

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7321		2. DELIVERY ORDER NO. N0018919F3008		3. EFFECTIVE DATE 2019 Jan 17		4. PURCH REQUEST NO. N0001219RCCS001		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Carlton T Walton/245.3 757-443-1390			CODE N00189		7. ADMINISTERED BY DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-3375			CODE S2101A			
					SCD: C			8. DELIVERY FOB DESTINATION			
								OTHER			
								(See Schedule if other)			
9. CONTRACTOR Incident Communication Solutions, LLC 218 A LOG CANOE CIRCLE Stevensville MD 21666-2111			CODE 4MW13		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS		
									X SMALL		
							12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL DISADVANTAGED		
							13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G		WOMEN-OWNED		
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein.								
			ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								

Incident Communication Solutions, LLC			<i>Jeffrey A Lawn</i>			ICSseaport Vice President			2019 Jan 18		
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE  
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
	See Schedule				
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA			25. TOTAL
		BY: /s/Caitlin D King			26. DIFFERENCES
		01/17/2019			
		CONTRACTING/ORDERING OFFICER			

27a. QUANTITY IN COLUMN 20 HAS BEEN

INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:
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b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
			PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE			g. E-MAIL ADDRESS					FINAL
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.			31. PAYMENT		COMPLETE		35. BILL OF LADING NO.	
a. DATE			b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		PARTIAL			
					FULL			
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 2 of 2	FINAL
----------------------------------	-------------------------------------	----------------	-------

## GENERAL INFORMATION

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 1 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

## 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	Technical, Information Technology and Event Administration Support Services (O&MN,N)	12.0	MO		
8002	R425	Technical, Information Technology and Event Administration Support Services FAR 52.217-8 Option to Extend Services (O&MN,N)	6.0	MO		
		Option				

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 2 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

Performance Work Statement

Events and Information Technology Support Services

for the

Admiral Gooding Center

### **1. BACKGROUND**

1.1. The Naval District Washington (NDW)/Naval Support Activity Washington (NSAW) Admiral Gooding Center (AGC) is a prestige level facility on the historic Washington Navy Yard and operates as a conference center for the United States Navy. The AGC is an ideal collaborative venue providing exemplary professional event support services and state-of-the-art technology. It is designed to enhance events with innovative technologies and has multiple facilities to accommodate events of varying sizes and purposes. It is an environment where clients can focus on thinking creatively, designing innovative solutions, making decisions and multiplying the force readiness factor for the United States Navy.

### **2. SCOPE/PURPOSE**

2.1. The contractor shall provide event and information technology (IT) support services. The Performance Work Statement (PWS) describes the requirements for providing support services for event operations, development of an interchangeable (flexible) workspace, audio-video (AV) and telecommunications, information technology administration, facility support services, and logistics. The contractor shall provide qualified support personnel to perform the task assignments on-site as enumerated below. The Contractor shall perform required tasks while always maintaining a 100 percent continuity of operations at the AGC.

### **3. PERFORMANCE STANDARD**

3.1. The performance standards serve as a basis for determining whether performance outcomes have been satisfactorily achieved and the delivery of service is considered acceptable performance outcomes.

3.2. The overall performance standard shall be to maintain continuous operations and ongoing full functionality of the AGC.

3.3. The delivery requirements shall be consistent with the needs of the mission of the AGC as identified by the Contract Officer Representative (COR)/Task Manager.

3.4. All work must be performed on-site.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 3 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

3.5.Support services shall reflect innovative technological and event techniques employed to increase efficiencies.

3.6.The service and delivery requirements shall adhere to cybersecurity and physical security policies and instructions.

3.7.Technical and status reports shall be factually accurate and complete, reflect high quality and adhere to dates and deadlines.

3.8.The Government will review and assess all work, deliverables and products. A statement of whether the work and deliverables met the Government's requirements will be required.

3.9.All deliverables and products produced under this task order shall become the property of the Government.

#### **4. LOCATION/DESCRIPTION**

4.1.Contractor support services shall be conducted primarily on the Washington Navy Yard at the AGC but can be at other locations within the NSAW footprint.

4.2.The AGC is located at 1244 Patterson Avenue, South East, Washington Navy Yard (WNY), Building 22, Washington, D.C.

4.3.The AGC is designed to enhance meetings through attentive and responsive event support and timesaving technologies combined with innovative methodologies. It uses state-of-the-art infrastructure, audio and video, computer networking and telecommunication capability in comfortable surroundings.

4.4.The AGC can simultaneously provide a variety of conferencing activities and accommodate group sizes up to 330 event attendees.

4.5.Events are routinely held Monday-Friday, 7:00 am-5:00 pm.On some occasions, events may extend past 5:00 pm and/or be held on weekends or for 24 hours on continuous days.

4.6.The normal work schedule for the Contractor shall be during the hours of 6:00am-5:00pm Monday through Friday. The Contractor shall be on board at all times during these hours. The Contractor shall also be on board during all client event hours of operation beyond the Monday through Friday 6:00 am to 5:00 pm normal work schedule. The Contractor shall provide a flexible work schedule as necessary to support all aspects of the events.

4.7.The Contractor staff shall be on site prior to, during and after the event point of contact (POC) and POC support staff depart from the AGC.

4.8.Facility and conference components of the AGC are identified in Attachment A.

4.9.The overall performance standard shall be to maintain continuous operation and ongoing full functionality of the AGC.The priority of work will be set by the COR. Tasks that require finite or intermittent contractor efforts, the performance standard for routine tasks shall be completion within 48 hours, while urgent data calls, the complete response shall be as soon as possible, but not to exceed six hours.

4.10.The AGC provides coordination for the following types of services, as needed:

4.10.1.NMCI workstations, laptops and printers

4.10.2.Government telephone system components

4.10.3.Building facilities support

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 4 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

4.10.4. Building Heating, Ventilation and Air Conditioning (HVAC) equipment and controls support (monitor and make adjustments)

4.10.5. Internet service providers for non-AGC systems

4.10.6. Video teleconferencing service (bandwidth) providers

4.10.7. Satellite service

4.10.8. Security system

4.10.9. Defense Collaboration Services (DCS)

4.11. The contractor shall provide support within the NSAW footprint, as needed, of the following:

4.11.1. Digital video recording and production of ceremonies

4.11.2. Event support, including photography, for ceremonies

4.11.3. Audio and video set-up and operation

## 5. REQUIREMENTS

5.1. The expertise required to support the activities of the AGC include but are not limited to event support, technical support for information technology, audio-visual and telecommunications, facility operations and design, logistics, administrative support, security, cybersecurity and information assurance.

### 5.2. Event Support

5.2.1. AGC requires sufficient on-site contractor support staff to accommodate the events as outlined below. An event is a group of related activities generally occurring at the same time and place. Activities could include but not limited to seminars, plenary sessions, meetings, training sessions, workshops, conferences, group briefings and discussions, world wide video conferencing, integrated product/process teams, process improvement teams, business process reengineering, selection boards, senior executive and senior management leadership teams, strategic planning sessions, all hands, change of commands, full honors ceremonies, military court sessions, and off-sites.

5.2.2. Multiple events may be held simultaneously.

5.2.3. Events requiring support services may be held off-site from the AGC.

5.2.4. Events may be classified up to the secret level. The event room(s) for classified events will be fully functional at least 120 minutes prior to the event start time.

5.2.5. Some events, including classified events, may be scheduled for continuous periods for several days and nights.

5.2.6. The Contractor shall provide adequate staff to support events occurring simultaneously at all event meeting rooms/locations.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 5 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

5.2.7. In addition to the event itself, every event shall have at least one planning meeting and at least one full event dry run.

5.2.8. Event representatives (technical and event operators) shall be available to the client at all times for the duration of the event.

5.2.9. Some events shall require significant team support and multiple rooms with event representatives (technical and event operators) required to be present in the event rooms for the majority of the event in order to support the client's entire event administrative needs. Individual client computer stations, Video Teleconferencing (VTC), Option Power Technologies voting system and/or DCS may be required as well as videotaping and post video production of the event.

5.2.10. Other events shall require minimum event representatives support and the use of one room. The event representatives may only be required in the event room during transitions and when called upon by the client using a two-way radio system.

5.2.11. The room set-up requires lifting of tables, chairs, computer monitors, and keyboard/video/mouse combination sets. Chair and table dollies and automotive floor creeper are available to assist with this process. Lifting and pushing will be required for moving the rolling wall partitions. Some events will require climbing ladders to adjust/install/remove equipment.

5.2.12. On occasions there may be an event that would require 24-hour multiple day support due to the security level of the event. A 24-hour team must be established to have qualified personnel on-site the entire time of the event.

5.2.13. On and off-site events may require video and still photography with same day production and delivery of final product.

5.2.14. Contractor employees at the Government site working under this contract shall be U.S. citizens and must have a SECRET clearance prior to being placed on this task.

5.2.15. Events regularly have naval flag officers and/or senior executive services level attendees.

5.2.16. The Contractor shall be familiar with Navy programs, codes and activities and have knowledge of military ranks and protocols. It is imperative that the on-site contractors have the interpersonal skills required for interacting with clientele of all ranks.

5.2.17. The Contractor shall have experience coordinating with Government and civilian Contractor personnel to ensure all aspects of conferencing and collaborative meetings, training sessions and workshops are addressed.

5.2.18. In the course of performing under this order, the Contractor may have access to Privacy Information. The Contractor shall adhere to The Privacy Act of 1974 (5 USC 552a) and applicable agency rules and regulations for the handling and safeguarding of privacy information.

5.2.19. Some events may require contractors to sign non-disclosure agreements.

### 5.3. Technical Support - Information Technology, Audio Visual and Telecommunications

5.3.1. Contractor must have in-depth knowledge and experience with network administration, capabilities, maintenance, troubleshooting/repair, track/report, design, specification, system integration, installation, set-up, configuration, operation diagram, administration and upgrading/refreshing of hardware equipment, software and systems listed in Attachment B for:

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 6 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

5.3.1.1.Local Area Network (LAN)

5.3.1.2.Wide Area Network (WAN)

5.3.1.3.Audio

5.3.1.4.Video

5.3.1.5.Telephone and Video Teleconferencing (VTC)

5.3.1.6.Video Production

5.3.2.For purposes of all IT, network administration, audio, video, telephony and VTC systems, systems refresh and/or to add new capabilities, the contractor shall recommend to the COR for approval any configurations/reconfigurations, system integration, installation, set-up, operation, cabling, diagram, administration and upgrading/refreshing of hardware equipment, software and systems, and permanent changes. The contractor will assist in the design and specify recommended options while coordinating closely with the COR.

5.3.2.1.Setup and configure a variety of computer network, audio visual and telecommunications systems in support of Department of Navy (DoN) collaborative conferencing, workshops and training sessions.

5.3.2.2.Develop effective recommendations for the COR for problem solving, researching and maintaining database/spreadsheet accuracy, and continuous effective operation of supported systems.

5.3.2.3.Keep up-to-date and be knowledgeable of all the latest versions of the hardware, software, firmware and systems as they are made available by the manufacturer and/or vendors.

5.3.2.4.Listed requirements/responsibilities apply to any and all new hardware, software and/or systems acquired by the AGC during the contract period.

5.3.2.5.Perform network administration functions for Windows 2012 or later and Windows 10 or later network systems in compliance with the IT/Cybersecurity/Information Assurance requirements of the DoD, DoN, NDW and NSAW. All work shall conform to best practices when possible within the DoD and DoN guidelines. Provide recommendations to the COR for design, specify, setup, install, configure, maintain, track/report, diagram and operate.

5.3.2.6.Perform immediate troubleshooting/repair functions for professional audio, video, telephony and VTC systems. All work shall conform to best practices suitable for prestige level conferencing and training centers. Provide recommendations to the COR for design, specify, setup, install, configure, maintain, track/report, diagram and operate.

5.3.2.7.Notify the COR as soon as practicable of any issues requiring troubleshooting of IT, audio, video, telephony and VTC systems and the resolution.

5.3.2.8.Contractor must run cable throughout the workspace and be prepared to generate custom length Ethernet cables and terminate them for use as required. Contractor will navigate under the subfloor space for the purpose of running various cables throughout the Center for connectivity purposes. Cables include but are not limited to Ethernet, Coax, BNC, fiber and XLR audio cables.

5.3.2.9.Obtain technical guidance and approval from the COR for any changes, installation and/or integration of components/software to the IT, AV and/or telephony equipment. Notify the COR at the completion of any of these.

5.3.2.10.The Contractor shall install and integrate IT, AV and telephony equipment and associated infrastructure components such as cabling, connectors, racks, terminals/jacks, interface boxes and detailed labeling for any



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 7 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

required changes to capabilities within the Center. Notify the COR upon completion.

5.3.2.11. Operate the audio video control system and recommend to the COR updates for the functionality of the system to represent any changes in event room location, input/output status and audio/video switch assignments as required to support an event or the addition/change of technical capabilities with the Center.

5.3.2.12. Maintain all audio, video and telephony equipment. This may include, but not be limited to, assuring proper airflow clearances, changing filters, cleaning lenses/screens/filters, providing UPS or filtered power sources, replacing batteries, tracking maintenance agreements, troubleshooting, coordinating with manufacturer technical support or repair technicians.

5.3.2.13. Align, assure highest practical resolution possible and optimize brightness/contrast/hue settings for all video display devices in the center.

5.3.2.14. Adjust and balance microphones, microphone preamplifiers, microphone receivers, and microphone mixing units for clearly audible/low noise voice reinforcement within event rooms and to VTC, telephone conferencing, DCS and video/audio recording systems. This shall be maintained at a level that will not reach audio feedback levels.

5.3.3. Produce technical documents such as design drawings and performance specifications, obtain quotes from vendors, manufacturers and approved sources and compile quote information in spreadsheets for the COR to use in the procurement process.

5.3.4. Contractor shall have in-depth knowledge of operation and capabilities of Option Technology's Option Power wireless keypad voting system.

5.3.5. Contractor shall have knowledge of satellite up/down link communications and associated equipment including specifying, installation, alignment and maintenance.

5.3.6. Contractor must have minimum of one staff member maintaining a current certification as an American National Standards Institute (ANSI) accredited Certified Technology Specialist (CTS) with at least 15 (fifteen) years of associated experience.

5.3.7. Contractor must have a minimum of two on-site support staff network administrators that have and maintain current Information Assurance Technical (IAT) Level II certifications.

5.3.7.1. Local Area Network (LAN) administrators must have completed required training and have extensive years of experience in the area. The primary LAN administration must have at least 15 (fifteen) years of experience and the secondary LAN administrator at least 10 (ten) years of experience. IAT Level II certifications are required for granting network administrator privileged access and permissions for the LAN infrastructure.

5.3.7.2. LAN administrators must maintain IAT Level II certification, meet the required annual Continuing Education Units (CEUs) hours of training and report proof of completion to maintain ongoing privileged access.

5.3.7.3. LAN administrator duties include but are not limited to the following:

5.3.7.3.1. Setting up and maintaining a Windows 2012 server (or subsequent versions) network in a VMware virtual environment, which includes integration with a NetApp Fabric-Attached Storage (FAS) data management storage system running Clustered Data OnTap 8.3 or higher and Cisco switch hardware.

5.3.7.3.2. Coordinate with the COR for all configuration changes to all non-NMCI systems, including Windows

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 8 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

systems, NetApp, Cisco switches and other network devices operating in the environment as required.

5.3.7.3.3.Manage Domain Controllers, Active Directory, Group Policies (Domain and Local), File and Network Share Access Control Lists (ACLs), Windows Firewall, switch ACLs, and managing switch port restrictions and changes.

5.3.7.3.4.Ongoing tasks will include maintaining, repairing, and upgrading computer systems and diagnosing and fixing problems or potential problems with the network and its hardware, software and systems.

5.3.7.3.5.Maintain the DoD Secure Host Baseline (SHB)

5.3.8.Provide technical support for complex computing and networking environments (AGC and NMCI networks), including multiple software applications and multiple hardware platforms.

5.3.9.Provide support for installation of new software applications and upgrades to existing software applications when approved by the COR.

5.3.10.Diagnose and resolve applications software problems.

5.3.11.Customize applications software and develop interfaces with other applications software systems when approved by the COR.

5.3.12.Assist in the planning of any transition or obsolete equipment.Validate the specific hardware and software requirements for the designed network.Identify potential transition plan schedule changes through participation in any required meetings.Coordination support may involve logistics management, asset configuration and configuration management.

5.3.13.The Contractor shall provide support for the operation of processes and procedures that provide logistics products and services.The Contractor shall:

5.3.13.1.Provide network upgrades, installation, integration and testing of processing, and A/V networks and external connectivity support.

5.3.13.2.Network upgrades will be an on-going effort to ensure that the network stays current or near current with new technologies.All upgrades shall be reflected in internal documents, reports and inventories.

5.3.13.3.Perform routine maintenance and repair as required to maintain operating efficiency of the processing network, A/V network and external connectivity support (DCS, VTC, Teleconference, etc).Report problems beyond routine maintenance and repair to the COR immediately.

5.3.13.4.Monitor AGC network usage and efficiency to make sure equipment is functioning properly; resources are available and ensure network connectivity is maintained.

5.3.13.5.Provide technical support to troubleshoot end-user hardware, software and communications problems.Provide desktop and laptop setup, maintenance and configuration management.

5.3.13.6.Identify reoccurring problems, notify the COR and resolve.Recommend to the COR improvements and upgrades to operating systems, hardware and software.

5.3.13.7.Prepare desktop and laptop systems for delivery to users.Install and configure operating systems, hardware, software and peripheral devices according to NDW IT standards with the approval of the COR.

5.3.13.8.Maintain, manage and reconfigure software/drives in support of events (before, during and after) and/or facility functions and maintenance.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 9 of 75	FINAL
----------------------------------	-------------------------------------	-----------------	-------

- 5.3.13.9.Ensure integrity and operational status of all processing networks, audio-video networking, external connectivity networking and software prior to and upon conclusion of events.
- 5.3.13.10.Monitor and maintain performance of the processing network, A/V network, and external connectivity during events.
- 5.3.13.11.Provide network administration in the form of configuration management, back-ups, archiving and performance monitoring for event rooms, guest services and staff offices.
- 5.3.13.12.Perform backups once a week, daily and hourly for all incremental changes.
- 5.3.13.13.Back up files to guarantee data recovery in the event of failure of the AGC network file servers for both local and off-site data storage of backups.
- 5.3.13.14.Initiate and prepare all documentation for the AGC and NMCI networks, as required.
- 5.3.13.15.Provide technical documentation and drawings, POA&M and other documents as needed to obtain approval for system changes to the COR for NDW/NSAW IT Configuration Management concurrence.
- 5.3.13.16.Develop and provide metrics regarding cybersecurity compliance to include IAVM, cybersecurity controls, electronic spillage and privacy disclosures.Provide to COR.
- 5.3.13.17.Provide technical support for the operation of the AGC computers and programs.
- 5.3.13.18.Install and test all software with COR concurrence.Validate operational availability.
- 5.3.13.19.Provide operations and maintenance of mid-tier and microcomputer hardware platforms, operating systems support, data base management systems support, backup systems, and network operations support.
- 5.3.13.20.Provide technical support to clients/attendees that require and/or use the products and services of the AGC.
- 5.3.13.21.Provide technical support to analyze emergent or client-reported problems and to effect corrections as required.
- 5.3.13.22.Maintain the LED video walls and monitors.Notify the COR immediately of any issues.Resolve issues as soon as feasible in a manner seamless to the event.
- 5.3.13.23.Maintain and reconfigure telephones and VTC in support of events and/or facility functions as required.
- 5.3.13.24.Capture event data generated by computer, voice, VTC and video in various formats for future reference and regeneration when required.Format for data capture may include DV tape, LAN storage, DVD, Blu-ray and CD-ROM.
- 5.3.13.25.Capture metrics on the following:Server Maintenance/Back-up, Client Availability, and Audio/Video Switch Availability. Provide to COR.
- 5.3.13.26.Advise COR as to the technical requirements of the AGC and forward recommendations for technical improvements to the COR.
- 5.3.13.27.Develop and provide users with a tutorial of computer controlled facility panel and video switching systems for ease of operation.
- 5.3.13.28.Keep all hardware and software in repair, perform routine maintenance as required, and recommend upgrades to equipment, as necessary.
- 5.3.13.29.Perform database administration and maintenance, monitoring and reporting functions.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 10 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.3.13.30. Provide coordination services for NMCI integrated equipment. Coordination support may involve logistics, asset and configuration management and mission impact.

#### 5.4. Event Operations

5.4.1. Maintain the events calendar and all documentation relative to booking events to include the call log, email communication with the clients and AGC team, event folders, event reports and post event data. Event calendar shall include event, dry run and planning meetings as well as the event representatives assigned to each. Tours, off-site events, in-house training, projects, scheduled maintenance, construction, power outages and other special occurrences shall be maintained in the event calendar.

5.4.2. Booking inquiries may come in the form of email, phone or walk-ins. Proper courtesy and military protocol shall be followed at all times.

5.4.3. Maintain the AGC's business center for clients and event attendees.

5.4.4. Provide required support to ensure smooth and successful execution of events.

5.4.5. Serve as event representatives consulting with clients, prior to and during the event. As event representatives, the Contractor is required to schedule and attend planning meetings and dry runs and events; coordinate event taskings with the COR; assist with event room table/chair setup and breakdown; generate detailed pre- and post-event reports.

5.4.6. Receive and coordinate client inquiries through the event planning and execution process, to include scheduling of events held at the AGC.

5.4.7. Provide support for materials provided by the clients to be used as part of meetings/conferences including uploading MS Power Point presentations, fully hyper linked agendas, registration lists, name tents, table numbers, binders, etc.

5.4.8. Provide support to the COR in defining clients' requirements and matching the appropriate AGC tools to meet these requirements.

5.4.8.1. Work with the client to insure that all aspects of the technology to be used in the event are appropriate, accommodating and clearly planned using planning meetings and dry runs.

5.4.8.2. Coordinate with event POCs to meet all of their AV and telephony requirements for each event within the technical and spatial capabilities of the AGC. Items may include, but not be limited to, the following:

5.4.8.2.1. Microphones - lapel, handheld, wired/wireless tabletop and drop down

5.4.8.2.2. Audio output devices - ceiling wall and portable speakers

5.4.8.2.3. Audio sources - microphones, AGC workstation, NMCI laptops or client provided laptops or audio device and satellite receiver

5.4.8.2.4. Video displays - Video walls, projectors and monitors

5.4.8.2.5. Video sources - AGC workstations, NMCI laptops, event provided laptops, VTC system, event room cameras, satellite receivers, Blu-Ray/DVD player and/or video camera.

5.4.8.2.6. VTC and/or voice only teleconferencing

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 11 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.4.8.2.7.Conferencing telephones and optional extension microphones

5.4.8.2.8.Government telephone(s) option within event room

5.4.8.2.9.Wireless audience response system -keypad voting

5.4.8.2.10.NMCI laptops, DCS, etc.

5.4.8.2.11.NMCI network drops and wireless network availability

5.4.8.2.12.Video or audio recording of event

5.4.8.2.13.Presenter timer clock

5.4.8.2.14.Audio/video patching through floor box system in event rooms for client provided video recording or stenographer equipment

5.4.8.2.15.Power outlet availability at event tables

5.4.8.3.Room configuration requirements from the client relative to the scaled table and chair layout in each event room in order to maintain comfortable working space for each event attendee and proper areas of flow for entering, moving within the room and egress.

5.4.8.4.Set up preliminary scaled room configurations using Microsoft Visio for client review and complete all client event forms and templates.Modify electronic room configurations per client requests and assure that all layout and technical elements of the event are noted on the layout. Obtain approval from client on final event room layout prior to setting up actual room and equipment.

5.4.8.5.Ensure all AV, telephony and IT requirements are incorporated onto the AGC event layout plan.

5.4.8.6.Ensure all IT requirements are setup, made functional and tested during the event room setup process.All AV, telephony and IT elements must be completed prior to the start of the event dry run.

5.4.8.7.Configure and/or reconfigure then test all IT and AV equipment within event room as required to meet technical requirements. This may involve setting up laptop docking stations, keyboards, mice, monitors, network/telephone/audio/video patch cables, floor box lids, conferencing phones, video peaking units, rolling monitors, rolling speakers, voting keypads, presenter time clock control unit, USB extenders, slide advance units, wired/wireless tabletop microphones and/or handheld microphone stands. Numerous laptops may require iterative cybersecurity software pushes to them as part of the event setup.

5.4.8.8.Perform a room setup quality control analysis prior to the event dry run and make any necessary adjustments. The AGC event layout plan shall be used as reference and each required technical and/or facilitative element highlighted as setup in the room.Spacing and alignment of each table and chair within the event room shall be inspected and adjusted as necessary.This quality control plan once completed shall be signed, dated and scanned into the appropriate event network folder.

5.4.8.9.Post signage for the electronic and hard copy displays, and placards.

5.4.8.10.Configure and/or reconfigure room chairs and tables for pre- and post- event layouts.This may involve full size, half width, round tables and rolling stackable chairs, portable room dividers and floor to ceiling moveable wall partitions.

5.4.8.11.Vacuum event room and common areas, assure table tops are clean and backs of chairs are dusted following event room table and chair re-configurations.

5.4.8.12.Receive, scan, transfer, load, hyper-link, edit and operate electronic presentation material for dry runs and

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 12 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

during the events.

5.4.8.13.Maintain the VTC Bridge and CODECS in support of events for use in video teleconferencing and/or voice only teleconferencing.

5.4.8.14.Assist clients and remote attendees for all connectivity, audio and video issues during events.

5.4.8.15.Provide personnel for support of collaboration software.Operate remote collaboration tool DoD/DISA DCS and wireless voting hardware/software Option Power by Option Technologies or similar for events.Loading and/or configuring presentations and running reports in MS Word and Excel may be required.Use formulas and filters within Excel to optimize the clients' productivity using the wireless voting process when required.

5.4.8.16.Provide continuous on-site, real-time event and technical operator support before, during and at the conclusion of events, activities, planning meetings, tours and dry runs.

5.4.8.17.Initiate corrective action as required to maintain continued system availability during events using best practices and in the timeliest manner possible.

5.4.8.18.Verify all systems are operational at the beginning of each morning and afternoon event session to include microphone batteries are at 100% capacity.

5.4.8.19.Operate the lighting, audio and video systems as required by the event needs. Lighting on/off/dimming control required for breaks and during videos. Video control required to send presentations, documents, agendas, spreadsheets, administrative remarks, seals/logos, videos, laptops, workstations, VTC, document cameras, media content, Blu-ray, and satellite feeds to projectors, flat panels, remote VTC, remote collaboration sites and video recording feeds. Audio control required to send/adjust sound from lapel/handheld/tabletop/ceiling microphones, workstation/laptop outputs, VTC, Blu-ray, satellite receivers to speakers, assisted listening, video camera inputs and audio digitizing units.

5.4.8.20.Operate the lighting, audio and video systems as required by the facility's needs. This will include opening and closing, ambience music, news/weather media distribution, etc.

5.4.8.21.Provide personnel to support video recording of events and next-day post video production to include recorded videos edited and compiled to fit on DVDs. Professional looking labels shall be produced and printed on the DVDs.

5.4.8.22.Provide personnel to support off-site photography and video recording of NDW/NSAW events and ceremonies.Provide on-site personnel for same-day post video production to include recorded videos edited and compiled to fit on one DVD and still images selection/editing to create best-of compilation CD. Professional designed labels shall be produced and printed on the DVD and CD.

## 5.5.Facility Operations and Design

5.5.1.Operate and monitor the computerized facility management system for HVAC to provide a comfortable working environment within each event room and supporting areas.HVAC monitoring and control system to include Direct Digital Control (DDC) head-end workstation. Equipment monitoring and limited associated control of chillers, pumps, constant/variable volume air handler units, variable air volume above ceiling units, humidifiers, fresh air fans, exhaust fans, smoke evacuation fans, and computer room cooling units.

5.5.2.Make adjustments to the ambient room temperatures for constant volume Air Handling Units (AHU) and supply air temperatures for variable air volume AHUs, as necessary.Verify that chilled water system supply temperature is within specification every morning and immediately call/email in a trouble service ticket if not.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 13 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.5.3. Make recommendations to the COR for repairs and preventive maintenance required for continuity of the HVAC system.

5.5.4. Maintain and use facility environmental monitoring system to detect any ambient room temperature/humidity issues and/or water detected below the raised floor deck. Any issues should be addressed promptly as to not affect continuity of events and/or damage to Government assets and shall be relayed to the COR in a timely manner.

5.5.5. Assist with the reading of the original design/build Architectural, structural, plumbing, electrical and mechanical drawings with the COR and Naval Facilities (NAVFAC) engineers and provide copies of selected sections as required.

5.5.6. Assist the COR in the design process for any facility refresh efforts.

5.5.7. At least one Contractor employee shall have a minimum combined 15 (fifteen) years of experience in the architectural, plumbing, electrical, mechanical and structural design-build field.

5.5.8. At least one Contractor employee shall have a minimum of 5 (five) years of experience in the HVAC industry. This can be in the engineering design field, sales or field installation/repair services.

5.5.9. Coordinate facility service calls and emails with the COR for the NSAW NAVFAC facilities office. Assist NSAW repair staff in accessing the situation and relaying the history regarding the issue. Service calls may include structural, plumbing, HVAC, lighting, safety, painting, elevator, and electrical maintenance. Maintain records of all service calls and assure that all facilities support contractors sign into the visitor log upon arrival.

5.5.10. Keep detailed records of maintenance trouble tickets and document results in MS Excel spreadsheet to include AGC ID number, NAVFAC ID number, date, time, type of repair, if safety issue, location, brief/detailed descriptions, if/when completed and notes.

5.5.11. The AGC is to be maintained as a professional Center with prestige level appearance. Take the necessary steps to ensure the general cleanliness of the AGC's spaces - event rooms, hallways, common areas, storage areas, kitchen, and office spaces, which involves vacuuming, mopping, polishing, dusting, trash removal, recycling, bright work, glass cleaning, etc. Areas include the entire second floor and first floor lobby and registration desk.

5.5.12. Identify and document facility-related safety concerns. Report these concerns to the COR immediately.

5.5.13. Assist the COR with the AGC's controlled facility access badging system.

5.5.14. Develop and analyze the performance metrics used to demonstrate and measure overall effectiveness, as needed.

5.5.15. Track action items and progress made towards bringing items to closure.

5.5.16. Maintain operation of all IQ Air filtration units using three filtration stages finishing with HEPA located throughout the center. Replace filters as needed, track usage and recommend when replacement filters are needed to maintain proper inventory.

5.5.17. Photograph event room setup configurations.

5.5.18. Photograph areas of the AGC for use in addressing repairs and/or refresh/reconfiguration efforts.

5.5.19. Edit photographs using Photoshop or similar software to superimpose other images for use in creating a visual representation of a design recommendation.

5.5.20. Assist with the reading, coordination and analysis of architectural, plumbing, electrical, mechanical, reflected ceiling, structural drawings and submitted cut sheets. Create scaled design schematic drawings, details, conceptual floor plans, reflected ceiling plans, elevations and section drawings using either AutoCAD, MS Visio or by hand for use in presenting recommendations/options. Assist with specifying hardware, finishes and light

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 14 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

fixtures.

5.6.The Contractor shall capture layout/floor plans, schematics and drawings to include:

5.6.1.AGC scaled event layout plans

5.6.1.1.Collaboratory Event Room, Strategic Planning Room, Planning room including all technical and administrative requirements

5.6.1.2.Event room setups including checklists

5.6.2.AV setup diagrams

5.6.2.1.Setup for DCS, portable microphone/sound, DV Camera, etc.

5.6.2.2.Projector throw distance plans, sections and elevations

5.6.2.3.Digital recording setup

5.6.3.Scaled equipment rack elevations

5.6.3.1.Scaled and detailed AV, VTC, Telephony and Network equipment

5.6.3.2.Patch panels for AV, data and telephony

5.6.4.Network diagrams

5.6.4.1.Overview/block diagrams

5.6.4.2.Client workstations

5.6.4.3.Switches

5.6.4.4.Devices by room

5.6.5.Scaled IT floor plans

5.6.5.1.Equipment, racks and staff furniture

5.6.5.2.Wireless Access points

5.6.5.3.Facility access control and monitoring

5.6.5.4.Projector rooms

5.6.5.5.Cleared areas for secure event(s)

5.6.6.Scaled facility floor plans, elevations and details

5.6.6.1.Floor plans with square footages noted

5.6.6.2.Floor plans with furniture layout options

5.6.6.3.Floor plans with carpeting square foot areas detailed

5.6.6.4.Floor plans with painted wall square foot areas detailed



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 15 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.6.6.5.Floor plans and elevations with acoustic paneling detailed

5.6.6.6.Floor plans, elevations and details for facility refresh efforts

5.6.6.7.Floor plans for feasibility studies on storage

5.6.7.Scaled floor plans for emergency egress and room capacity

5.7.Logistics

5.7.1.Coordinate with the COR to ensure the inventory records accurately reflect the current inventory at the start of the contract, and subsequently an annual inventory audit prior to the end of the base and option years and as required.

5.7.2.Assist with maintaining and updating the inventory as applicable.Fields to be maintained in the database may include Category, Description, General Location, Specific Location, Manufacturer, Model, Barcode, Serial Number, ID, Date Acquired, Refresh, Estimated Cost, Refresh Cycle, Refresh Date, Audit Date, Working Status, State, Assigned to and Notes.

5.7.3.Assist with inventory of items received, inputting data relative to items received into the database and affixing property labels as appropriate. Assist with asset management and physical inventory control.

5.7.4.Identify and track all equipment and software maintenance agreements and licenses, to include expiration dates.

5.7.5.Develop and maintain physical location documentation of all NMCI assets according to the template provided by the COR.

5.7.6.Participate in software updates of all NMCI systems to follow DoN policies and procedures for cybersecurity patching and version upgrades.

5.7.7.Maintain the records of inventories to include plant property, equipment, hardware and software.

5.7.8.Prepare non-NMCI hardware for decommissioning and disposition when equipment has reached its End of Life, usefulness to the Center or reached a point of obsolescence.In the case of hardware containing external hard drives and/or memory, those items must be under the guidance of a Government representative and prepared for a proper disposal.Items containing recyclable material (e.g. used UPS or other batteries) shall be prepared and coordinated with the COR for proper and safe recycling efforts through NSAW.

5.7.9.There may be occasional travel requirements to other facilities within the Washington Navy Yard or to other outside entities within the Naval District Washington region for deposition processing, package delivery/pickup, or in pursuit of expertise and proven practices used by other organizations.

5.8.Administrative Support

5.8.1.The Contractor shall provide support to the COR pertaining to technical aspects of supporting events including administrative and technical requirements, system types, etc.

5.8.2.Attend AGC team/staff meetings, customer planning and dry run meetings.

5.8.3.Assist or conduct tours of the AGC as required. Tours will typically cover all aspects of having an event hosted at the AGC including both administrative and technical issues.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 16 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.8.4. Provide coordination to the clients for reserving parking and installation access for their event attendees, presenters and special guests, as needed.

5.8.5. At the completion of each event, create a critique sheet. At a minimum this shall include lessons learned, the onsite and offsite daily number of attendees to include those on VTC/DCS, VIP attendees, and notes on the event regarding event operation, technical aspects, registration, parking, security, all feedback from the event client and a one paragraph summary of the event.

5.8.6. Maintain the AGC's calendars.

5.8.7. Provide support in response to data calls. Create supporting explanation, briefs and charts, as needed. Research, data retrieval/filtering/compilation and analysis may be required. Formats of information to be provided shall be in MS Word, Excel or other form as requested.

5.8.8. Scan and electronically file documents as required such as quality control layout drawings, security signs off layout drawings, signed registration lists, letters of appreciation, awards, and facility and safe end of day check out logs.

5.8.9. Document usage rates of consumables through periodic audits to project future expenditures and provide recommendations. Track and obtain quotes for maintenance and service contracts for network hardware/software, audio/visual equipment, filtration units and other items as required.

5.8.10. Assist the COR in identifying and documenting all administrative and technical requirements to include cost proposals, justifications and quotes.

5.8.11. Draft analyses, presentations, notes, assessments and other material on various technical topics, as required, for use by the AGC.

5.8.12. Develop, update and maintain Standard Operating Procedure (SOP) manual for all onsite employees regarding all operational and procedural instructions to include emergency procedures, facility equipment, contingency plans and classified event procedures. Documents shall be submitted to the COR for review and approval.

5.8.13. Develop, update and maintain documentation of IT, AV and telephony systems with schematics, diagrams, charts, elevations, and written descriptions.

5.8.14. The Contractor shall provide documentation support to the COR for review and approval upon contract award, as required and as updates occur. Final document deliverables must be submitted prior to the end of the contract year at a date specified by the COR. All items fall within the overall performance standard to maintain continuous operation and ongoing full functionality of the Center and are Contractor required deliverables. Format will be specified by the COR and may be hardcopy and in digital format using Microsoft Office software (unless otherwise specified). The Contractor will draft, maintain and update documentation which includes but not limited to the following documents:

5.8.14.1. Quality Control Plan (QCP)

5.8.14.2. System documentation. The documentation described herein shall be developed in accordance with IEEE/EIA 12207, "Information Technology-Software Life Cycle Processes" (3 parts) unless otherwise specified. Documentation will be provided by the Contractor in digital format using Microsoft Office software (unless otherwise specified). The Contractor will create, maintain and update the following documents:

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 17 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.8.14.2.1.1. Admiral Gooding Center Technical Support Equipment Standard Operating Procedures

5.8.14.2.1.2. System/Subsystem Specification

5.8.14.2.1.3. Software Transition, Installation and Test Plan

5.8.14.2.1.4. Software Design/Development Plan

5.8.14.2.1.5. Database Design Description

5.8.14.2.1.6. User Interface Design Description

5.8.14.2.1.7. Software Product Specification

5.8.14.2.1.8. Software Computer Operator/User Manual

5.8.14.2.1.9. Equipment Procedure Manual

5.8.14.2.1.10. Other Applicable Documents

5.8.14.2.1.11. Technical Reporting Requirements

5.8.14.2.1.12. Technical Documentation. Design drawings, performance specifications, diagrams, schematics, cabling, charts, elevations, tracking and reporting. Provide technical support for the development and maintenance of Plan of Action & Milestones (POA&Ms) to be used by the COR to monitor, manage and track the performance of IT, AV and telecommunications.

5.8.14.2.1.13. IT Security and Cybersecurity Reports and Incident Reporting. Metrics for cybersecurity compliance to include IAVM, cybersecurity controls, SHB, HBSS, RMF, electronic spillage and privacy disclosures. Provide immediate response to support all network or user incidents. Escalate to the COR and provide support to ensure the service is restored and the incident is documented and reported to all appropriate personnel.

5.8.14.2.1.14. Configuration. Identify, record and report all IT components: hardware, software and associated documentation, drawings and configuration files, including their versions, specific configurations and item relationships.

5.8.14.3. Standard Operating Procedures (SOP)

5.8.14.3.1. Operational Procedures

5.8.14.3.2. Opening and Closing Procedures

5.8.14.3.3. Dry Run, Planning Meeting and Event Procedures

5.8.14.3.4. Contingency Plans

5.8.14.3.5. Emergency Procedures

5.8.14.3.6. Disaster Plan and Safety Manual

5.8.14.3.7. Continuity of Operations Plan (COOP)

5.8.14.3.8. Systems Security Plans and Procedures

5.8.14.3.9. Security SOP

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 18 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.8.14.3.10.Classified Event Procedures

5.8.14.3.11.Emergency Procedures

5.8.14.3.12.Facility Equipment Procedures

5.8.14.3.13.System Security Procedures

5.8.14.3.14.Computer Controlled Facility Panel and Video Switching Systems Operational Procedures

5.8.14.3.15.Configuration Management Procedures, Technical Drawings, Specifications and POA&M and Other Related Documents

5.8.14.3.16.Layout/Floor Plans, Schematics and Drawings

5.8.14.3.17.Network, Audio, Video and Telephony Procedures

5.8.14.3.18.VTC and DCS Procedures

5.8.14.3.19.Audio Video Control System Procedures

5.8.14.3.20.Lighting Control Procedures

5.8.14.3.21.Cybersecurity Updates Procedures

5.8.14.3.22.Inventory Procedures

5.8.14.3.23.HVAC/Digital Direct Control (DDC) Procedures

5.8.14.3.24.Video Camera and Production Procedures

5.8.14.3.25.Technical Reporting Requirements and Procedures

5.8.14.3.26.Training/User Instructions

5.8.14.4.The Contractor shall prepare and submit documentation according to the templates provided by the COR and may include but is not limited to the following:

5.8.14.4.1.Server Maintenance/Back-up.Documentation for the technical support maintenance actions and the backup of the event support servers listing the incremental and full backups performed.Database administration and maintenance, monitoring and reporting.

5.8.14.4.2.Sustainment.IT, audio, visual and telephony hardware and software status, repairs and routine maintenance. Completion of installation, integration of components/software.

5.8.14.4.3.Anti-virus Network Protection.Documentation of the status of the system must be kept and must discuss the findings relevant to cybersecurity for the center and maintaining reliable event operations.The documentation will include but not limited to Scan Failures and Anti-virus Definition Failures.

5.8.14.4.4.Network IAVA/Patching Report.Report on the patching status for the week.Patching of all of the servers and workstations on the AGC network is a continuous process.The software and operating system patches address cybersecurity vulnerabilities alerts that are released routinely by DoD.

5.8.14.4.5.IT Security Reports – Cybersecurity and Incident Reporting.Metrics for cybersecurity compliance to include IAVM, cybersecurity controls, SHB, HBSS, RMF, electronic spillage and privacy disclosures.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 19 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

5.8.14.4.6.Asset Management.Document inventory of assets and usage rates of consumables through periodic audits to project future expenditures and provide recommendations.AGC network and NMCI assets.

5.8.14.4.7.Facility Operations, HVAC, Safety Concerns, and Security System.Report status of the facility.Annotate facility support service requests and issues related to safety, DDC/HVAC and security system and subsequent resolution.

5.8.14.4.8.Sustainment.Advisory notices for renewals of equipment and software maintenance and service contracts and end of life data.Track and obtain quotes for maintenance and service contracts for network hardware/software, audio/visual equipment, administrative and technical requirements to include cost proposals, justifications and quotes.

5.8.14.4.9.Security.Physical and event security, concerns and reporting of violations, if any.

5.8.14.4.10.Performance Metrics.Progress made, problem areas encountered, and recommendations, if any, for solutions.Recommendations may include solutions outside the scope of this contract.

5.8.14.4.11.Decisional Information.Analyses, presentations, notes, assessments, recommendations and other material on various technical topics, as required, for use by the AGC.

5.8.14.4.12.Administration.Create supporting documentation for data calls, explanations, briefs and charts, as needed.Research, data retrieval/filtering/compilation and analysis may be required. Formats of information to be provided shall be in MS Word, Excel or other form as requested. Qualified personnel and qualified substitute resumes.Completion of requisite Continuing Educational Units (CEUs) training and certifications.

5.8.14.4.13.Chronological History.Compile and provide to the COR a chronological history of events which took place from January to January of a calendar.

5.8.14.4.14.Event Administration.Scan and electronically file documents as required such as quality control layout drawings, security signs off layout drawings, signed registration lists, letters of appreciation, awards, and facility and safe end of day check out logs.

5.8.14.4.15.Event Calendar.

5.8.14.4.16.Post Event Reports.Contains important historical and qualitative information critical to the quality control process.Elements can be extracted from the post event reports in order to provide insight and improvements to the operation of the Center as well as significant problems encountered/projected and recommended resolution.Any client comments of the Contractor's performance for their event and key A/V and LAN/WAN equipment used for the events.

5.8.14.4.17.Room Configuration Quality Assurance Plans

5.8.14.4.18.Key Event Equipment Status and Issues

5.8.14.4.19.Safe Log Checkout.Daily safe log that specifies reason why it was necessary to open.

5.8.14.4.20.End of Day Facility Checkout.Part of facility security is to assure that each area is physically secured at the end of each work day.Support staff that secure each area are to check-off and sign out the appropriate areas on the end of day log.

5.8.15.Technical Reporting Requirements

5.8.15.1.Provide such additional reporting, documentation, schedules, illustrations and other graphics in a timely manner, as are requisites to the various task activities of the contract. The Contractor shall provide a listing keyed

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 20 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting should be in sufficient detail and of a quality to meet standards and will include, but not be limited to:

5.8.15.1.1. Technical reports, data compilations, evaluations, and analyses.

5.8.15.1.2. Testing procedures, requirements, assessments and schedules.

5.8.15.1.3. Specifications, tabulations, engineering drawings, multi-media graphics, designs, concepts, diagrams, and circuits.

5.8.15.1.4. Life-cycle maintenance requirements, guidelines, schedules, procedures, instructions, corrective actions, etc.

5.8.15.1.5. Purchase descriptions, proposals, equipment illustrations, and cost documentation.

5.8.15.2. Other reports as specified by the COR.

5.8.15.3. All problems and concerns shall be reported to the COR.

## 5.9. Security

### 5.9.1. Security Requirements

5.9.1.1. The Contractor shall have the appropriate Defense Security Service-approved Facility at the SECRET level, participate in required security and cybersecurity training requirements to include counter intelligence training, and adhere to all security requirements. Questions related to security guidance can be directed to the Naval District Washington Security Manager Office.

5.9.1.2. Unless otherwise indicated, all personnel shall have a current Defense Security Service issued SECRET clearance with a current single scope background investigation, which must be maintained during the performance of this contract.

5.9.1.3. Contractor shall conform to the provisions of OPNAVINST 5510.1 (series) and Department of the Navy Information and Personnel Security Program regulations. DD Form 254 will be provided at the time of award.

### 5.9.2. Security Requirements for Classified Events

5.9.2.1. Adhere to all applicable DoD and DoN guidance and directives to ensure all security measures for conducting classified events are in place. This includes include visit requests and visitor control in accordance with governing Department of the Navy Information Security Program (ISP) IAW SECNAVINST 5510.36A and SECNAV M-5510.36 following Department of Defense (DoD) Manual 5200.01, Volumes 1-4, DoD Information Security Program. In the event of planned attendance by Foreign Nationals, security measures also conducted in

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 21 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

accordance with DoD 5230.20.

5.9.2.2.Coordinate with event client to assure all required security processes and procedures are followed.

5.9.2.3.Assist with security operations for conducting classified discussions and/or presentations within the defined conference room.

5.9.2.4.Assist with electronic security access control system sufficient to operate, control and monitor internal spaces.

5.9.2.5.Work with event clients to obtain need-to-know registration lists, work with appropriate Government personnel to obtain verification of appropriate clearance/visit request and develop final registration list for the classified event. Contractor shall use the final registration list for access control.

5.9.2.6.Monitor and control access.

5.9.2.7.Configure the Center, technical infrastructure and equipment per DoD/DoN guidance and the AGC Event Security SOP.

### 5.9.3.AGC Facility Security

5.9.3.1.All Contractor employees at the Government site working under this contract must have a SECRET clearance prior to being placed on this task.All Contractors must practice routine security procedures within DoD/DoN guidance.

5.9.3.2.All computer software and documentation, whether written or machine readable, developed under this contract, shall belong to, and be the property of, the U.S. Government.

5.9.3.3.All Contractors shall be familiar with and must comply with the AGC opening and closing procedures. This shall include maintaining nightly closing sheets, verifying all spaces cleared of personnel and secured along with arming/disarming as required.

5.9.3.4.Contractor's Project Manager information (name and telephone number) will be provided to the NSAW Duty Officer for the emergency roster as an after hour point of contact and may be required to respond to after hour security and/or emergency issues.

5.9.3.5.Comply with current DoD/DoN privacy policy and procedures.Guidance includes SECNAV 5211.5E and DONCIO applicable guidance.

5.9.3.6.Immediately report security violations/events, incidents and practices dangerous to security to the COR and the NDW Security Manager.

5.9.3.7.Immediately report known or suspected electronic spillage of classified material to the COR, NDW Security Manager and NDW/NSAW N6.Note that NDW must report the incident within one hour of discovery of a loss, compromise or theft.

5.9.3.8.Immediately report known or suspected unauthorized disclosure of Privacy Act/Personally Identifiable Information (PII) to NDW Security Manager and the COR.Note that NDW/NSAW must report the incident within one hour of discovery of a loss, compromise or theft of PII.

5.9.3.9.Assist with the control and usage of GSA approved storage containers (safes).Perform nightly check that all safe drawers are secure and maintain sign out sheet to that affect. Immediately report any unintended open drawers of the GSA approved storage containers to the COR for further reporting to the NDW Security Manager.Maintain safe log holdings sheet to track in detail all secure items that enter/leave the GSA approved

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 22 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

storage container(s) along with contact information of the client having courier card and the AGC contractor verifying the materials entering or leaving the safe(s).

#### 5.10.Cybersecurity

5.10.1.The Contractor shall adhere to all applicable DoD and DoN cybersecurity directives and related guidance for prescribed methodologies while protecting information to support DoN missions. The Contractor shall use existing methods and processes in order to deliver secure, interoperable and integrated cybersecurity management and IT to the DoN and its contract support.

5.10.2.The Contractor shall ensure that all IT systems, software and interfaces meet Government security certification standards and requirements appropriate to the particular classification level of operation as specified by the DoN, DoD, or other cognizant Government authority for the purposes of the above mentioned DoN goals.

5.10.3.The Contractor shall provide the COR with counterpart point of contact (POC) for the NDW Security Manager and NDW/NSAW N6 Cybersecurity Manager.The cybersecurity POC shall:

5.10.3.1.Ensure all cybersecurity requirements are adhered to.

5.10.3.2.Ensure that the Contractor team is aware of all cybersecurity requirements.

5.10.3.3.Coordinate via the COR with the NDW/NSAW N6 Cybersecurity Manager in all matters related to cybersecurity.

5.10.3.4.Fulfill the certification requirements DoDD 8570.01 and DoD 8570.01-M.

5.10.4.The Contractor shall address these requirements within the Program Protection Implementation Plan (PPIP).

5.10.5.The Contractor shall provide cybersecurity support to the AGC, working and coordinating with the COR and NDW/NSAW N6. The Contractor shall assure that all existing and future information systems (ISs), desktops, and corporate network components (wired & wireless), unclassified and classified, adhere to and are certified in accordance with the DoD Risk Management Framework (RMF). The Contractor shall maintain and provide documentation demonstrating compliance with all policies, guidance, and directives stipulated by the NDW/NSAW N6.

5.10.6.The Contractor shall implement and document security as directed and as the tools are provided by NDW/NSAW N6 including the following:complete security testing and monitoring of all AGC IT assets; providing reports on the results of testing and monitoring; identifying security levels and the type of data being handled; monitoring system activity; assigning and testing strength of passwords; and reviewing audit trails to ensure compliance with all applicable security directives and procedures.

5.10.7.The Contractor shall review classified and unclassified logs in association with the cybersecurity management to define actions to ensure measurements meet DoD and DoN security requirements.

5.10.8.The Contractor shall perform testing and risk assessment of the AGC IT systems and provide results and reports as required.In order to document actions taken to resolve all cybersecurity issues, the Contractor shall provide after-action reports periodically (including monthly cybersecurity status reports) and recurring reports as required per incident, IAVA, or special event/activity.The templates for each type of report may be provided by NDW/NSAW N6, the COR or Contractor.

5.10.9.The Contractor shall perform and document support services in satisfying user security, accreditation, and



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 23 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

connectivity requirements. The Contractor shall implement DoD/DoN approved and cost-effective security countermeasures to protect AGC IT components.

5.10.10. The Contractor shall administer all security practices in accordance with NDW/NSAW N6 standards. Contractors shall coordinate, report, comply with, and resolve all relevant NDW/NSAW cybersecurity issues, including IAVAs, patches, updates, vulnerability test results, defensive configuration recommendations, etc.

5.10.11. If directed by NDW/NSAW N6 to implement any new procedures and/or introduce new equipment, coordination for these changes may include participating in meetings, providing network drawings, schematics, LAN hardware and software information, reviewing proposed network engineering designs and providing comments relative to feasibility and possible operational impacts for each design element. Upon any network engineering design, the Contractor shall assist with the physical integration and element transitions while maintaining event operational continuity.

5.10.12. The Contractor shall develop and maintain technical documentation for external connectivity to non-AGC networks to support the development and management.

5.10.13. The Contractor shall provide support for the AGC encryption equipment. This support shall include, as a minimum, normal operational maintenance and keying of various encryption devices. This shall require the Contractor to be knowledgeable about DoD encryption devices, as a minimum: KG194's, KIV7's and DoN Network Encryption Systems (NES).

5.10.14. The Contractor shall prepare and update the following as required: SOPs and Risk Management Framework (RMF) and other certification and accreditation documentation associated with the development and implementation of new and existing AGC information systems on the AGC networks. Documentation shall be developed in accordance with NDW/NSAW policies and standards and submitted for review and approval by the COR.

5.10.15. The Contractor shall require their personnel to adhere to the required PKI policies stated herein when transmitting Controlled Unclassified Information (CUI). PKI encryption is the chosen compliant DoD standard for protecting CUI during transmission. CUI encompasses For Official Use ONLY (FOUO) and Sensitive Information. Failure to encrypt CUI during electronic transmission is considered a security weakness and must be reported to the COR for further notification for further notification to the NDW/NSAW N6 and the NDW Security Manager via the Contractor's responsible individual.

5.10.16. The Contractor shall use DoD PKI digital certificates to use as authenticators for accessing all DoD web sites and/or e-rooms and collaboration tools.

5.10.17. The Contractor shall use encryption via DoD PKI digital certificates on all e-mail messages containing CUI, and sensitive information, including but not limited to: For Official Use Only (FOUO) content, Privacy data, Contract Information, Unclassified Technical Data, Accountability information, DoD Sensitive But Unclassified (SBU), and e-mail that discusses any matter that may serve as an OPSEC indicator, per DoDI 8520.2. The Contractor shall use PKI when interacting with DoD PKI enabled information systems; and accessing DoD sensitive information.

## **6. TRAINING**

6.1.1. The Contractor shall provide all training and user instruction pertaining to systems and functions developed, maintained and/or documented by the Contractor or any other applicable AGC systems. The Contractor shall:

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 24 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

6.1.1.1. Provide functional/technical expertise for the definition of content and materials to be used for the development of training materials.

6.1.1.2. Provide technical support for the development of training materials including course outlines, topic contents, presentations and other course materials.

6.1.1.3. Provide technical support for conducting training pertaining to logistics and logistics systems.

6.1.1.4. All training and certifications required will be at the Contractor's expense.

6.1.2. The Contractor personnel assigned to the AGC shall participate in and complete the training requirements as directed by NSAW/NDW for all Government and Contractor personnel. This may include, but not be limited to Privacy and Personally Identifiable Information (PII) Awareness Training, Active Shooter Training, Commander Navy Installations Command (CNIC) Suicide Prevention Training, DoD Cyber Awareness Challenge, CNIC Ready Navy Emergency Preparedness and CNIC Annual Security Refresher Brief.

## **7. Required Standard Of Workmanship**

7.1. Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and have any necessary licenses required by law. For each Contractor who will work at site, provide current resume and references of work performance at least 10 business days prior to start of work schedule.

## **8. CONFIDENTIALITY:NON-DISCLOSURE**

8.1. The events and event discussions, lectures, presentations, materials, results, conclusions, and recommendations obtained thereof should be considered confidential in nature and treated with the same level of care that the Contractor treats its own confidential business information. The information shall not be disclosed, copied, modified, used or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government's express consent.

## **9. Period Of Performance**

9.1. The period of performance for this task order is 1 February 2019 through 31 January 2020 and will have a two-week transition period of 17 January 2019 through 31 January 2019.

## **10. Travel**

10.1. Minimum travel may be required. Any required travel shall be at the expense of the Contractor.

## **11. QUALITY CONTROL PLAN (QCP)**

11.1. Within ten days after contract award, the Contractor shall submit a comprehensive QCP to the COR for

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 25 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

Government review and approval. The QCP shall fully cover all aspects of the contractor's QC Program, with the overall goal of insuring top quality services, and full compliance with all SOW requirements and performance standards.

11.2. Within seven days after receipt of the Contractor's QCP, the Government shall review, comment, approve, and/or disapprove the QCP.

11.2.1. The Contractor shall correct deficiencies (if any) within five days after Government notification by the COR. This review and correction process will continue until the QCP is approved in writing by the COR.

11.2.2. The Government reserves the right to require changes to the QCP, if and as necessary throughout the contract period. The Contractor shall submit changes within 30 days of notification by the COR. These revisions shall be subject to the same review and approval process as the original QCP.

## **12. PERSONNEL QUALIFICATIONS:**

12.1. The Contractor shall be responsible for employing technically qualified personnel to perform the work specified in this PWS. The Contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the PWS specifications and requirements. The work history of each Contractor employee shall contain experience directly related to the task and functions he/she is intended to perform under the PWS.

12.2. Personnel security requirements are further clarified in Attachment C.

12.3. The contract shall be fully staffed.

12.4. Key Personnel Replacement and Substitution

12.4.1. The personnel characteristics identified in this PWS are considered key to the successful performance of this PWS. The tasks described in this PWS require specialized skills and diplomacy due to the nature of the tasks.

12.4.2. The Contractor shall provide a qualified substitute in event the Contractor cannot meet any obligation or portion required services due to illnesses and/or absences for any other reason. A 'qualified substitute' is defined as an individual who meets the qualifications outlined in this PWS. All substitute employees shall meet the approval of the COR. Provide resumes of back up personnel, who might have to replace original Contractors while they are out of the office.

12.4.3. The Contractor shall not substitute personnel assigned to perform work under this PWS without the prior approval of the COR. Requests for approval of substitutions shall be in writing and shall provide a detailed explanation of the circumstances necessitating the proposed substitutions. The request shall contain a complete resume for the proposed substitute, and any other information requested or needed by the COR that are equal to or higher than the key personnel to be augmented. The Contracting Officer or his/her authorized representative shall evaluate such requests and promptly notify the Contractor in writing whether the proposed substitution is acceptable.

12.4.4. The Contractor shall provide qualified replacements for staff that depart, are on leave, etc. Replacements should be seamless; ensuring adequate turn over time between employees departing to ensure there is no change in level of quality. If no replacement is available from the Contractor; then the contractor, at his expense, is required to hire a temporary professional, with the required qualifications of this Contractor to substitute for NOT MORE THAN 30 calendar days till a permanent contractor employee can be hired.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 26 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

12.5.Cyber Work Force.The Contractor shall examine all positions and define its cyber workforce requiring cyber certification based on the requirements defined in DoD/DoN instructions to include DoDD 8140, DODD 8570.01 and DoD 8570.01M, with approval by the Government.All identified personnel identified by the Contractor and approved by the Government are part of the cybersecurity workforce and are required to be certified with criteria established in DoDD 8570.01 and DoD 8570.01-M.

#### 12.6.Contractor Support Workforce

12.6.1.Principle Engineer/Analyst:Advanced degree and 8+ years of relevant experience or bachelor's degree and 15+ years relevant experience.Experienced and capable to plan and manage information technical projects and operations; workforce management; and oversight and management of contract performance and deliverables.The Principal Engineer shall also function as the Program Manager and shall act with full authority on behalf of the Contractor on all contract matters relating to daily operation of services being provided under this contract. The Program Manager shall perform other PWS duties and tasks/productive labor in addition to his/her PM duties and responsibilities.

12.6.2.Senior Engineer/Analyst:Advanced degree and 4+ years of relevant experience or bachelor's degree and 15+ years relevant experience or, by exception and with approval, appropriate technical certificate/credentials with 20+ years relevant experience.Experienced and capable to function as technical lead and subject matter expert for systems engineering, information technology, and technical documentation.Function as operational lead on Information Technical projects and operations; workforce management; and oversight and management of contract performance and deliverables.

12.6.3.Engineer/Analyst:Bachelor's degree and 5+ years relevant experience or, by exception and with approval, appropriate technical certificate/credentials with 10+ years relevant experience.With minimal guidance and oversight from a Principle Engineer/Analyst or Senior Engineer/Analyst, capable to design technical solutions and trouble shoot technical problems.Also capable to develop and maintain technical documentation.

12.6.4.In addition to the other qualifications above,

12.6.4.1.A minimum of two Contractor employees within these categories shall be designated an IAT Level II position in the IAWF. The Contractor shall comply with requirements of DoD 8570.01 hereby incorporated by reference. The primary LAN administration must have at least 15 (fifteen) years of experience and the secondary LAN administrator at least 10 (ten) years of experience.IAT Level II certifications are required for granting network administrator privileged access and permissions for the LAN infrastructure.

12.6.4.2.A minimum of one Contractor employee within these categories shall maintain a current certification as an American National Standards Institute (ANSI) accredited Certified Technology Specialist (CTS) with at least 15 (fifteen) years of associated experience.

12.6.4.3.A minimum of one Contractor employees shall have a minimum combined 15 (fifteen) years of experience in the architectural, plumbing, electrical, mechanical and structural design-build field.

12.6.4.4.A minimum of one Contractor employee within these categories shall have a minimum of seven (7) years of experience in the HVAC industry. This can be in the engineering design field, sales or field installation/repair services.

12.6.4.5.A minimum of one Contractor employee within these categories shall maintain a current Audinate Dante certification and Biamp Tesiraforte certification.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 27 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

### 13. SPECIAL REQUIREMENTS/INSTRUCTIONS/CONSIDERATIONS

13.1.1.No data provided to, or developed by, the Contractor shall be used for any purpose other than this PWS.All information (data files and hard copy) becomes the property of the Government and the Contractor shall return them to the AGC upon the completion of the task.

13.1.2.The Government shall provide equipment (i.e., computers, furniture) to the Contractor during the performance of the requested services.All such items will remain the property of the Government.

#### **ATTACHMENT A:**

##### AGC Facility and Conference Components

1.1.The AGC facility is comprised of the following components:

1.1.1.The Collaboratory Event Room has a total configurable workspace of 4,100 square feet, over 100 recessed floor boxes with local area network (LAN) and AV ports, video screen displays over 8 feet wide, large light emitting diode (LED) flat panel displays, broadcast quality ceiling mounted video cameras, network based monitoring video camera, custom lectern with interactive smart symposium display, wireless lapel/handheld/tabletop microphones, VTC cameras, ceiling recessed audio speaker system with below floor low frequency audio drivers, presenter timer clock, up to 270 wireless voting devices, extensive control/operations with audio video control system, rolling and/or floor standing LED/LCD displays, mobile professional grade Digital Video (DV) video camera with direct streaming to local hard drive, wireless Navy/Marine Corps Intranet (NMCI) workstations and hard wired computing support workstations.The event room has the capacity for configurable workspace using combinations of rectangular, half rectangular and round tables as well as two types of chairs.Its capacity for configurable workspace in auditorium style seating can accommodate up to approximately 270 attendees.It can also be configured into three separate rooms through the use of movable, locking and sound attenuating wall panels.

1.1.2.The Strategic Planning Room is a configurable workspace of 1,580 square feet with video screen displays over 8 feet wide served by an advanced video processing unit implementing edge blending, over 30 recessed floor boxes with LAN and AV ports, VTC cameras, broadcast quality ceiling mounted video cameras, network based monitoring video camera, rolling plasma display, ceiling mounted microphones, ceiling mounted recessed audio speakers, presenter timer clock, up to 60 wireless voting devices, audio video control system, wireless NMCI workstations and hard wired computing support workstations.The event room has the capacity for configurable workspace using combinations of rectangular, half rectangular and round tables as well as two types of chairs to accommodate a variety of functions.When set up auditorium style seating, the room can accommodate up to approximately 60 attendees.

1.1.3.The Training Room is a configurable workspace of 425 square feet with video screen displays, an audio video control system panel, VTC cameras, and four recessed floor boxes with LAN and AV ports, wireless NMCI workstations.The room has the capacity for configurable workspace using half rectangular tables and two types of chairs to accommodate a variety of functions.When set up, the room can accommodate up to approximately 18 attendees.

1.1.4.The Guest Services Room is a transient business center style work area provided for event attendees to have access to NMCI computer workstations (including email/internet access), NDW telephones (NDW telephone has

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 28 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

Defense Switched Network (DSN) capabilities), and multifunctional copy/fax/print machines, copier and shredder. The nominal maximum capacity is ten.

1.1.5. The Common Area is a configurable work space with a video screen display, an audio video control system panel and recessed floor boxes with LAN and AV ports. The room can also flex as a breakout room or an overflow area for event attendees assigned to other rooms.

1.1.6. The Flag/Very Important Person (VIP) Suite is located immediately off of the entrance of the Collaboratory Event Room and consists of a wall mounted flat panel display with switching between event content and local room content, an audio video control system panel, VTC cameras, a recessed power/LAN/AV/telephony floor box and ceiling recessed speakers. The nominal maximum capacity is six.

1.1.7. The Planning Room is located within the Event Support Administrative Area and includes a central conference table, wall mounted flat panel display with switching between event content and local room content, an audio video control system panel, VTC cameras, a personal computer (PC) workstation and a wireless audience response (voting) system for demonstrating that capacity to clients during tours and/or event planning meetings.

1.1.8. The Event Support/Administrative Area includes workstations for nominal six personnel, has a flat screen panel display that can relay event AV content into the space as needed and an audio video control system panel.

1.1.9. The Director's Office consists of multiple workstations for access to the AGC and NMCI network, multiple monitors on the AGC station, an audio video control system panel, and a flat panel display that can relay content from the workstation for viewing from the conference table or event AV content.

1.1.10. The Technical Support Area has workstations for nominal three personnel, has wall mounted flat panel display, audio video control system panel, numerous workstations that serve as event and digital signage content providers, workstations for visually monitoring event content or satellite and digital video disc (DVD) content, video production station, network workbench troubleshooting machine, servers, clients station for keyboard, video, mouse (KVM) extension into event rooms, patching wall integrated into the recessed floor box system throughout the event rooms for data/AV/telephony reconfiguration, audio/video/LAN infrastructure devices and equipment.

1.1.11. The lobby entrance area on the first floor has a registration desk and an electronic LED display that can relay key information for event attendees as well as information related to the command and AGC services. It also has restrooms.

1.1.12. The foyer is located on the second floor and is a balcony overlooking the registration desk. This transition area provides space for caterers or clients to set up light refreshments for event attendees and seating. It also has wall mounted flat panel displays to welcome event attendees.

1.1.13. The kitchen area is for staff use as well as a catering area and provides the client a light refreshment preparation area. It includes a refrigerator, sink, microwave, water filtration unit and ample counter space.

1.1.14. The electrical closet includes the fire alarm and sprinkler system monitoring system and electrical panels for outlets and lighting.

1.1.15. The storage areas include the supply closet, janitor closet, an electrical data vault, and storage space behind the event rooms.

1.1.16. The core technical equipment areas are adjacent to the technical support area, in the Collaboratory Room storage area and the Strategic Services Room storage area. The entire AGC uses a two-foot raised deck system for below floor cabling and power distribution.

1.1.17. The mechanical and electrical room on the second floor has a portion of the Heating Ventilation and Air Conditioning (HVAC) controls equipment, the power for the client computer stations and the heating/cooling units for all the technology equipment including the projectors.

1.1.18. The roof area has the chiller units, fresh air intake, smoke evacuation fan, and satellite dishes for the AGC.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 29 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

1.1.19.The mechanical rooms on the third and fourth floors contain the heating/cooling equipment that accommodates the AGC to include the lobby and the foyer.

## **ATTACHMENT B**

### Local Area Network (LAN) Overview

- 1.1.AGC network, workstations and printers
- 1.2.VMware hosted Windows 2012 servers and subsequent versions
- 1.3.Windows 10 workstations and subsequent versions
- 1.4.Desktop and laptop computers
- 1.5.Network printing server and components
- 1.6.Computer controlled lighting systems
- 1.7.APC LAN monitored UPS hardware and Power Distribution Units (PDUs)
- 1.8.Integrated audio, video and telephony devices
- 1.9.Facility environmental monitoring and alert system
- 1.10.Audio Video Network
- 1.11.Video Teleconference Network
- 1.12.LAN Software
  - 1.12.1.Microsoft Office 2013 and subsequent versions
  - 1.12.2.Symantec VERITAS Back-up Executive, version 12
  - 1.12.3.Visual basic, NET, VBA, AutoIT, VBscript, Batch, PowerShell scripting and Java
  - 1.12.4.RS-232 control systems and programming
  - 1.12.5.SQL Server 2012 and subsequent versions
  - 1.12.6.Shavlik Netchk Protect
  - 1.12.7.Symantec Ghost
  - 1.12.8.MYSQL
  - 1.12.9.Option Power
  - 1.12.10.McAfee VirusScan Enterprise and Anti Spyware
  - 1.12.11.Solarwind NPM + Engineer's Tool Set

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 30 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

1.12.12.VMware Center Server + VMware vSphere

1.12.13.Microsoft Data Center Windows 2012 R2

1.12.14.Solarwinds NPM and Engineer's Tool Set Syslog Server

1.12.15.Host Based Security Systems (HBSS)

1.12.16.Event video camera monitoring

1.12.17.Putty remote SSH client

1.12.18.ACAS Scanning/Remediation

1.12.19.Sennheiser Wireless Systems Manager

1.12.20.Crestron Control System Software

1.13.LAN Hardware

1.13.1.CISCO network switches (Fiber and Ethernet) for audio video and data

1.13.2.NetApp FAS2554

1.13.3.KVM extenders and switchers

1.13.4.Dell R715 servers or similar

1.13.5.HP and Lenovo computers and workstations or similar

1.13.6.NTI Enviromux – environmental facility monitoring

1.13.7.Brocade fiber switches

1.13.8.Brother labeling machines

1.13.9.HP fax, scanner, and printer multifunction machines or similar

1.13.10.Sennheiser wireless microphone system

1.13.11.Event monitoring cameras

1.13.12.VTC bridge, CODECs and control stations

1.13.13.UPSs and PDUs

1.13.14.Backup Tape Library

1.13.15.Integrated patching wall and floor box system

1.13.16.CD/DVD duplicating unit

1.13.17.CD/DVD label printing unit

1.13.18.LED scanners



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 31 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

1.13.19.Portable hard drives

1.13.20.Remote CD readers and burners

1.13.21.Fax, Scanner, Shredder, Laminating & labeling machines

1.13.22.External DVD/Bluray readers and burners

1.14.Utility Software

1.14.1.Microsoft Office

1.14.2.Microsoft Project and Access

1.14.3.Autodesk AutoCAD

1.14.4.Microsoft Visio

1.14.5.Adobe Photoshop

1.14.6.Adobe Illustrator

1.14.7.Adobe Acrobat

1.14.8.Autodesk 3D Max modeling and rendering

1.14.9.Option Power by Option Technologies

1.14.10.Dameware Utilities

1.14.11.Microsoft Visual Studio 2013

1.14.12.DVD Encore DVD

1.14.13.CD Library storage and management

1.14.14.VMware ESXi 5/5 and later editions

1.14.15.Active Card Gold CAC PKI

1.14.16.Adobe Visual Communicator

1.14.17.Ahead Nero Burning

1.14.18.Brother P-Touch Editor

1.14.19.Canon CanoScan

1.14.20.SMART Board

1.14.21.Wasp Barcode Labeler

1.14.22.AutoIt

1.14.23.DISA Secure Host Baseline (SHB) for Windows 10 or later editions

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 32 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

1.14.24.VLC video player

1.15.LAN Custom Applications

1.15.1.Audio video control system

1.15.2.Option Power automatic slide creation tool

1.15.3.Inventory tool

2. Wide Area Network (WAN) Overview

2.1.NMCI workstations, printers and enterprise wireless

2.2.Facility security access control system

2.3.HVAC energy management and control system

2.4.Defense Collaboration Services (DCS)

2.5.WAN Software

2.5.1.Microsoft Office

2.5.2.Snagit 12

2.5.3.Symantec Endpoint Encryption

2.5.4.Security system software

2.5.5.HVAC Digital Direct Control

3. Event Audio, Video, Telephony, Video Production and Other Hardware

3.1.Recessed floor box distribution system and remote patching wall with capability for distributing power, LAN, KVM, video, balanced audio and telephony.

3.2.Three types of recessed floor boxes – standard, special and lectern.

3.3.Zoned Option Technologies wireless handheld audience response system devices and receivers.OptionFinder

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 33 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

G4 wireless audience response keypads.

3.4.Smart Technologies interactive Symposium units

3.5.Lecterns each incorporating gooseneck microphone, microphone inline digital signal processor, microphone output limiter, microphone pre-amplifier, presenter monitor, workstation/keyboard/mouse, 120 volt duplex electrical outlet, VGA video feed/drop, 3/5mm stereo audio drop, NMCI LAN drop, Uninterruptable Power Source (UPS) units, manual two-way video switch, and a digital clock.

3.6.Multi-zone security monitoring, alarm and access control badge system consisting of workstation, software and installed sensors/switches/door latches.Facility access badge creation equipment including pedestal camera with integrated LED lighting, proximity badges and badge printer.

3.7.Audio video control system for lighting, video and audio systems.Control is possible from multiple locations and system allows associated switching assignments to be modified in near real time as required for events.

3.8.Silent waterproof keyboards

3.9.Remote slide advance units by DSan and Interlink

3.10.Green laser pointers

3.11.Wired and wireless presenter/audience timer clock systems by DSan

3.12.Cabling and equipment labeling system consisting of Kroy and Brother units with associated cartridges

3.13.Remote video camera control units

3.14.KVM switching unit

3.15.KVM extender transmitters and receivers

3.16.Crestron Control System

3.17.AMX Codecs

3.18.Touch panel with control system

3.19.Cisco audio visual network switches

4. Telephone

4.1.16 port Main Control Unit (MCU) VTC bridge using Verizon PRI lines for ISDN based VTC and telephone conferencing capabilities

4.2.Coding and Decoding (CODECS) units fully integrated into the AV system

4.3.VTC event management and configuration software

4.4.Polycom conferencing telephones including powered subwoofers and extension microphones

4.5.Cell phone signal booster system (frequency tuned receiving antennas, cabling and broad spectrum interior signal distribution antennas)

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 34 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

4.6. Telephone system with desktop phones, portable phones and analog drops

4.7. Analog telephone patching system including RJ and ¼” spec jacks integrated into the recessed floor box distribution system

4.8. Fax machines integrated into multifunction units

4.9. Telephone Provider Channel Service Units (CSU)

4.10. Delineation block and punch down blocks

## 5. Video

5.1. Extron Video Sync combiners, splitters, adapters and peaking amplifiers

5.2. Video over network cabling transmitter and receiver sets

5.3. Flat panel displays

5.4. Quadview and Superview video processing hardware

5.5. Holo-view projection system consisting of LED micro projector and suspended off-angle holo-view translucent video screen

5.6. Satellite receivers integrated into the AV system with associated roof mounted satellite dishes and cable system

5.7. LED flat panel displays – wall mounted, ceiling suspended, on rolling stands and with pedestal stands form 40 to 96 inch diagonal

5.8. Remote video camera control units with position, zoom and focus

5.9. Oppo BDP-95 Blu-ray player with professional balanced audio outputs

5.10.5 wire cabling with BNC terminations done on site

5.11. DVI-D over fiber runs

5.12. LED Direct View video walls

5.13. Bulkhead 15 pin connections in recessed floor boxes

5.14. Multiple screen workstations

5.15. Wolfvision and Sony digital document camera units

5.16. VTC cameras

5.17. Crestron Graphics Engine

5.18. PTZ Camera

5.19. Vaddio Camera System

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 35 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

## 6. Audio

6.1.Rane electronic conferencing audio equipment

6.2.Lectrosonics models DM1624 and 812 all with RS232 control

6.3.Sennheiser wired and wireless lapel, handheld and table top microphone systems with rechargeable battery system and LAN monitoring/control

6.4.Sennheiser microphone software for desktop monitoring of all wireless Sennheiser microphones

6.5.Wired tabletop gooseneck microphone system consisting of rolling rack, nested Rane microphone auto-mixers, XLR patching bulkheads, XLR patching cables from 3 to 30 feet and 50 Shure microphones

6.6.Sennheiser transmitter and receiver set for ready use at smaller event room lectern to provide wireless lap microphone

6.7.Rane 6-channel audio amplifiers model MA6S with bridging capability

6.8.Mackie self powered studio monitors

6.9.Sennheiser microphone active distributive antenna system

6.10.Audio Digitizing hardware

6.11.Active impedance balancing audio transformers

6.12.Listen Technologies assisted listening system with ear-speaker, wireless transmitter and receiver integrated into the audio system

6.13.Sabine Phantom Mic Rider powered Digital Signal Processor (DSP) units.

6.14.Dual deck, auto-reverse audiocassette recording and playback equipment

6.15.70 volt distributed audio system

6.16.Above ceiling and below floor low frequency audio driver system

6.17.Bulkhead XLR balanced audio connectors in recessed floor boxes

6.18.Workstation speaker and subwoofer systems

6.19.Ceiling mounted microphones drop down style using Servoreeler motorized system with remote control panel

6.20.Ported and tuned ceiling recessed audio speakers

6.21.Voice optimized, wall mounted center channel speakers

6.22.Microphone stands to include standup and tabletop type

6.23.Serial to network devices for interfacing

6.24.Audio interface devices

6.25.Dante conferencing microphones

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 36 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

6.26. Infrared wireless tabletop, handheld and lapel microphones

6.27. Handheld two way radios

6.28. Biamp Audio DSP

6.29. Cambridge Sound Masking

#### Video Production

7.1. DV, DVD, VCD, VCR units

7.2. Custom video editing and production workstations

7.3. Panasonic DV professional video camera with associated lens, boom-pole telescopic microphone, color monitor, floating head, and rolling tripod

7.4. Matrix video capture cards and software

7.5. International video tape format conversion hardware

7.6. DVD editing and creation software and hardware

7.7. Firestore DV HD storage devices

7.8. Professional CD/DVD duplicating and printing hardware

7.9. Adobe Premier video editing software

7.10. Sennheiser transmitter and receiver sets to provide wireless lapel and/or handheld microphones for use with the video camera

7.11. Wendt NGS-X2 manual audio mixer for interfacing both wireless and wired microphones into the video camera

7.12. Handheld video camera with HDD digital internal storage and peripheral automated DVD production/burning unit

7.13. SLR camera, zoom and wide angle lenses

7.14. 35 mm slide digitizer

7.15. Primera professional CD/DVD printing hardware and discs

7.16. Primera professional CD/DVD duplicating seven bay tower

#### ATTACHMENT C

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 37 of 75	FINAL
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## Contractor Personnel Security Requirements

1.1. All personnel performing on this contract will be U.S. citizens. Commander Navy Installations Command (CNIC) requires all Contractor personnel working on the Federally-controlled facility to have, at a minimum, an initiated National Agency Check with Written Inquiries (NACI=T1) or NACI equivalent and favorable completion of a Federal Bureau of Investigation (FBI) fingerprint check., workstations and printers

1.2. In accordance with Department of Defense (DoD) Regulation 5200.2-R, Personnel Security Programs, all DoD Contractor personnel who have access to Federally-controlled information systems must be assigned to positions which are designated at one of three information technology (IT) levels, each requiring a certain level of investigation and clearance, as follows:

1.2.1. Critical Sensitive=IT-I for an IT position requiring a single scope background investigation (SSBI=T5) or SSBI equivalent. This designation encompasses privileged user accounts for networks and systems encompassed under this PWS, often referred to as “administrator” or “sys admin” accounts;

1.2.2. Non-Critical Sensitive =IT-II for an IT position requiring a National Agency check with Law and Credit (NACLC=T3) or NACLC equivalent; and

1.2.3. Non Sensitive=IT-III for an IT position requiring a T1 or equivalent.

1.2.4. Note: ALNAV 005/16 implemented the tiered investigation system renaming NACI to T1, NACLC to T3, and SSBI to T5.

1.3. Previously completed security investigations may be accepted by the Government in lieu of new investigations if determined by the NDW Personnel Security Office to be essentially equivalent in scope to the contract requirements. The length of time elapsed since the previous investigation will also be considered in determining whether a new investigation is warranted, as outlined in SECNAV M-5510.30, Exhibit 5A. To assist the Government in making this determination, the Contractor must provide the following information to the respective Personnel Security Office immediately upon receipt of the contract. This information must be provided for each Contractor employee who will perform work on a Federally-controlled facility and/or will require access to Federally-controlled information systems:

1.3.1. Full name, with middle name, as applicable, with social security number;

1.3.2. Citizenship status with date and place of birth;

1.3.3. Proof of the individual’s favorably adjudicated background investigation or T1, consisting of identification of the type of investigation performed, date of the favorable adjudication, name of the agency that made the favorable adjudication, and name of the agency that performed the investigation;

1.3.4. Company name, address, phone and fax numbers with email address;

1.3.5. Location of on-site workstation or phone number if off-site (if known by the time of award); and

1.3.6. Delivery order or contract number and expiration date; and name of the Contracting Officer.

1.4. The Contracting Officer will ensure that the Contractor is notified as soon as a determination is made by the assigned or cognizant NDW Personnel Security Office regarding acceptance of the previous investigation and clearance level.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 38 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

1.4.1.If a new investigation is deemed necessary, the Contractor and Contracting Officer will be notified by the respective NDW Personnel Security Office after appropriate checks in DoD databases have been made.

1.4.2.If the Contractor employee requires access to classified information and currently does not have the appropriate clearance level and/or an active security clearance, the Personnel Security Office will relay this information to the Contractor and Contracting Officer for further action. Investigations for Contractor employees requiring access to classified information must be initiated by the Contractor Facility Security Officer (FSO).

1.4.3.It is the Contractor's responsibility to ensure that adequate information is provided and that each Contractor employee completes the appropriate paperwork, as required either by the Contracting Officer or the Personnel Security Office, in order to begin the investigation process for the required clearance level.

1.5.The Contractor is responsible for ensuring that each Contractor employee assigned to the position has the appropriate security clearance level.

1.6.The Contractor shall submit each request for IT access and investigation through the Contracting Officer to the assigned or cognizant Personnel Security Office. Requests shall include the following information and/or documentation:

1.6.1.Standard Form (SF) 85, Questionnaire for Non-Sensitive Positions, or the SF 86, Questionnaire for National Security Positions (see note below);

1.6.2.Proof of citizenship (i.e., an original or a certified copy of a birth certificate, passport, or naturalization certificate); and

1.6.3.Form FD-258, Fingerprint Card

1.6.4.Note:An investigation request is facilitated through use of the SF 85 or the SF 86. These forms with instructions as well as the Optional Form (OF) 306, Declaration for Federal Employment, which is required with submission of the SF85 or SF 86, are available at the Office of Personnel Management's (OPM) system called Electronic –Questionnaires for Investigations Processing (e-QIP). Hard copies of the SF85 and SF86 are available at OPM's web-site, <http://www.opm.gov>, but hard copies of the forms are not accepted.)

1.7.Required documentation, listed above in paragraphs (1.6), must be provided by the Contractor as directed by the Contracting Officer to the cognizant Personnel Security Office at the time of fingerprinting or prior to the Personnel Security Office releasing the investigation to OPM.

1.8.Upon completion of the T1, T3, T5, or other sufficient, appropriate investigation, the results of the investigation will be forwarded by OPM to the appropriate adjudication facility for eligibility determination or the NDW Personnel Security Office for review and determination regarding the applicant's suitability to occupy an unescorted entry position in performance of the contract. Contractor personnel shall not commence work on this effort until the investigation has been favorably adjudicated or the Contractor employee has been waived into the position pending completion of adjudication. The Personnel Security Office will ensure that results of investigations will be sent by OPM to the Department of Defense, Consolidated Adjudications Facility (DoD CAF) or Personnel Security Office.

1.9.A waiver for IT level positions to allow assignment of an individual Contractor employee to commence work prior to completion of the investigation may be granted in emergency situations when it is determined that a delay would be harmful to national security. A request for waiver will be considered only after the Government is in receipt of the individual Contractor employee's completed forms, the background investigation has been initiated and favorable FBI fingerprint check has been conducted. The request for a waiver must be approved at the Flag/SES level. The cognizant Personnel Security Office reserves the right to determine whether a waiver request will be forwarded for processing. The individual Contractor employee for which the waiver is being requested may not be assigned to a position or physically work at the Federally-controlled facility and/or be granted access to Federally-controlled information systems, until the waiver has been approved.



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 39 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

1.10. The requirements of this clause apply to the prime Contractor and any subcontractors the prime Contractor may employ during the course of this contract, as well as any temporary employees that may be hired by the Contractor. The Government retains the right to request removal of Contractor personnel, regardless of prior clearance or adjudication status whose actions, while assigned to this contract, who are determined by the Contracting Officer to conflict with the interests of the Government. If such removal occurs, the Contractor shall assign qualified personnel, with the required investigation, to any vacancy.

1.11. All Contractor personnel who are granted access to Government and/or Federally-controlled information systems shall observe all local automated information system (AIS) security policies and procedures. Violations of local AIS security policy, such as password sharing, performing personal work, file access violations, or browsing files outside the scope of the contract, will result in removal of the Contractor employee from Government property and referral to the Contractor for appropriate disciplinary action. Actions taken by the Contractor in response to a violation will be evaluated and will be reflected in the Contractor's performance assessment for use in making future source selection decisions. In addition, based on the nature and extent of any violations of AIS security policy, the Government will consider whether it needs to pursue any other actions under the contract such as a possible termination.

1.11.1. The Contractor may also be required to obtain a Common Access Card (CAC) or Installation Access Badge for each Contractor employee in accordance with procedures established by CNIC. When a CAC is required, the Contracting Officer will ensure that the Contractor follows the requirements of Homeland Security Presidential Directive 12 and any other CAC-related requirements in the contract. The Contractor shall provide, on a monthly basis, a listing of all personnel working under the contract that have CACs.

1.12. Contractor personnel must additionally receive operations security (OPSEC) and information security (INFOSEC) awareness training. The CNIC annual OPSEC refresher training and CNIC annual INFOSEC training will satisfy these requirements and are available through the NDW Security Office.

1.13. When a Contractor employee who has been granted a clearance is removed from the contract, the Contractor shall provide an appropriately trained substitute who has met or will meet the investigative requirements of this clause. The substitute may not begin work on the contract without written documentation, signed by the Contracting Officer, stating that the new Contractor employee has met one of the criteria set forth in paragraphs (c), (d), or (i) of this clause, (i.e., acceptance of a previously completed security investigation, satisfactory completion of a new investigation, or a waiver allowing work to begin pending completion of an investigation). Contractor individual employees removed from this contract as a result of a violation of local AIS security policy are removed for the duration of the contract.

1.14. The following shall be completed for every employee of the Government Contractor working on this contract upon contract expiration. Additionally, the Contractor shall notify the contracting officer immediately in writing whenever a Contractor employee working on this contract resigns, is reassigned, is terminated or no longer requires admittance to the Federally-controlled facility or access to Federally-controlled information systems. When the Contractor employee departs, the Contractor will relay departure information to the cognizant Personnel Security Office and the Trusted Agent (TA) that entered the individual into the Trusted Associated Sponsorship System (TASS), so appropriate databases can be updated. The Contractor will ensure each departed employee has completed the CNIC C3P Ashore Out-Processing Checklist, when applicable, for the necessary security briefing, has returned any Government-furnished equipment, returned the DoD CAC and any location-specific badge, returned any DoD or DON vehicle decal, and requested deletion of local area network account with a prepared Department of Defense (DD) Form 2875. The Contractor will be responsible for any costs involved for failure to complete the out-processing, including recovery of Government property and investigation involved.

1.15. These Contractor security requirements do not excuse the Contractor from meeting the delivery schedule/performance requirements set forth in the contract, or waive the delivery schedule/performance requirements in any way. The Contractor shall meet the required delivery schedule/performance requirements unless the contracting officer grants a waiver or extension.

1.16. The Contractor shall not bill for personnel who are not working on the contract while that Contractor

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 40 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

employee's clearance investigation is pending.

THE FOLLOWING NAVSUP LOCAL TEXT IS HEREBY MADE PART OF THE STATEMENT OF WORK/PERFORMANCE WORK STATEMENT.

**Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information**

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

**APPLICABILITY**

This text applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

**ACCESS TO FEDERAL FACILITIES**

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Command's Security Manager upon arrival to the Command and

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 41 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

shall out-process prior to their departure at the completion of the individual's performance under the contract.

## **ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager.

Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) or T5 or T5R equivalent investigation, which is a higher level investigation than the National Agency Check with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

## **INTERIM ACCESS**

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 42 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

The Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

#### **DENIAL OR TERMINATION OF ACCESS**

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES**

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)

Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 43 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

## Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Command's Security Manager upon arrival to the command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM); Potential suitability or security issues identified may render the contractor employee ineligible for the assignment. An unfavorable determination is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DoD Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

## **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES**

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc. ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 44 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

Must have a favorably completed National Agency Check with Written Inquiries (NACI) or T1 investigation equivalent including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or T1 equivalent investigation, or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

\* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

THE FOLLOWING NAVSUP LOCAL TEXT IS HEREBY MADE PART OF THE STATEMENT OF WORK/PERFORMANCE WORK STATEMENT.

**AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER**

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 45 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

**NAME: Caitlin King**

**ADDRESS: 1968 Gilbert Street, Norfolk, VA 23511**

**TELEPHONE: 757-443-1324**

THE FOLLOWING NAVSUP LOCAL TEXT IS HEREBY MADE PART OF THE STATEMENT OF WORK/PERFORMANCE WORK STATEMENT.

NAVSUP FLC Norfolk may utilize contractor support through the AbilityOne Program, as needed, to perform contract closeout functions for this acquisition. Information, including business sensitive/confidential or proprietary data, that the offeror provides to the Government or information already in the possession of the Government may be viewed and utilized by the AbilityOne Program support contractor personnel during the course of its contract performance. The information that may be made available to the support contractor may include, for example, pricing and technical proposals, historical contract, pricing and performance information, Commercial Asset Visibility (CAV) reporting information and similar data/information.

By submission of a proposal in response to this solicitation, the offeror and its subcontractors consent to a release of their business sensitive/confidential or proprietary data to the Government's AbilityOne Program support contractor personnel in order to perform close out services. Prior to the release of any such information to the support contractor, the support contractor will have in place with the Government a Non-Disclosure/Non-Use Agreement in accordance with the terms of the AbilityOne Program support contract.

Offerors may execute their own Non-Disclosure Agreement with the AbilityOne Program (AbilityOne contact information available from the contracting point of contact). The support contractor must provide copies of the executed agreements to the Contracting Officer and the Contracting Officer's Representative (COR) for the support contract; and the offeror/contractor for this acquisition must provide copies of the executed Agreement to the Contracting Officer for this acquisition. If the offeror/contractor seeks such a Non-Disclosure Agreement with the AbilityOne Program support contractor, the Agreement must be executed no later than the date of final delivery under the resulting NAVSUP FLC Norfolk contract.

#### ECMRA

Enterprise-wide Contract Manpower Reporting (NMCARS 5237.102-90)

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 46 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

(1) W, Lease/Rental of Equipment;

(2) X, Lease/Rental of Facilities;

(3) Y, Construction of Structures and Facilities;

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

(5) S, Utilities ONLY;

(6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <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>

(End of Text)



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 47 of 75	FINAL
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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 48 of 75	FINAL
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## SECTION E INSPECTION AND ACCEPTANCE

**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**  
**Fleet and Industrial Supply Center Norfolk**  
**Admiral Gooding Center, Naval Support Activity Washington**  
**Washington Navy Yard**

### 1.0 PURPOSE

This QASP is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Work Statement (PWS) standards included in the contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the task order documents, that the Government receives the quality of services called for in the task order and that the Government only pays for the acceptable level of services received.

### 2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52.212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or his duly authorized representative.

### 3.0 SCOPE

The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control effort to assure that they are timely, effective and are delivering the results specified in the contract or task order. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan.

### 4.0 GOVERNMENT RESOURCES

The following definitions for Government resources are applicable to this plan:

**Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair, and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.

**Contracting Officer's Representative (COR)** - An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for a COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.

### 5.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

**Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair, and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 49 of 75	FINAL
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**COR** – The COR is responsible for administration of the general event and information technology support services and assures proper Government surveillance of the Contractor’s performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government’s behalf. Any changes that the Contractor deems may affect the contract, price, terms, or conditions shall be referred to the Contracting Officer for action.

## 6.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP.

**Random Monitoring and Surveillance Inspections** – Random monitoring shall be conducted if and when deemed necessary to ensure compliance with the terms of the contract. Each phase of the services rendered under the contract will be conducted by the COR through random sampling and surveillance inspections during the Contractor’s operations. Surveillance inspections may be routine functions performed by the COR. During the performance of the contract, the Contractor shall not be permitted to substitute Government inspections for effective quality control. Government inspections may be conducted in an unannounced manner by the COR. A mutual effort will be made to resolve all problems identified.

## 7.0 IDENTIFIED QA SURVEILLANCE ITEMS

The following items are identified within the Performance Based Statement of Work presented in the solicitation and are to be monitored under this QASP.

### Professional Support Staff

**Measurement/Metric** – Quality and Accuracy

**Performance Standard** –

Quality - Contractors are qualified and capable of performing the tasks as cited in the PWS.

Accuracy -- No reports of inaccurate work performance, understaffing, or unqualified support staff.

**Maximum Error Rate** – Quality – 0%

### Support Services

**Measurement/Metric** – Quality

**Performance Standard** – Quality - Support services are well coordinated for seamless operations.

**Maximum Error Rate** – Quality - 1%

### Work Schedule

**Measurement/Metric** – Quality

**Performance Standard** – Quality - Sufficient support staff on-site and a flexible work schedule as necessary to support all aspects of the events.

**Maximum Error Rate** – Quality - 0%

### Event Room Set-up

**Measurement/Metric** – Accuracy

**Performance Standard** – Accuracy - Room configuration and technical equipment are set up prior to client Dry run.

**Maximum Error Rate** - Accuracy – 1%

### Meetings with Clients

**Measurement/Metric** – Accuracy and Quality

**Performance Standard** – Accuracy - Planning Meetings and Dry Runs are held for each

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 50 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

event.

Quality - Event coordination with the client is completed on schedule and documented.

**Maximum Error Rate -** Accuracy – 1 %  
Quality 1%

#### Off-Site Events

**Measurement/Metric –** Quality and Accuracy

**Performance Standard –** Quality and Accuracy - IT hardware, software and communications capability are configured accurately and of sufficient capacity.

**Maximum Error Rate –** Quality - 1%  
Accuracy – 1%

#### Maintain Continuous Operations and Ongoing Full Functionality

**Measurement/Metric –** Accuracy

**Performance Standard –** Accuracy - IT hardware, software and communications capability are configured of sufficient capacity.

**Maximum Error Rate –** Accuracy - 0%

#### Network Administration

**Measurement/Metric –** Accuracy and Quality

**Performance Standard –** Quality Compliance with DoD, DoN and NDW standards.  
Accuracy - No reports of failure to maintain and perform network administration functions (design, specify, assist with procurement, setup, configure, back up, database accuracy, maintenance, upgrades, connectivity).

**Maximum Error Rate –** Accuracy - 1%  
Quality - 1%

#### AGC Hardware, Software and Systems

**Measurement/Metric –** Quality

**Performance Standard –** Quality - AGC's assets are well maintained and operated correctly.  
Contractor has the in-depth knowledge and experience with LAN/WAN hardware/ software, custom applications, utility software, event hardware, telephony, video, audio and video production for continuous operations.

**Maximum Error Rate –** Quality - 1%

#### System Integration

**Measurement/Metric –** Accuracy and Quality

**Performance Standard –** Accuracy - Compliance with DoD, DoN and NDW standards.  
Quality - Quality support for planning, transitioning, deployment and installation of new software, upgrades and NMCI transition.

**Maximum Error Rate –** Accuracy – 1%  
Quality - 1%

#### System Documentation

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 51 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

**Measurement/Metric** – Accuracy  
**Performance Standard** – Accuracy - Documents are created, accurate, maintained and updated.  
**Maximum Error Rate** – Accuracy - 1%

#### **System Design, Network Administration and Technical Support**

**Measurement/Metric** – Accuracy  
**Performance Standard** – Accuracy - Technical documentation, metrics and event data are captured and reflect all the technical aspects of the operations.  
**Maximum Error Rate** – Accuracy 1%

#### **Events – Meetings and Conferences**

**Measurement/Metric** – Quality and Timeliness  
**Performance Standard** – Quality - All aspects of services provided by the AGC to the clients are coordinated prior to, during and after the event to include continuous support for the duration of their event. Few reports of poor performance from the clients.  
 Timeliness - All IT systems are operational. Corrective actions are initiated immediately when systems fail.  
**Maximum Error Rate** – Quality – 1%  
 Timeliness - 1%

#### **Facility Operations and Management**

**Measurement/Metric** – Timeliness  
**Performance Standard** – Timeliness Immediate coordination with appropriate support services for facility related issues such as the HVAC and security system and tracked to completion.  
 Safety related issues are reported immediately.  
**Maximum Error Rate** – Timeliness - 1%

#### **Inventory**

**Measurement/Metric** – Accuracy  
**Performance Standard** – Accuracy - Flawless accountability of AGC assets. No reports of inaccurate inventory for supplies and equipment -- inspections, record keeping, or discrepancies noted for receipt processing, induction into the inventory, retention and disposal.  
**Maximum Error Rate** – Accuracy - 0%

#### **Administrative Support**

**Measurement/Metric** – Accuracy and Timeliness  
**Performance Standard** – Accuracy and Timeliness - Reports, data calls, briefs, budgets, administrative documentation, SOPs and monthly reports are accurate and submitted on time.  
**Maximum Error Rate** – Accuracy - 1%  
 Timeliness - 1%

#### **Security Requirements for Classified Events**

**Measurement/Metric** – Quality and Accuracy  
**Performance Standard** – Quality - Compliance with DoD standards. No reports of poor record keeping i.e. record maintenance, updating, reporting and

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 52 of 75	FINAL
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receipt of all reports/data/directives.

Accuracy - Facility Security Officer adheres to directives. No reports of improper handling of classified material, compromise of classified information or failure to secure the room for classified events.

**Maximum Error Rate** – Quality - 0%  
Accuracy- 0%

**Security Practices**

**Measurement/Metric** – Accuracy  
**Performance Standard** – Accuracy - Compliance with DoD standards. All staff has the required security clearance. Incidents, violations, known or suspected unauthorized disclosure of information are immediately reported to the COR and NDW Security Manager. No reports of violations or incidents.

**Maximum Error Rate** – Accuracy - 0%

**Information Assurance**

**Measurement/Metric** – Accuracy and Quality and Timeliness  
**Performance Standard** – Accuracy - Compliance with DoD and DoN Information Assurance Program standards. Certification requirements are met. No reports of poor documentation for testing, monitoring auditing, or practices.  
Quality and Timeliness - Generation of documentation for AGC systems is thorough and quickly provided in accordance with the guidance.

**Maximum Error Rate** – Accuracy - 0%  
Quality – 0%  
Timeliness - 0%

**Standard of Workmanship**

**Measurement/Metric** – Accuracy  
**Performance Standard** – Accuracy - Taskings are accurate and completed on time in order to ensure continuous operations.

**Maximum Error Rate** – Accuracy - 1%

**Confidentiality: Non-disclosure**

**Measurement/Metric** – Accuracy  
**Performance Standard** – Accuracy - Compliance with DoD standards. No reports of information disclosed.

**Maximum Error Rate** – Accuracy - 0%

**Reports**

**Measurement/Metric** – Accuracy  
**Performance Standard** – Accuracy - Delivered on time and as required.

**Maximum Error Rate** – Accuracy - 0%

**Quality Control Plan**

**Measurement/Metric** – Accuracy

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 53 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

**Performance Standard** – Accuracy - Timely submission and relevant to the tasking.

**Maximum Error Rate** – Accuracy - 1%

**Key Personnel Substitutions and Replacement**

**Measurement/Metric** – Accuracy

**Performance Standard** – Accuracy - Meets requirements and on-site.

**Maximum Error Rate** – Accuracy - 0%

**Special Requirements**

**Measurement/Metric** – Accuracy

**Performance Standard** – (Pending: Question for Jana regarding this section.)

**Maximum Error Rate** –

**8.0 DOCUMENTATION**

The COR will maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government’s performance of the quality assurance function. All such records will be retained for the life of this contract. The COR shall forward these records to the Contracting Officer at termination or completion of the contract.

**Quality Assurance Surveillance Plan MATRIX  
Fleet and Industrial Supply Center Norfolk  
Naval Support Activity Washington, Washington, DC  
Admiral Gooding Center**

<b>Deliverable or Service Requirement</b>	<b>Measurement/Metric</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level (AQL)</b>	<b>Method of Surveillance</b>	<b>Procedures to be taken when performance standards are not met</b>
Professional Support Staff (Sections 2, 5 and 12)	Quality  Accuracy	Contractors are qualified and prove capable of performing the tasks as cited in the PWS.  No evidence of poor performance, inaccurate work performance, understaffing or unqualified support staff.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Maintain Continuous Operations and Ongoing Full Functionality (Sections 2, 3 and 5)	Accuracy Quality Timeliness	Event support activities are well-coordinated. AV, telecommunications and IT components and services are suitably configured, sufficiently	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination

Deliverable or Service Requirement	Measurement/Metric	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Procedures to be taken when performance standards are not met
		provisioned, and expertly operated to provide full functionality to AGC customers.			for cause.
Support Services (Section 4)	Accuracy Quality	Support services are coordinated for seamless operations.	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Work Schedule (Sections 4 and 5)	Quality Timeliness	Sufficient support staff levels and work schedule flexibility to support all aspects of AGC events.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Event Support (Section 5)	Accuracy Quality Timeliness	Appropriate planning meetings and dry runs are held for each event. Event coordination with the client is completed on schedule and documented.	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Off-Site Events (Sections 4, 5 and 8)	Quality Timeliness Accuracy	Event support activities are well-coordinated. AV, telecommunications and IT components and services are suitably configured, sufficiently provisioned, and expertly operated to provide full functionality to AGC customers.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Event Room Set-up (Section	Accuracy Quality	Room configuration and	0%	Random Monitoring/Surveillance	FAR Clause 52.212-4



Deliverable or Service Requirement	Measurement/Metric	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Procedures to be taken when performance standards are not met
5)	Timeliness	technical equipment are set up prior to client Dry run.		Inspection by COR	“Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Events – Meetings and Conferences (Section 5)	Quality  Timeliness  Quality	All aspects of services provided by the AGC to the clients are coordinated prior to, during and after the event to include continuous support throughout the duration of their event.  All IT systems are operational when needed. Corrective actions are initiated immediately when systems fail.  No evidence of poor performance that impacts AGC operations or its clients.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
System Design, Network Administration and Technical Support (Section 5)	Accuracy Quality Timeliness	Compliance with DoD, DoN and NDW standards. Comprehensive network administration requirements are met. No evidence or reports of failure to maintain and perform network administration functions (design, specify, assist with procurement, setup, configure, back up, database accuracy, maintenance/repair, upgrades, connectivity,	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.

Deliverable or Service Requirement	Measurement/Metric	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Procedures to be taken when performance standards are not met
		performance monitoring, technical support for the operation, metrics for cybersecurity/IA compliance and archiving.) Technical documentation, metrics and event data are captured and reflect all the technical aspects of the operations.			
AGC Hardware, Software and Systems (Section 5)	Quality	AGC's assets are well maintained and operated correctly. Contractor has the in-depth knowledge and experience with LAN/WAN hardware/ software, custom applications, utility software, event hardware, telephony, audio, video, audio and video production for continuous operations.	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
System Integration (Sections 3 and 5)	Quality  Accuracy Timeliness	Technical support for complex computing and networking environment to include the planning, transitioning, deployment and installation of new software and upgrades. Compliance with DoD, DoN and NDW standards.	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
System Documentation (Sections 3 and 5)	Accuracy	Documents are created, maintained, referenced and	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions –

Deliverable or Service Requirement	Measurement/Metric	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Procedures to be taken when performance standards are not met
		updated.			Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Facility Operations and Design (Sections 4 and 5)	Quality Timeliness  Timeliness  Accuracy	Monitor and make necessary adjustments for climate control. Immediate coordination with appropriate support services for building facility support related issues, such as the HVAC and security system, are tracked to completion. Safety related issues are reported immediately. Floor plans, schematics and drawings are captured.	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Logistics (Sections 3 and 5)	Accuracy Timeliness Quality	Flawless accountability of AGC assets. No reports of inaccurate inventory for supplies and equipment -- inspections, record keeping, or discrepancies noted for receipt processing, induction into the inventory, retention and disposal.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Administrative Support (Sections 3 and 5)	Accuracy Timeliness Quality	Reports, data calls, briefs, calendar, quotes, administrative documentation,	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”,

Deliverable or Service Requirement	Measurement/Metric	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Procedures to be taken when performance standards are not met
		SOPs and reports are accurate and submitted on time. Technical documentation, metrics and event data are captured and reflect all the technical aspects of the operations.			paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Security Security Requirements for Classified Events (Sections 3 and 5)	Accuracy  Accuracy Quality  Accuracy Quality	Compliance with DoD and DoN security guidance and standards and the PWS.  No evidence or reports of poor record keeping i.e. record maintenance, updating, reporting and receipt of all reports/data /directives.  Contractors adhere to directives. No evidence or reports of improper handling of classified material, compromise of classified information or failure to secure the room for classified events.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Security AGC Facility Security and Practices (Sections 3, 5 and 12)	Accuracy  Quality  Timeliness  Accuracy Quality	Compliance with DoD and DoN security guidance and standards and the PWS. All staff has the required security clearance.  Incidents, violations, known or suspected unauthorized disclosure of	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.

Deliverable or Service Requirement	Measurement/Metric	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Procedures to be taken when performance standards are not met
		information are immediately reported to the COR and NDW Security Manager. No reports of contractor violations or incidents.			
Cybersecurity (Sections 3 and 5)	Accuracy  Quality  Accuracy  Accuracy Timeliness	Compliance with DoD and DoN Cybersecurity Program directives and standards.  Certification requirements are met and continuously maintained.  No evidence of poor documentation for testing, monitoring, auditing or practices.  Generation of documentation for AGC systems is thorough and quickly provided in accordance with the guidance.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Training (Section 6)	Accuracy Quality  Timeliness	Training is comprehensive, complete and fully documented for all users.  Contractor personnel complete training requirements on time.	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and Conditions – Commercial Items", paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Standard of Workmanship (Sections 3, 5)	Accuracy Timeliness Quality	Taskings are accurate and completed on time	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 "Contract Terms and

Deliverable or Service Requirement	Measurement/Metric	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Procedures to be taken when performance standards are not met
and 7)		in order to ensure continuous operations.			Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Confidentiality: Non-disclosure (Sections 5 and 8)	Accuracy	Compliance with DoD and DoN standards. No evidence of information mishandling, nor of improper disclosure	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Documentation and Reports (Sections 5)	Accuracy Timeliness	Quality reports delivered on time and as required.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Quality Control Plan (Section 11)	Accuracy Timeliness	Timely submission and relevant to the tasking.	1%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Personnel Qualifications – Personnel, Substitutions and Replacement (Section 12)	Accuracy Quality Timeliness	Meets requirements and on-site.	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions – Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.
Requirements (Section 13)	Accuracy	Adherence to rules regarding property of the Government to include data	0%	Random Monitoring/Surveillance Inspection by COR	FAR Clause 52.212-4 “Contract Terms and Conditions –

<b>Deliverable or Service Requirement</b>	<b>Measurement/Metric</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level (AQL)</b>	<b>Method of Surveillance</b>	<b>Procedures to be taken when performance standards are not met</b>
		provided to or developed by the Contractor.			Commercial Items”, paragraphs (a) and (m). Ex: inspection/acceptance and/or termination for cause.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 62 of 75	FINAL
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## **SECTION F DELIVERABLES OR PERFORMANCE**

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

8000 2/1/2019 - 1/31/2020

### **CLIN - DELIVERIES OR PERFORMANCE**

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

8000 2/1/2019 - 1/31/2020

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

8002 2/1/2020 - 7/31/2020

Services to be performed hereunder will be provided at (insert specific address and building etc.)



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 63 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

The highest level of security that will be required under this contract is SECRET as designated on DD Form 254 attached hereto and made a part hereof.

The Commander, Defense Investigative Service, Director of Industrial Security, National Capital Region, is designated Security Administrator for the purpose of administering all elements of military security hereunder.

The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

### CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:
  - a. All pre-award duties such as solicitation, negotiation and award of contracts.
  - b. Any information or questions during the pre-award stage of the procurement.
  - c. Freedom of Information inquiries.
  - d. Changes in contract terms and/or conditions.
  - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Task Order Manager (TOM) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The Task Order Manager (TOM) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The TOM duties are as follows:

- a. Technical  
Interface

(1) The TOM is responsible for all Government technical interface concerning the contractor and

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 64 of 75	FINAL
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furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The TOM is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The TOM is prohibited from issuing any instruction which would constitute a contractual change. The TOM shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

#### b. Contract Surveillance

(1) The TOM shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The TOM must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the TOM 's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The TOM shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the TOM is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The TOM will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the TOM should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the TOM is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

#### c. Invoice Review and Approval/Inspection and Acceptance

(1) The TOM is responsible for quality assurance of services performed and acceptance of the services or deliverables. The TOM shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the TOM must take into consideration all documentary information available and any information developed from personal observations.

(2) The TOM must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The TOM must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 65 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

(3) The TOM will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The TOM shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The TOM shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The TOM is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The TOM shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The TOM shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The TOM must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The TOM is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The TOM is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The TOM is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The TOM is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 66 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

assistance to the TOM. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the TOM.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the TOM with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the TOM.
- d. Identify contract noncompliance with reporting requirements to the TOM.
- e. Review contractor status and progress reports, identify deficiencies to the TOM, and provide the TOM with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the TOM with recommendations to facilitate TOM certification of the invoice.
- g. Provide the TOM with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the TOM subsequent to any interface between the TA and contractor.

#### CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: Carlton Walton

Address: 1968 Gilbert Street, Norfolk, VA 23511

Phone: 757-443-1324

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Carlton Walton

Address: 1968 Gilbert Street, Norfolk, VA 23511

Phone: 757-443-1390

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: Naval Support Activity Washington

Address: 1000 Navy Pentagon Washington, DC 20350

Phone: 703-697-4889

Email: [veronica.trent@navy.mil](mailto:veronica.trent@navy.mil)

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 67 of 75	FINAL
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5. TASK ORDER MANAGER (TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the TOM requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing.

No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE TOM IS NOT AN

ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

TOM Name: Cynthia Churbuck  
Address: Admiral Gooding Center, Washington Navy Yard  
1244 Patterson Ave SE, Washington, DC  
Phone: 202-685-0542  
Email: Cynthia.churbuck@navy.mil

(End)

Accounting Data

SLINID	PR Number	Amount
8000	N4990D19RCCS004	LLA :
AA 1791804 12TA 252 71202	056521 2D N4990D	
Cost Code:	90D19RCS004	

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 68 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

Not Applicable

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 69 of 75	FINAL
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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-2	Security Requirements	AUG 1996
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-13	System for Award Management Maintenance	OCT 2018
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities.	JUL 2018
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.247-34	F.O.B. Destination	NOV 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	OCT 2016
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	OCT 2016
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	MAY 2016
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
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
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.223-7008	Prohibition of Hexavalent Chromium	JUN 2013
252.225-7048	Export-Controlled Items	JUN 2013
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7010	Cloud Computing Services	OCT 2016

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 70 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

252.239-7017	Notice of Supply Chain Risk	NOV 2013
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.247-7023	Transportation of Supplies by Sea	APR 2014

CLAUSES INCORPORATED BY FULL TEXT

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 1 DAY.

(End of clause)

52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)

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

Driving—

(1) Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.

(2) Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

Text messaging means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

(b) This clause implements Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving, dated October 1, 2009.

(c) The Contractor is encouraged to--

(1) Adopt and enforce policies that ban text messaging while driving--

(i) Company-owned or -rented vehicles or Government-owned vehicles; or



CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 71 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

(ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

(2) Conduct initiatives in a manner commensurate with the size of the business, such as--

(i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

(ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(d) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts that exceed the micro-purchase threshold.

(End of clause)

#### 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):

FAR Clauses: <http://acquisition.gov/far/>

DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/>

(End of clause)

#### 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

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 72 of 75	FINAL
----------------------------------	-------------------------------------	------------------	-------

of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

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

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

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through

WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

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

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

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

2-IN-1

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

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\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S5111A
Inspect By DoDAAC	_____
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	N4990D
Service Acceptor (DoDAAC)	N00171
Accept at Other DoDAAC	_____
LPO DoDAAC	N4990D
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

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

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Cynthia Churbuck, [Cynthia.churbuck@navy.mil](mailto:Cynthia.churbuck@navy.mil), 202-685-8400

(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.

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 74 of 75	FINAL
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Not Applicable

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

(End of clause)

#### 252.239-7009 REPRESENTATION OF USE OF CLOUD COMPUTING (SEPT 2015)

(a) Definition. Cloud computing, as used in this provision, means a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. This includes other commercial terms, such as on-demand self-service, broad network access, resource pooling, rapid elasticity, and measured service. It also includes commercial offerings for software-as-a-service, infrastructure-as-a-service, and platform-as-a-service.

(b) The Offeror shall indicate by checking the appropriate blank in paragraph (c) of this provision whether the use of cloud computing is anticipated under the resultant contract.

(c) Representation. The Offeror represents that it--

Does anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

Does not anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

(End of provision)

CONTRACT NO. N00178-14-D-7321	DELIVERY ORDER NO. N0018919F3008	PAGE 75 of 75	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

DD Form 254