrated program teams within the PEO-EIS for the scheduling of technical support for staffing the exhibit booth. Manning plans shall be submitted to the PEO-EIS 30 days prior to the tradeshow/conference date for approval.

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

5.3 Management & Maintenance of Business Tools

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

5.3.1.1 The Contractor shall assist the Government in performing the baseline level of PEO-EIS Portal operational sustainment activities to keep the portal operational and provide the users the minimum level of support required. This encompasses technical maintenance, content management support and user support and training. Specifically, this includes project management, system administration, security administration, SharePoint services administration, technical troubleshooting and resolution of portal and business tool functionality, baseline content management services, help desk, training/user assistance, DIACAP product development and process facilitation, and hosting management to include migration to the NMCI (and successor network) enclave.

5.3.1.1.1 Technical Maintenance. The Contractor shall perform technical administration of the PEO-EIS portal including:

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

5.3.1.1.2 Content Maintenance. The Contractor shall perform content Administration of the PEO-EIS Portal including:

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

5.3.1.1.3 Training. The Contractor shall perform training for the PEO-EIS Portal including:

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

5.3.2 Enterprise Content Management. The organization needs to establish, drive and sustain a knowledge sharing environment. Proper Governance also needs to be established to ensure the processes and policies for sharing information across the PEO are in place. This includes, at a minimum: portal content management policies, archiving procedures, and sensitive information guidance.

5.3.2.1 Knowledge Management Working Group Lead. The Contractor shall perform portal transition and/or integration of PEO-EIS assigned programs' knowledge and information management requirements into the PEO-EIS Portal to include:

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

5.3.2.1.2 Portal Transition and/or Integration Analysis. The Contractor shall conduct analysis and develop a plan to manage and implement portal transition and/or integration efforts. Specific activities associated with this support include; architectural and hosting analysis, licensing analysis, portal requirements analysis and data tool and user analysis.

5.3.2.1.3 Portal Transition and/or Integration Implementation. The Contractor shall integrate and/or transition assigned programs into the PEO-EIS portal. Specific activities include architectural and hosting implementation, license reconciliation, DIACAP update/process, portal build out (taxonomy, sites, logo), data, tool and user migration, and user implementation (deployment, user communication and training).

5.3.3 Acquisition Process Implementation. PEO-EIS has a need for Business Process Management services to assist in creating a common set of Program Management Processes across the PEO-EIS. A common set of Program Management (PM) Processes will enable more rapid communication within the PEO-EIS and allow daily Program Management tasks to be efficiently completed. The contractor shall facilitate the creation of the Program Management Processes within the PEO-EIS. The Contractor shall research and analyze existing instructions and

institutional knowledge and integrate this information with Project Management Best Practices to create a standard set of Program Management Processes as follows:

5.3.3.1 Requirements Gathering. The Contractor shall gather the institutional knowledge that exists within the programs and incorporate this into the PM processes including:

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

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

5.3.4 Business Process Management. The Contractor shall monitor business processes and update tools and reports to automate these processes via the PEO-EIS Portal. The Contractor shall assist the Government in improving processes and update requirements for PEO-EIS portal business tools. The Contractor shall modify business tools based on the Government's requirements and deploy the updated functionality. The Contractor shall also ensure proper change management. Tools which are widely used in the DoD and DON will be monitored and leveraged as much as possible prior to updating tools. All data rights, databases, and other software products used as process tools will become property of the Government.

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

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

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

- Development
- Testing
- Training

5.4 Engineering Support

5.4.1 Risk Management. The Contractor shall assist in performing analysis of risk and interdependencies on an enterprise level. The Contractor shall utilize the Navy Risk Management Guide to analyze or develop any risk management functions for PEO-EIS and any PEO-EIS program. The Contractor shall assist in identifying risk in the areas of cost, scheduling, budget, performance and staffing across all disciplines and programs assigned to PEO-EIS. The Contractor shall integrate risks from all the PEO-EIS programs to provide a summary view of overall PEO-EIS risks. The Contractor shall assist in developing a risk mitigation plan to reduce risk in the areas indentified above. The Contractor shall create a POA&M or schedule as part of the risk mitigation process.

5.4.2 Key Performance Parameters (KPP). The Contractor shall assist in identifying and developing the KPP’s across all PEO-EIS disciplines. The KPP’s shall be developed from identified characteristics of the PEO-EIS Systems.

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

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

5.4.3 Technology Roadmaps. In support of the enterprise, the Contractor shall assist in developing technology roadmaps to document the present and future state of the enterprise.

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

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

5.4.3.3 New Technology. The Contractor shall identify new technologically advanced products or items in support of the PEO-EIS mission and the support of the assigned programs. The Contractor shall assist in the review and assessment of emerging technologies in studies and reports as required. The Contractor shall review, evaluate and assess technology solutions proposed by the Program Managers for applicability to the PMW programs and any availability for horizontal integration across the entire PEO-EIS portfolio. The Contractor shall provide a report to the APEO (Engineering) on technology reviews, evaluations and assessments.

5.4.3.4 System Engineering Support. The Contractor shall assist in developing Systems Engineering artifacts and preparing for system engineering technical reviews such as: System Requirement reviews (SRR), Preliminary Design Reviews (PDR), and Critical Development Reviews (CDR) for all PEO-EIS assigned programs. The Contractor shall review all programmatic documentation, attend program reviews as directed, provide comment, analysis and recommendations to the Government based on information obtained from the review that supports alignment to DoD, DON and PEO-EIS guidance and policy.

5.4.4 Technical Inspection and Documentation. The Contractor shall assist or conduct technical inspection and documentation of system(s) related hardware and or software for applicability and compliance to program requirements and in alignment with Federal, DoD and DON policies.

5.4.5 Program Reviews. The Contractor shall perform reviews of PEO-EIS program events or documentation related to system(s), scheduling, maintenance services, training operations, testing procedures and any other analyses of hardware or software to ensure relevancy to program concepts. The Contractor shall take a systems engineering approach to looking at all programs across the enterprise. The Contractor shall perform an end to end review of the documents created as part of the Program Documentation and provide a summary report to the APEO (Engineering). The Contractor shall perform technical services and documentation preparation associated with program acquisition and engineering management of system(s) hardware or software as directed by the APEO (Engineering).

5.4.6 Briefing Services. The Contractor shall provide support to the APEO (Engineering) in the preparation, review and delivery of program briefing materials, demonstrations and related audio/visual requirements, including but not limited to; In-Process reviews; Program coordination meetings; and program briefing materials as directed by the COR.

5.5 Personnel and Manpower Support

The Contractor shall provide support to the PEO-EIS Total Force Manager in developing technical management products, extracts, reports, reviews, plans, and studies documenting the analysis of automated manpower systems, organizational sets and associated databases and processes. The contractor shall provide management of PEO-EIS manpower and personnel requirements including but not limited to the following:

5.5.1 Manpower Billets. The Contractor shall define, formalize and validate personnel requirements for new and existing PEO-EIS civilian, contracted support for HR, and military positions, including preparation of position descriptions and subspecialty coding validation sheets, including the following, at a minimum: assist with identification of skill sets, core competencies, and organizational requirements (inclusive of competency alignment); perform on-site staffing, assist in sponsorship/welcome programs, and develop/track training curriculum to satisfy position requirements; Intelligent Workbook; and maintain record of requested and approved positions and assignments.

5.5.2 Manpower Studies. The Contractor shall perform HR strategy and analysis related to position validation studies/data calls as needed to determine manpower requirements/conversions for PEO-EIS, and to include trends analysis as well as instructions/directives/standard operating procedures review and development, and business process improvement.

5.5.3 Manpower Budgets. The Contractor shall assist with PEO-EIS military manpower and personnel proposals and POM builds and submissions, billet, FYDP, budget, and program reviews, and complete manpower account Quantity/Quality analyses, as required.

5.5.4 Manpower Briefings. The Contractor shall develop and support PEO-EIS military manpower and personnel briefings and presentation initiatives including preparation of draft briefs, presentations, meeting minutes, and booklets.

5.5.5 Manpower Correspondence. The Contractor shall prepare related manpower and personnel correspondence to include award recommendations for Navy and Marine Corps civilian and military personnel associated with PEO-EIS and training/individual development program correspondence.

5.5.6 Manpower Meetings. The Contractor shall liaison with major claimant manpower and personnel representatives, OPNAV resource sponsors, and Navy manning control authority to promote and clarify PEO-EIS manpower issues. The Contractor shall be required to attend technical, management, and working group meetings as directed by PEO-EIS.

5.5.7 Acquisition Professional Community Support. The Contractor shall identify and define billet acquisition certification requirements. Maintain Acquisition Professional Community information for use in proposing assignment solutions to PEO-EIS military manpower, civilian, and contracted support personnel requirements. Define and organize reimbursable Navy and Marine

Corps military billets assigned to PEO-EIS from various organizations including ADDU and Naval reserve billets. Ensure Dawia, KLP/CAP capacities by billet and track to completion annually.

5.5.8 Manpower Database Support. The Contractor shall research and prepare PEO-EIS Military Manpower Change application (TMMCA) software packages and associated correspondence as required. Coordinate submission of TMMCA requests to military manpower control points for transmission to the Total Force Military Manpower System (TFMMS). Maintain PEO-EIS Activity Manning Documents using TFMMS database extracts. Work to develop a Shared Personnel Database and incorporate a Total Force Share Drive for knowledge share/knowledge management.
5.5.9 Military Billets. The Contractor shall coordinate with PEO-EIS and Navy community management and assignment officials to assist in obtaining the most qualified military personnel to fill PEO-EIS positions. Inclusive of billet changes and slating requirements.

5.5.10 Manpower Reports. The Contractor shall develop, produce, provide, and maintain PEO-EIS program management database extracts, matrices, spreadsheets, and listings containing desired military manpower information.

6 DELIVERABLES

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

PWS Section Deliverable	Due Date
Program Level Management Support	
Standard Monthly Status Report	10th Day of Following Month
Contract Support: Contracts Checklist	As Required
Contract Support: Contracts Templates	As Required
Contracts Support: Monthly Status Brief to VP	Monthly, No later then the 10th
Finance Support, Planning and Programming: Participate in Resource Sponsor Meetings	Weekly
Finance Support, Planning and Programming: Monitor Program Budget Information System (PBIS) Controls and Prepare PBIS Issue Papers	As Required
Finance Support, Planning and Programming: Review Program Decision Memorandum and Prepare Reclama	As Required
Finance Support, Budget Exhibit Preparation: Prior Year Actuals Submission	TBD-November
Finance Support, Budget Exhibit Preparation: President's Budget Exhibits	TBD-January/February
Finance Support, Budget Exhibit Preparation: Prepare FMB Midyear Unfunded Requirements	TBD-March
Finance Support, Budget Exhibit Preparation: Prepare Naval Net Warfare Enterprise Unfunded Requirements	As Required
Finance Support, Budget Exhibit Preparation: DON Budget Reviews Exhibits	TBD-June/July
Finance Support, Budget Exhibit Preparation: OSD Budget Review Exhibits	TBD-August/September
Finance Support, Budget Exhibit Preparation: Review Navy	As Required

Attachment 1

BES Marks and prepare Reclamas	
Finance Support, Budget Exhibit Preparation: Review Program Budget Decisions and prepare Reclamas	As Required
Finance Support, Execution Tracking and Metrics: Spend Plan Commitment / Obligation Report	Monthly, No later than 5th working day
Finance Support, Execution Tracking and Metrics, Navy ERP Budget Structure and Direct Projects Creation and Maintenance	As Required
Finance Support, Execution Tracking and Metrics: Funding Document Creation & Tracking	As Required; No later than 2 working days following request unless otherwise directed
Finance Support, Execution Tracking and Metrics: PEO-EIS Activity Report	Weekly
Finance Support, Execution Tracking and Metrics: PEO-EIS Financial Status Flag Brief	Monthly, No later than 5th working day
Finance Support, Execution Tracking and Metrics: Tri-Annual Review	Tri-Annually
Finance Support, Advisory Services: DITPR DON Updates	As Required to Support Investment Review Board program Certifications
Finance Support, Advisory Services: Review and analysis Program Dashboards	Quarterly
Finance Support, Advisory Services: Review and analysis of Quarterly Program Reviews	Quarterly
Administrative Support: PEO-EIS Phone list	As required, Updated as required
Administrative Support: Meeting Minutes	As required not later then 2 days following the meeting
Administrative Support: Travel Vouchers	As Required
Administrative Support: Weekly Hot List	Weekly
Administrative Support: Operations Guide	Award plus 3 months, updated as needed
Administrative Support: Management Control Program Report	Annually
Logistics Support: Logistics Analysis	As Required
Logistics Support: Briefings	As Required
Acquisition Support, Program Management Meetings Minutes	As Required not later then 2 days following the meeting
Acquisition Support, Program Management Program Review Analysis	As Required
Acquisition Support, Program Business Process Review and analysis	As Required
Acquisition Support, Program Management Performance Metrics Review	As Required
Acquisition Support, Program Management: PEO-EIS Chronology	As Required
Acquisition Support, PEO-EIS Support: PEO-EIS Issue Action Tracker Data	As Required
Acquisition Support, Information Assurance Tracking	As Required

Attachment 1

Acquisition Support, PEO-EIS Support MICP	As Required
Acquisition Support, PEO-EIS Stand Up : Provide Goals/Objectives Chart	Updated Quarterly
ESOL Business Plan	Award +45 days/annual review
Weekly ESOL Newsletter	weekly
ESOL Charter	Award +45 days/annual review
Support development & formalize of ES OIPT charter, governance structure and membership	Award +30 days/annual review
Technology Briefs & Executive Presentations	As required
Identify candidate enterprise solutions/services for investment	On-going
Develop evaluation/entrance criteria for assignment of new programs, projects initiatives to PEO EIS portfolio.	Award +45 days/quarterly review
DoD-IC Enterprise Guidance Board (EGB)	Monthly
DoD-IC Counsel of Colonels (CoC)	Bi-Monthly every 2 weeks
DoD-IC Tiger Team Lead/Sync Meeting	Weekly
DoD-IC Enterprise Email Tiger Team (EETT)	Weekly
DoD-IC Enterprise Identity Mgmt/Security Framework Tiger Team (AATT)	Weekly
ESOL Road Map Tactical (FY10) and Strategic (FY11-15)	Award +45 days/semi-annual review
Public Affairs Office Support	
Strategic Communication Plans	As Required
Media Relations Plan	As Required
Request to Query (RTQ)	As Required
Trip Report	As Required
Monthly Communications Metrics Report	As Required
Management & Maintenance of Business Tool	
Enterprise Portal Maintenance and Trouble Shooting Log	Monthly, Not Later then the 10th
Enterprise Portal Maintenance: Project Schedule	Initial document due 15 days after contract award
Enterprise Portal Maintenance: Monthly Status Reports	Monthly, Not later then the 10th
Enterprise Portal Maintenance: Updated Content Management Plan	In accordance with project schedule
Enterprise Portal Maintenance: User Documentation Updates	In accordance with project schedule
Enterprise Portal Maintenance: Training Sessions	In accordance with project schedule
Enterprise Content Management: Establishment of K.M Working Group	Ongoing, As Required
Enterprise Content Management: Creation of K.M Working Group Charter	Ongoing, As Required
Enterprise Content Management: Best Practices Documentation	Ongoing, As Required
Enterprise Content Management : Information Sharing Processes and Procedures Documentation	Ongoing, As Required
Enterprise Content Management : Updated Taxonomy	In accordance with project

	schedule
Enterprise Content Management: Requirements Documentation	In accordance with project schedule
Enterprise Content Management: Data Migration Plan	In accordance with project schedule
Enterprise Content Management: Updated Change Management Plan	In accordance with project schedule
Enterprise Content Management Licensing Analysis	In accordance with project schedule
Enterprise Content Management: Updated SSAA as required	In accordance with project schedule
Enterprise Content Management: updated Network Architecture Diagram	In accordance with project schedule
Enterprise Content Management: Training	In accordance with project schedule
Acquisition Process implementation: Budget Management Process	In accordance with project schedule
Acquisition Process implementation: Performance Management process	In accordance with project schedule
Acquisition Process implementation: Risk Management Process	In accordance with project schedule
Acquisition Process implementation: Schedule Management Process	In accordance with project schedule
Business Process Management, Tool Identification and Design, New Iteration of the Pricing Performance Model: Requirements Documentation	Due at the end of the first month of each cycle*
Business Process Management, Tool Identification and Design, New Iteration of the Pricing Performance Model: Design Documentation	Due at the end of the sixth week of each cycle*
Business Process Management, Tool Identification and Design, New Iteration of the Issue Action Tracker: Requirements Documentation	Due at the end of the first month of each cycle*
Business Process Management, Tool Identification and Design, New Iteration of the Issue Action Tracker: Design Documentation	Due at the end of the sixth week of each cycle*
Business Process Management, Tool Implementation and Design, New Iteration of the Pricing Performance Model: Test Plan and Test Scripts	Due at the end of the third month of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Pricing Performance Model: Test results	Due at the end of each cycle*
Business Process Management, Tool Implementation and Design, New Iteration of the Pricing Performance Model: Release	Due at the end of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Issue Action Tracker: Test Plan and Test Scripts	Due at the end of the third month of each cycle*
Business Process Management, Tool Implementation, New Iteration of the Issue Action Tracker: Test Results	Due at the end of each cycle*

Business Process Management, Tool Implementation, New Iteration of the Issue Action Tracker: Release	Due at the end of each cycle*
Engineering Support	
Risk Management: PEO Risk Mitigation Plan, including POAM and Schedule	As Required
KPP: PEO Performance Attributes	As Required
KPP: PEO Enterprise Level Performance Metrics	As Required
Technological Roadmap Support: PEO Enterprise Level Technological Roadmap	As Required
Technological Roadmap Support: PEO Level Technological Roadmap	As Required
Program Reviews: PEO Program Review Documentation	As Required

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

7 GOVERNEMENT FURNISHED PROPERTY

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

8 ELECTRIONIC AND INFORMATION TECHNOLOGY (EIT) SECTION 508 ACCESSIBILITY STANDARDS DETERMINATION OF APPLICABILITY

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

1194.21-Software Applications and Operation Systems
1194.22- Web Based Intranet and Internet Information and Applications
1194.23- Telecommunications Products
1194.24- Video and Multimedia Products
1194.25- Self-contained, Closed Products
1194.26- Desktop and Portable Computers
1194.31- Functional Performance Criteria

The standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device(s), but merely require that the EIT be compatible with such software and devices(s) so that it can be made accessible if so required in the future. Contractors may propose products or services that result in substantially equivalent or greater access to and use by individuals with disabilities; this is known as equivalent facilitation.
All 508 compliance and compliance issues are to be addressed by the Government customer and Contractor.

9 SECURITY

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

9.1 Operations Security

All work is to be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

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

10 NAVY MARINE CORPS INTRANET (NMCI)

The nature of this task does not require contractors to procure NMCI seats (hardware) for personnel working at the contractor site. Contractors working on site in Government spaces will be provided an NMCI seat, if required. Contractors will be required to obtain an NMCI user account (i.e. a "@navy.mil" email address).

11 INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING NAVY ENTERPRISE RESOURCE PLANNING (ERP) MANAGEMENT SYSTEM

11.1 Contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing any Navy ERP System, Contractor personnel shall contact the applicable NMCI, Assistant Claimant Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homeport website at: https://nmcicustomerreporting/CTR_Lookup/index.asp. Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role required via the Contracting Officers Representative or Task Order Manager (COR/TOM) to the Competency Role Mapping POC. The COR/TOM will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping Point of Contact, identify the Computer Based Training requirements needed to perform the role assigned. The following shall be completed prior to requesting a role for Navy ERP: Systems Authorization Access Request (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training certificate and SF85P.

11.1.1 For this procedure, reference to the COR/TOM shall mean the PCO for contracts that do not have a designated COR/TOM. For directions on completing the SF85P, the contractor is instructed to consult with their company's Security Manager. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

11.1.2 For DoD Information Assurance Awareness training, please use this site: http://iase.disa.mil/index2.html.
DIRECTIONS: On the right side under "IA Training:" select "IA Training Available Online". On the next page select the frame with "DoD Information Assurance Awareness". When the next page comes up, select "Launch DoD Information Assurance Awareness.

12 BEST PRACTICES

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

13 TECHNICAL POINTS OF CONTACT

The Task Order Manager is Eric Ferraro, 2451 Crystal Drive, Suite 1139, Arlington, VA 22202-4804. 703 602-6716, eric.ferraro@navy.mil
The Financial POC for this task order is Robert Kaplan, 2451 Crystal Drive, Suite 1139, Arlington, VA 22202-4804. 703 602-6716, Robert.kaplan@navy.mil

14 WORKLOAD ESTIMATE

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

CLIN 4001:

Section/Title	# of FTE's
5.1 Program Management Support	
5.1.1 Contracts Support	4
5.1.2 Financial Management Support	5
5.1.3 Administrative and Operations Support	8
5.1.4 Logistics Support	2
5.1.5 IT Acquisition Support	9
5.1.6 Enterprise Solutions	14
5.2 Public Affairs Office Support	2
5.3 Management & Maintenance of Business Tools	5
5.4 Engineering Support	3
5.5 Manpower and Personnel Support	5
Total	**57**

CLIN 4101: 57 FTE
CLIN 4201: 57 FTE
CLIN 4301: 57 FTE
CLIN 7001: 57 FTE

Travel/Other Direct Costs:
CLIN 6001: $254,706
CLIN 6101: $264,894
CLIN 6201: $275,490
CLIN 6301: $286,509
CLIN 9001: $297,969