

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1 2</b>	
2. AMENDMENT/MODIFICATION NUMBER <b>P00003</b>		3. EFFECTIVE DATE <b>05/11/2021</b>		4. REQUISITION/PURCHASE REQUISITION NUMBER <b>1300851520</b>		5. PROJECT NUMBER (If applicable) <b>N/A</b>	
6. ISSUED BY <b>Office of Naval Research 875 N. Randolph St [REDACTED]</b>		CODE <b>N00014</b>		7. ADMINISTERED BY (If other than Item 6) <b>[REDACTED]</b>		CODE <b>[REDACTED]</b> SCD <b>C</b>	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) <b>AVIAN, Inc. 22111 Three Notch Road [REDACTED]</b>				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NUMBER			
				<input type="checkbox"/> 9B. DATED (SEE ITEM 11)			
				<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NUMBER <b>N0017819D7206/N0001420F3010</b>			
				<input type="checkbox"/> 10B. DATED (SEE ITEM 13) <b>08/28/2020</b>			
CODE <b>345J8</b>		FACILITY CODE <b>137893942</b>					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 43.103(b) Unilateral, FAR 52.232-22 Limitation of Funds</b>
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
[REDACTED]		[REDACTED]	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<b>[REDACTED]</b> <i>(Signature of person authorized to sign)</i>		<b>[REDACTED]</b> <i>(Signature of Contracting Officer)</i>	<b>05/18/2021</b>

# General Information

The purpose of this modification is to fully fund the base award to continue providing administrative, business, financial and programmatic support to the Mission Capable, Persistent & Survivable Naval Platforms Department (ONR Code 33) for Fully Funded Labor amount of [REDACTED] and Travel/ODCs For [REDACTED].

The Line of Accounting information is hereby changed as follows:

100003:

From:

To: AC 1701319 W2DH 251 00014 0 050120 2D 000000 A20005602303

100004:

From:

To: AD 1711319 W2DG 251 00014 0 050120 2D 000000 A30005602303

300002:

From:

To: AE 1711319 W232 251 00014 0 050120 2D 000000 A40005602303

The total amount of funds obligated to the task order is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	Fund Type	From	By	To
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the task order is hereby increased/decreased from [REDACTED] by [REDACTED] to [REDACTED].

<b>ORDER FOR SUPPLIES OR SERVICES</b>					PAGE 1 OF 41
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7206		2. DELIVERY ORDER/CALL NO. N0001420F3010		3. DATE OF ORDER/CALL (YYYYMMDD) 2021MAY11	
4. REQUISITION/PURCH REQUEST NO. 1300851520			5. PRIORITY Unrated		
6. ISSUED BY Office of Naval Research 875 N. Randolph St [REDACTED]			7. ADMINISTERED BY (if other than 6) [REDACTED]		8. DELIVERY FOB SCD: C <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
9. CONTRACTOR NAME AND ADDRESS AVIAN, Inc. 22111 Three Notch Road [REDACTED]			10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
12. DISCOUNT TERMS Net 30 Days WAWF			13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G		
14. SHIP TO SEE SECTION F			15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 [REDACTED]		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
16. TYPE OF ORDER	DELIVERY/ CALL <input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.			
	PURCHASE <input type="checkbox"/>	Reference your _____ furnish the following on terms specified herein.			
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
AVIAN, Inc.		[REDACTED]		[REDACTED]	
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:					
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE					
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT
	SEE SCHEDULE				
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA BY: [REDACTED]		25. TOTAL [REDACTED]
			05/18/2021 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:					
d. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			28. SHIP. NO.		29. D.O. VOUCHER NO.
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS		30. INITIALS
			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY
			31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			
					34. CHECK NUMBER
					35. BILL OF LADING NO.
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

# Section B - Supplies and Services

## CLIN - SUPPLIES OR SERVICES

### FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
1000	R408	(Base Year) Administrative, Business, Financial and Programmatic Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E)	█	Months	█	█
100001	R408	Base Year Funding (RDT&E)				
100002	R408	Funding for Base Year (RDT&E)				
100003	R408	Funding for Base Year (RDT&E)				
100004	R408	Funding for Base Year (RDT&E)				
1100	R408	(Option 1) Administrative, Business, Financial and Programmatic Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E) Option	█	Months	█	█
1200	R408	(Option 2) Administrative, Business, Financial and Programmatic Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E) Option	█	Months	█	█
1201	R408	SURGE (Option 2) Administrative, Business, Financial and Programmatic Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E) Option	█	Months	█	█
1300	R408	(Option 3) Administrative, Business, Financial and Programmatic Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E) Option	█	Months	█	█
1301	R408	SURGE (Option 3) Administrative, Business, Financial and Programmatic Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E) Option	█	Months	█	█
1400	R408	(Option 4) Administrative, Business, Financial and Programmatic Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E) Option	█	Months	█	█
1401	R408	SURGE (Option 4) Administrative, Business, Financial and Programmatic	█	Months	█	█

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Support for the Office of Naval Research (ONR), Code 33 in accordance with (IAW) Section C. (RDT&E) Option				

Cost Only Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
3000	R408	(Base Year) Other Direct Costs (ODC) in support of CLIN 1000 Not-to-Exceed (Cost Reimbursement, No Fee) (RDT&E)	█	Lot	█
300001	R408	Base Year Funding (RDT&E)			
300002	R408	Base Year Funding (RDT&E)			
3100	R408	(Option 1) Other Direct Costs (ODC) in support of CLIN 1100 Not-to-Exceed (Cost Reimbursement, No Fee) (RDT&E) Option	█	Lot	█
3200	R408	(Option 2) Other Direct Costs (ODC) in support of CLIN 1200 and 1201 Not-to-Exceed (Cost Reimbursement, No Fee) (RDT&E) Option	█	Lot	█
3300	R408	(Option 3) Other Direct Costs (ODC) in support of CLIN 1300 and 1301 Not-to-Exceed (Cost Reimbursement, No Fee) (RDT&E) Option	█	Lot	█
3400	R408	(Option 4) Other Direct Costs (ODC) in support of CLIN 1400 and 1401 Not-to-Exceed (Cost Reimbursement, No Fee) (RDT&E) Option	█	Lot	█

FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
4000		(Base Year) DATA - Contract Data Requirement List's (CDRL's A001-A007) █		Lot	█	
4100		(Option 1) DATA - Contract Data Requirement List's (CDRL's A001-A007) █		Lot	█	
4200		(Option 2) DATA - Contract Data Requirement List's (CDRL's A001-A007) █		Lot	█	
4300		(Option 3) DATA - Contract Data Requirement List's (CDRL's A001-A007) █		Lot	█	
4400		(Option 4) DATA - Contract Data Requirement List's (CDRL's A001-A007) █		Lot	█	



# Section C - Description/Specifications/Statement of Work

## 1.0 BACKGROUND

### 1.1 Introduction

The Office of Naval Research (ONR) is an Echelon I headquarters organization within the Office of the Secretary of the Navy. As the Department of the Navy's Science and Technology (S&T) provider, ONR provides technology solutions for Navy and Marine Corps needs. ONR's missions, defined by law, are to plan, foster, and encourage scientific research in recognition of its paramount importance as related to the maintenance of future naval power, and the preservation of national security. Further, ONR manages the Navy's basic, applied, and advanced research to foster transition from science and technology to higher levels of research, development, test and evaluation. ONR seeks to obtain professional administrative, business, financial and programmatic support for basic research, applied research, and advanced technology development programs associated with surface, including amphibious, undersea, and ground naval platforms, naval materials and undersea weapons.

### 1.2 Background

The Office of Naval Research (ONR) Mission Capable, Persistent & Survivable Naval Platforms Department (Code 033) develops and delivers technologies that enable superior warfighting and energy capabilities for naval forces, platforms and undersea weaponry. ONR Code 033 has diverse science and technology (S&T) investments in four Divisions focusing on Advanced Naval Platforms, Advanced Naval Materials, Undersea Weapons and Payloads and Manufacturing Technology. Within these Divisions, ONR Code 033 supports research in six core competency areas: Platform Design and Engineering; Power, Energy and Propulsion; Materials; Manufacturing; Undersea Weapons and Sustainment and Logistics.

## 2.0 PERFORMANCE WORK STATEMENT (PWS)

The purpose of this task order (also referred to herein as "contract") is to provide ONR Code 033 with administrative, business, financial and programmatic support for basic research, applied research, and advanced technology development programs associated with surface and sub-surface naval platforms, naval materials and undersea weaponry.

### 2.1 Objective

ONR Code 033 has a requirement for administrative, business, financial and programmatic support services for a variety of naval technology programs including Platform Design and Engineering; Power, Energy and Propulsion; Materials; Undersea Weapons; Manufacturing; Sustainment and Logistics; demonstrations of Advanced Technology Programs; support of international technical exchange Project

Agreement (PA) efforts and overall administrative and programmatic support of ONR Code 033.

## **2.2 Scope**

The Contractor shall provide administrative, business, financial and programmatic support services for ONR Code 033 in accordance with Section 2.3 below.

Personnel supporting the specific tasks/requirements under Section C.2.3 shall be proficient in commercial software packages, to include at a minimum Microsoft Office (specifically, Word, Excel, Power Point and Outlook). Personnel shall also be required to communicate clearly and effectively, both verbally and in writing. Personnel will be developing program execution documentation, as required.

Performance of tasks shall conform, at a minimum, to the performance standards and acceptable quality levels identified in the Quality Assurance Surveillance Plan (QASP) that will be contained in the subsequent award.

The Government is seeking responses from Contractors describing their technical expertise and technical approach, past performance and the price for meeting the requirements as outlined in the Performance Work Statement (PWS). Contractors are responsible for proposing sufficient staff to support its proposed approach.

## **2.3 Specific Tasks/Requirements**

The contractor shall provide administrative, business, financial and programmatic support, which includes, but is not limited to the following tasks.

### **2.3.1 Program Management/Financial Management**

**2.3.1.1** Assist program officers and other government personnel with internal work processes and procedures that involve the following systems/software to manage project activities and resources to mitigate risk throughout the project lifecycle, track project execution for planned and actual progress related to schedule, cost and technical performance and monitor project action items and progress: Navy Marine Corps Intranet (NMCI), Computer Optimized Batch Reconciliation Application (COBRA), Program Budget Information System (PBIS), Navy Enterprise Resource Planning (NERP), Procurement for the Public Sector (PPS), Wide Area Workflow (WAWF), Contract Administration System (CAMIS), Standard Accounting and Reporting System (STARS), iConnect and Sharpcloud.

**2.3.1.2** Perform financial analysis for a variety of funds and funding sources to protect against federal anti-deficiency violations, internal procedural and accounting errors, and any other applicable problems associated with sources and usage of funds

**2.3.1.3** Prepare and research funding documents within NERP and PPS; track commitments, obligations and expenditures of funding; and assist in resolving issues related to NERP Work Breakdown Structure (WBS) funding that are not meeting financial benchmarks related to commitments, obligations, and/or expenditures across multiple contractors/performers.



**2.3.1.4** Prepare and provide monthly updates to financial trackers for program officers. This includes updating prior year expenditure data, updating current year funded amounts and expenditure data and developing planning data for the following year. This includes reviewing all planned efforts for a given year, including Naval International Cooperative Opportunities (NICOPs).

**2.3.1.5** Monitor and assist in the management of project activities and resources to mitigate risk throughout the project life cycle. Track project execution and inform program officers of any variance between planned and actual progress of S&T performers related to schedule, cost and technical performance by utilizing a variety of project management and business analysis tools, techniques and practices. Monitor project action items and interpret the results and progress provided through a variety of information sources (e.g., technical and financial status reports).

**2.3.1.6** Prepare Determination and Finding documents and other support agreements required for Military Interdepartmental Purchase Request (MIPR) and Interdepartmental Purchase Request (IPR) submissions.

**2.3.1.7** Prepare and assist with the administration, maintenance and execution of ONR Corporate programs, such Presidential Early Career Awards for Scientists and Engineers (PECASE), Multidisciplinary University Research Initiatives (MURIs), Young Investigator Program (YIP), etc.

**2.3.1.8** Assist program officers in the preparation and coordination of Broad Agency Announcements (BAAs), Funding Opportunity Announcements (FOAs), Requests for Information (RFIs), and Requests for Proposals (RFPs), as well as review and assembly of proposal packages. This includes reviewing proposal packages prior to submission to the Contracting Department to ensure that all required information is provided and the proposal submission template is complete and correctly filled out. This also includes coordination with the Contracts Department to ensure proposal packages and procurement requests (PRs), including one page documents, meet current requirements for submission for grant and contract awards. The individual will be assembling the packages using the checklist provided by ONR Contracts to ensure all documents are provided. Communicate between program officers, Contracting Officers and Contracts Specialists to get accurate and timely information to speed the contracting process. The support for any solicitation and/or proposal evaluation will be in the area of administrative support only.

**2.3.1.9** Assist program officers and other government personnel in general program management support on matters and issues consistent with ONR sponsored projects, including logistical and scheduling support. Specific efforts may include coordination with principal investigators (PIs) from industry, universities and labs to perform program updates, as required.

**2.3.1.10** Assist program officers and other government personnel in responding to data calls from outside agencies requesting information related to ONR sponsored projects, in terms of fact finding information from different data bases, i.e. Standard Account and Reporting System (STARS) and Program Budget and Information System (PBIS).

**2.3.1.11** Maintain Code 033 Mission Capable, Persistent & Survivable Naval Platforms Department information, i.e. slides, program updates and briefings, on ONR's SharePoint Site, Sharpcloud and public website that has been approved in accordance with ONR policy and procedures for public release.

**2.3.1.12** Assist in drafting the Program Objective Memorandum (POM) budget. This includes drafting R-2 Exhibits for the Navy Science & Technology (S&T) Programs.

**2.3.1.13** Assist in answering financial related queries from senior DoD, Navy, or congressional members.

**2.3.1.14** Conduct qualitative and quantitative analyses of financial data, operations, and requirements to develop program improvements within the Department.

**2.3.1.15** Evaluate, develop and suggest improvements to analytical models, procedures and techniques of established internal administrative and management functions in an effort to provide feedback on how to increase productivity and effectiveness within the Department.

**2.3.1.16** Draft funding documents and Purchase Requests (PRs).

**2.3.1.17** Track the expenditures and the performance of ONR-funded or managed efforts.

**2.3.1.18** Assist in developing presentations or reports for speaker presentations and Department of Navy higher echelon briefings. This may involve compiling data from multiple individuals in specific software formats, such as Microsoft PowerPoint or Word.

**2.3.1.19** Provide graphics and desktop publishing support utilizing the Microsoft Office Suite to generate briefings used to create and obtain funding for new programs, advise management/leadership, and coordinate with supporting and transition agencies/commands.

**2.3.1.20** Collect and maintain current technical, financial, and policy directives that apply to the Mission Capable, Persistent & Survivable Naval Platforms Department.

**2.3.1.21** Attend meetings, compile information for lessons learned, assist program officer(s) with workshops by registering attendees, distributing workshop information and providing administrative support.

**2.3.1.22** Organizing and coordinating meetings, prepare conference agendas and conference minutes.

**2.3.1.23** Conus and Oconus travel may be required occasionally in support of ONR activities such as conferences, international collaborations, operational exercises, operational demonstrations, and integration and planning meetings.

**2.3.1.24** Support the management and execution of S&T innovation programs and pilots, including interfacing with government agencies, academia, non-profits, industry, and public and private investment groups.

## **2.3.2 Program Administrator**

**2.3.2.1** Defense Travel System (DTS), Joint Travel Regulations (JTR), Joint Personnel Accountability System (JPAS), Wide Area Workflow (WAWF), Contract Administration System (CAMIS), Standard Accounting and Reporting System (STARS), iConnect and Sharpcloud.

**2.3.2.2** Conduct qualitative and quantitative analyses of financial data, operations, and requirements to develop program improvements within the Department.

**2.3.2.3** Evaluate, develop and suggest improvements to analytical models, procedures and techniques of established internal administrative and management functions in an effort to provide feedback on how to increase productivity and effectiveness within the Department.

**2.3.2.4** Draft funding documents and Purchase Requests (PRs).

**2.3.2.5** Track the expenditures and the performance of ONR-funded or managed efforts.

**2.3.2.6** Collect and maintain current technical, financial, and policy directives that apply to the Mission Capable, Persistent & Survivable Naval Platforms Department.

**2.3.2.7** Provide administrative support for NMCI seats/correspondence and routing sheets/training/management internal controls.

**2.3.2.8** Attend and gather information for the Department during bi-weekly Human Resources Office (HRO) meetings and Corporate Administrative Advisory Group (CAAG) Meetings.

**2.3.2.9** Assist with Human Resource functions for the Department such as Check-In, Check-Out, and Change in Status; Training requests and forms; entering data into the Personnel Process Improvement (PPI) Suite System; monitoring timekeeping; preparing Bank Card Purchase requests; and coordinating assignment of office spaces and equipment.

**2.3.2.10** Research and provide information related to any regulations and policies pertaining to making travel arrangements including the Federal Joint Travel Regulations, foreign clearance guide, national and international visit requests, short and standard lead country clearances, Aircraft and Personnel Automated Clearance System (APACS), Joint Personnel Adjudication System (JPAS), standard and short lead VISAs, as well as, fee and no-fee standard and short lead passports.

**2.3.2.11** Assist program officers with DTS, entering travel requests into DTS, working with Scheduled Air Transportation Office (SATO) travel system and reviewing travel order authorizations and vouchers.

**2.3.2.12** Assist with foreign travel requirements verification, invitational travel orders and vouchers, passport requests, VISA requests, visit requests, official diplomatic and country clearances, letters of expediting, country and diplomatic clearances, and other associated travel documentation and tasks.

**2.3.2.13** Provide scheduling support and maintain calendars for program officers, Division Directors, Department Head and other supported government personnel.

**2.3.2.14** Organizing and coordinating meetings, tasks would include book conference rooms and work with the ONR Corporate Strategic Communications (CSC), as necessary, for coordinating off-site events.

**2.3.2.15** Provide administrative support for standard office operation and support functions, including coordinating transportation, performing document maintenance, filing, printing and scanning.

**2.3.2.16** Prepare submissions for tri-monthly conference attendance approval.

**2.3.2.17** Preparing all forms required to ensure the office continues to operate, including, DD 249 forms requesting building access, responding to carrier card requests, preparing and submitting new user requests, new hire packages and onboarding submissions, preparing and tracking MOAs for detailee assignments, preparing System Authorization Access Request Navy (SAAR-N) forms for NIPR and SIPR access, preparing Contractor Verification System (CVS) Registration Request forms for individuals to obtain Common Access Cards (CAC) and preparing hardware/software requests.

## **3.0 PERSONNEL REQUIREMENTS**

### **3.1 General Personnel Requirements**

The Contractor shall provide qualified personnel to manage and execute all aspects of the Performance Work Statement (PWS). Contractors are responsible for proposing sufficient staff to support its proposed technical approach. The contractor team shall work both as a group and independently to respond to office requirements. The statements below are required to be met in order for an individual to be rated acceptable.

- All personnel must be able to use commercial software packages, to include at a minimum Microsoft Word, Excel, PowerPoint, and Outlook.
- All key personnel are required to hold at a minimum a secret security clearance.
- All other personnel are required to hold at a minimum a National Agency Check.
- Communicating effectively orally and in writing
- Being effective working independently and collaboratively.

NOTE: Historically, the level of effort for this requirement consisted of 13 FTEs for the base award and option 1. The level of effort is expected to increase by approximately 43% in option period 2 through 4 (historically 10 FTEs)

due to a planned realignment of efforts from other administrative, business, financial and programmatic support contracts.

More specific requirements for each personnel category are provided starting in Section 3.2.

### 3.2 Specific Personnel Requirements & Qualifications

#### 3.2.1 Position 1: Program Manager/Team Lead ( FTE - Key Personnel)

The individual in this position shall provide both working level support and overall program management of the Contractor's team.

The ( FTE (Key Person) of support must be provided by a single qualified individual. For Position 1, ( FTE (Key Person) is expected to be filled at task order award. The individual in this position shall be capable of performing the specific tasks in Sections 2.3.1 through 2.3.2.

The candidate shall possess:

- A Bachelor's degree from a fully accredited college or university.
- ( years of experience in each of the following specific areas:
  - Providing program management support, the last of which must be no more than ( years old.
  - Working as a Program Manager, managing and overseeing a program portfolio.
  - Providing administrative, business and financial support, the last of which must be no more than ( years old
  - Providing program management support to S&T programs.
  - Providing program management support to Navy S&T programs.
- Experience communicating with senior level government and military personnel
- Experience working in a small team environment.
- Experience developing and executing complex programs in excess of \$ (
- Demonstrated ability to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.
- Experience with government planning, forecasting, program budgeting, funding, execution monitoring and reporting against commitment, obligation, and expenditure benchmarks.
- Experience with and knowledge of acquisition strategies related to the procurement of research and development.

#### 3.2.2 Position 2: Program Management/Financial Management IV ( ( FTEs total – ( Personnel for the base and all options; ( options ( through ( only)

The 7 FTEs (Key Personnel) of support must be provided by [REDACTED] ( [REDACTED] ) single qualified individuals. For Position 2, [REDACTED] ( [REDACTED] ) FTEs (Key Personnel) are expected to be filled at task order award.

The individuals in these positions shall be capable of performing the specific tasks in Section 2.3.1 above.

The candidate shall possess:

- A Bachelor's degree from a fully accredited college or university and [REDACTED] ( [REDACTED] ) years of experience providing administrative, business, and financial support or (2) a high school diploma with at least [REDACTED] ( [REDACTED] ) years of experience providing administrative, business, and financial support.
- Experience working with the systems or similar systems listed in Paragraph 2.3.1 of this Section.
- Experience developing and executing complex programmatic tasks.
- Demonstrated ability to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.
- Experience with government planning, forecasting, program budgeting, funding, execution monitoring and reporting against commitment, obligation, and expenditure benchmarks.
- Experience with and knowledge of acquisition strategies related to the procurement of research and development.

**3.2.3 Position 3: Program Management/Financial Management III ( [REDACTED] ) FTEs – [REDACTED] personnel for the base and all options; [REDACTED] for options [REDACTED] through [REDACTED] only)**

The [REDACTED] FTEs of support must be provided by [REDACTED] ( [REDACTED] ) single qualified individuals. For Position 3, [REDACTED] [REDACTED] FTEs are expected to be filled at task order award.

The individuals in these positions shall be capable of performing the specific tasks in Section 2.3.1 above.

The candidate shall possess:

- A Bachelor's degree from a fully accredited college or university and [REDACTED] ( [REDACTED] ) years of experience providing administrative, business, and financial support or ( [REDACTED] ) a high school diploma with at least [REDACTED] ( [REDACTED] ) years of experience providing administrative, business, and financial support.
- Experience working with the systems or similar systems listed in Paragraph 2.3.1 of this Section.
- Experience with government planning, forecasting, program budgeting, funding, execution monitoring and reporting against commitment, obligation, and expenditure benchmarks.
- Experience developing and executing complex programmatic tasks.
- Demonstrated ability to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.

### 3.2.4 Position 4: Program Management/Financial Management II (Historically █ FTEs – █ personnel for options █ through █ only)

The 2 FTEs of support must be provided by █ (█) single qualified individuals. For Position 4, █ (█) FTEs are expected to be filled when option 2 of the contract is exercised.

The individuals in these positions shall be capable of performing the specific tasks in Section 2.3.1 above.

The candidate shall possess:

- A Bachelor's degree from a fully accredited college or university and █ (█) years of experience providing administrative, business, and financial support or (2) a high school diploma with at least █ (█) years of experience providing administrative, business, and financial support.
- Experience working with the systems or similar systems listed in Paragraph 2.3.1 of this Section.
- Experience with government planning, forecasting, program budgeting, funding, execution monitoring and reporting against commitment, obligation, and expenditure benchmarks.
- Experience developing and executing complex programmatic tasks.
- Demonstrated ability to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.

### 3.2.5 Position 5: Program Administrator IV (█ FTE – Key Personnel to be filled at time of award)

The █ FTE of support must be provided by █ (█) single qualified individual. For Position 5, this █ (█) FTE is expected to be filled at task order award.

The individual in this position shall be capable of performing the specific tasks in Section 2.3.2 above.

The candidate shall possess:

- A Bachelor's degree from a fully accredited college or university and █ (█) years of experience providing administrative, business, and financial support or (2) a high school diploma with at least █ (█) years of experience providing administrative, business, and financial support.
- Experience working with the systems or similar systems listed in Paragraph 2.3.2 of this Section.
- Experience with government funding, execution monitoring and reporting against commitment, obligation, and expenditure benchmarks.
- Demonstrated ability to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.
- Demonstrated experience with human resources related efforts required to ensure continued operation of the Department.

- Experience with Defense Travel System (DTS).

### **3.2.6 Position 6: Program Administrator III (Historically █ FTEs – █ personnel for the base and all options; █ personnel for options █ through █ only)**

The █ FTEs of support must be provided by █ (█) single qualified individuals. For Position 6, █ (█) FTE is expected to be filled at task order award.

The individuals in these positions shall be capable of performing the specific tasks in Section 2.3.2 above.

The candidate shall possess:

- A Bachelor's degree from a fully accredited college or university and █ (█) years of experience providing administrative, business, and financial support or (█) a high school diploma with at least █ (█) years of experience providing administrative, business, and financial support.
- Experience working with the systems or similar systems listed in Paragraph 2.3.2 of this Section.
- Experience with government budgeting
- Experience with Defense Travel System (DTS).

### **3.2.7 Position 7: Program Administrator II (Historically █ FTEs – █ personnel for the base and all options)**

The █ FTEs of support must be provided by █ (█) single qualified individuals. For Position 7, █ FTEs are expected to be filled at task order award.

The individuals in these positions shall be capable of performing the specific tasks in Section 2.3.2 above.

The candidate shall possess:

- A Bachelor's degree from a fully accredited college or university and █ years of experience providing administrative, business, and financial support or (2) a high school diploma with at least █ years of experience providing administrative, business, and financial support.
- Experience working with the systems or similar systems listed in Paragraph 2.3.2 of this Section.
- Experience with government budgeting
- Experience with Defense Travel System (DTS).

### **3.3 FTE Summary Table:**



Job Category	Key	Key	Anticipated Work Location (Gov't Site/Contractor Site)
	Base + Option 1	Options 2-4 (Surge)	
Program Manager/Team Lead ██████████	█	█	Gov't Site (Expected)
Program Management /Financial Management IV (██████████)	█	█	Gov't Site (Expected and ██████████)
Program Management /Financial Management III ██████████	Contractor Proposed	Contractor Proposed	Gov't Site (Expected and ██████████)
Program Management /Financial Management II ██████████	-	Contractor Proposed	Gov't Site (██████████)
Program Administrator IV ██████████	█	█	Gov't Site (Expected)
Program Administrator III ██████████	Contractor Proposed	Contractor Proposed	Gov't Site (Expected and ██████████)
Program Administrator II ██████████	Contractor Proposed	-	Gov't Site (Expected)

**Note 1:** The FTEs labeled as “Expected” are positions to be filled at task order award.

**Note 2:** The FTEs labeled as ██████████ are positions to be filled if ██████████ exercised.

**4.0 PERIOD OF PERFORMANCE**

The task order will contain a ██████████ (██████████) Base Period and ██████████ Option Periods. The period of performance for the base period shall be from the effective date of the task order through ██████████. If exercised, the period of performance for each option period shall be performed during the ██████████ period immediately following the expiration of the Base Period or subsequent Option Periods, as applicable.

**5.0 Reports Data and Other Deliverables**

The following deliverables are required to support this task order. Electronic submission is encouraged for all reports, presentations, and support documents, unless otherwise directed by the COR and shall be provided to the COR identified in Section G, Paragraph 5.1 and, as directed, the Contracting Officer and Contract Specialist.

## 5.1 Monthly Reports

(a) The Contractor shall provide a Monthly Technical Progress Report to the COR (Exhibit A, CDRL Data Item No. A001). The report may be provided in contractor format (subject to COR approval). The report is due no later than fifteen (15) business days after the end of each month. The report will include the following information:

- a. Contractor's name and address;
- b. Contract and subcontract number (if applicable):
- c. Date of Report;
- d. Period covered by report;
- e. Executive Summary;
- f. Performance related work issues;
- g. Work accomplished per labor category;
- h. Hours charged against the task order per labor category;
- i. Problems and issues during report period and planned action for period following the period in which the report was submitted.

(b) The contractor shall also provide a Financial Status Report (Exhibit A, CDRL Data Item No. A002). The report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site:

<http://www.onr.navy.mil/en/Contracts-Grants/manage-contract.aspx>. The format for the financial status reports may be updated during the life of the website (or any successor website identified via administrative modification to the contract) and the contractor will be notified that an update version shall be used for future submissions. The report is due no later than [REDACTED] business days after the end of each month.

## 5.2 Annual Summary Report

The Contractor shall prepare an annual status report, due no later than [REDACTED] after the end of the period of performance. This report shall document cumulative work performed during the reporting period to include, but not be limited to, project status reports, technology acquisition status reports, litigation status reports and other related reports. Contractor format is acceptable (subject to COR approval) (Exhibit A, CDRL Data Item No. A003).

## 5.3 Other Reports as Required

For major efforts undertaken within Section 2.3, as requested by Code 033, the contractor shall provide paper and electronic copies of written reports, presentations, briefings, analysis and support documents related to the work conducted in support of Code 033 during the term of this task order (Exhibit A, CDRL Data Item No. A004).

## 5.4 Quality Control Plan

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is a means by which the contractor assures that work complies with the requirements of the contract.

The Quality Control Plan (QCP) shall detail the plan the contractor will employ during task order performance. The Government will monitor the QCP during task order performance to ensure that the contractor is performing in accordance with the QCP. The contractor shall provide a QCP within [REDACTED] ( [REDACTED] business days of task order award (Exhibit A, CDRL Data Item No. A005). After acceptance of the QCP, the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to the QCP. When changes are made to the QCP, the contractor shall submit the revised QCP to the Contracting Officer and COR within [REDACTED] business days of the changes (Exhibit A, CDRL Data Item No. A005).

## 5.5 Quality Assurance

The Government shall evaluate the contractor's performance under this task order in accordance with the contractor's QCP and the Government's Quality Assurance Surveillance Plan (QASP). The QASP is a Government developed and applied document used to ensure systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this PWS. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government received the quality of services called for in the PWS. The QASP details how the performance standards identified in the PWS are measured, who will perform the measurement, the frequency of the surveillance, and the acceptable defect rate(s). The QASP may be updated from time to time by the Government (See Attachment No. 1).

## 5.6 Enterprise Wide Contractor Manpower Reporting Application (ECMRA) Reports

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for the performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address

<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs [REDACTED]. While inputs may be reported any time during the FY, all data shall be reported no later than October 31st of each calendar year in accordance with Exhibit A, CDRL Data Item No. A006. Contractors may direct questions to the help desk, linked at

<https://doncmra.nmci.navy.mil>.

## **5.7 Individual Travel Worksheets and Reports**

The contractor shall provide Individual Travel Worksheets and Reports in accordance with Exhibit A, CDRL Data Item No. A007 prior to any travel from the contractor's worksite location, detailing the costs of that travel, to the COR for written approval prior to any travel. Travel must meet the requirements of the Joint Travel Regulations. In addition, travel reports are required no later than 30 days after the conclusion of the travel. The report shall contain dates; locations of travel; purpose; total cost breakdown of travel to include: per diem rates, hotel costs, car rental costs; the identity of other ONR personnel traveling with contractor support personnel; unusual cost items (including registration fees) incurred; tasks performed; and accomplishments. If documentation such as meeting minutes or PowerPoint presentations were distributed over the course of the travel, a copy shall be included with the report. Contractor format is acceptable, with approval of the format by the COR.

## **5.8 Master Travel Log Report**

The contractor shall maintain a master log of completed travel for all individuals traveling under this task order. The log shall include travel dates, destination, purpose, and cost breakdown to include airfare, mileage, lodging, per diem, rental car, taxi, and other miscellaneous costs. The contractor shall provide a copy of this report quarterly to the COR in accordance with Exhibit A, CDRL Data Item A008. Contractor format is acceptable, with approval of the format by the COR.

## **6.0 MEETING SPACE**

Throughout the performance of the technical tasks/requirements, the contractor's facilities may be required to host meetings or conferences. The contractor shall provide one meeting space that is within walking distance of a DC Metrorail, capable of accommodating at least █ people. ONR prefers the meeting space be within walking distance of ONR headquarters. Walking distance is defined as not exceeding █. In addition, the meeting space shall be equipped with a projector to display PowerPoint presentations, have ethernet connections to allow access to the internet, and be able to accommodate teleconferencing. SPACES SHALL BE AVAILABLE YEAR-ROUND TO ACCOMMODATE ALL MEETINGS. THE CONTRACTOR WILL HAVE SUFFICIENT ADVANCE NOTICE, AS THEY DEVELOP THE SCHEDULE WITH CONCURRENCE BY THE COR. The cost of the space may be charged as an Other Direct Cost.

However, the contractor shall not incur any direct costs for conference or meeting space under this award without the prior written concurrence of the ONR's Conference, Events & Exhibits Communications Manager or the Director of the Corporate Strategic Communications Officer, who will ensure compliance with ONR Instruction 5050.7B. The Contracting Officer Representative (COR) listed in your order will obtain the written concurrence from the individuals above.

## **7.0 Post Award Kick-Off Meeting**

The appropriate representative(s) of the contractor shall be prepared to attend a post award orientation kick-off meeting at Office of Naval Research Headquarters within █ (█ business days of award notification. The post award kick-off meeting will be attended by the Contracting Officer, Contract Specialist, Contracting Officer's Representative and any other required members of the program office.

# **Section D - Packaging and Marking**

Packaging and marking shall be in accordance with Section D of the IDIQ Contract.

## Section E - Inspection and Acceptance

Inspection and Acceptance of deliveries under this Task Order will be accomplished by the Contracting Officer's Representative listed in Section G, who shall have [REDACTED] ([REDACTED] days after contractual delivery for acceptance.

FAR 52.246-4 Inspection of Services-Fixed Price (AUG 1996)

## Section F - Deliveries or Performance

### The Period of Performance of the following Firm items are as follows:

1000	08/28/2020 - 08/27/2021
3000	08/28/2020 - 08/27/2021

### The Period of Performance of the following Option items are as follows:

1100	08/28/2021 - 08/27/2022
1200	08/28/2022 - 08/27/2023
1201	08/28/2022 - 08/27/2023
1300	08/28/2023 - 08/27/2024
1301	08/28/2023 - 08/27/2024
1400	08/28/2024 - 08/27/2025
1401	08/28/2024 - 08/27/2025
3100	08/28/2021 - 08/27/2022
3200	08/28/2022 - 08/27/2023
3300	08/28/2023 - 08/27/2024
3400	08/28/2024 - 08/27/2025

1. Distribution, consignment and marking instructions for all reports listed in Section C shall be FOB Destination to the cognizant Contracting Officer's Representative (COR) listed in Section G and any others listed under the report in Section C, and in accordance with Exhibit A (Contract Data Requirements List ( CDRL)).

2. Place of Performance: The support services under this task order shall be performed on-site at ONR Headquarters,



# Section G - Contract Administration Data

## 1.0 PROCURING OFFICE REPRESENTATIVES

(Instructions provided are for the Administrative Contracting Officer (ACO) and are not contractor instructions)

In order to expedite administration of this order, the Administrative Contracting Officer should direct inquiries to the appropriate office listed below. Please do not direct routine inquiries to the person listed in Block 20A on Standard Form 26.

Contract Negotiator – [REDACTED].

(If initial response to contract negotiator's email goes unanswered after [REDACTED] business days or the contractor knows the previous negotiator has left ONR, forward message to [ONR\\_Code254ProcurementTech@navy.mil](mailto:ONR_Code254ProcurementTech@navy.mil)).

Inspection and Acceptance conducted by the Contracting Officer's Representative (COR) – [REDACTED]  
[REDACTED]

Security Matters – [REDACTED].

Task Order Ombudsman (Per FAR 16.505(b)(5)) – [REDACTED]  
[REDACTED]

## 1.1 AWARD DISTRIBUTION (JULY 2015)

In accordance with the requirements of FAR 4.201, distribution is made to the contractor, program office, administrative contracting office, payment office and audit office. See the following matrix to determine the specific distribution location, which is based upon the award used:

Distribution	SF26	SF30	SF33	SF 1449	DD1155
Contractor	See Block 7	See Block 8	See Block 15A	See Block 17a	See Block 9
Program Office – Inspection and Acceptance	See Block 11	See Block 6	See Section G	See Block 15	See Block 14
Administrative Contracting Office	See Block 6	See Block 7	See Block 24	See Block 16	See Block 7
Payment Office	See Block 12	See Block 14	See Block 25	See Block 18a	See Block 15
Auditor	See Section G	See Section G	N/A	See Section G	See Section G



## 2.0 TYPE OF AWARD

This is a Firm Fixed Price Task Order with Reimbursable Other Direct Cost (ODC) CLINs.

## 3.0 AWARD NOTIFICATION/DISTRIBUTION

Office of Naval Research (ONR) award and modification documents are available via the Department of Defense (DoD) Electronic Document Access System (EDA) within the Procurement Integrated Enterprise Environment (PIEE) (<https://wawf.eb.mil/>).

EDA is a Web-based system that provides secure online access, storage and retrieval of awards and modifications to DoD employees and vendors (including contractors and recipients).

ONR creates an award notification profile for every award prior to the execution of the award using email addresses provided in the proposal or application. The notification profile will use the email address from the Business Point of Contact in the proposal to notify the recipient of an award.

If your organization needs to correct the EDA notification profile for an ONR award, please contact us at the following email address: [REDACTED]

The following information should be provided:

- a. Email Subject: EDA Award Notification Change Request;
- b. ONR Award Number
- c. The new email address to be added to the EDA award notification profile.
- d. First name
- e. Last name
- f. Organization

**IMPORTANT:** In some cases, EDA notifications are appearing in recipients' Junk Email folder. If you are experiencing issues receiving EDA notifications, please check your junk email. If found, please mark EDA notifications as "not junk."

EDA inactivates user accounts for non-use after [REDACTED] days. Failure to use your account will result in inactivation. A password reset and EDA POC approval is required to reactivate accounts.

## 4.0 TRAVEL COSTS

Travel may be required to support this Performance Work Statement. Contractor's travel costs shall be reimbursed in accordance with FAR 31.205-46 at rates not to exceed the maximum locality per diem rates (the combination of lodging, meals and incidentals) in effect at the time of travel, as set forth in the Federal Travel Regulations, Joint Travel Regulation

and Standards Regulations, Section 925, as applicable. For educational Contractor's, travel shall be reimbursed in accordance with OMB Circular A-21.

All Contractor travel arrangements including: clearance requests, hotel accommodations, travel orders, and via/passport requirements, are the Contractor's responsibility.

The contractor shall make every effort to make all travel arrangements at least █ days in advance. Travel may be CONUS or OCONUS. The COR will provide further guidance during the period of performance. As stated in Section C, Paragraph 5.7, the contractor shall provide a worksheet detailing the cost of travel to the COR for written approval prior to any travel. All requests for travel must be made in advance to the Contracting Officer's Representative (COR). No travel is allowable until authorized by the COR in writing.

## **5.0 DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)**

a. *Definitions.* As used in this clause —“*Department of Defense Activity Address Code (DoDAAC)*” is a six position code that uniquely identifies a unit, activity, or organization.

“*Document type*” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“*Local processing office (LPO)*” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

### **2 in 1**

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

### **Destination/Destination**

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

**Routing Data Table\* (To be completed upon award)**

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00014
Admin DoDAAC	N00014
Inspect By DoDAAC	
Ship to Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	N00014
Service Acceptor (DoDAAC)	N00014
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(4) *Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.*

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Notifications” field of WAWF once a document is submitted in the system.

Contracting Officer Representative: [REDACTED]

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

For WAWF Vendor support, please contact the WAWF Help Desk ([disa.ogden.esd.mbx.cscassig@mail.mil](mailto:disa.ogden.esd.mbx.cscassig@mail.mil); 801-605-7095); for Payment Issues, please contact the appropriate DFAS office (<http://www.dfas.mil/contractorsvendors/dodaacsvc.html>); for additional assistance, please [REDACTED]

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

## 6.0 PAYMENT INSTRUCTIONS

(These instructions are provided for the Contract Payment Office (DFAS Columbus) only, and are not contractor instructions)

The payment office shall allocate and record the amounts paid to the accounting classification citations in the task order using the table located at

[https://www.acq.osd.mil/dpap/dars/pgi/pgi\\_htm/current/PGI204\\_71.htm#payment\\_instructions](https://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/current/PGI204_71.htm#payment_instructions),

based on the type of payment request submitted (see DFARS 252.232-7006) and the type of effort.

## 7.0 Post Award Kick-Off Meeting

The appropriate representative(s) of the contractor shall be prepared to attend a post award orientation kick-off meeting at Office of Naval Research Headquarters or via teleconference. The post award orientation kick-off will be scheduled within [REDACTED] days of award notification. The post award kick-off meeting will be attended by the Contracting Officer, Contract Specialist, Contracting Officer's Representative and any other required members of the program office.

### Accounting Data

CLIN/SLIN	PR Number	Amount
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N0001420F3010

100001	130085152000001	[REDACTED]
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LLA :

AA 1701319 W4HP 251 00014 0 050120 2D 000000 A00005602303

Standard Document #:

100002	130085152000002	[REDACTED]
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LLA :

AB 1701319 W1AE 251 00014 0 050120 2D 000000 A10005602303

Standard Document #:

300001	130085152000003	[REDACTED]
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LLA :

AB 1701319 W1AE 251 00014 0 050120 2D 000000 A10005602303

Standard Document #:

BASE Funding: [REDACTED]

Cumulative Funding: [REDACTED]

N0001420F3010P00001

**Accounting Data**

MOD P00001 Funding: [REDACTED]

Cumulative Funding: [REDACTED]

N0001420F3010P00002

MOD P00002 Funding: [REDACTED]

Cumulative Funding: [REDACTED]

N0001420F3010P00003

100003                    130085152000004                    [REDACTED]

LLA :

AC 1701319 W2DH 251 00014 0 050120 2D 000000 A20005602303

Standard Document #:

100004                    130085152000005                    [REDACTED]

LLA :

AD 1711319 W2DG 251 00014 0 050120 2D 000000 A30005602303

Standard Document #:

300002                    130085152000006                    [REDACTED]

LLA :

AE 1711319 W232 251 00014 0 050120 2D 000000 A40005602303

Standard Document #:

MOD P00003 Funding: [REDACTED]

Cumulative Funding: [REDACTED]

# Section H - Special Contract Requirements

## 1.0 ENTERPRISE WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA) REPORTS

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Office of Naval Research via a secure data collection site. Contracted services excluded from reporting are based on Produce Service Codes (PSCs). The excluded PSCs are:

(1) W, Lease/Rental of Equipment;

(2) X, Lease/Rental of Facilities;

(3) Y, Construction of Structures and Facilities;

(4) D, Automatic Data Processing and Telecommunications, IT and Telecom-Telecommunications Transmission (D304) and Internet (D322) ONLY;

(5) S, Utilities ONLY;

(6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address [www.ecmra.mil](http://www.ecmra.mil).

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1st through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://www.ecmra.mil>.

## 2.0 SMALL BUSINESS SUBCONTRACTING OPPORTUNITIES

In accordance with FAR 19.705-2, the Contracting Officer has determined that a subcontracting plan is not required under this acquisition.

## 3.0 SET ASIDE

This is a 100% Service Disabled Veteran Owned Small Business set-aside and performance will be subject to the Limitation of Subcontracts clause FAR 52.219-14 in the basic IDIQ contract.

## 4.0 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL

BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of task order proposal submission.

## **5.0 SECURITY REQUIREMENTS**

### **5.1 General Security and Safeguarding Requirements**

A DD Form 254, "Department of Defense Contract Security Classification Specification," will be required for this effort and is provided under Section J as Attachment No. 3.

### **5.2 National Agency Checks (NAC)**

The Contractor shall cooperate with government cognizant service authority performing National Agency Checks with Inquiries (NACI). All onsite contractor personnel that are not required to possess a security clearance shall be subject to NACI to determine their trustworthiness and to ensure the individual does not pose an unacceptable risk to the government agency. NACIs shall be requested by the Office of Naval Research (ONR) Security Division using the SF 85P, and the FD-258 fingerprint card, and will be forwarded to OPM for processing. The results of NACIs will be evaluated by ONR Security Division to determine and ensure the individual(s) who are permitted access to command persons, property, facilities, and controlled unclassified information are trustworthy. ONR will notify the contractor in writing whether the contract employee will be authorized initial and continued access to ONR. Onsite contractor personnel not deemed trustworthy or who commit security violation(s) will be immediately removed from ONR premises and shall not be permitted access.

### **5.3 Safeguarding Information and Nondisclosure Agreement**

Contractor personnel assigned to this award are required to execute a Nondisclosure Agreement (NDA) prior to starting work. The NDA is provided in Section J as Attachment No. 6.

The parties acknowledge that, during performance of the contract resulting from this order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contract shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

### **5.4 Privacy Act**

All contractor personnel assigned to this task order will have access to information that may be subject to the Privacy Act of 1974. The contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release. The Privacy Act clause(s) of the contractor's SeaPort NxG contract are applicable to this task order.

## **6.0 PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Under the performance of this contract, the contractor will have access to Personal Identifiable Information (PII). PII refers to information that can be used to distinguish or trace an individual's identity. This includes such items as (but not limited to) a person's name, social security number, home/cell telephone numbers, email addresses, bank account information, and biometric records. In accordance with agency standards, the Contractor must properly mark and protect PII that is collected, maintained, created, or disseminated.

## 7.0 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

a. The parties hereto recognize that the effort to be performed by the Contractor under this contract creates a potential organizational conflict of interest such as is contemplated by Federal

Acquisition Regulation (FAR) 9.505. Specifically, ONR has determined that an actual or potential organizational conflict of interest (OCI) exists when the Contractor (including its parent, subsidiaries, and affiliates) performs for ONR both systems engineering and technical assistance (SETA) or other support services and Research and Development (R&D) work. Such situations give rise to OCIs or potential OCIs based on impaired objectivity, biased ground rules, and unequal access to information. The Contractor will not engage in any contractual undertakings or other activities that could create an organizational conflict of interest with its position under this contract, namely those activities that might impair its ability to render unbiased advice and recommendations and from which it may derive an unfair competitive advantage as a result of knowledge, information, and experience gained or work undertaken during the performance of this contract. The Contractor may submit a request to the Contracting

Officer to waive the organizational conflict of interest as provided by FAR 9.503 or may submit a mitigation plan to the Contracting Officer for approval to allow participation in a related procurement or other activity. During the term of this contract, including any extensions by change order or supplemental agreement, and for a period of [REDACTED] thereafter, the Contractor agrees that it will not supply the Office of Naval Research (ONR) under another contract or other arrangement as a prime contractor, subcontractor at any tier, or consultant to a supplier, any services, product, item or major component of an item or product that relates to any of the requirements under this contract or to work performed under it. The foregoing shall not preclude the Contractor from performing a follow-on contract for the same work (or a portion thereof) as that required under this contract.

b. For the purpose of this clause, the term "Contractor" means the Contractor, its subcontractors, subsidiaries, affiliates, partners, joint ventures involving the Contractor, any entity with which the Contractor may hereafter merge or affiliate, and any other successor of the Contractor.

c. Whenever performance of this contract requires access to another contractor's proprietary information, as required by FAR 9.505-4(b), the Contractor shall (i) enter into a written agreement with the other entities involved, as appropriate, to protect such proprietary information from unauthorized use or disclosure for as long as it remains proprietary and (ii) refrain from using such proprietary information other than as agreed to. An executed copy of all proprietary information agreements by individual personnel or on a corporate basis shall be furnished to the Contracting Officer within fifteen (15) calendar days of execution.

d. The Contractor shall educate its employees through appropriate means on the principles of FAR Subpart 9.5. Such education shall include, but not be limited to, training to ensure that employees refrain from using or disclosing proprietary information except as provided by executed agreement or as allowed by the contract. Further, the Contractor shall obtain from each of its employees, whose anticipated responsibility in connection with the work under this contract may be reasonably expected to involve access to such proprietary information, a written agreement (Attachment J-6), which in substance, shall provide that such employee will not, during his employment with the Contractor or thereafter improperly disclose such data or information.

e. The Contractor shall hold the Government harmless and will indemnify the Government as to any cost or loss resulting from the unauthorized use or disclosure of any third-party proprietary information by its employees, the employees of its subcontractors, or by its agents.

f. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government reserves the right to terminate this contract for default, disqualify the Contractor from subsequent related contractual efforts, and to pursue any other available legal remedies. If in compliance with this clause, the Contractor discovers and promptly reports an organizational conflict of interest subsequent to contract award, the contracting officer may choose to terminate this contract for the convenience of the government, when such termination is deemed to be in the best interest of the Government.



g. The Contractor will include the same provisions as are expressed in this clause, including this paragraph, in all subcontracts awarded for performance of any portion of this requirement. Subcontract restrictions will be limited, however, to the technical area(s) addressed in the specific statement of work in the subcontractor's contract. The subcontractor shall not participate in any ONR contract in the applicable technical area(s) without written approval of the ONR Contracting Officer. This restriction is applicable throughout the period of performance of the subcontract, and any extensions thereof by change order or supplemental agreement. Use of a subcontractor on this contract is not permitted without prior approval of the ONR Contracting Officer. When the provisions of this clause are included in a subcontract, the term "contracting officer" shall represent the head of the contracting office of the prime contractor. Any deviations or less restrictive coverage deemed necessary or required by the prime contractor for a particular subcontract must first be submitted to the government contracting officer for approval. Subcontractors, on a case-by-case basis, may make a request, through the prime contractor, for a revision to the ONR OCI clause restrictions outlined above.

## **8.0 INFORMATION TECHNOLOGY DEVICES**

The purchase of any computer or magnetic media (i.e. hard drives, flash drives) must be approved by the COR prior to purchase. Per Navy Telecommunication Directive 03-11, ANY such device connected to Navy Marine Corps Intranet Network shall be turned over to the Government for disposal at the end of contract performance. To prevent forfeit of ownership, the contractor shall NOT connect any privately owned device to a Government network.

Forfeit of ownership per Navy Telecommunication Directive 03-11 shall not, however, grant the Government any rights, title, or interest in any intellectual property embodied within a forfeited device. Nor shall a forfeit of ownership alter any responsibility that the Government may have to prevent unauthorized use, release, or disclosure of proprietary information that may be embodied within a forfeited device.

## **9.0 SPECIAL REQUIREMENTS FOR SERVICE CONTRACTS**

a. Inherently Governmental Functions – No inherently government functions as defined in FAR 2.101 and FAR 7.5 are to be performed by the contractor or contractor personnel performing under this contract. Contractor employees shall not participate in any deliberations or meetings intended to exercise an inherently governmental function. All final determinations such as binding the United States to take or not to take some action, selecting program priorities, and providing direction to Federal employees shall be made by the government. The contractor shall immediately notify the Contracting Officer's Representative (COR) and the Contracting Officer if performance of an activity would result in the performance of an inherently governmental function.

b. Non-Personal Services Contract – In accordance with FAR 37.101, this contract is a non-personal services contract. Contractor personnel rendering the services shall not be subject, either by the contract's terms or by the manner of its administration, to the continuous supervision and control of a Government officer or employee. The Contractor shall immediately notify the COR and the Contracting Officer if, through contract administration, the actions of a government employee will result in the performance of a personal services contract.

c. Identification of Contractor Personnel – In accordance with DFARS 211.106, contractor personnel shall never identify themselves as representing the Office of Naval Research (ONR), but rather shall identify themselves as being under contract to ONR. To that end, contractor personnel shall 1) identify themselves as contractor personnel at meetings by introducing themselves or being introduced as contractor personnel; 2) display distinguishing badges or other visible identification for meetings with Government personnel; 3) identify themselves as contractor employees in telephone conversations, formal and informal (e.g. email, email signatures) written correspondence, when using fax cover sheets, and on business cards (letterhead, fax cover sheets, and business cards may include the "Office of Naval Research" name, but shall not include the Office of Naval Research logo or any related graphic); and 4) identify themselves as contractor personnel on office name plates and office space markings.

## **10.0 PERSONNEL MANNING AND REPLACEMENT**

a. Personnel provided under this task order are critical to the mission of ONR. The contractor is expected to minimize employee turnover with respect to personnel performing under this task order.

b. All personnel under this task order shall possess sufficient breadth and depth of applicable experience to provide pertinent support independently.

c. All key personnel performing under this task order must meet or exceed the personnel qualifications of those key personnel proposed and accepted at the time of task order award. All non-key personnel performing under this task order must meet or exceed the personnel qualifications set forth in Section C, Paragraph 3.0 of the task order. The Government shall have a minimum of [REDACTED] business days to review the qualifications of replacement personnel prior to the personnel reporting to work. The Contractor shall be prepared to provide other personnel immediately ([REDACTED] business days) should the replacement personnel be considered unqualified.

d. In the event that contractor personnel are not meeting the requirements in the PWS identified in Section C, Paragraphs 3.1 and 3.2, the COR or the Contracting Officer will notify the Contractor of the issues regarding the contractor's personnel. The contractor will have [REDACTED] days to remedy the situation in a manner that is acceptable to the Government. A mutual effort will be made to resolve all problems and issues identified.

**12.0 CONSENT TO SUBCONTRACT AND/OR HIRE CONSULTANTS**

The services of the following subcontractors and consultants have been identified as necessary for the performance of this task order:

Identified Subcontractor(s)	Estimated Hours	Base/Option Period	Estimated Cost
ADS Federal		[REDACTED]	[REDACTED]
Valiant Harbor Intl (VHI)		[REDACTED]	[REDACTED]

Identified Consultant(s)	Estimated Hours	Base/Option Period	Estimated Cost

The preceding listing of subcontracts were evaluated during negotiations as required by Paragraph (j) of the contract clause at FAR 52.244-2 entitled "Subcontracts" and therefore do not require consent in accordance with paragraphs (c) and (e) of the Subcontracts clause. This consent is based upon the information submitted by the prime contractor in accordance with FAR 52.244-2 (e) (1) (i) through (vii).

For additional subcontracts beyond those listed above, the Contracting Officer's written consent to subcontract is only required in accordance with Paragraphs (b), (c), and (d) of FAR 52.244-2. ONR has delegated contract administration to the Administrative Contracting Officer (ACO) at the cognizant Contract Administration Office. Although ONR has provided authority to subcontract for the preceding list of subcontracts, ONR is not retaining any post award function for the consent of subcontracts in accordance with FAR 42.302(a)(51). Therefore, any consents to subcontract required in accordance with FAR 52.244-2 after task order award shall be delegated to the ACO for action by the Contracting Officer.

**13.0 CONTRACTOR PERSONNEL CHECK IN/CHECK OUT PROCEDURES**

- a. It shall be the contractor's responsibility to ensure that all contractor personnel (Prime and Sub-Labor) comply with ONR's internal check-in for onboarding contractor personnel in accordance with Attachment No. 4 entitled "Check-In-Contractors (CTR)".
- b. It shall be the contractor's responsibility to ensure that all contractor personnel (Prime and Sub-Labor) comply with ONR's internal check-out Procedures for contractor personnel in accordance with Attachment No. 5 entitled "Check-Out – Contractors (CTR)".
- c. All Contractor Personnel shall also comply with the following additional check out procedure(s):  
Turn in classified records (if applicable).

#### **14.0 COMMON ACCESS CARD (CAC) FOR CONTRACTOR EMPLOYEES**

All new contractor employees shall be "CAC Card Ready" before any direct labor charges may be accumulated under this task order. "CAC Card Ready" means:

- a. Subject's fingerprints have been submitted to the Office of Personnel Management (OPM) and determined favorable.
- b. Subject has an initiated or completed NACI or equivalent investigation type.
- c. A visit request has been submitted to ONR Security and approved by the appropriate ONR Code Administrative Office (AO).

#### **15.0 CONTRACTOR PERSONNEL INITIAL ORIENTATION**

All Contractor personnel shall receive an initial orientation provided by Code 33 at ONR Headquarters, during their Check-In process.

#### **16.0 CONTRACTOR PERSONNEL TERMINATION POLICY**

It shall be the contractor's responsibility to ensure that termination of all contractor personnel (Prime and Sub-Labor) is handled off-site to avoid disruption of ongoing work functions at ONR Headquarters.

Terminated contractor personnel who possess ONR or other government assets shall return all assets to the contractor's Program Manager on their last day of working on-site at ONR. The contractor's Program Manager shall deliver all ONR and other government assets to the ONR Contracting Officer Representative (COR) or Alternate COR no later than three (3) business days after termination of the contractor's employee.

#### **17.0 COUNTER INTELLIGENCE AWARENESS AND REPORTING (CIAR) TRAINING**

All contractor personnel shall attend Counter Intelligence Awareness and Reporting (CIAR) Training in accordance with the DoD Directive 5240.06 within [REDACTED] ( [REDACTED] [REDACTED] ) of their [REDACTED] [REDACTED] supporting ONR and annually thereafter. This training will be provided by ONR Security.

#### **18.0 OTHER TRAINING**

All Contractor support personnel shall complete annual organization specific mandatory training as required in accordance with DoD, Navy, and ONR policy. Training will include but is not limited to: DoD Cyber Awareness Challenge, Privacy and Personally Identifiable Information (PII) Awareness, and general operation security (OPSEC), Counterintelligence Awareness & Reporting, Level One Antiterrorism Training and Records Management training.

#### **19.0 ON-SITE WORKING CONDITIONS, HOLIDAYS AND OTHER CLOSURES**

- a. ONR Headquarters is a smoking restricted workplace. Due to the nature of the work, facilities, and requirements, contractor staff may smoke only outside in designated smoking areas.

b. ONR conforms to public holidays for federal employees. Contractor support will not be required on public holidays or other days designated as holidays, except to the extent that travel for operational requirements are scheduled. ONR facilities will be closed and unavailable to contractor personnel on these days:

New Year's Day January 1st\*

Martin Luther King's Birthday Third Monday in January President's Day Third Monday in February

Memorial Day Last Monday in May Independence Day July 4th\*

Labor Day First Monday in September Columbus Day Second Monday in October Veterans Day November 11th\*

Thanksgiving Day Fourth Thursday in November Christmas Day December 25th\*

\*If the holiday falls on a Saturday, the Government holiday will be observed the preceding Friday. If the Government holiday falls on a Sunday, the observance will be on the following Monday.

c. In addition to the days designed as holidays, the Government observes the following days:

- Any other day designated by Federal Statute
- Presidential Inauguration Day
- Any other day designated by the President's Proclamation

d. In the event the Government is closed for any other purpose (e.g., inclement weather, furlough), contractor support personnel may be authorized to work, provided permission is granted by the COR.

e. Contractor employees who wish to attend ONR organizational events, such as a picnic or holiday party, must seek approval to do so from the Contractor. The government will not reimburse the Contractor for the cost of labor or any other expense associated with attendance at such events.

f. Authorization for government personnel to depart early for reasons unrelated to the closure of government offices (e.g., granted 59 minutes) shall not apply to Contractor employees. The government will not reimburse the Contractor for the cost of labor or any other expense associated with the early departure of its employees under such circumstances.

g. The Contractor is responsible for the management of its employees, including approving absences for sickness, training, and vacation; however, the Contractor will inform the COR of the absence. Despite the absence, the Contractor shall remain responsible for providing services as required by the contract.

## **20.0 HOURS OF OPERATION**

a. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS. The stability and continuity of the workforce are essential.

b. Support must be provided during ONR's core business hours, which begin between the [REDACTED] and [REDACTED]

c. Consistent with ONR's core business hours, the Contractor shall provide effort described in this contract, [REDACTED] Monday through Friday. With COR approval, the Contractor may adjust individual employee schedules such that during a two-week period of eighty hours, an employee may work eight, [REDACTED]. The day off must be either a Monday or Friday.

d. The Contractor is not required to provide support on holidays and other days as set forth in the ONR On-Site Working Conditions, Holidays and Other Closures paragraph in this section. Additionally, the Contractor is permitted ten working days per employee, per performance period for absences attributable to other reasons such as vacation or illness.

## **21.0 TELEWORK**

a. Telework may be authorized by the COR or ACOR, pursuant to the Contractor's policy, if it is determined the work to be performed can be accomplished offsite. In the case of a Government shutdown/furlough approval by the PCO would also be required in addition to the COR or ACOR. Teleworking must be at no additional cost to the government and not detrimental to contract performance.

b. If telework is authorized, the Contractor may permit its employees to work at locations other than ONR Headquarters, pursuant to the Contractor's alternative worksite and telework policy, provided the COR concurs the alternative worksite arrangements are not detrimental to contract performance. The Government reserves the right to review the Contractor's alternative worksite and teleworking policy. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contractor performance as a result of the Contractor's election to implement an alternative worksite and teleworking plan, if authorized.

c. The following are examples of telework conditions that might be approved when practical, to ensure Continuity of Operations (COOP).

- When the U.S. Federal Government's Office of Personnel Management (OPM) authorizes the closure of the Federal Government in the Washington DC metropolitan area due to inclement weather, a man-made or natural disaster and other un-expected occurrences.
- Restricted access to ONR Headquarters facilities and/or extended interruption to IT service.
- On a situational or recurring basis consistent with the support requirements and tasks of the Performance Work Statement.

d. Each Contractor must present in advance of teleworking a written telework agreement outlining a work plan that includes a list of tasks and projects that will be done during the telework period, the number of man-hours expected to be executed on each task/project and the method of reporting the accomplishments daily. The telework agreement must be approved in writing by the COR and the Contractor's employer.

e. The Government must be notified at least one day prior to any Contractor employee teleworking.

f. During authorized telework periods, contractors are authorized to use appropriate government furnished equipment to accomplish specific tasks outlined in work plan.

## **22.0 INCORPORATION OF CONTRACTOR'S PROPOSAL**

Contractor's proposal number **N00014-20-R-3002 Amendment 0002** [REDACTED], including any revision thereto, is incorporated herein by reference with the same force and effect as if set forth in full text. Nothing in the contractor's proposal shall constitute a waiver of any of the terms of the contract. For purposes of FAR clause 52.218-8 "Order of Precedence", the contractor's technical proposal shall be considered a Specification but the Government's PWS shall take precedence over the contractor's proposal.

## **23.0 PERFORMANCE EVALUATIONS IN CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)**

a. Continual monitoring of performance is one critical element to the success of the contract. Performance evaluation reports will be prepared at the time of final acceptance of work, termination, annually or other times, as appropriate. Performance evaluations are done in CPARS [at www.cpars.gov](http://www.cpars.gov) by focusing on elements of quality control, effectiveness of management, timely performance and compliance with safety standards.

b. If the COR concludes that a contractor's overall performance is less than satisfactory, the contractor shall be advised in writing. Contractors taking exception to the evaluation ratings are encouraged to submit comments in writing within CPARS. If the contractor submits written comments, the COR shall include them in the report, resolve any alleged factual discrepancies, and make appropriate changes to the report. If the contractor's performance is found to be less than satisfactory, actions may warrant the Government to make new arrangements with different suppliers or modify existing arrangements.

c. The prime contractor is responsible for the management, performance and monitoring of all subcontractors who are working on this contract. If a subcontractor's performance is less than satisfactory, the Government expects the prime

contractor to take effective actions to correct less than satisfactory performance. Less than satisfactory performance by a subcontractor may reflect adversely on the contractor's performance evaluation within the CPARS system.

#### **24.0 PROGRAM REVIEW WITH ONR**

a. The Contractor, the Contracting Officer/Specialist, and COR(s) shall meet to review performance under this task order, to determine on-going status, to identify and resolve problems, and to provide information to decision-maker(s).

b. Thereafter, the Contractor, the Contracting Officer/Contract Specialist, and COR(s) will meet quarterly to discuss key process indicators, process deficiencies and problem resolutions. During these meetings, the Contractor's performance and any existing problems will be discussed. A mutual effort will be made to resolve all problems/issues identified.

#### **25.0 CONTRACTOR'S AUTHORIZED POINT OF CONTACT**

a. The Contractor's points of contact for the Contracting Officer regarding any contractual matters on this task order is:

Contract Coordinators:

1) POC: Name: [REDACTED]

2) POC: Name: [REDACTED]

b. The contractor shall notify the Contracting Officer in writing of any changes in the above listed person within [REDACTED] days of the change.

#### **26.0 TECHNICAL DIRECTION**

a. Performance of the work hereunder is subject to the technical direction of the COR designated in this contract, or duly authorized representative. Technical direction includes the following:

1. Direction to the Contractor which shifts work emphasis between work areas or tasks, requires pursuit of certain line of inquiry, fills in details or otherwise serves to accomplish the objective described in the PWS;
2. Guidelines to Contractor which assist in the interpretation of drawings, specifications or technical portions of work description;

b. Technical direction must be within the general scope of the work stated in the contract. Technical direction may not be used to:

1. Assign additional work under the contract;
2. Direct a change as defined in the contract clause entitled "Changes";
3. Increase or decrease the estimated contract cost, the fixed fee or the time required for contract performance; or
4. Change any of the terms, conditions or specifications of the contract.

c. The only individual authorized to in any way amend or modify any of the terms of this contract shall be the Contracting Officer. When, in the option of the Contractor, any technical direction calls for effort outside the scope of the contract or inconsistent with this special provision, the Contractor shall notify the Contracting Officer in writing within ten working days after it receipt. The Contractor shall not proceed with the work affected by the technical direction until

the Contractor is notified by the Contracting Officer that the technical direction is within the scope of the contract.

d. Nothing in the foregoing paragraphs may be construed to excuse the Contractor from performing that portion of the work statement which is not affected by the disputed technical direction.

### **27.0 CHANGES ONLY BY CONTRACTING OFFICER**

a. No order, statement or conduct of Government persons who meet or communicate with the contractor during the performance of this contract shall constitute a change under the “changes” clause of this contract.

b. The contractor shall not comply with any order, direction or request of Government personnel that alters the terms of the task order unless it has been approved in writing and signed by the Contracting Officer.

c. The Contracting Officer is the only person authorized to approve changes to any of the requirements of this contract. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in contract price or period of performance to cover any increase in costs incurred as a result thereof.

### **28.0 GOVERNMENT FURNISHED RESOURCES (GFR)**

The Government will provide a basic workstation consisting of a desk, chair, phone, lighting, and computer for contractor personnel working on government facilities. The computer will be Navy Marine Corps Intranet (NMCI) approved and adhere to Navy Information Technology regulations. The Government will also provide office supplies, information, material and forms unique to the Government for supporting the task order. If the Contractor believes that other Government resources are necessary for task order performance, it must request those resources from the Contracting Officer through the COR. The Contracting Officer is not obligated to provide those resources.

With the exception to the basic facility terms items noted above and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. The purchase of computer equipment shall not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved by ONR for use. Contractors not working on government facilities will be required to obtain Navy Marine Corps Intranet (NMCI) seats from ONR to perform the task order PWS. During the performance of the task order, if either party (Government or Contractor) identifies additional NMCI seat requirements needed by the Contractor to perform its duties, ONR officials will work with the Contractor to provide NMCI seats in a timely manner.

During the term of the task order, the Government may replace, modify, or improve equipment, systems, at the Government’s expense and by means not associated with this task order. All replaced, improved, updated, or modernized, equipment and systems shall be operated by the Contractor at no additional cost to the Government unless such changes result in an increase or decrease in task order requirements. Any training for software updates for Government systems will be provided by the Government to contractor personnel.

### **29.0 PARKING AND LOCAL TRANSPORTATION**

Parking facilities are not provided at ONR; however, several private (pay) parking facilities are located in the area. The ONR facility is within walking distance of the Ballston Metro Station. Monthly parking fees or any other type of transportation expenses (metro farecards) for proposed personnel to commute to and from the place of performance shall not be charged to this Task Order as a direct cost.

### **30.0 PRINTING AND HIGH SPEED HIGH VOLUME DUPLICATING**

The scope of this order does not include printing and high speed high volume duplicating. The Defense Logistics Agency shall serve as the manager for printing and high speed high volume duplicating. Requests shall be forwarded to the COR for review one month before the required due date. The COR will then submit approved requests to ONR BD042 [REDACTED] before the required due date.

### **31.0 FOOD**

All costs for food, not including the per diem rate for meals and incidental expenses associated with travel, are unallowable under this task order.

### **32.0 LEVEL OF EFFORT**

- a. The total level of effort for the performance of this task order is estimated as total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- b. Of the total man-hours of direct labor set forth in the table above, it is estimated that [REDACTED] are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of [REDACTED] without additional compensation for such excess work. All other effort is defined as compensated effort. If no uncompensated effort is indicated in the above table, any such uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.
- c. Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this task order and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Section C.
- d. The estimated level of effort for this task order shall be proposed by the Contractor.
- e. As detailed in Section F of the task order, the primary worksite under this task order is on-site at ONR Headquarters, Arlington, VA. Telework maybe authorized under this task order by the COR or ACOR if it is determined the work to be performed can be accomplished offsite. If telework is authorized the Contractor may permit its employees to work at locations other than ONR Headquarters, pursuant to the Contractor's alternative worksite and telework policy, provided the COR concurs the alternative worksite arrangements are not detrimental to contract performance. The Government reserves the right to review the Contractor's alternative worksite and teleworking policy. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite and teleworking plan if authorized.

### **34.0 Travel Costs**

Travel may be required to support this Statement of Work. Contractor's travel costs shall be reimbursed in accordance with FAR 31.205-46 at rates not to exceed the maximum locality per diem rates (the combination of lodging, meals and incidentals) in effect at the time of

travel, as set forth in the Federal Travel Regulations, Joint Travel Regulation and Standards Regulations, Section 925, as applicable. For educational Contractor's, travel shall be reimbursed in accordance with OMB Circular A-21.

The Government is not obligated to reimburse the Contractor for otherwise reimbursable expenses in excess of the funded amount stated on the applicable travel CLIN. Travel will be reimbursed without profit/fee.

All Contractor travel arrangements including: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, are the Contractor's responsibility. All requests for travel must be made in advance to the Contracting Officer's Representative (COR). No travel is allowable until authorized by the COR.



# Section I - Contract Clauses

Contract clauses shall be in accordance with SECTION I of the Basic IDIQ SEAPORT NEXT GEN MULTIPLE-AWARD CONTRACT, and hereby incorporated by both reference and full text.

## **FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/> <http://www.acq.osd.mil/dpap/> (End of clause)

## **FAR 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)**

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the clause.

(b) The use in this solicitation or contract of any Defense Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

(End of Clause)

## **ADDITIONAL FAR AND DFARS CLAUSES**

### **Clauses Incorporated by Reference**

FAR 52.223-5	Pollution Prevention and Right-to-Know Information (MAY 2011)
FAR 52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation (JAN 2017)
FAR 52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statement (JAN 2017)
FAR 52.204-21	Basic Safeguarding of Covered Contractor Information Systems (JUN 2016)
FAR 52.223-22	Public Disclosure of Greenhouse Gas Emissions and Reduction Goals--Representation (DEC 2016)
FAR 52.244-6	Subcontracts for Commercial Items (AUG 2019)
DFARS 252.204-7008	Compliance with Safeguarding Covered Defense Information Controls (OCT 2016)
DFARS 252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information (OCT 2016)

DFARS 252.204-7012

Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016)

## Clauses Incorporated by Full Text

**FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed [REDACTED]. The Contracting Officer may exercise the option by written notice to the Contractor within [REDACTED] prior to the expiration of the contract.

(End of clause)

**FAR 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within [REDACTED] prior to the expiration of the contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least [REDACTED] before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

## Section J - List of Attachments

<b>Attachment Number</b>	<b>File Name</b>	<b>Description</b>
1	C4.Attach1_QASP 21Jan20.DOCX	Quality Assurance Surveillance Plan (QASP)
2	C4.Attach2.CORApptLtr.doc	COR Appt Letter
3	DD Form 254 for AVIAN-7206 Signed.pdf	Final DD 254
4	C4.Attach4_Check-In-Contractor(CTR).pdf	Check-In - Contractor
5	C4.Attach5_Check-Out-Contractor(CTR).pdf	Check-Out Contractor
6	C4.Attach6_NDA.pdf	Non-Disclosure Agreement (NDA) Contractor
Exhibit A	C4.ExhibitA_CDRLs.pdf	Contract Data Requirements Lists (CDRLs)