

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

J

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

P00005

3. EFFECTIVE DATE

01-May-2018

4. REQUISITION/PURCHASE REQ. NO.

N5005418PRFA8LM

5. PROJECT NO. (If applicable)

N/A

6. ISSUED BY

CODE

N50054

7. ADMINISTERED BY (If other than Item 6)

CODE

S5111A

Norfolk Ship Support Activity

DCMA HAMPTON

SCD: C

P.O BOX 215, NORFOLK NAVAL SHIPYARD, BLDG. 51, 2ND FLOOR

2000 Enterprise Parkway, Suite 200

Hampton VA 23666

PORTSMOUTH VA 23705-0215

roger.gwyn@navy.mil 757-400-0324

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

ITA International LLC  
 111 Cybernetics Way Suite 112  
 Yorktown VA 23693-5642

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7777 / N5005417F3000

10B. DATED (SEE ITEM 13)

04-May-2017

CAGE CODE 1TC80

FACILITY CODE

**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 one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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 NO. AS DESCRIBED IN ITEM 14.**

(\*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4(c) Contract Terms and Conditions, Commercial Items.

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 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

15A. NAME AND TITLE OF SIGNER (Type or print)

Michael P. Carlson, Director, Contracts

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

[REDACTED]

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

/s/Michael P. Carlson

01-May-2018

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY

[REDACTED]

02-May-2018

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA  
 FAR (48 CFR) 53.243

## GENERAL INFORMATION

The purpose of this modification is in two parts:

Part 1; Is to reduce two (2) part time Engineering Technicain II labor by 940 hours each for a total reduction of 1880 hours. This reduces the total labor cost of Option Year 1 FROM: [REDACTED] BY: [REDACTED] TO: [REDACTED]

Part 2; Is to exercise the Governments right to exercise an Option in accordance with the contract's clause FAR 52.217-9, Option to Extend the Term of the Contract. The Government hereby exercises Option ONE, the new Period of Performance is 04 May 2018 – 03 May 2019 for CLIN's 8100 reduced by a total of [REDACTED] to [REDACTED] and CLIN 9100 [REDACTED] for a total of [REDACTED]

Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

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

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
810001	O&MN,N	0.00	[REDACTED]	[REDACTED]
810002	O&MN,N	0.00	[REDACTED]	[REDACTED]
9100	O&MN,N	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED] by [REDACTED] to [REDACTED]

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8100	0.00	[REDACTED]	[REDACTED]
9100	0.00	[REDACTED]	[REDACTED]

## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R425	Provide tech. management and support services in accordance with Section C excluding para. 4.5.5. (O&MN,N)	1.0	EA	██████████	██████████
800001	R425	Fully Funded (O&MN,N)				
800002	R425	INCREMENTAL FUNDING 03 (04 MAY 2017 THROUGH 03 MAY 2018 (O&MN,N)				
8001	R425	Requirements of Para 4.5.5 have been de-scoped from the task order (O&MN,N)	1.0	EA	██████	██████
800101	R425	Descoping and Deobligating (O&MN,N)				
8100	R425	Provide tech. management and support services in accordance with Section C. (O&MN,N)	1.0	EA	██████████	██████████
810001	R425	(O&MN,N)				
810002	R425	(O&MN,N)				
8200	R425	Provide tech. management and support services in accordance with Section C. (O&MN,N)  Option	1.0	EA	██████████	██████████
8300	R425	Provide tech. management and support services in accordance with Section C. (O&MN,N)  Option	1.0	EA	██████████	██████████
8400	R425	Provide tech. management and support services in accordance with Section C. (O&MN,N)  Option	1.0	EA	██████████	██████████
8500	R425	FAR 52.217-8. Provide tech. management and support services in accordance with Section C. (O&MN,N)  Option	1.0	EA	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Non-travel ODCs in support of the performance work statement. (O&MN,N)	1.0	EA	██████████
900001	R425	FUNDING REALIGNMENT 01 (O&MN,N)			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9100	R425	Non-travel ODCs in support of performance work statement. (O&MN,N)	1.0	EA	██████████
9101	R425	This CLIN is not for ODC. It is for overtime labor. (O&MN,N) Option	1.0	EA	██████████
9200	R425	Non-travel ODCs in support of performance work statement. (O&MN,N)	1.0	EA	██████████
9201	R425	This CLIN is not for ODC. It is for overtime labor. (O&MN,N) Option	1.0	EA	██████████
9300	R425	Non-travel ODCs in support of performance work statement. (O&MN,N)	1.0	EA	██████████
9301	R425	This CLIN is not for ODC. It is for overtime labor. (O&MN,N) Option	1.0	EA	██████████
9400	R425	Non-travel ODCs in support of performance work statement. (O&MN,N)	1.0	EA	██████████
9401	R425	This CLIN is not for ODC. It is for overtime labor. (O&MN,N) Option	1.0	EA	██████████
9500	R425	FAR 52.217-8. Non-travel ODCs in support of performance work statement. (O&MN,N)	1.0	EA	██████████
9501	R425	FAR 52.217-8.This CLIN is not for ODC. It is for overtime labor. (O&MN,N)	1.0	EA	██████████
		Option			

HQ B-2-0004 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (DEC 1995)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$500 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### 1.0 Description of Services

#### 1.1 Background

MARMC is the largest Regional Maintenance Center in the world. MARMC also supports Southeast, Southwest, and Forward Deployed Regional Maintenance Centers as required. We are the leader in the ship repair industry in all aspects of ship maintenance. MARMC provides on-site technical services to units of the Atlantic Fleet in the installation, operation, maintenance, modification, and testing of all assigned systems and their components ensuring long-term fleet readiness. In addition, MARMC procures and administers ship conversion and repair contracts assigned to private shipyards. MARMC has a stated Vision and Mission that is the foundation upon which all MARMC resources should direct their performance:

1. Vision: "We are the leader of the ship repair industry in all aspects of ship maintenance."
2. Mission: "We Fix Ships."

The mission of MARMC has created a necessity for contractor support in the area of non-personal Technical Support. Services that may be contracted in the aforementioned area are detailed in this Performance Work Statement.

This Task Order is for the procurement of technical support services for Mid-Atlantic Regional Maintenance Center (MARMC). MARMC's mission requires the utilization of contractors, as there is an ongoing requirement for technical support services to perform mission tasks.

Under this solicitation, the Navy requires Technical and Professional Support as described below.

#### 1.2 Performance Work Statement

The objective of this performance work statement is to provide Technical and Professional Support Services to facilitate the overall objectives of MARMC. The Contractor shall transition and ramp up immediately and have the support team in place and fully functioning within twenty (20) days after award of the contract, and the Contractor must assume full responsibility for operations within twenty (20) days of contract award.

**General Requirements:** The Contractor shall provide an adaptable, flexible team structure that is best suited to accomplish both planned and emergent requirements. Emphasis shall be placed on a team structure that also maximizes productivity, efficiency, and accountability. The Contractor must execute the scope of work that provides for high quality, timely, and well integrated services while incorporating the proper mix and demonstrate the most effective use of personnel.

For those employees who must access DoD websites in the performance of this contract and need access to DOD Facilities, the Contractor will take the necessary steps to secure Common Access Cards (CACs). The contractor shall ensure that all staff have at a minimum a SECRET clearance and must be able to gain access to the Norfolk Naval Base and Norfolk Naval Shipyard

The Contractor and its employees shall comply with all Federal, State, and local laws, and local base regulations. These include at a minimum smoking regulations (COMSCINST 5100.33), all physical and personnel security regulations, and all traffic regulations, on site and off site as applicable when operating a Government vehicle.

The Contractor personnel shall wear appropriate safety equipment and follow appropriate safety procedures as required during the conduct of all duties. The Contractor shall ensure that its employees are fully aware and knowledgeable of all Federal, State, local, and safety regulations as it pertain to work under this contract.

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The Contractor shall not employ any person who is an employee of the United States Government (either military or civilian), if the employment of that person would create a conflict of interest or the appearance of a conflict of interest as prescribed in the Joint Ethics Regulation (JER), Department of Defense Directive (DoDD) 5500.7-R.

Contractor shall provide all necessary materials required for normal business operations (i.e. Cell Phones, OSHA required PPE, OSHA 10-hour Maritime Course Certificate, Virginia Ship Repair Association (VSRA) Shipyard Safety Orientation Certificate, etc.)

Contractors shall use government vehicles between places of official business to the extent as practical for the performance of services under this contract. Government vehicles shall not be used to conduct personal business or for out-of-town travel. Nor shall contractors take agency vehicles home at anytime.

The Contractor shall maintain a file system for correspondence, contract documentation, and historical correspondence and presentation material.

All data/deliverables produced under this Task Order shall become the property of the Government.

### **1.2.1 Location and Hours of Work**

The PWS requires work at Government and private contractor facilities in the Hampton Roads, Virginia area (primarily Norfolk, Portsmouth, Chesapeake, and Virginia Beach, VA). The services to be furnished hereunder shall be performed primarily at Mid-Atlantic Regional Maintenance Center in Norfolk, VA.

The Contractor may be required to work in any MARMC building or a local contractor's facility, depending on the nature of the work. The Contractor may also be required to conduct travel in support of MARMC initiatives and mission. For all trips, the point of departure will be Norfolk, VA unless otherwise authorized. Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Government Representatives will determine work schedule for staff, which will be between the core hours of 0600 and 1800.

Alternate work sites will be authorized on a case by case basis, determined by the needs of the Government.

The work locations listed in the location of work may be shut down due to adverse weather conditions or threat conditions. In the event of the aforementioned, MARMC Instructions 3140.1 series and 3141.1 series provide information as to procedures in such cases. Tuning into local radio stations that broadcast closing and delayed opening announcements provides adverse weather notification for the work locations.

**OVERTIME:** Overtime is authorized via the Contracting Officer on this contract for only the total number of hours awarded - 40 hours (annually) for 1 Task Project Management Support. Total overtime shall not exceed 40 hours per year. Overtime shall be approved in writing (email acceptable) by the COR in advance of being worked. Any additional overtime required shall be authorized in writing (email acceptable) by the MARMC Contracting Officer prior to the overtime being worked subject to the annual limitation.

### **1.2.2 Travel**

Travel to other government facilities or other contractor facilities may be required and will be specified in the PWS. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the government (subject to local policy procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs (subject to local policy and procedures; may reference FAR).

MARMC does not require regular or significant overseas travel under this PWS. Personnel assigned to overseas

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travel shall possess a current U.S. passport and be able to speak English.

Specific travel requirements (whether within the United States or overseas) are unknown at this time. As this information becomes available, the Contractor will be advised of dates and locations with sufficient time to obtain the most advantageous prices. The Contractor shall adhere to the Joint Travel Regulations.

### **1.2.3 Safety Equipment/Personal Protective Equipment**

The Contractor shall furnish all required safety and personal protective equipment (PPE) required by the specific task that they are assigned. All PPE shall meet the requirements of OSHA regulation 29 CFR 1915 Subpart I, OSHA Regulation 29 CFR 1910 Subpart I, and all other applicable OSHA/ANSI standards. Before going aboard ships or entering industrial maintenance and/or construction areas, all RMC contractor personnel shall wear approved hard hats, safety shoes, safety glasses, and shall have hearing protection and an explosion proof flashlight available on their person. Additional PPE required for performance of specific operations includes fall protection equipment and respirators.

### **1.2.4 Outline of Tasks:**

Program Manager (Key Personnel)/Program Manager

Senior Military Analyst - (Key Personnel)/Analytical Strategist

Engineering Technician II/Industrial Production Manager

Engineering Technician I/Industrial Production Manager

Task Project Management Support/Management Analyst

Production Controller (Planning Branch) II/Industrial Production Manager

Production Controller (Planning Branch) I/Industrial Production Manager

Quality Assurance (QA) Technician/Quality Assurance Specialist

Logistics Analyst/Logisticians

**2.0 Scope:** This PWS will provide support to all Departments assigned to MARMC on Naval Station Norfolk, Norfolk Naval Shipyard, Portsmouth, Virginia, St. Juliens Creek, JEB Little Creek and at contractor facilities in the Hampton Roads locale on an as needed basis.

**3.0 Applicable Documents:** The Contractor shall be familiar with the following Instructions/Manuals as they are applicable to this PWS:

- a. 29 CFR Part 1915, Occupational Safety and Health Standards for Shipyard Employment
- b. 29 CFR Part 1910, Occupational Safety and Health Standards for General Industry
- c. NAVSEA Technical Manual S6470-AA-SAF-OI 0 Rev 03, Naval Maritime Confined Space Program Manual
- d. NAVSEA Standard Item 009-07, Confined Space Entry, Certification, Fire Prevention and Housekeeping
- e. NFPA 306, Standard for the Control of Gas Hazards on Vessels

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- f. COMFLTFORCOMINST 4790.3 – Joint Fleet Maintenance Manual (JFMM)
- g. CNRMC Serial 005 - Fleet Desk Guide Program May 2013
- h. OPNAV Instruction 5100.19 (series) – Navy Occupational Safety and Health for Forces Afloat Program Manual
- i. OPNAV Instruction 5100.23 (series) – Navy Occupational Safety and Health Program Manual

**4.0 Requirements:** This PWS is written in sections per the requirements of each MARMC Code. A brief background describing each Codes' duties is provided followed by the labor categories, qualifications and tasks required for the requisite Department/ Code. The labor categories included herein are suggested/ historically used labor categories for this requirement. However, the listed qualifications for each labor category are required regardless of the labor category proposed by the contractor. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposals identifying the difference.

**4.1 Command Front Office (Code 100B)** - The Command Front Office (CFO) is responsible for establishing overall command policy as directed by higher echelons. In addition, the CFO provides for onsite technical services to the Atlantic Fleet in the following areas: installation, operation, maintenance, modification, and testing of all assigned systems and their components ensuring long-term fleet readiness, as well as procurement and administration of ship conversion and repair contracts assigned to private shipyards. Furthermore, the CFO manages and supervises the workforce, establishes, develops, coordinates, and presents the regulatory and technical implications of present and proposed actions of the command, in addition to overall command planning, military and civilian management, and implementation of MARMC programs.

**4.1.1 Senior Military Analyst (Key Personnel)**

**Experience required:**

- a. Bachelor's Degree plus 15 years of job-related experience. One year of direct related experience may be substituted for each year of college.
- b. Minimum of 15 years of directly relevant experience in US Navy maintenance and operations. Prior experience in planning, coordinating, and directing DoD projects. Perform oral and written communications, military correspondence and formats; skilled and current in Navy and Naval Maintenance terminology. Prior military experience as a US military commissioned officer, warrant or senior non-commissioned officer having served in leadership or other management roles requiring full understanding and experience with US military organizations and missions, programs, and protocols.
- c. No certifications or licenses required for this position.
- d. Local travel in and around the Hampton Roads area to include Public and Private Shipyards.

**The contractor shall:**

4.1.1.1 Perform as project lead in support of MARMC for the conduct of independent analyses of engineering, quality, and production processes, practices and procedures associated with the effective, efficient, and economical execution of products and services by the Command.

4.1.1.2 Perform a wide range of executive level analytical, management, and administrative tasks including, but not limited to the following: Assist with the management and tracking of actions undertaken by the Command



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and Staff in response to issues, critiques, reviews, and concerns elevated to the Commanding Officer's level by SEA04Y, TYCOM, Fleet, Departments, Department staffs, and other sources.

4.1.1.3 Perform fact finding efforts, reviews, investigation and analysis of technical, readiness, and organizational issues; prepare findings, formal analyses, white papers, briefings and other products; and present information and recommendations to senior level military and civilian personnel for evaluation and decision. Provides recommendations to MARMC Code 100B SME/Manager for concurrence and approval.

4.1.1.4 Provide for approval, official command responses to complex technical and organizational issues. Provides recommendations to MARMC Code 100B SME/Manager for concurrence and approval.

4.1.1.5 Communicate as appropriate with senior military and other government personnel throughout MARMC, the Naval Maintenance Community, Type Commanders, Commanders of U.S. Navy vessels, Project Managers, Project Engineers, Government and Commercial Shipyards, and other entities as necessary to capture issues and to develop corresponding responses.

4.1.1.6 Act as coordinator and facilitator in the timely acquisition of facts and other relevant information from appropriate subject matter experts, including commanders, staffs, and contractor representatives. Provides recommendations to MARMC Code 100B SME/Manager for concurrence and approval.

4.1.1.7 Track status of issues and provide daily reports to the MARMC Commanding Officer on all items determined to be high interest or potential concern.

4.1.1.8 Develop briefing materials for MARMC departments and teams.

**4.2 Quality Assurance Department (Code 130)** - The Quality Assurance Department, Code 130, is responsible for implementing the Contract Administration Quality Assurance Program (CAQAP) in accordance with the Joint Fleet Maintenance Manual (JFMM) Volume VII, Chapter 11, as described in MARMCINST 4355.2 (QA Manual) and the Intermediate Level (I-Level) Maintenance Quality Assurance Program in accordance with JFMM Volume V. The QA Department ensures compliance with technical and contractual specifications of repair and overhaul contracts administered by MARMC. This is accomplished through document review/procedure review (PR), procedure evaluation (PE), product verification inspection (PVI), quality audits, corrective action and quality data evaluation. Data related to PE, PVI, Quality Audits and Corrective Action elements are used to support the Contractor Performance Appraisal Reporting System. Additionally, the QA Department ensures compliance with I-Level maintenance quality control requirements for work performed by the Code 900 Production Department through procedure review, training, qualification, audit and surveillance functions.

#### **4.2.1 Quality Assurance Technician**

##### **Experience required:**

- a. Bachelor's degree with courses in quality engineering, systems engineering, or statistical application. Degree can be substituted with five (5) years practical experience.
- b. Minimum of ten (10) years of Quality Assurance experience working for the government.
- c. Possess an in-depth knowledge of U.S. Navy contract clauses, ship specifications, American National Standards Institute (ANSI), International Organization for Standardization (ISO), American Society for Quality (ANSQ) and 9001 Quality System requirements, NAVSEA Standard Items, military specifications, industrial standards, contract drawings, shipbuilding practices and associated industrial techniques.

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**The contractor shall:**

4.2.1.1 Plan, develop, organize, administer, evaluate, and manage a comprehensive contract quality assurance program for confirming a contractor's quality systems conformance to shipboard repair and modernization contracts. Specific elements include planning, procedure review, procedure evaluation, corrective actions, quality data evaluation, and product verification inspection. Provides recommendations to MARMC Code 130 SME/Manager for concurrence and approval.

4.2.1.2 Review contract work specifications to ensure quality requirements are specified.

4.2.1.3 Develop and execute product and process surveillance/ inspection/audit plan, record results, and draft formal feedback to contractor's quality organizations. Maintain a database of results. Provides recommendations to MARMC Code 130 SME/Manager for concurrence and approval.

4.2.1.4 Evaluate ship repair and modernization work packages for quality compliance risk based on technical processes, contractor performance history, and shipboard systems criticality.

4.2.1.5 Apply NAVSEA technical requirements in evaluating shipboard work accomplishments.

4.2.1.6 Apply various methods and techniques for investigating, analyzing and effecting corrective action on complex quality problems.

4.2.1.7 Assist with the preparation and execution of the Quality Management Plan for a specific ship availability. Evaluate the current work package risk based on performance, critical systems, and potential failure risks to produce a plan with focus in those key areas.

4.2.1.8 Prepare correspondence to contractors and government agencies relative to quality assurance programs. Provides recommendations to MARMC Code 130 SME/Manager for concurrence and approval.

4.2.1.9 Investigate customer complaints and coordinate resolution of quality issues between Government activities.

4.2.1.10 Develop and maintain matrixes, graphs, metrics, and written reports using common computer software such as MS Excel, MS Access, and U.S. Navy proprietary software programs. Provides recommendations to MARMC Code 130 SME/Manager for concurrence and approval.

**4.3 Waterfront Operations (Code 300)** – The mission of the Waterfront Operations Department is to manage the U.S. Navy Ship Life-Cycle Maintenance and Modernization contracts under the cognizance of MARMC and as directed by the Contracting Officer for other transient ships and crafts in port. The primary function of the Waterfront Operations Department is to ensure the success of scheduled availabilities and emergent repairs assigned to MARMC. The Department serves as the overall coordinator of MARMC activity related to ship repair work and serves as the COMLANTFLT agent for management of the Berthing and Messing Program including Berthing Barge Management and off-ship berthing requirements.

**4.3.1 Senior Military Analyst(Key Personnel)**

**Experience required:**

- a. Bachelor's Degree plus 15 years of job-related experience. One year of direct related experience may be substituted for each year of college.
- b. Minimum of 15 years of directly relevant experience in U.S. Navy Maintenance and Operations. Prior

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experience planning, coordinating, and directing DoD projects. Perform oral and written communications, military correspondence and formats; skilled and current in Navy and Naval Maintenance terminology. Prior military experience as a U.S. military commissioned officer, warrant or senior non-commissioned officer having served in leadership or other management roles requiring full understanding and experience with U.S. military organizations and missions, programs, and protocols.

c. No certifications or licenses required for this position.

**The contractor shall:**

4.3.1.1 Perform as project lead in support of MARMC for the conduct of independent analyses of engineering, quality, and production processes, practices and procedures associated with the effective, efficient, and economical execution of products and services by the Command.

4.3.1.2 Perform a wide range of executive level analytical, management, and administrative tasks including, but not limited to the following: Assist in the management and tracking of actions undertaken by the Command and Staff in response to issues, critiques, reviews, and concerns elevated to the Commanding Officer's level by SEA04Y, TYCOM, Fleet, Departments and Department staffs, and other sources.

4.3.1.3 Perform fact finding efforts, reviews, investigations and analysis of technical, readiness, and organizational issues; prepare findings, formal analyses, white papers, briefings and other products; and present information and recommendations to senior level military and civilian personnel for evaluation and decision. Provides recommendations to MARMC Code 130 SME/Manager for concurrence and approval.

4.3.1.4 Provide for approval, official command responses to complex technical and organizational issues. Provides recommendations to MARMC Code 130 SME/Manager for concurrence and approval.

4.3.1.5 Communicate as appropriate with senior military and other government personnel throughout MARMC, the Naval Maintenance Community, Type Commanders, Commanders of U.S. Navy vessels, Project Managers, Project Engineers, Government and Commercial Shipyards, and other entities as necessary to capture issues and to develop corresponding responses.

4.3.1.6 Act as coordinator and facilitator in the timely acquisition of facts and other relevant information from appropriate subject matter experts, including commanders, staffs, and contractor representatives. Provides recommendations to MARMC Code 130 SME/Manager for concurrence and approval.

4.3.1.7 Track status of issues and provide daily reports to the MARMC Commanding Officer on all items determined to be high interest or potential concern.

4.3.1.8 Develop briefing materials for MARMC departments and teams.

**4.3.2 Production Controller II**

**Experience required:**

a. Minimum High School Diploma/GED and eight (8) years full-time hands-on technical experience in the installation, testing, troubleshooting fault isolation and repair of shipboard systems/equipment.

b. Minimum of three (3) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment.

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**The contractor shall:**

4.3.2.1 Be required to comply with the latest revision of COMUSFLTFORCOMINST 4790.3C (JFMM), Volumes II and VII, the CNRMC Fleet Desk Guide (FDG), MARMC/CNRMC policies (Instructions, Stand Operating Procedures (SOPs), Memorandums of Record (MOR), General Specifications for Overhaul of Surface Ships (GSO), ship and craft selected records, and other publications such as Technical Manuals, Maintenance Requirement Cards (MRCs), engineering drawings, sketches, attachments, enclosures, Test Memorandums (TMs), Test Procedures (TP) Configuration Data Management Database-Open Architecture (CDMD-OA), parts lists and Integrated Logistics Support (ILS) documentation etc. as directed.

4.3.2.2 Perform multiple tasks in the performance of duties during planning and execution of all types of maintenance availabilities. Assignments include a broad range of responsibilities requiring extensive practical knowledge, and complex interrelationships for the development of new approaches to solve planning and execution problems.

4.3.2.3 Assist with the integration of simultaneous efforts of various individuals and groups in the accomplishment of planning ship repair and alteration tasks and projects as directed. Typically, at a minimum, this involves Engineering, Contracts, Logistics, and Waterfront Operations departments, Ship's Force personnel and contractors.

4.3.2.4 Convey planning/execution technical and non-technical information to appropriate levels of management to ensure timely concise and relevant information flow for the purpose of socialization of planning/execution issues that impact the naval community. Exercises full use of the chain of command and supports other meeting and conference initiatives accordingly to convey the right information, with the appropriate level of detail to effect sound technical and non-technical decision making at higher level within the department as well as similar efforts in support of the fleet and type commander.

4.3.2.5 Maintaining contact with military technical personnel are for resolving planning and production problems, developing clarification of acceptance/rejection criteria, determining production planning and procedural requirements, and establishing or clarifying requirements. Contacts with port engineers, planners, type desk officers, and NAVSEA activities are for reporting and receiving information, report findings, resolving technical issues, advising on production efforts and results, and providing recommendations for further actions.

4.3.2.6 Assist the planning and maintenance team, Contract Department, and Engineering/Quality Assurance departments by planning, assisting by answering pre-bid questions, reports, inspection deficiency reports, providing information pertinent to the proper planning, solicitation, and execution of planned availabilities. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.7 Assist with the development and implementation of Department instructions and related metrics.

4.3.2.8 Assist Managers with analytic and evaluative work, problem resolution and support in a variety of administrative areas to include investigate and provide recommended solutions to problems related to program/project processes and procedures, monitor project expenditures (labor and non-labor), develop schedules for accomplishing work and assuring timely and efficient interface with work schedules.

4.3.2.9 Assist with the tracking and development of solutions required to address technical and non-technical investigation, root cause analysis, and studies of complex planning problems in relation to maintenance, repair and modernization issues.

4.3.2.10 Assist management with the development and issuance of Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), Command Instructions, and Standard Operating Procedures (SOP).

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4.3.2.11 Assist the designated Program Manager (PM) and Class Team Lead (CTL) in the development of work packages by reviewing the Availability Work Package (AWP)/Brokered Work Notification to the NMD planning avail.

4.3.2.12 Assemble WNs into work item level organization prior to specification writers by Expanded Ship Work Breakdown Structure (ESWBS) (normally for all items), SWLIN (Ships Work List Number/ SWAB, by type or location (normally for structural items), cost tracking (usually for specific mechanical items), by zone (usually for piping systems), and LLTM lead times (usually for some portion of a repair that can be isolated because of scope, production sequencing, and material lead time) etc.

4.3.2.13 Select the most appropriate NMD template or accomplished work item that most clearly meets the repair and test requirement. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.14 Provide amplification to: correct WN errors, LLTM, list known, special tooling, list special, references/lessons learned etc.

4.3.2.15 Compare and contrast the VSB version of the WN against the NMD version of the WN for missing data and other errors before generating the NMD tasking memo.

4.3.2.16 Write and issue a clear NMD tasking memo providing the following data elements: ESWBS to be used, WNs included, NMD template or Strategic System Program and work item to use as the base specification starting point, references, manuals and other technical documents, special POA&M and estimating considerations, execution key event or milestone the item must be complete ready for cold checks by, and required Test Procedures (TP) parameters. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.17 Develop and maintain a “red line” work template master file as directed by the SME for E-specifications separate from NMD in hard copy to record and document lessons learned, process improvements, potential NMD digital template changes for the purpose of providing work specification writers a central repository of information to review prior to writing work items. The general organization of the “red line” work template master file shall be based on 5-digit SWLIN organization as directed. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.18 Develop, provide planner notes, and provide an estimate with rationale for NMD Standard Work Template (SWT), Class Standard Work Template (CSWT), and Local Work Template E-Specification Work Items (WIs) subject to government designated planning and technical authority activity approval. Provides recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.19 Assist the designated PM and CTL with preparation of and execution of planning and execution conferences, briefs, working meetings, face to face specification reviews, working group efforts and reporting, Lesson Learned Conference (LLC) Knowledge Sharing and Network (KSN) efforts and reporting, progress reviews, naval messages, financial tracking and reporting.

4.3.2.20 Assist the designated PM and CTL with the set-up, input, maintenance of, and management of Code 300 availability contract records and reports for ships and craft using Code 300 planning and execution team “A-file” office file folders.

4.3.2.21 Assist the designated PM and CTL with monitoring, reporting and managing Code 300 PVI duties accomplished per MARMCINST 4355.2B and the CNRMC Fleet Desk Guide (FDG).

4.3.2.22 Assist the designated PM and CTL with, generating, reporting, issuing, monitoring and tracking of planning and execution contractor discrepancy and incomplete work reports and lists.

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4.3.2.23 Statements of Work, E-specifications, and Requests for contract change. Provides recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.24 Receive work tasking from the Type Commanders (TYCOMs) and NAVSEA, the MARMC Class Team Lead (CTL) or designated Maintenance Team (MT) Project Manager (PM) to plan and execute repair and alteration of ship and craft Statements Of Work (SOW) and Navy Maintenance Database (NMD) E-specification Work Items (WI) and Requests for Contract Change (RCC) directly from Maintenance Figure Of Merit (MFOM)/Validation S Broker work notifications and other authorized work documents in accordance with COMFLTFORCOMINST 4790.3 (JFMM), Volume VII, Chapter 4, Appendix E, the CNRMC Fleet Desk Guide (FDG), MARMC/CNRMC policies (Instructions, Stand Operating Procedures (SOPs), Memorandums Of Record (MOR), General Specifications for Overhaul of Surface Ships (GSO), ship and craft selected records, and other publications such as Technical Manuals, Maintenance Requirement Cards (MRCs), engineering drawings, sketches, attachments, enclosures, Test Memorandums (TMs), Test Procedures (TP) Configuration Data Management Database-Open Architecture (CDMD-OA), parts lists and Integrated Logistics Support (ILS) documentation etc. as directed. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.25 Draft and submit an Engineering Service Request (ESR), enclosure (1) of MARMCINST 9830.1 to the MT to initiate engineering support for planning and execution technical support issues. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.26 Review the TDMIS database for applicable TPs, identify the most appropriate TP for the SOW or E-specification as subject to government designated planning and technical authority activity approval. When no applicable TP exists, the contractor shall generate an ESR requesting Code 300 provide the required TP.

4.3.2.27 Plan and coordinate daily the efforts to verify that SOWs and E-specifications comply with COMFLTFORCOMINST 4790.3, Volume VII, Chapter 4, Appendix E, NAVSEA Standard Items, E-specifications, and other technical requirements that mandate the use of Process Control Procedures (PCPs) employed in the conduct of the maintenance and alteration of critical systems are technically correct. SOWs and E-specifications shall require the correct technical requirements upon which the PCP is developed is subject to government designated planning and technical authority activity approval. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.28 List the latest version or revision references unless otherwise directed by the MARMC CTL in SOWs and E-specifications.

4.3.2.29 Use the latest version or revision of NMD Standard Work Templates, Class Standard Work Templates, and Local Work Templates for E-Specification WIs unless otherwise directed by MARMC planning and technical authority.

4.3.2.30 Revise SOWs and E-specifications as necessary to obtain Code 300 technical approval. SOWs and E-specification for Code 300 formal technical work certification are identified by CNRMCINST 4790.6B. SOWs or E-Specification WIs associated with these systems/equipment shall be reviewed by Code 300. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.31 Prepare ship specific Planning Memorandum for use as SOW or E-specification WI reference subject to government designated planning and technical authority activity approval. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.32 Plan and write SOWs and E-specifications so as to reduce the number and cost of potential growth Request for Contract Change (RCC) as directed by using "front loaded" paragraphs providing biddable amounts and technical requirements and level of effort man-hour and material reservation task request requirements.

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4.3.2.33 Accomplish Work Specification Review (WSR) for assigned SOWs, E-specifications, and NMD templates in accordance with the Fleet Desk Guide (FDG) and MARMCINST 4720.1B.

4.3.2.34 Only “unroll” E-specification WIs when authorized by the CTL or designated PM. The Contractor shall not “unroll” work items for the purpose of specification correction. “Unrolling” WIs causes loss of data in NMD and in Work Specification Review metrics. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.35 Provide lessons learned for deficient work specifications to the appropriate MARMC planning group for use in improving future procurements. Provide input and recommendations to NAVSEA Standard Specification for Ship Repair and Alteration Committee (SSRAC) and the Master Specification Catalog Maintenance Office (MSCMO) for standardized Planning Documents and Procedures. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.36 Maintain the correct NMD Customer Order Acceptance Record (COAR) code assignment for all E-Specification WIs. COAR numbers provide the means of accounting identification of ship work and other production work performed in public and private shipyards. Once the NMD avail is definitive or awarded errors cannot be fixed. COAR errors shall be progressively corrected by the contractor as work authorizations and work items are inducted to/created/approved in NMD Availabilities.

4.3.2.37 Read and maintain knowledge base to interpret and verify that SOWs and E-specifications comply with technical and non-technical documents, repositories, and indexes such as blueprints, planning memos, procedures, technical publications, technical manuals, maintenance requirement cards, engineering drawings, test memorandums, parts lists and ILS documentation etc. as directed.

4.3.2.38 Accomplish technical and non-technical reviews of Condition Found Reports (CFRs) and Request for Contract Changes (RCC) to provide evaluation comments and applicability to work specification modifications.

4.3.2.39 Accomplish technical and non-technical reviews of Condition Found Reports (CFRs) and provide RCC to modify SOWs and E-specifications.

4.3.2.40 Accomplish Field and Ship Checks in accordance with the CNRMC Fleet Desk Guide (FDG) and MARMCINST 42701B.

4.3.2.41 Accomplish Condition Found Report (CFR) evaluation, processing, and answering in accordance with the CNRMC Fleet Desk Guide (FDG).

4.3.2.42 Accomplish estimate development, processing, reporting, and data input in accordance with the CNRMC Fleet Desk Guide (FDG).

4.3.2.43 Accomplish research to identify appropriate man-hour, labor costs, and material returns from previously accomplished work items as determined by NAVSEA Standard Item 009-99 departure reports, NMD cost records, and Cost Schedule Status Report (CSSR) and Cost Funds Status Report (CFSR) records.

4.3.2.44 Develop, provide, record, input, and report logical defensible estimates with justification statements for man-hour amounts, labor cost, material identification, material amounts, material cost, material estimated delivery dates after receipt of order, tailored to the unique scope of repair or alteration using one or more of the following methods as directed: by WN, by SOW, by E-Specification, by E-Specification paragraph, by production schedule activity level, and/or by work analysis using master specification catalogs, input from other estimators who have longer service or experience, engineered labor standards prepared by Naval or private contractors, material catalogs, quotes and estimates from industry vendors, contract files for similar work packages, personal records made from past jobs, other Government agency data for similar work, personal observations made during job execution, “rules of thumb”, individual work operations duration per trade, and historical data. Provides

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recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.45 Provide Class A, C, D, F, and X estimates per COMUSFLTFORCOMINST 4790.3C (JFMM), Volume VII. Provides recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.46 Provide Class “D” planning and execution time duration, labor, and material feasibility estimate for WNs, SOWs, and WIs with identification of elements requiring test procedures within three working days after tasking. The purpose of Class “D” estimates is to provide MARMC the data necessary to identify resource needs priorities for milestones, key events, resource assignments, and test procedure development requirements in regard to specific availabilities and windows of opportunity availabilities early in the process and to report Class “D” data and estimates back to MARMC external customers. The contractor estimate shall provide: 1) Long Lead Time Material (LLTM) identification, LLTM procurement to estimated delivery date duration in calendar days with and without acceleration, 2) LLTM cost with and without acceleration, execution duration in calendar days, 3) execution cost, and 4) identification of line items requiring test procedures. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.47 Estimate premium/acceleration costs for labor and material for prime contractors and subcontractors using approved rates as directed by the CTL or designated PM to ensure that alteration and repairs are funded to complete work at the correct execution key event and/or milestone. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.48 Estimate delay and disruption costs for labor and material for prime contractors and subcontractors using approved rates as directed by the CTL or designated PM to ensure that alteration and repairs are funded to complete work at the correct execution key event and/or milestone. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.49 Identify, record, and report the execution key event and/or milestone each SOW or E-Specification must be completed by up to cold checks. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.50 Review, identify, and report each SOW or E-specification where testing requirements must be accomplished at shore or under way to meet operational test conditions. Submit an ESR for any elements of a test which appears questionable, or requires modification. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.51 Identify and report the estimated execution duration of testing requirements accomplished at shore or under way to meet operational test conditions for each SOW or E-specification.

4.3.2.52 Provide notional execution Gantt Chart Plan of Action and Milestones (POA&M) and/or work Integration analysis products to the CTL or designed PM at the WI level as directed. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.53 Accomplish material identification, evaluation, and processing in accordance with the CNRMC Fleet Desk Guide (FDG).

4.3.2.54 Develop bills of material from requirements. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.55 Initiate, receive, retain, file, track, and report material Cost and Availability (C&A) quotes from vendors. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.56 Identify long lead time material (Defined as material line items that cannot be purchased and delivered by an execution repair contractor between the contract award date and the performance period start date and/or



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material line items that cannot be purchased and delivered by an execution repair contractor in time to complete work on the assigned key event or milestone.)

4.3.2.57 Identify the need and ordering data to facilitate the purchase of Government Furnished Material (GFM) using government systems and processes.

4.3.2.58 Accomplish progress monitoring duties and reporting in accordance with the CNRMC Fleet Desk Guide (FDG).

4.3.2.59 Compare contractor production schedules and Gantt Schedules to observed physical progress at the activity level and immediately report to the designated PM where physical progress is not trending to “on time” completion at key event and/or milestone level.

4.3.2.60 Report all occurrences to the designated PM where inspections and inspection reports are not accomplished per the schedule requirement defined in SOWs and E-specifications (Such as % to a key event and/or milestone or a date) no later than one business day after the due date.

4.3.2.61 Track and report to the designated PM the completion of execution contractor discrepancies and incomplete work as directed.

4.3.2.62 Accomplish Code 300 corrective action processes and reporting in accordance with MARMCINST 4355.2B and the CNRMC Fleet Desk Guide (FDG).

4.3.2.63 Accomplish automated data processing in accordance with the CNRMC Fleet Desk Guide (FDG).

4.3.2.64 Have and maintain a working knowledge in the use of automated data processing equipment and various other software programs mandated for government use for the processing, tracking, preparation, and reporting of all phases of ship repair and modernization including Navy Maintenance Data Base (NMD), MS Word, MS Excel, MS Outlook, MS Access and ADOBE products and the following:

- MARMC Intranet
- Management Tools
- Directives
- Forms
- Policies
- CORETL Applications
- MARMC Request Tracking Database - Provides ESR Data and EATP data
- Naval Ships Engineering Drawing Repository (NSEDOR)
- EEDFS Database
- CNSL/SPEAR Restricted Applications
- Surface CCIMS
- TAAS-Info for schedules
- CNRMC TDMIS

4.3.2.65 Maintain records and visual aids to reflect the status of jobs planned and in progress.

4.3.2.66 Review program and schedule boards for the purpose of locating and resolving problems and to accomplish rescheduling.

4.3.2.67 Receive and review automated printout reports for accuracy, errors, and missing data for the purpose of updating and correcting.

4.3.2.68 Receive reports from material expeditor pertaining to material availability.

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4.3.2.69 Assist the scheduler SME in performing cost and quality control measures with cost analyses, resolve material acquisition problems for priority jobs, and acquire the necessary immediate trade skill for priority jobs from the Facilities Engineer shops through shop foremen.

4.3.2.70 Maintain records and follow regulations pertaining to work management operations.

4.3.2.71 Maintain personal contacts with the SME shop foremen, planner estimators, material coordinators, engineering personal (military and civilian), and individuals for whom work is being scheduled for the purpose of resolving problems, obtaining shop and technical information, explaining procedures, reasons for delays, and assuring a cooperative relationship among all parties concerned.

4.3.2.72 Perform on-site inspections on jobs more than 80% complete for cost control purposes as required. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.73 Perform research utilizing publications, drawings, and instructions, and conducts studies and researches projects as assigned. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.74 Order material for repair shops using both standard Navy stock items as well as open purchase.

4.3.2.75 Call out material for work execution utilizing Material Access Technology (MAT) and Material Requirements (MRQT).

4.3.2.76 Print and prepare a weekly ship brief for numerous ships utilizing a variety of corporate applications and databases that include researching automated work requests.

4.3.2.77 Compile a post brief that contains information on outstanding work and forward to engineers for resolution.

4.3.2.78 Review Automated Work Request (AWR) for accuracy and track all jobs from commencement to completion of routing process.

4.3.2.79 Enter AWRs into work acceptance tracker database and make sure status and dates are accurate.

4.3.2.80 Verify that jobs are ready to be accepted or rejected by Command leadership and prepare information for distribution before jobs are sent to the business office for final approval/rejection. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.2.81 Keep shop SMEs informed of work that needs to be accepted or rejected that is critical to ships movements, i.e. CO's concerns and Casualty Reports (CASREPS).

4.3.2.82 Utilize VSB to print AWRs for routing and to assist ship SMEs in looking up and verifying that jobs have been screened to MARMC.

### **4.3.3 Production Controller I**

#### **Experience required:**

- a. High School Diploma.
- b. Minimum of two (2) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment. Experience must include the following:

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- Thorough understanding of the Joint Fleet Maintenance Manual (JFMM) areas of planning and in-process work.
- Practical knowledge of Automated Work Request (AWR) write ups of structural, mechanical and electrical engineering concepts practices, regulations, policies, precedent, methods, and techniques.
- General knowledge of work package procedures, blueprints reading, drawings and Navy ships technical manuals to verify technical characteristics of part numbers and required materials for ship maintenance and repairs.
- Working knowledge in the use of computer hardware and software programs required in the performance of assigned duties i.e. Microsoft Office, Excel and PowerPoint.
- Ability to analyze procedures and methods, prepare written reports, conduct technical studies and develop sound recommendations.
- Knowledge and experience acquiring vender sources and quotes to support material requirements for purchase other than the stock system.

**The contractor shall:**

4.3.3.1 Provide overall objectives, scheduling, and priority; and makes an after the fact review of accomplishments and results. The SME or senior technical expert discusses planning and performing assignments and conferring to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is closely reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage.

4.3.3.2 Maintain records and visual aids to reflect the status of jobs planned and in progress.

4.3.3.3 Receive and review automated printout reports for accuracy, errors, and missing data for the purpose of updating and correcting.

4.3.3.4 Receive reports from material expeditor pertaining to material availability.

4.3.3.5 Maintain records and follow regulations pertaining to work management operations.

4.3.3.6 Maintain personal contacts with the SME shop foremen, planner estimators, material coordinators, engineering personnel (military and civilian), and individuals for whom work is being scheduled for the purpose of resolving problems, obtaining shop and technical information, explaining procedures, reasons for delays and assuring a cooperative relationship among all parties concerned.

4.3.3.7 Perform on-site inspections on jobs more than 80% complete for cost control purposes as required. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.3.8 Order material for repair shops using both standard Navy stock items as well as open purchase. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.3.9 Call out material for work execution utilizing Material Access Technology (MAT) and Material Requirements (MRQT).

4.3.3.10 Print and prepare a weekly ship brief for numerous ships utilizing a variety of corporate applications and databases that include researching automated work requests.

4.3.3.11 Compile a post brief that contains information on outstanding work and forwards to engineers for resolution.

4.3.3.12 Review Automated Work Requests (AWRs) for accuracy and track all jobs from commencement to

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completion of routing process.

4.3.3.13 Enter AWRs into work acceptance tracker database and make sure status and dates are accurate.

4.3.3.14 Verify that jobs are ready to be accepted or rejected by Command leadership and prepare information for distribution before jobs are sent to the Business Office for final Approval/rejection. Provide recommendations to MARMC Code 300 SME/Manager for concurrence and approval.

4.3.3.15 Keep shop SME's informed of work that needs to be accepted or rejected that is critical to ships movements, i.e. CO's concerns and Casualty Reports (CASREPS).

4.3.3.16 Utilize VSB to print AWRs for routing and to assist ship SMEs in looking up and verifying that jobs have been screened to MARMC.

**4.4 Logistics (Code 500)** –Directly support RMC maintenance and maintenance oversight by executing supply chain management functions. Enable cost-wise readiness by ensuring the alignment of all logistics elements to actual ships configuration.

#### **4.4.1 Logistics Analyst**

##### **Experience required:**

- a. Minimum High School Diploma and six (6) years of full-time hands-on technical experience in the repair of shipboard systems/equipment.
- b. Minimum of two (2) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment.
- c. Qualifications or Training may be required in the following: Paint Inspector Certification, Abrasive Blasting Certification, Toxic Metals, National Association of Corrosion Engineers (NACE) Certification, Annual Respirator qualifications and GSA Container Certification.

Qualifications under the Joint Fleet Maintenance Manual (JFMM) may be required:

- Ability to learn and become proficient with the following software applications: Maritime Systems Environment (MSE) Information Handling Services (IHS-(HAY STACK), LOGICOMM, Material Access Technology (MAT), Material Requirements (MRQT), ONE TOUCH, E-MALL, Maintenance Figure of Merit (MFOM), Navy Maintenance Database-r (NMD-r), Technical Data Management Information System (TDMIS), Configuration Data Management Open Architectural (CDMD-OA) database.
- Experience with Navy shipboard supply system.
- Proficient in MS Office, including Word, Excel, Access and PowerPoint.

##### **The contractor shall:**

4.4.1.1 Receive supplies and distribute as needed.

4.4.1.2 Review work specification packages, RCCs for CNO/CMAVs, etc. to identify government furnished Long Lead Time Material via NMD

4.4.1.3 Review material requirements from the Third Party Planner in MAT (AIM) and monitor status of LLTM and Critical Path material, parts and assembly requirements provided by the 3PP. This includes researching and

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identifying alternative sources of supply when estimated delivery dates do not support job start dates or availability schedules, review and tech editing using technical drawings, technical manuals and other research tools, such as LOGICOMM or HAYSTACK, whichever is available, and determining the order method Future Use Material (FUM), NSN and open purchase.

4.4.1.4 Submit required market research and develop the necessary documents to complete the procurement package when order method is open purchase.

4.4.1.5 Perform Depot Level Repairable (DLR) management functions to include receipt and turn in of carcasses as well as researching, validating and challenging NAVSUP Weapon System Support (WSS) carcass charges. Provides recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.1.6 Review work packages when complete. Provides recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.1.7 Create inventory lists when necessary to provide to the local storage facility for conducting inventories or to assist in the staging, shipping, receiving, crating, moving and storage support.

4.4.1.8 Assist with location storage facility in the performance of inventories received for affected CNO/CMAV avails when necessary.

4.4.1.9 Confer with logistics management teams to determine ways to optimize service levels, maintain supply-chain efficiency, and minimize cost.

4.4.1.10 Provide life cycle logistics in support of ship repair and maintenance. General knowledge of developed concepts and techniques. Demonstrate ability to perform moderately complex tasks.

4.4.1.11 Track product material requisitions, open purchase, milstrip flow, from origin to final delivery.

4.4.1.12 Input excess/future use material (FUM) into the government's Material Access Technology (MAT) database.

4.4.1.13 Create the necessary documents using MAT to properly identify FUM for labeling purposes and for transition to the local storage facility. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.1.14 Monitor movement of material to ensure storage location is updated in MAT.

4.4.1.15 Assist with the effort to properly identify excess/FUM prior to inputting to MAT. This may require physical sight validation at the local public or private shipyards.

4.4.1.16 Recommend improvements to existing and planned logistics processes.

4.4.1.17 Develop and/or maintain models for logistics uses, such as cost estimating and demand forecasting. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.1.18 Develop reports to provide material status or to produce metrics. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.1.19 Provide assistance and/or develop standard operating procedures.

#### **4.4.2 Production Controller II**

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**Experience required:**

- a. Minimum High School Diploma.
- b. Ability to learn and become proficient with the following software applications: Maritime Systems Environment (MSE), Information Handling Services (IHS)-(HAY STACK), LOGICOMM, Material Access Technology (MAT), Material Requirements (MRQT), ONE TOUCH, E-MALL, Maintenance Figure of Merit (MFOM), Navy Maintenance Database-r (NMD-r), Technical Data Management Information System (TDMIS), Configuration Data Management Open Architectural (CDMD-OA) database and other logistics related databases.
- c. Experience with Navy Shipboard Supply System.
  - Proficient in MS Office, Word, Excel, Access and PowerPoint.
- d. **Local travel in and around the Hampton Roads area to include:** Public and Private Shipyards, DLA Warehouse and Bldg. W143.

**The contractor shall:**

- 4.4.2.1 Serves under the general oversight of an employee of higher grade and who makes assignments; furnishes general instructions as to overall objectives, scheduling, and priority; and makes an after-the-fact review of accomplishments and results. The SME or senior technical expert discusses planning and performing assignments and conferring to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is closely reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage.
- 4.4.2.2 Maintain records and visual aids to reflect the status of jobs planned, in progress or completed.
- 4.4.2.3 Receive reports from material expeditor pertaining to material availability.
- 4.4.2.4 Assist the LLTM team lead in performing tech edits of material requirements to determine ways to optimize service levels, maintain supply-chain efficiency, or minimize cost. Resolve material acquisition problems for priority jobs.
- 4.4.2.5 Maintain records and follow regulations pertaining to work management operations.
- 4.4.2.6 Maintain personal contacts with the LLTM team lead, planner estimators, material coordinators, engineering personal (military and civilian), and individuals for whom work is being scheduled for the purpose of resolving problems, obtaining technical information, explaining procedures, reasons for delays, and assuring a cooperative relationship among all parties concerned.
- 4.4.2.7 Perform on site receipt inspections as needed to ensure proper receipt of shipboard material requirements validating proper configuration as well as identifying damaged or inadequate receipt of material. Receipt inspection may occur at the local storage facility or local public/private shipyards or onboard ship. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.
- 4.4.2.8 Review technical drawings, technical manuals and ship configuration data to determine required parts and materials to support CNO avails. May require use of automated research tools such as Haystack/Logicomm and CDMD-OA.
- 4.4.2.8 Call out material identified by the third party planner (3PP) for work execution utilizing Material Access Technology (MAT) and Material Requirements (MRQT).

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4.4.2.9 Review work specification using NMD for proper parts and material. Compare to parts list identified by the third party planner.

4.4.2.10 Cross reference parts/material requirements to verify correct National Stock Number/Allowance Parts List/NSN/APL/P/N for requisitioning process.

4.4.2.11 Prepare cost estimates, technical specifications for contract and/or government commercial purchase card material procurements in support of repair modernization/maintenance availabilities using Future Use Material (FUM), standard Navy stock items as well as open purchase. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.2.12 Receive supplies and verify against ships configuration data. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.2.13 Develop inventory lists to assist the local storage facility in the inventory process. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.2.14 Confer with LLTM team lead and logistics management teams to determine ways to optimize service levels, maintain supply chain efficiency or minimize cost.

4.4.2.15 Prepare weekly material status reports for numerous ships utilizing a variety of corporate applications and databases. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.2.16 Track product flow (material requisitions, standard/non-standard) from origin to final delivery.

4.4.2.17 Recommend improvements to existing or planned logistics processes.

4.4.2.18 Develop standard operating procedures for material ordering process. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.2.19 Keep LLTM team lead informed of any work that needs to be rejected or any circumstances that may impact ability to complete a task.

#### **4.4.3 Production Controller I**

##### **Experience required:**

- a. Minimum High School Diploma.
- b. Ability to learn and become proficient with the following software applications: Maritime Systems Environment (MSE), Information Handling Services (IHS)-(HAY STACK), LOGICOMM, Material Access Technology (MAT), Material Requirements (MRQT), ONE TOUCH, E-MALL, Maintenance Figure of Merit (MFOM), Navy Maintenance Database-r (NMD-r), Technical Data Management Information System (TDMIS), Configuration Data Management Open Architectural (CDMD-OA) database and other logistics related databases.
- c. Experience with Navy Shipboard Supply System.
  - Proficient in MS Office, Word, Excel, Access and PowerPoint.
- d. **Local travel in and around the Hampton Roads area to include:** Public and Private Shipyards, DLA Warehouse and Bldg. W143.

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**The contractor shall:**

4.4.3.1 Provide overall objectives, scheduling, and priority; and makes an after the fact review of accomplishments and results. The SME or senior technical expert discusses planning and performing assignments and conferring to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is closely reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage.

4.4.3.2 Maintain records and visual aids to reflect the status of jobs planned and in progress.

4.4.3.3 Review technical drawings, technical manuals and ship configuration data to determine required parts and materials to support CNO avails. May require use of automated research tools such as Haystack/Logicomm and CDMD-OA.

4.4.3.4 Receive reports from material expeditor pertaining to material availability.

4.4.3.5 Maintain records and follow regulations pertaining to work management operations.

4.4.3.6 Maintain personal contacts with the LLTM team lead, planner estimators, material coordinators, engineering personal (military and civilian), and individuals for whom work is being scheduled for the purpose of resolving problems, obtaining technical information, explaining procedures, reasons for delays, and assuring a cooperative relationship among all parties concerned.

4.4.3.7 Perform on-site inspections on jobs more than 80% complete for cost control purposes as required. Provides recommendations to MARMC Code 300 SME/Manager for concurrence and approval. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.3.8 Order material for repair shops using both standard Navy stock items as well as open purchase. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.3.9 Call out material for work execution utilizing Material Access Technology (MAT) and Material Requirements (MRQT).

4.4.3.10 Print and prepare a weekly ship brief for numerous ships utilizing a variety of corporate applications and databases that include researching automated work requests.

4.4.3.11 Compile a post brief that contains information on outstanding work and forwards to engineers for resolution.

4.4.3.12 Recommend improvements to existing or planned logistics processes.

4.4.3.13 Verify that jobs are ready to be accepted or rejected by Command leadership and prepare information for distribution before jobs are sent to the Business Office for final Approval/rejection. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.3.14 Keep shop SME's informed of work that needs to be accepted or rejected that is critical to ships movements, i.e. CO's concerns and Casualty Reports (CASREPS).

4.4.3.15 Utilize VSB to print AWRs for routing and to assist ship SMEs in looking up and verifying that jobs have been screened to MARMC.



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#### **4.4.4 Engineering Technician I**

##### **Experience Required:**

- a. Minimum High School Diploma and six (6) years of full-time hands-on technical experience in the repair of shipboard systems/equipment.
- b. Minimum of two (2) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment.
- c. Qualifications or Training is required in the following: Paint Inspector certification, Abrasive Blasting certification, Toxic Metals, National Association of Corrosion Engineers (NACE) certification, Annual Respirator qualifications and GSA Container certification.

Qualifications under the Joint Fleet Maintenance Manual (JFMM) may be required.

- Ability to learn and become proficient with the following software applications: Maritime Systems Environment (MSE), Information Handling Services (IHS) (HAY STACK), LOGICOMM, Material Access Technology (MAT), Material Requirements (MRQT), ONE TOUCH, E-MALL, Maintenance Figure of Merit (MFOM), Navy Maintenance Database-r (NMD-r), Technical Data Management Information System (TDMIS), Configuration Data Management Open Architectural (CDMD-OA) database.
- Experience with Navy shipboard supply system.
- Proficient in MS Office, including Word, Excel, Access and PowerPoint.

##### **The contractor shall:**

4.4.4.1 Responsible for independently planning and performing assignments and conferring periodically with the SME to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.2 Identify and resolve problems in the following areas: Hull, Electrical, Mechanical, Piping, Structural, Shipboard Hull, Electrical and Mechanical (HM&E). Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.3 Develop standard production, standard operating standards and production processes. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.4 Make, develop, and track trade specific training and programs. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.5 Provide technical guidance, and check drawings, memoranda, tests, reports, material requests and other documents, for technical adequacy and conformance with procedures.

4.4.4.6 Conduct evaluations and, in the majority of cases, develop and implement effective changes. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.7 Examine and troubleshoot to determine the extent of repairs required, materials, or parts needed, and to estimate the time required to complete repairs. Independently diagnose, plan, and complete projects or work orders involving major systems in their entirety. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.8 Review installation or quality assurance documentation.

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4.4.4.9 Participate in training or continuing education activities to stay abreast of engineering or industry advances in Naval Ship Systems.

4.4.4.10 Train shipboard personnel to perform standard maintenance.

4.4.4.11 Confer with engineering staff and other personnel to resolve problems.

4.4.4.12 Review drawings and cost estimates for accuracy and conformity to standards and regulations.

4.4.4.13 Prepare and interpret specifications, calculating weights, volumes, and stress factors.

4.4.4.14 Propose new equipment.

4.4.4.15 Explain drawings to production or construction teams and provide adjustments as necessary. Trains other technicians.

4.4.4.16 Plan, develop, implement, coordinate and administer repair and construction projects generated by work requests, including the determination of scope of work, preparation of cost estimates, execution of original design concepts, preparation of detail drawings, preparation of technical requirements, contract preparation, and project administration. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.17 Prepare cost estimates, technical specifications for the contract purchase of complex repair and construction items, designs and plans for alterations, remodeling and repairs to various types of machinery and equipment, new construction and the development of contracts, in accordance with organizational policies and procedures. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.18 Make field investigations to ascertain existing conditions, to confirm customer requirements and to identify special problems and their solutions. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.19 Obtain needed additional information from personal observation of the job site and through coordination with the customer.

4.4.4.20 Collaborate with production controller to schedule jobs and ensure that the necessary material and equipment are obtained to complete projects in a timely manner.

4.4.4.21 Prepare inspection reports noting deficiencies and any deviations from the original estimate and/or specifications.

4.4.4.22 Assist the LLTM Team with developing and defining the SOP, work process, operating standards, and production processes within the LLTM.

4.4.4.23 Review all work packages for each ship, containing GFM LLTM material.

4.4.4.24 Provide technical guidance, check drawings, memoranda, tests, reports, material requests and other documents, for technical adequacy and conformance with procedures. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.25 Conduct evaluations of the long lead time material (LLTM) process, develop and implement effective changes to the LLTM process.

4.4.4.26 Confer with engineering staff and other personnel to resolve any problems with Government Furnished Material (GFM) Long Lead Time Material, before and after material is ordered.

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4.4.4.27 Order drawings through Engineering Tech Library Request Form for determining material type, specification, review drawing notes and parts to be installed on ships. Provide recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.28 Prepare and interpret material specifications, calculating weights, volumes, and stress factors. Provides recommendations to MARMC Code 500 SME/Manager for concurrence and approval.

4.4.4.29 Collaborate with Production Managers (PM) and Project Engineers (PE) to review the schedule of jobs and ensure that the necessary materials and equipment are obtained to complete projects in a timely manner.

4.4.4.30 Prepare inspection reports noting deficiencies and any deviations from the original estimate and/or specifications.

4.4.4.31 Research and provide material quotes from vendors concerning parts and material that exceed the total open purchase cost and submit quotes to the logisticians.

4.4.4.32 Review technical data, manual and engineering criteria for GFM Long Lead Time Material (LLTM).

4.4.4.33 Review material and parts installation issues and perform quality assurance documentation.

4.4.4.34 Meet with Engineering concerning mil-specs for particular GFM parts and validation if required.

**4.5 Production Department (Code 900)** – This department is responsible for the overall management of the MARMC I-Level maintenance component. They are responsible for the execution of work during Continuance Maintenance Availabilities (CMAVs) and ensuring work is properly integrated during CNO Restricted Availabilities.

They are also responsible for the management and executive control of non-nuclear surface ship maintenance and diving operations to ensure the timely completion of all production work on-schedule and within cost.

#### **4.5.1 Production Controller II**

##### **Experience required:**

- a. High School Diploma.
- b. Minimum of five (5) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment.
- c. Experience will require the following requirements:
  - Thorough understanding of the Joint Fleet Maintenance Manual (JFMM) areas of planning and in-process work.
  - Practical knowledge of Automated Work Request (AWR) write ups of structural, mechanical and electrical engineering concepts practices, regulations, policies, precedent, methods, and techniques.
  - Comprehensive knowledge of work package procedures, blueprints, drawings and Navy ships technical manuals to verify technical characteristics and/or part numbers or required materials for maintenance and ship repairs.
  - Working knowledge in the use of computer hardware and software programs required in the performance of assigned duties. These may include, but are not limited to WebAIM, MAT, MRQT.

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- Working and executing knowledge of Microsoft Office and other standard/evolving software programs associated with the planning and work packaging processes as well as supply SOPs and processes.
- Ability to analyze procedures and methods, prepare written reports, conduct technical studies and develop sound recommendations.
- Develops innovative methods and approaches for specific ship projects and ship system(s). Familiarity with and maintain an understanding of the Quality Assurance department. Supports Navy personnel and provide technical guidance to perform standard structural repairs and techniques. Orders parts and material from the Federal Supply system.
- Knowledge and experience acquiring vender sources and quotes to support material requirements for purchase other than the stock system.

**The contractor shall:**

4.5.1.1 Serves under the general oversight of an employee of higher grade and who makes assignments; furnishes general instructions as to overall objectives, scheduling, and priority; and makes an after-the-fact review of accomplishments and results. The SME or senior technical expert discusses planning and performing assignments and conferring to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is closely reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage.

4.5.1.2 Maintain records and visual aids to reflect the status of jobs planned and in progress.

4.5.1.3 Review program and schedule boards for purpose of locating and resolving problems and to accomplish rescheduling.

4.5.1.4 Receive and review automated printout reports for accuracy, errors, and missing data for the purpose of updating and correcting.

4.5.1.5 Receive reports from material expeditor pertaining to material availability.

4.5.1.6 Assist the scheduler SME with performing cost and quality control measures with cost analyses, resolve material acquisition problems for priority jobs, and acquire the necessary immediate trade skill for priority jobs from the Facilities Engineer shops through shop foremen.

4.5.1.7 Maintain records and follow regulations pertaining to work management operations.

4.5.1.8 Maintain personal contacts with the SME shop foremen, planner estimators, material coordinators, engineering personnel (military and civilian), and individuals for whom work is being scheduled for the purpose of resolving problems, obtaining shop and technical information, explaining procedures, reasons for delays, and assuring a cooperative relationship among all parties concerned.

4.5.1.9 Perform on-site inspections on jobs more than 80% complete for cost control purposes as required. Provides recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.1.10 Perform research utilizing publications, drawings, and instructions, and conduct studies and research projects as assigned. Provides recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.1.11 Order material for repair shops using both standard Navy stock items as well as open purchase. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

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4.5.1.12 Call out material for work execution utilizing Material Access Technology (MAT) and Material Requirements (MRQT).

4.5.1.13 Print and prepare a weekly ship brief for numerous ships utilizing a variety of corporate applications and databases that include researching automated work requests.

4.5.1.14 Compile a post brief that contains information on outstanding work and forward to engineers for resolution.

4.5.1.15 Review Automated Work Request (AWRs) for accuracy and track all jobs from commencement to completion of routing process.

4.5.1.16 Enter AWRs into work acceptance tracker database and make sure status and dates are accurate.

4.5.1.17 Verify that jobs are ready to be accepted or rejected by Command leadership and prepare information for distribution before jobs are sent to the Business Office for final approval/rejection. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.1.18 Keep shop SME informed of work that needs to be accepted or rejected that is critical to ships' movements, i.e.; CO's concerns and Casualty Reports (CASREPS).

4.5.1.19 Utilize Validation Screening Brokering to print AWRs for routing and to assist ship SME in looking up and verifying that jobs have been screened to MARMC.

#### **4.5.2 Production Controller I**

##### **Experience required:**

- a. High School Diploma.
- b. Minimum of two (2) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment. Experience must include the following:
  - Thorough understanding of the Joint Fleet Maintenance Manual (JFMM) areas of planning and in-process work.
  - Practical knowledge of Automated Work Request (AWR) write ups of structural, mechanical and electrical engineering concepts practices, regulations, policies, precedent, methods, and techniques.
  - General knowledge of work package procedures, blueprints reading, drawings and Navy ships technical manuals to verify technical characteristics of part numbers and required materials for ship maintenance and repairs.
  - Working knowledge in the use of computer hardware and software programs required in the performance of assigned duties i.e. Microsoft Office, Excel and PowerPoint.
  - Ability to analyze procedures and methods, prepare written reports, conduct technical studies and develop sound recommendations.
  - Knowledge and experience acquiring vender sources and quotes to support material requirements for purchase other than the stock system.

##### **The contractor shall:**

4.5.2.1 Serves under the general oversight of an employee of higher grade and who makes assignments; furnishes general instructions as to overall objectives, scheduling, and priority; and makes an after the fact review of

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accomplishments and results. The SME or senior technical expert discusses planning and performing assignments and conferring to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is closely reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage.

4.5.2.2 Maintain records and visual aids to reflect the status of jobs planned and in progress.

4.5.2.3 Receive and review automated printout reports for accuracy, errors, and missing data for the purpose of updating and correcting.

4.5.2.4 Receive reports from material expeditor pertaining to material availability.

4.5.2.5 Maintain records and follow regulations pertaining to work management operations.

4.5.2.6 Maintain personal contacts with the SME shop foremen, planner estimators, material coordinators, engineering personnel (military and civilian), and individuals for whom work is being scheduled for the purpose of resolving problems, obtaining shop and technical information, explaining procedures, reasons for delays and assuring a cooperative relationship among all parties concerned.

4.5.2.7 Perform on-site inspections on jobs more than 80% complete for cost control purposes as required. Provides recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.2.8 Order material for repair shops using both standard Navy stock items as well as open purchase.

4.5.2.9 Call out material for work execution utilizing Material Access Technology (MAT) and Material Requirements (MRQT).

4.5.2.10 Print and prepare a weekly ship brief for numerous ships utilizing a variety of corporate applications and databases that include researching automated work requests. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.2.11 Compile a post brief that contains information on outstanding work and forwards to engineers for resolution. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.2.12 Review Automated Work Requests (AWRs) for accuracy and track all jobs from commencement to completion of routing process.

4.5.2.13 Enter AWRs into work acceptance tracker database and make sure status and dates are accurate.

4.5.2.14 Verify that jobs are ready to be accepted or rejected by command leadership and prepare information for distribution before jobs are sent to the Business Office for final Approval/rejection. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.2.15 Keep shop SME's informed of work that needs to be accepted or rejected that is critical to ships movements, i.e. CO's concerns and Casualty Reports (CASREPS).

4.5.2.16 Utilize VSB to print AWRs for routing and to assist ship SMEs in looking up and verifying that jobs have been screened to MARMC.

### **4.5.3 Engineering Technician II**

#### **Experience required**

a. Minimum High School Diploma and eight (8) years of full-time hands-on technical experience in the

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installation, testing, troubleshooting fault isolation and repair of shipboard systems/equipment.

b. Minimum of five (5) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment.

- Thorough understanding of the Joint Fleet Maintenance Manual (JFMM) areas of planning and in-process work.
- Through knowledge of Automated Work Request (AWR) write ups of structural, mechanical and electrical engineering concepts practices, regulations, policies, precedent, methods, and techniques.
- Comprehensive knowledge of work package procedures, blueprints, drawings and Navy ships technical manuals to verify technical characteristics and/or part numbers or required materials for maintenance and ship repairs.
- Working and executing knowledge of Microsoft office and other standard/evolving software programs as related to executing ship maintenance and repair. Ability to analyze procedures and methods, prepare written reports, conduct technical studies and develop sound recommendations.
- Develops innovative methods and approaches for specific ship projects and ship system(s). Familiarity with and maintain an understanding of the Quality Assurance department. Supports Navy personnel and provides technical guidance to perform standard mechanical, structural repairs and techniques.

c. Qualifications or Training is required in the following areas: Paint Inspector certification, Abrasive Blasting certification, Toxic Metals, National Association of Corrosion Engineers (NACE) certification, Annual Respirator qualifications and GSA Container certification.

**The contractor shall:**

4.5.3.1 Services under the general oversight of an employee of higher grade who makes assignments and furnishes general instructions as to the overall objectives, scheduling, and priority; and makes an after-the-fact review of accomplishments and results.

4.5.3.2 Responsible for independently planning and performing assignments and conferring periodically with the SME to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.3 Identify and resolve problems in all of the following areas: Hull, Electrical, Mechanical Piping, Structural, Shipboard Hull, Electrical and Mechanical (HM&E). Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.4 Develop standard production, standard operating procedures standards and production processes. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.5 Diagnose, test, or analyze the performance of electrical components, assemblies, and/or systems.

4.5.3.6 Make, develop, and track trade specific training and programs.

4.5.3.7 Provide technical guidance, and check drawings, memoranda, tests, reports, material requests and other documents, for technical adequacy and conformance with procedures.

4.5.3.8 Establish and maintain objective quality evidence in support of Continuous Process Improvement efforts to improve technical products.

4.5.3.9 Conduct evaluations and, in the majority of cases, develop and implement effective changes. Provide

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recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.10 Apply a variety of methods, procedures, and techniques to layout, install, align, overhaul, repair, and maintain numerous types of marine machinery, equipment, and systems that are technically more complex. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.11 Apply a greater knowledge of installation and repair of more complex marine equipment and machinery, and train others in support of the various Maintenance Assist Teams. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.12 Examine and troubleshoot to determine the extent of repairs required, materials, or parts needed, and to estimate the time required to complete repairs. Independently diagnose, plan, and complete projects or work orders involving major systems in their entirety.

4.5.3.13 Compile and maintain records documenting engineering schematics, installed equipment, installation or operational problems, resources used, repairs, or corrective action performed.

4.5.3.14 Set up and operate standard or specialized testing equipment.

4.5.3.15 Review installation and/or quality assurance documentation.

4.5.3.16 Participate in training and/or continuing education activities to stay abreast of engineering or industry advances in Naval Ship Systems.

4.5.3.17 Train shipboard personnel to perform standard maintenance. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.18 Confer with engineering staff and other personnel to resolve problems. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.19 Draft working drawings, or cross-sections of underground cables, as required for instructions to installation crew.

4.5.3.20 Draw master sketches showing relation of proposed installations to existing facilities and specifications and dimensions.

4.5.3.21 Measure factors that affect installation and arrangement of equipment, such as distances to be spanned by cabling and piping.

4.5.3.22 Assemble documentation packages and produce drawing sets which are checked by a higher authority.

4.5.3.23 Review drawings and cost estimates for accuracy and conformity to applicable standards and regulations.

4.5.3.24 Prepare and interpret specifications, calculating weights, volumes, and stress factors. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.25 Explain drawings to production or construction teams and provide adjustments as necessary. Supervise and train other technicians.

4.5.3.26 Apply knowledge and skills gained through practical experience in the construction trades and crafts and formal training to perform engineering design and cost estimates for the maintenance and repair, new construction, alterations and modifications of architectural, civil, electrical, and mechanical systems and equipment.



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4.5.3.27 Plan, develop, implement, coordinate and administer repair and construction projects generated by work requests, including the determination of scope of work, preparation of cost estimates, execution of original design concepts, preparation of detail drawings, preparation of technical requirements, contract preparation and project administration. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.28 Prepare cost estimates, technical specifications for the contract purchase of complex repair and construction items, designs and plans for alterations, remodeling and repairs to various types of machinery and equipment, new construction and the development of contracts, in accordance with organizational policies and procedures. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.29 Make field investigations to ascertain existing conditions, to confirm customer requirements and to identify special problems and their solutions. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.3.30 Obtain needed additional information from personal observation of the job site and through coordination with the customer.

4.5.3.31 Inspect, survey and monitor equipment to determine long and short range maintenance requirements.

4.5.3.32 Collaborate with production control to schedule jobs and ensure that the necessary materials and equipment are obtained to complete projects in a timely manner.

4.5.3.33 Prepare inspection reports noting deficiencies and any deviations from the original estimate and/or specifications. Provides recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

#### **4.5.4 Engineering Technician I**

##### **Experience required**

- a. Minimum High School Diploma and six (6) years of full-time hands-on technical experience in the repair of shipboard systems/equipment
- b. Minimum of two (2) years full time hands-on technician experience in assembly, overhaul, repair, modification, operation, troubleshooting, and maintenance of shipboard systems and equipment.
  - Basic understanding of the Joint Fleet Maintenance Manual (JFMM) as related to ship repair and maintenance.
  - Practical knowledge of Automated Work Request (AWR) write ups of structural, mechanical and electrical engineering concepts practices, regulations, policies, precedent, methods, and techniques.
  - General knowledge of work package procedures, blueprints reading, drawings and Navy ships technical manuals to verify technical characteristics of part numbers and required materials for ship maintenance and repairs.
  - General knowledge in the use of computer hardware and software programs required in the performance of assigned duties i.e. Microsoft Office, Excel and PowerPoint.
  - Ability to analyze procedures and process in executing ship maintenance
- c. Qualifications or Training is required in the following areas: Paint Inspector certification, Abrasive Blasting certification, Toxic Metals, National Association of Corrosion Engineers (NACE) certification, Annual Respirator qualifications and GSA Container certification.

##### **The contractor shall:**

4.5.4.1 Serves under the general oversight of an employee of higher grade who makes assignments and furnishes general instructions as to the overall objectives, scheduling, and priority; and makes an after-the-fact review of accomplishments and results.

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4.5.4.2 Responsible for independently planning and performing assignments and conferring periodically with the SME to keep him/her briefed on status of work and to discuss unusual technical problems. Completed work is reviewed for adequacy and conformance with established policies, precedents, and sound engineering concepts and usage.

4.5.4.3 Identify and resolve problems in each of the following areas: Hull, Electrical, Mechanical, Piping, Structural, Shipboard Hull, Electrical and Mechanical (HM&E). Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.4.4 Diagnose, test, or analyze the performance of electrical components, assemblies, or systems.

4.5.4.5 Make, develop, and track trade specific training and programs. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.4.6 Provide technical guidance, and check drawings, memoranda, tests, reports, material requests and other documents, for technical adequacy and conformance with procedures.

4.5.4.7 Establish and maintain objective quality evidence in support of Continuous Process Improvement efforts to improve technical products.

4.5.4.8 Apply a variety of methods, procedures, and techniques to layout, install, align, overhaul, repair, and maintain numerous types of marine machinery, equipment, and systems that are technically more complex.

4.5.4.9 Examine and troubleshoot to determine the extent of repairs required, materials, or parts needed, and to estimate the time required to complete repairs. Independently diagnose, plan, and complete projects or work orders involving major systems in their entirety.

4.5.4.10 Compile and maintain records documenting engineering schematics, installed equipment, installation or operational problems, resources used, repairs, or corrective action performed.

4.5.4.11 Set up and operate standard or specialized testing equipment.

4.5.4.12 Review installation or quality assurance documentation.

4.5.4.13 Participate in training or continuing education activities to stay abreast of engineering or industry advances in Naval Ship Systems.

4.5.4.14 Train shipboard personnel to perform standard maintenance.

4.5.4.15 Confer with engineering staff and other personnel to resolve problems.

4.5.4.16 Draft working drawings or cross-sections of underground cables, as required for instructions to installation crew.

4.5.4.17 Measure factors that affect installation and arrangement of equipment, such as distances to be spanned by cabling and piping.

4.5.4.18 Assemble documentation packages and produce drawing sets which are checked by a higher authority.

4.5.4.19 Review drawings and cost estimates for accuracy and conformity to standards and regulations.

4.5.4.20 Explain drawings to production or construction teams and provide adjustments as necessary. Supervise

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and train other technicians.

4.5.4.21 Apply knowledge and skills gained through practical experience in the construction trades crafts, formal training to perform engineering design and cost estimates for ship maintenance, repair, new construction, alterations, civil, electrical, mechanical systems and equipment.

4.5.4.22 Plan, develop, implement, coordinate and administer repair and construction projects generated by work requests, including the determination of scope of work, preparation of cost estimates, execution of original design concepts, preparation of detail drawings, preparation of technical requirements, contract preparation, and project administration. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

4.5.4.23 Make field investigations to ascertain existing conditions, to confirm customer requirements and to identify special problems and their solutions.

4.5.4.24 Obtain additional information from personal observation of the job site and coordinate with the customer.

4.5.4.25 Inspect, survey, and monitor equipment to determine long and short range maintenance requirements.

4.5.4.26 Collaborate with production control to schedule jobs and ensure that the necessary material and equipment are obtained to complete projects in a timely manner.

4.5.4.27 Prepare inspection reports noting deficiencies and any deviations from the original estimate and/or specifications. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.

#### **4.5.5 Logistician (Calibration)**

##### **Experience required**

a. ~~Minimum five (5) years of related experience in shipboard system calibrations~~

##### **The contractor shall:**

~~4.5.5.1 Provide calibration coordination services for the Mid-Atlantic Regional Maintenance Center (MARMC) onboard all surface ships and selected shore commands in the MARMC area of responsibility.~~

~~4.5.5.2 Broker for screening all incoming test measurement and diagnostic equipment received from afloat command for induction into appropriate calibration facility to include organic, private industry.~~

~~4.5.5.3 Reports to the SME for calibration at the depot level.~~

~~4.5.5.4 Manages Regional Loan Pool program to provide additional standards to the fleet.~~

~~4.5.5.5 Ensure all calibration work being inducted into the MARCC lab are screened properly.~~

~~4.5.5.6 Liaison with MARMC, Mid-Atlantic Regional Calibration Center (MARCC), Commander Naval Surface Force (CNSF) and Commander Naval Air Force (CNAF) commands assets to provide METCAL information.~~

~~4.5.5.7 Processes all requirements for the Regional Loan Pool issues and deliveries. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.~~

~~4.5.5.8 Processes all requirements for the replacement of Beyond Economical Repair equipment and turn-ins. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.~~

~~4.5.5.9 Processes the issue and acceptance requirements of calibration standards to/from the contractor SISCAL team members. Provide recommendations to MARMC Code 900 SME/Manager for concurrence and approval.~~

~~4.5.5.10 Performs monthly reviews of the MCMS inventory reports for upcoming calibration requirements.~~

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~~4.5.5.11 Delivers and accepts equipment due for calibration or completed to or from the command's calibration coordinator office. Provides recommendations to MARMC Code 900 SME/Manager for concurrence and approval.~~

**4.6 Corporate Operations Department (Code 1100)** – The mission of the Corporate Operations Department is to provide high quality customer service as strategic partners to both internal and external customers in all areas of Human Resource Management as it pertains to Civilian and Military Manpower/Manning, Security, Administrative/Personnel Support, Training, Facility Improvements, Business Operations, Information Technology and Public Affairs.

**4.6.1 Task Project Management Support**

**Experience required:**

- a. High School Diploma.
- b. Minimum three (3) years of related experience in government facilities or property management department.
- c. Requires annual (no cost) command training that must be taken.

**The Contractor shall:**

4.6.1.1 Manage program to ensure that implementation and prescribed activities are carried out per specified objectives.

4.6.1.2 Confer with staff to explain program and individual responsibilities for functions and phases of program.

4.6.1.3 Provide technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Provide recommendations to MARMC Code 1150 SME/Manager for concurrence and approval.

4.6.1.4 Apply principles, methods, and knowledge of the functional area of expertise to specific task order requirements.

4.6.1.5 Review reports and records of activities to ensure progress is being accomplished toward specified program objectives and modify or change methodology, as required to redirect activities and attain objectives.

4.6.1.6 Prepare program reports. Provide recommendations to MARMC Code 1150 SME/Manager for concurrence and approval.

4.6.1.7 Plan, assist with direction, and coordinate activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Provide recommendations to MARMC Code 1150 SME/Manager for concurrence and approval.

4.6.1.8 Assist with the maintenance of the Defense Property Accountability System (DPAS) a database of all government owned equipment with an acquisition cost equal to \$5000 or greater than, highly pilfer able, mission critical or hard to repair or replace. Maintenance requires a triennial inventory of more than 700 items ensuring all necessary paperwork is on file and items correctly bar coded. Ensure physical inventories are conducted and completed, accountable asset records are maintained; reportable transactions are processed. Ensure key personnel are scheduled for appropriate personal property management training within 30 days of assuming duties.

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4.6.1.9 Assist management with the maintenance of the command's personal property program to include accountability and inventory control of government property. Ensure property is properly reported and tracked on both a quantitative and monetary basis.

#### **4.6.2 Program Manager Code 1160 (Key Personnel)**

##### **Experience required:**

- a. Bachelor's degree in Business Administration or related field. Two years of job-related experience may be substituted for each year of college. Position requires the ability to obtain and maintain a SECRET level Security Clearance
- b. Minimum of five (5) years of job-related experience in Administrative Support and Program Management. Program Manager will provide strong organizational and technical management skills and ability to perform detail oriented work. Self-motivated, possess strong analytical skills and be customer oriented. Clearly communicate ideas to others verbally and in writing. The Program Manager shall also have vast experience in MS Word, Excel, PowerPoint, and Project.

##### **The contractor shall:**

- 4.6.2.1 Under the Program Management Support Task, the contractor will provide program management support and administrative support to MARMC. The Program Manager shall utilize expert communication skills needed to direct the skilled technical resources and report on the technical progress, issues, and problem areas, as well as write and review technical documents.
- 4.6.2.2 Ensure proper performance of tasks necessary to achieve the most efficient and effective execution of the contract.
- 4.6.2.3 Will be responsible for growing relationships with the United States Government and the contractor.
- 4.6.2.4 Serve as the main point of contact for the Contracting Officer (CO), the Contracting Officer's Representative (COR), the Government Program Manager, and the Contractor's senior management. This includes being the main point of contact for all subcontractors.
- 4.6.2.5 Ensure that all work is performed according to contractual requirements and performance standards.
- 4.6.2.6 Ensure that regular feedback on performance is provided to the Government on all areas of contract performance.
- 4.6.2.7 Ensure that all personnel involved in providing or supporting services under the contract meet requirements established by the Task Order, including security clearance requirements.
- 4.6.2.8 Ensure that all personnel involved in providing or supporting services under the contract meet requirements established by the Task Order, including security clearance requirements **and required/mandatory training (i.e. TWMS; ESAMS; ECATT; NMD-R; etc.)**
- 4.6.2.9 Implement appropriate controls to prevent and detect cases of employee fraud or malfeasance and notification of appropriate security personnel to determine required actions.
- 4.6.2.10 Plan appropriately for Key Personnel turnover. Ensure that replacements are identified, Proposed, and replaced in a timely manner.

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Provide AQL: 100% Compliant. Contractor shall provide personnel which meet or exceed the requirements.

Deliverables:

A001 Staffing Plan - Due on the 10th day of each month or within 3 working days when requested by COR.

A002 Workload Report - Due on the 10th day each of month

A003 Monthly Status Report - Due on the 10th day of each month

A004 Tip Report – Due on the 10<sup>th</sup> day of each month

A005 Transition Out Plan - Due 30 days prior to completion of contract

A006 Non-Disclosure Agreement - Due on report date for each employee to MARMC

#### **4.6.3 Senior Military Analyst (Key Personnel)**

##### **Experience required:**

- a. Bachelor's Degree plus 15 years of job-related experience. One year of direct related experience may be substituted for each year of college.
- b. Minimum of 15 years of directly relevant experience in US Navy maintenance and operations. Prior experience planning, coordinating, and directing DoD projects. Perform ongoing oral and written communications, familiarity with military correspondence and formats; skilled in the use and understanding of current Naval Service and Maintenance terminology. Prior military experience as either a US commissioned officer, warrant or senior non-commissioned officer while having served in leadership or other management roles which required a full understanding and experience of US military organizations and their missions, programs, and protocols.
- c. No certifications or licenses required for this position.

##### **The contractor shall:**

4.6.3.1 Perform as project lead in support of MARMC for the conduct of independent analysis of engineering, quality, and production processes, practices and procedures associated with the effective, efficient, and economical execution of products and services by the Command.

4.6.3.2 Perform a wide range of executive level analytical, management, and administrative tasks including, but not limited to the following: assist in the management and tracking of actions undertaken by the Command and Staff in response to issues, critiques, reviews, and concerns elevated to the Commanding Officer's level by SEA04Y, TYCOM, Fleet, Departments and Department staffs, and other such sources. Provide recommendations to MARMC Code 1190 SME/Manager for concurrence and approval.

4.6.3.3 Perform fact finding efforts, reviews, investigation and analysis of technical, readiness, and organizational issues; prepare findings, formal analysis, white papers, briefings and other products; and present information and recommendations to senior level military and civilian personnel for evaluation and decision.

4.6.3.4 Provide for approval, official command responses to complex technical and organizational issues.

4.6.3.5 Communicate as appropriate with senior military and other government personnel throughout MARMC, the Naval Maintenance Community, Type Commanders, Commanders of US Navy vessels, Project Managers, Project Engineers, Government and Commercial Shipyards, and other such entities as necessary to capture issues and to develop corresponding responses.

4.6.3.6 Act as coordinator and facilitator in the timely acquisition of facts and other relevant information from appropriate subject matter experts, including commanders, staffs, and contractor representatives.

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4.6.3.7 Track status of issues and provide reports to the MARMC front office on all items determined to be high interest and/or potential concern.

4.6.3.8 Provide recommendations to MARMC leadership and other governmental agencies in developing Memorandum of Agreement and Memoranda of Understanding in support of mutually beneficial activities/services.

4.6.3.9 Develop briefing **materials for MARMC departments and teams.** Provides recommendations to MARMC Code 1190 SME/Manager for concurrence and approval.

4.6.3.10 Conduct analysis and develop expenditure reports for the Command utilizing the Defense Travel System (DTS) report scheduler products.

4.6.3.11 Ability to produce deliverables in formats as required by MARMC leadership. Formats may include standard Microsoft documents (Excel, Word, and PowerPoint) and/or web-enabled formats through SharePoint. Provide recommendations to MARMC Code 1190 SME/Manager for concurrence and approval.

#### 5.0 **5237.102-90 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)**

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Technical Support 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 October 1 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://doncmra.nmci.navy.mil>.

#### 6.0 **Non-Disclosure Agreement**

Contractor personnel shall be provided a Statement of Non-Disclosure of Information (Attachment J-5) which shall be completed and signed by each employee as a condition for each employee providing services under this Task Order. Completed Non-Disclosure Statements shall be returned to the Contracting Officer's Representative (identified as the Task Order Manager in Section (G) within fifteen working days after Task Order award or from the date of hire for new employees.

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## **SECTION D PACKAGING AND MARKING**

### **APPLICABLE TO ALL ITEMS**

There is no packaging or marking requirements for the services ordered under this Task Order. All requirements for packaging and marking of supplies or documents associated with the services shall be packaged, packed and marked in accordance with the provisions set forth below or as specified in the Technical Instructions.

### **DATA PACKAGE LANGUAGE**

All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M dated 28 February 2006.

### **MARKING OF REPORTS (NAVSEA) (SEP 1990)**

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

- (1) Name and business address of the Contractor
- (2) Contract number
- (3) Task order number
- (4) Whether the contract was competitively or non-competitively awarded
- (5) Sponsor

Name of Individual Sponsor:

Name of Requiring Activity:

City and State:

All Deliverables shall be packaged and marked IAW Best Commercial Practice



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## **SECTION E INSPECTION AND ACCEPTANCE**

Item(s) 8000 Series - Inspection and acceptance shall be made by the Contracting Officer's Representative (COR) or a designated representative of the Government. *\*Note that the COR is the TOM identified in Section G of this Task Order.*

### **INSPECTION AND ACCEPTANCE LANGUAGE FOR DATA**

Inspection and acceptance of all data shall be as specified on the attached Tech. Deliverable (Attachment J-2).

### **SPECIAL CONTRACT REQUIREMENTS, QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure the systematic quality assurance methods are used in the administration of the performance based service order. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the order. A properly executed QASP will assist the Government in achieving the objectives of this procurement. (Attachment J-6)

### **WORK AT A GOVERNMENT INSTALLATION**

If the Schedule requires work to be performed aboard ship while located at a Government installation, Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves as to all general and local conditions, including security requirements that may affect the cost of performing the work, in the event such information is reasonably obtainable.

In no event will the failure to inspect the site constitute grounds for a claim after award of the job order/contract.

By Reference:

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

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## SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	5/4/2017 - 5/3/2018
8001	9/29/2017 - 5/3/2018
8100	5/4/2018 - 5/3/2019
9000	5/4/2017 - 5/3/2018
9100	5/4/2018 - 5/3/2019

### CLIN - DELIVERIES OR PERFORMANCE

The period of performance for the following Items are as follows:

Base Year:

- CLIN 8000 and 9000    Period of Performance:    04 May 2017 – 03 May 2018
- CLIN 8001                      Period of Performance:    29 September 2017 -- 03May 2018

The period of performance for the following Items are as follows:

Option Year 1:	CLIN 8100, 9100, and 9101	Period of Performance:	04 May 2018 – 03 May 2019
Option Year 2:	CLIN 8200, 9200, and 9201	Period of Performance:	04 May 2019 – 03 May 2020
Option Year 3:	CLIN 8300, 9300, and 9301	Period of Performance:	04 May 2020 – 03 May 2021
Option Year 4:	CLIN 8400, 9400, and 9401	Period of Performance:	04 May 2021 – 03 May 2022
FAR 52.217-8:	CLIN 8500, 9500, and 9501	Period of Performance:	04 May 2022 - 03 November 2022

Services to be performed hereunder will be provided at Mid-Atlantic Regional Maintenance Center (MARMC), Bldg. LF18. 9727 Avionics Loop, Norfolk, VA 23511-2124.

By Reference:

- FAR 52.242-15 Stop Work Order (Aug. 1989).

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

Task Order Manager (TOM)

[REDACTED]

9727 Avionics Loop

Norfolk, VA 23511-2124

Desk: [REDACTED]

Cell: [REDACTED]

Assistant Task Order Manager (ATOM)

[REDACTED]

9727 Avionics Loop

Norfolk, VA 23511-2124

Cell: [REDACTED]

### 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/>.

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(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).

- Invoice as 2-in-1

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor's business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

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

- Destination

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”.)

(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*	Data to be entered in WAWF
Field Name in WAWF	N68732
Pay Official DoDAAC:	N50054
Issue By DoDAAC:	N50054
Admin DoDAAC:	N50054
Inspect By DoDAAC:	N50054
Ship To Code:	N50054
Ship From Code:	N/A
Mark For Code:	N/A
Service Approver (DoDAAC):	N/A
Service Acceptor (DoDAAC):	N/A
Accept at Other DoDAAC:	N/A
LPO DoDAAC:	N50054
DCAA Auditor DoDAAC:	N/A
Other DoDAAC(s):	N/A

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(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 email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. Acceptor - Glenda Mendez Email-[REDACTED] Phone- 757-396-3676
- e. Certifier - David Bradley Email - [REDACTED] Phone- 757-396-4456

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(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(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.

- NAVSEA HQ WAWF Helpdesk: [WAWFHQ@navy.mil](mailto:WAWFHQ@navy.mil)
- Local Contracting Office WAWF POC/Group Admin.: [REDACTED]

(Contracting Officer: Insert applicable information or "Not applicable.")

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

(End of clause)

By Reference:

- DFARS PGI 252.204-0002 Sequential ACRN Order. (SEP 2009)
- DFARS 252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (JUN 2012)

Accounting Data

SLINID	PR Number	Amount
800001	N5005417PRCMFLM800001	[REDACTED]
LLA :		
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ		
Standard Number: N5005417PRCMFLM		
For Navy Accounting Only		
900001	N5005417PRCMFLM900001	[REDACTED]
LLA :		
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ		
Standard Number: N5005417PRCMFLM		
BASE Funding [REDACTED]		
Cumulative Funding [REDACTED]		
MOD P00001		
800001	N5005417PRCMFLM800001	[REDACTED]
LLA :		
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ		
Standard Number: N5005417PRCMFLM		
For Navy Accounting Only		
900001	N5005417PRCMFLM900001	[REDACTED]
LLA :		
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ		
Standard Number: N5005417PRCMFLM		
MOD P00001 Funding [REDACTED]		
Cumulative Funding [REDACTED]		
MOD P00002		
800001	N5005417PRCMFLM800001	[REDACTED]
LLA :		
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ		

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Standard Number: N5005417PRCMFLM  
For Navy Accounting Only

800002 N5005417PRC5002800002 [REDACTED]  
LLA :  
AB 1771804 60BA 251 50054 068732 2D RC5002 500547004LHQ  
Standard Number: N5005417PRC5002  
FOR NAVY ACCOUNTING ONLY.

800101 N5005417PRCMFLM800101 [REDACTED]  
LLA :  
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ  
Standard Number: N5005417PRCMFLM  
FOR NAVY ACCOUNTING ONLY.

900001 N5005417PRCMFLM900001 [REDACTED]  
LLA :  
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ  
Standard Number: N5005417PRCMFLM

MOD P00002 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD P00003

800001 N5005417PRCMFLM800001 [REDACTED]  
LLA :  
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ  
Standard Number: N5005417PRCMFLM  
For Navy Accounting Only

800101 N5005417PRCMFLM800101 [REDACTED]  
LLA :  
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ  
Standard Number: N5005417PRCMFLM  
FOR NAVY ACCOUNTING ONLY.

900001 N5005417PRCMFLM900001 [REDACTED]  
LLA :  
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ  
Standard Number: N5005417PRCMFLM

MOD P00003 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD P00004

800001 N5005417PRCMFLM800001 [REDACTED]  
LLA :  
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ  
Standard Number: N5005417PRCMFLM  
For Navy Accounting Only

800101 N5005417PRCMFLM800101 [REDACTED]  
LLA :  
AA 1771804 60BA 251 50054 068732 2D RCMFLM 500547004PTQ  
Standard Number: N5005417PRCMFLM  
FOR NAVY ACCOUNTING ONLY.

MOD P00004 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD P00005

810001 N5005418PRMSG01 [REDACTED]  
LLA :  
AC 171804 60BA 251 50054 068732 2D RMSG01 500548004LHQ

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Standard Number: N5005418PRMSG01810001  
Code 500

810002 N5005418PRFA8LM810002

LLA :

AD 1781804 60BA 251 50054 068732 2D RFA8LM 500548004PTQ

Standard Number: N5005418PRFA8LM

9100 N5005418PRFA8LM9100

LLA :

AD 1781804 60BA 251 50054 068732 2D RFA8LM 500548004PTQ

Standard Number: N5005418PRFA8LM

MOD P00005 Funding

Cumulative Funding

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.202-9101 ADDITIONAL DEFINITIONS (MAY 1993)

As used throughout this Task Order, the following terms shall have the meanings set forth below:

- (a) DEPARTMENT - means the Department of the Navy.
- (b) REFERENCES TO THE FEDERAL ACQUISITION REGULATION (FAR) - All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.
- (c) REFERENCES TO ARMED SERVICES PROCUREMENT REGULATION OR DEFENSE ACQUISITION REGULATION - All references in this document to either the Armed Services Procurement Regulation (ASPR) or the Defense Acquisition Regulation (DAR) shall be deemed to be references to the appropriate sections of the FAR/DFARS.

### 5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

- (a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.
- (b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

### AGENCY TASK ORDER OMBUDSMAN

Concerns involving the issuance of task orders among the awardees shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:

Ms. Lisa Matthews, C470  
Task and Delivery Order Ombudsman  
Mid-Atlantic Regional Maintenance Center, Bldg. 51  
9727 Avionics Loop,  
Norfolk, VA 23511  
Desk: (757) 396-5861  
Facsimile: (757) 396-1762  
E-mail: [lisa.r.matthews@navy.mil](mailto:lisa.r.matthews@navy.mil)

### SECTION H - 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



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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 SBA's 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 award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

**252.232-7007 Limitation of Government's Obligation.**

As prescribed in [232.705-70](#), use the following clause:

LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

- (a) Contract line items **8000 and 9000** are incrementally funded. For this/these item(s), the sum of \$ **4,039,265.11** of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.
- (b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."
- (d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.
- (e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the

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meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

Total Amount of Base Year Funded: 

Total unfunded amount for the base year: \$0.00

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## SECTION I CONTRACT CLAUSES

Clauses and Provisions By Reference		
FAR 52.202-1	Definition	Nov-2013
FAR 52.203-3	Gratuities	Apr-1984
FAR 52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	Oct-1995
FAR 52.203-12	Limitation on Payments To Influence Certain Federal Transactions.	Oct-2010
FAR 52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statement	Jan-2017
FAR 52.204-2	Security Requirements	Aug-1996
FAR 52.204-9	Personal Identity Verification of Contractor Personnel	Jan-2011
FAR 52.204-13	SAM Maintenance	Jul-2013
FAR 52.204-19	Incorporation by Reference of Representations and Certifications	Dec-2014
FAR 52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction	Feb-2016
FAR 52.232-18	Availability of Funds	Apr-1984
FAR 52.232-39	Unenforceability of Unauthorized Obligations	Jun-2013
FAR 52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Dec-2013
FAR 52.237-3	Continuity of Services	Jan-1991
FAR 52.242-13	Bankruptcy	Jul-1995
DFARS 252.201-7000	Contracting Officer's Representative	Dec-1991
DFARS 252.203-7000	Requirements Relating to Compensation of Former DOD Officials	Sep-2011
DFARS 252.203-7003	Agency Office of the Inspector General	Dec-2012
DFARS 252.203-7002	Requirement to Inform Employees of Whistleblower Rights	Sep-2013
DFARS 252.204-7003	Control of Government Personnel Work Product	Apr-1992
DFARS 252.204-7004 Alt A	System for Award Management	Feb-2014
DFARS 252.204-7005	Oral Attestation of Security Responsibilities	Nov-2001
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
DFARS 252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	Feb-2014
DFARS 252.205-7000	Provision of Information to Cooperative Agreement Holders	Dec-1991
DFARS 252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	Oct-2015
DFARS 252.225-7048	Export-Controlled Items	Jun-2013
DFARS 252.227-7015	Technical Data--Commercial Items	Feb-2014
DFARS 252.227-7037	Validation of Restrictive Markings on Technical Data	Sep-2016
DFARS 252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	Jun-2012
DFARS 252.232-7010	Levies on Contract Payments	Dec-2006
DFARS 252.243-7002	Requests for Equitable Adjustment	Dec-2012
DFARS 252.244-7000	Subcontracts for Commercial Items	Jun-2013

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CLAUSES INCORPORATED BY FULL TEXT

52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)

(a) Definitions. As used in this provision--

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than \$10,000,000 means--

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror ( ) has ( ) does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision,

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whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

#### 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (OCT 2015)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Dec 2014)

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

  X   (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

  X   (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

       (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

  X   (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2015) (Pub. L. 109-282) (31 U.S.C. 6101 note).

       (5) [Reserved]

       (6) 52.204-14, Service Contract Reporting Requirements (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

       (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

  X   (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Oct 2015) (31 U.S.C. 6101 note).

  X   (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (July 2013) (41 U.S.C. 2313).

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\_\_\_ (10) [Reserved]

\_\_\_ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

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\_\_\_ (ii) Alternate I (NOV 2011) of 52.219-3.

\_\_\_ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_\_ (ii) Alternate I (JAN 2011) of 52.219-4.

\_\_\_ (13) [Reserved]

\_\_\_ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (NOV 2011).

\_\_\_ (iii) Alternate II (NOV 2011).

\_\_\_ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (Oct 1995) of 52.219-7.

\_\_\_ (iii) Alternate II (Mar 2004) of 52.219-7.

X (16) 52.219-8, Utilization of Small Business Concerns (OCT 2014) (15 U.S.C. 637(d)(2) and (3)).

\_\_\_ (17)(i) 52.219-9, Small Business Subcontracting Plan (Oct 2015) (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) Alternate I (Oct 2001) of 52.219-9.

\_\_\_ (iii) Alternate II (Oct 2001) of 52.219-9.

\_\_\_ (iv) Alternate III (Oct 2015) of 52.219-9.

\_\_\_ (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).

X (19) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).

\_\_\_ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

X (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).

X (22) 52.219-28, Post Award Small Business Program Rerepresentation (July 2013) (15 U.S.C. 632(a)(2)).

\_\_\_ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (July 2013) (15 U.S.C. 637(m)).

\_\_\_ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (July 2013) (15 U.S.C. 637(m)).

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- (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JAN 2014) (E.O. 3126).
- (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- (28) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- (30) 52.222-36, Equal Opportunity for Workers with Disabilities (July 2014) (29 U.S.C. 793).
- (31) 52.222-37, Employment Reports on Veterans (Oct 2015) (38 U.S.C. 4212).
- (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- (33)(i) 52.222-50, Combating Trafficking in Persons (March 2, 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- (ii) Alternate I (March 2, 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- (36) (i) 52.223-13, Acquisition of EPEAT® Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).
- (ii) Alternate I (OCT 2015) of 52.223-13.
- (37)(i) 52.223-14, Acquisition of EPEAT® Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).
- (ii) Alternate I (Jun 2014) of 52.223-14.
- (38) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).
- (39)(i) 52.223-16, Acquisition of EPEAT[supreg]-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).
- (ii) Alternate I (Jun 2014) of 52.223-16.
- (40) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).
- (41) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).
- (42) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L.

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103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

\_\_\_ (ii) Alternate I (May 2014) of 52.225-3.

\_\_\_ (iii) Alternate II (May 2014) of 52.225-3.

\_\_\_ (iv) Alternate III (May 2014) of 52.225-3.

\_\_\_ (43) 52.225-5, Trade Agreements (Nov 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (44) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_ (45) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

\_\_\_ (46) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150)

\_\_\_ (47) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (48) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

\_\_\_ (49) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (50) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (July 2013) (31 U.S.C. 3332).

\_\_\_ (51) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (July 2013) (31 U.S.C. 3332).

\_\_\_ (52) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

\_\_\_ (53) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

\_\_\_ (54)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495).

X (2) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

X (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_\_ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_\_ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_\_ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (MAY 2014) (41 U.S.C. chapter 67).

\_\_\_ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for



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Certain Services--Requirements (MAY 2014) (41 U.S.C. chapter 67).

  X   (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (E.O. 13658).

       (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

       (10) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (OCT 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(v) 52.222-26, Equal Opportunity (APR 2015) (E.O. 11246).

(vi) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

(vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(viii) 52.222-37, Employment Reports on Veterans (Oct 2015) (38 U.S.C. 4212).

(ix) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(x) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

(xi)        (A) 52.222-50, Combating Trafficking in Persons (March 2, 2015) (22 U.S.C. chapter 78 and E.O. 13627).

       (B) Alternate I (March 2, 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

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(xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)

(xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)

(xiv) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).

(xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (E.O. 13658).

(xvi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xvii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xviii) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

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#### 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 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within one (1) day of contract expiration.

(End of clause)

#### 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 1 day of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 7 days 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 5 Years and six months.

#### 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://farsite.hill.af.mil/vffara.htm>

<http://farsite.hill.af.mil/vfdfara.htm>

(End of clause)

#### DOL CLAUSE

DEPARTMENT OF LABOR (DOL) DETERMINATION OF MINIMUM WAGE AND FRINGE BENEFITS  
Below is U.S. Department of Labor Wage Determination that is hereby incorporated in this solicitation and the resultant contract. Compliance is mandatory.

Wage Determination:

15-4341 Rev-3, Date of Revision 12/30/2016, Virginia

The wage determinations are available online at <http://www.wdol.gov/>.

#### STATEMENT OF CORRELATION

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract

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and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY. IT IS NOT A WAGE DETERMINATION

<b>RFP Labor Category</b>	<b>Government Equivalency</b>
PROGRAM MANAGER	PROFESSIONAL
SENIOR MILITARY ANALYST	PROFESSIONAL
QUALITY ASSURANCE TECHNICIANS	<b>GS-12, Step 07</b>
TASK PROJECT MANAGEMENT SUPPORT	PROFESSIONAL
ENGINEERING TECHNICIAN II	<b>GS-11, Step 03</b>
ENGINEERING TECHNICIAN I	<b>GS-10, Step 05</b>
PRODUCTION CONTROLLER II	PROFESSIONAL
PRODUCTION CONTROLLER I	PROFESSIONAL
LOGISTICIAN (CALIBRATION)	PROFESSIONAL
LOGISITIC ANALYST	<b>GS-09, Step 05</b>

By Reference:

- FAR 52.212-3 Offeror Representation and Certification - Commercial Items Jan-2017
- FAR 52.212-4 Contract Terms and Conditions - Commercial Items Jan-2017

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## **SECTION J LIST OF ATTACHMENTS**

Attachment J-2 N50054-17-R-3003 Tech. Deliverable

Attachment J-5 N50054-17-R-3003 Non-Disclosure Agreement

Attachment J-6 N50054-17-R-3003 Quality Assurance Surveillance Plan

Attachment J-7 N50054-17-R-3003 DOL WD (15-4341 Rev. 3)

Attachment J-8 N50054-17-R-3003 Tech DD254