

SOLICITATION

FINAL

1. SOLICITATION NO. N00024-09-R-3396		2. AMENDMENT NO.		3. EFFECTIVE DATE 08/11/2009		4. PURCHASE REQUEST NO. ..	
5. ISSUED BY Emily M Glazman NSWC, DAHLGREN DIVISION 17632 Dahlgren Road Suite 157 Dahlgren VA 22448-5110 emily.glazman@navy.mil 540-653-4306				6. ADMINISTERED BY			
7. CONTRACTOR				8. DELIVERY DATE See Section F		9. CLOSING DATE/TIME 08/26/2009 1600 <small>(hours local time – Block 5 issuing office)</small>	
10. MAIL INVOICES TO See Section G				11. SHIP TO See Section D			
12. PAYMENT WILL BE MADE BY				13. TYPE OF ORDER D X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.			
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.							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT		
See the Following Pages							
*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.		21. UNITED STATES OF AMERICA By: _____ CONTRACTING/ORDERING OFFICER				22. TOTAL	
SECTION	DESCRIPTION	SECTION	DESCRIPTION				
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS				
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES				
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS				
E	INSPECTION AND ACCEPTANCE	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS				
F	DELIVERIES OR PERFORMANCE	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS				
G	CONTRACT ADMINISTRATION DATA	M	EVALUATION FACTORS FOR AWARD				

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GENERAL INFORMATION

This requirement is set aside for small business.

Proposals are required on or before 26 August 2009. All Proposal submissions are required through the Seaport Portal. Early submission is recommended to meet the deadline. The Portal will close at 0930 even if uploading is not complete.

This is a follow-on to portions of work being performed by the following:

Future Technologies Inc.(FTI), 3924 Pender Drive, Suite 200, Fairfax, VA, 22030, under contract N00178-04-C-2011.

Northrop Grumman Information Systems, 16480 Commerce Drive, King George, VA 22485 as a subcontractor under N00178-04-C-2011.

Following Task Order award, this section will be used to summarize the nature of the modification and identify the total current funding being obligated and the total funded value of the order.

A conformed copy of the Task Order is issued with each modification. The information continued in this General Information Section is part of the instant modification only: it is not repeated in subsequent conformed copies of the Task Order.

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SECTION B SUPPLIES OR SERVICES AND PRICES

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF

4000	BASE support - SIM OPS support for W61 and W63 in accordance with the SOW. (TBD)	1.0 Lot			
4100	Option 1 - SIM OPS support for W61 and W63 in accordance with the SOW. (TBD)	1.0 Lot			
4200	Option 2 - SIM OPS support for W61 and W63 in accordance with the SOW. (TBD)	1.0 Lot			
4300	Option 3 - SIM OPS support for W61 and W63 in accordance with the SOW. (TBD)	1.0 Lot			
4400	Option 4 - SIM OPS support for W61 and W63 in accordance with the SOW. (TBD)	1.0 Lot			

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost

6000	BASE support - SIM OPS support ODCS (TBD)	1.0 Lot	
6100	Option 1 - SIM OPS support ODCS (TBD)	1.0 Lot	
6200	Option 2 - SIM OPS support ODCS (TBD)	1.0 Lot	
6300	Option 3 - SIM OPS support ODCS (TBD)	1.0 Lot	

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6400 Option 4 - SIM 1.0 Lot
OPS support ODCS
(TBD)

USE WHOLE DOLLARS ONLY

All proposals shall be rounded to the nearest dollar

TYPE OF ORDER

This is a term (LOE) order

Items in the 4x00 series are cost plus fixed fee type

Items in the 6x00 series are cost only.

ADDITIONAL CLINS

Additional CLINS may be unilaterally created by the Contracting Officer during the performance of this Task Order to accommodate the multiple types of funds that may be used under this order. These modifications will not change the overall level of effort, estimated cost, or fixed fee of the task order.

EXPEDITING ORDER CLOSEOUT (NAVSEA)(DEC 1995)

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

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

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement

INTRODUCTION

This is a performance-based acquisition for Systems Engineering and Simulations Operations Support and is structured around the results to be achieved as opposed to the manner by which the work is to be performed. The effort performed hereunder will be evaluated in accordance with the performance standards/acceptable quality and the evaluation methods described in Section H, Special task order Requirements, Quality Assurance Surveillance Plan..

The contractor will provide the personnel, material and facilities necessary to accomplish task assignments within the work areas generally described in the SCOPE OF WORK. Naval Surface Warfare Center Dahlgren Division, (NSWCDD), through the Task Order Manager (TOM), will provide information and technical data necessary for task performance.

C.0 SCOPE

The Sites Planning Engineering and Operations Branch (W63) and Simulation Systems Branch (W61) provides systems engineering, establishment and operation of tactical and commercial computer laboratories, development and maintenance of advanced simulation systems in support of Combat Systems Design and Lifetime Support Engineering Agents that generate, maintain, update, certify and deliver mission critical tactical computer programs to the Fleet and other Land-Based Test Sites (LBTSS). W61 generates, maintains, updates, certifies and delivers advanced simulation systems in support of this role. This effort is in support of various weapon and combat systems including, but not limited to, AEGIS Weapon System (AWS), AEGIS Combat System (ACS), Cooperative Engagement Capability (CEC), Global Command and Control (GCCS), Consolidated Data Link Management System (CDLMS), Shipboard Gridlock System (SGS), and Gun Weapon System (GWS). All phases of test and certification are supported including unit level, element level, system level, Battlegroup Interoperability, and Joint Interoperability.

The Contractor shall provide system engineering support services which include AWS tactical and simulation, ACS tactical and simulation evaluation, and Integrated Warfare Systems Lab (IWSL) facility system engineering.

The Contractor shall provide operator and computer program Quality Assurance (QA) support of real time, simulation and tactical computer equipment that is used to test and certify various weapon and combat system computer program corrections and enhancements. These computer programs are then delivered to various Navy platforms and sites. The platforms that benefit from testing at or with the IWSL include, but are not limited to AEGIS (Cruiser and Destroyer), Advanced Combat Direction System (ACDS) E-2C, Amphibious assault ships (LHD, LHA and LPD), missile Frigates (FFG), Airborne Warning and Control System (AWACS), Patriot and other emerging programs (such as DD (X), LCS, Aegis OA. Section C.2.4 provides a list of simulation and tactical system that this task order will provide operator and QA support for the IWSL. Due to the dynamic nature of the effort, this list will change on a frequent basis as additional systems are installed.

The contractor shall provide monthly progress reports (CDRL A001). The progress report shall be submitted concurrent with the invoice and should reflect the same reporting period as the invoice.

C.1 WORK AREA 1 - SIMULATION REQUIREMENTS IDENTIFICATION/EVALUATION AND PLANNING SUPPORT SCOPE

- a. The contractor shall perform project management for complex simulation systems.

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- b. The contractor shall perform simulation systems requirements gathering, ensure all requirements are documented, and ensure a complete plan is developed to fulfill the requirements.
- c. The contractor shall develop and maintain detailed schedules to support development and maintenance of complex simulation computer programs.
- d. The contractor shall oversee development and execution of accreditation plans for complex simulations system.
- e. The contractor shall perform engineering and operational analysis to evaluate the equipment proposed o accomplish facilities and simulation mission requirements. This evaluation shall be pertinent to current and future requirements.
- f. The contractor shall perform engineering and operational analysis to evaluate multi-site, multi-platform, multi-service interoperability testing.
- g. The contractor shall perform; engineering and operational analysis to evaluate the systemic impact to the System Under Test for all proposed simulation support systems associated with ACS Non-Mark 7 elements.
- h. The contractor shall attend project sponsored technical IPRs, CDRs, SDRs, as well as technical working group meetings and briefings as the W61 technical representative. The contractor shall present information relative to the current W61 position, policies and plans but should not be construed as representing functions that are considered to be inherently governmental functions.
- i. The contractor shall compile simulation support requirements. It is anticipated that travel to Moorestown, New Jersey; Washington, D.C., San Diego, California; and other area will be required in support of this effort. Trip reports for each trip shall be submitted as incurred (CDRL A002).
- j. The contractor shall provide engineering services in support of the facility management, operations and maintenance planning associated with the implementation of other AWS/ACS elements support requirements. This engineering service shall be pertinent to current and future equipment and support service requirements.
- k. The contractor shall develop and brief materials as required (CDRL A003).

C.2 WORK AREA 2 - SYSTEMS OPERATIONS SUPPORT SCOPE

To support IWSL operations the contractor shall provide adequate personnel who can operate all, but not limited to, the equipment and systems listed in Section C.2.4 . Normally, but not limited to, IWSL simulation operator support will involve five days per week operation. The offerors lab support exactly coincides with IWSL tactical laboratory scheduled usage.

C.2.1 The contractor shall provide the necessary support of tactical and simulation computer operations within the IWSL. Configuration Management (CM) and Quality Assurance (QA) functions shall be supported at the IWSL.

C.2.2 The contractor shall provide services to the IWSL in support of the following functional support areas:

- a. Tactical Support Operations, and
- b. Simulation Support Operations.

C.2.2.1 IWSL internal functional areas include support of testing, debugging and analyzing various computer programs and interfaces including, but not limited to:

- a. AEGIS Combat Training System (ACTS),
- b. AEGIS Display System (ADS),

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- c. Cooperative Engagement Capability (CEC),
- d. Command and Decision (C&D),
- e. CDLMS (Link 4/11/16/TADIL J),
- f. Fire Control System (FCS),
- g. Global Command and Control System- Maritime (GCCS-M),
- h. Vertical Launch System (VLS),
- i. Weapon Control System (WCS), and
- j. SPY.

This support is provided utilizing the tactical and simulation systems documented in Section C.2.4.

C.2.2.2 IWSL simulation and tactical operations includes support of testing, debugging and analyzing various computer programs and interfaces (see C.2.2.1). This support is provided utilizing the tactical and simulation systems documented in Section C.2.4. This is accomplished by providing a common environment (ground truth) and common datalink picture into all tactical systems under test. Connecting all associated environment simulations via standard Distributed Interactive Simulation (DIS) and Test and Training Enabling Architecture (TENA) protocols provide the common environment. Connecting all Tactical Data Information Link (TADIL) interfaces together utilizing the Common Connectivity Device (CCD) and Gateway Terminal Emulator (GTE) Tactical Data Link Carriers provides the common datalink picture. These external interfaces provide support for AEGIS Test Teams (ATT), various element/systems level integration testing, Navy Battle group Interoperability testing and Joint Interoperability Testing utilizing the Distributed Engineering Plant (DEP) and Joint Mission Environment Test Capability (JMETC) networks. The majority of this external test support utilizes detailed test procedures provided by NAVSEA and/or NSWCDD, although some "on-line free play" may be required.

C.2.3 Routine Tasks to be performed by the contractor include the below.

C.2.3.1 For all Systems in Section C.2.4 the contactor is to perform:

- System boot and load start up procedures.
- System shutdown procedures.
- Equipment operation.
- Detailed computer program operation.
- Data Recording and Data Analysis.
- Interface with and support of the user community.
- Reporting all problems (equipment and computer program) to appropriate systems managers and assisting in problem resolution.
- Provide support for In Process Reviews (IPRs), Technical Interchange Meetings (TIMs) and status meetings, and
- Develop and maintain a training plan.

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C.2.3.2 For all Simulation Systems in Section C.2.4 the contractor is to perform:

- All tasking defined in C.2.3.1.
- Develop/present requirements briefs. (CDRL A004)
- Develop/present operations briefs. (CDRL A004)
- Develop complex simulation computer test scenarios. (CDRL A005)
- Modify existing computer test scenarios.
- Complex on-line simulation test support.
- Execution of canned test scenarios.
- Develop Software Change Request (SCRs). (CDRL A006)
- Develop Test Observation Reports (TORs). (CDRL A006)
- Attend Configuration Control Boards (CCBs).
- Keep users informed (via email) of all system capability and configuration changes.

C.2.3.3 For MLST3 System in Section C.2.4:

- All tasking defined in C.2.3.1 and C.2.3.2.
- Provide consolidation and Configuration Management (CM) support for all SCRs and TORs generated - Maintain TOR databases.
- Develop SCR and TOR reports. (CDRL A006)
- Develop detailed QA computer program test procedures. (CDRL A007)
- Coordinate QA computer program test with user community and developers.
- Schedule/execute QA computer program test.
- Develop QA test reports and recommendations for acceptance of computer programs. (CDRL A008)
- QA installation of computer programs at the IWSL.
- QA all media builds for distribution to other land based test sites.
- Develop/distribute meeting minutes from IPRs, TIMs, CCBs and status meetings. (CDRL A004)

C.2.3.4 For A-STATS and NGS Systems in Section C.2.4:

- All tasking defined in C.2.3.1 and C.2.3.2.
- Provide consolidation and Configuration Management (CM) support for all SCRs and TORs generated.
- QA installation of computer programs at the IWSL.

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– QA all media builds for distribution to other land based test sites.

C.2.4

SYSTEM	TACTICAL	SIMULATION	QA
A-STATS		X	X
MLST3		X	X
NGS		X	X
CCD		X	X
JOINT TACTICAL TERMINAL	X		X
CEC WASP		X	
GCCS	X		
CDLMS	X		
SGS	X		
VLS	X		
AWS	X		
CEP	X		
INTERTEC EQUIP		X	

C.2.5 TRAVEL

C.2.5.1 To accomplish the efforts required by this task order, it is anticipated that annual travel will be required with as little as one day notice. The contractor shall provide a trip report (CDRL A007) within five business days upon completion of travel.

C.3 PROGRESS REPORTING

C.3.1 Participate in formal and informal reviews on the technical activities being conducted under this task order.

C.3.1.2 Conduct an annual IPR with the TOM, Contracting Officer, and other personnel as designated by the TOM. At a minimum, the IPR shall include: current and cumulative expenditures in both dollars and hours; labor hours worked by category; personnel charging to the task order. An analysis shall be presented which compares estimated costs with actual costs and explains significant variances between them. The contractor shall address specific accomplishments, problems, projections, and future requirements.

C.3.2 Provide a monthly progress report as provided below, and in accordance with CDRL A001. This report shall reflect both prime and, if appropriate, subcontractor data (at the same level of detail). The report is comprised of two main areas: Individual Task Summary and task order Summary. The progress report shall be submitted concurrent with the invoices and should reflect the same reporting period as the invoice.

C.3.2.1 Individual Task Summary – the following information shall be provided for each active task area:

- a. Work Summary/Description of work performed per Key Personnel
- b. Schedule of lab events supported
- c. Test procedures reviewed
- d. Test Observation reports written

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- e. Meetings attended
- f. Training performed

C.3.2.1 task order Summary - each task order progress report shall include the following:

- a. task order number, period of performance, total value.
- b. Listing of all task order modifications to include modification number, effective date, and purpose.
- c. Active CLIN information: level-of-effort, period of performance, total value, funded value, current expenditures, cumulative expenditures and balance of funds available.
- d. A listing of all task order Key Personnel to include:
 - e. Name (both of person originally proposed and subsequent substitution, if applicable).
 - f. task order and contractor labor category.
 - g. Availability percentage (both as originally proposed and actual).
 - h. Expenditures.
 - i. Statistical information shall be provided as specified below.
 - j. A rectangular coordinate line graph shall be provided showing overall planned professional man-hour expenditures, and actual total professional man-hours expended. Narrative information shall be included to explain significant deviations from the plan.
 - k. A rectangular coordinate line graph shall be provided showing overall dollar expenditures. The graph shall identify planned, actual, task order value, and funded amounts. Narrative information shall be included to explain significant deviations from the plan.

C.3.2.2 Distribution is listed on the attached DD Form 1423. Electronic delivery of the Progress Report is preferred. The monthly progress report shall be submitted electronically, via e-mail or Internet access. The electronically delivered report shall be compatible with the NSWCDD Aegis community (currently Excel, Adobe Acrobat or Microsoft Word).

C.3.2.3 CONTRACTOR EXPENSE REPORTING SYSTEM (CERS)

Contractors supporting the Warfare Systems Program Office (WSPO) Code W05 shall use CERS to record funding expenditures. CERS is a browser based web application with the Integrated Budget, Planning and Execution System (IBPES) tool used by W05 for Funds Management, Procurement Allocations, Budgeting, and Out year Planning. Actual expenses, consisting of labor expenses and other expenses (consisting of travel, sub-contracts and any other direct expenses) shall be recorded on a minimum of a monthly basis. Expenses can be recorded more frequently in those cases where billings occur on less than a 30 day billing cycle. In either case, all CERS submittals shall reflect actual voucher billing periods.

There are three levels of data that can be reported on for each reporting period. The first level of data that can be reported on for a reporting period is the Labor and Other (consisting of travel, sub-contracts and any other direct expenses) dollars by WBS Element. The second level of data that can be reported on is the hours worked by contractor labor category for each WBS Element. The third level of data is the Labor, Travel and ODC dollars by billing requisition for the reporting period. To support the WSPO Business Office, contractors shall report by WBS Element, this is the first level as described above.

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Contractors shall coordinate all requests for CERS training with the Task Order Manager (TOM) for the task order. The TOM will provide the Contractor with the WSPO CERS Procedural Document that provides instructions on how to gain access to CERS.

C.4 SECURITY

Access to and generation of classified material shall be in accordance with the DD254 of the basic contract.

C.5 GOVERNMENT FURNISHED OFFICE SPACE

Office space will be established and maintained in spaces provided by the government at NSWC Dahlgren Division. Seating will be provided to all employees, excluding the Senior Systems Engineer and any administrative support. Space will be provided in Bldg 1510.

DIGITAL DELIVERY OF DATA

(a) Delivery by the Contractor to the Government of certain technical data and other data is now frequently required in digital form rather than as hard copy. Such delivery may cause confusion between data rights and computer software rights. It is agreed that, to the extent that any such data is computer software by virtue of its delivery in digital form, the Government will be licensed to use that digital-form data with exactly the same rights and limitations as if the data had been delivered as hard copy.

(b) Any limited rights legends or other allowed legends placed by a Contractor on technical data or other data delivered in digital form shall be digitally included on the same media as the digital-form data and must be associated with the corresponding digital-form technical data to which the legends apply to the extent possible. Such legends shall also be placed in human-readable form on a visible surface of the media carrying the digital-form data as delivered, to the extent possible.

Ddl-C30 HAZARDOUS MATERIALS USED ON GOVERNMENT SITE

(a) This clause applies if hazardous materials are utilized at any time during the performance of work on a Government site under this order. Hazardous materials are defined in Federal Standard No. 313 and include items such as chemicals, paint, thinners, cleaning fluids, alcohol, epoxy, flammable solvents, or asbestos.

(b) The contractor shall have an active Hazard Communication Program in place for all contractor employees per 29 C.F.R. 1910.1200. Before delivery of any hazardous materials onto Government property, the Contractor shall provide the TOM with an inventory and Material Safety Data Sheet (MSDS) for these materials.

USE OF INFORMATION SYSTEM (IS) RESOURCES

Contractor Provision of IS Resources

Except in special circumstances explicitly detailed elsewhere in this document, the Contractor shall provide IS resources needed in the performance of this task order. This includes, but is not limited to, computers, software, networks, and addresses.

Contractor Use of NSWCDN IS Resources

In the event that the contractor is required to have access to NSWCDN IS resources, the login name (common id) and associated information shall be registered with the NSWCDN site issuing authority. If the contractor requires access to applications/systems that utilize public key (PK) cryptography, the contractor is responsible for obtaining requisite PK certificates from a DOD or External Certificate Authority.

If this task order requires that the contractor be granted access and use of NSWCDN IS resources (at any site), the IS shall be accredited for contractor use in accordance with procedures specified by the Information Assurance Office. The accreditation shall include TOM certification that the use and access is required by this task order.

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Connections Between NSWCDN and Contractor Facilities

If there is a requirement (specifically delineated elsewhere in this task order) for interconnection between any facilities and/or ISs owned or operated by the contractor, such interconnection shall take place only after approval from the NSWCDN IS Security Office. All such connections as well as the ISs connected thereto will be accredited in accordance with DOD policy (DODI 5200.40) by the cognizant Designated Approving Authority (DAA) and comply with the requirements of CJCSI 6211.02B regarding Memorandums of Agreement. All such connections will be made outside the appropriate NSWCDN firewall

Accreditation of Contractor-owned ISs

All ISs used in the performance of this task order will be accredited in accordance with the Defense Information Technology System Certification and Accreditation Process by the cognizant NSWCDN DAA. ISs processing classified information will be accredited by Defense Security Services (DSS).

HQ C-2-0034 MINIMUM INSURANCE REQUIREMENTS (NAVSEA) (SEP 1990)

In accordance with the clause of this task order entitled "INSURANCE--WORK ON A GOVERNMENT INSTALLATION" (FAR 52.228-5), the Contractor shall procure and maintain insurance, of at least the kinds and minimum amounts set forth below:

(a) Workers' Compensation and Employer's Liability coverage shall be at least \$100,000, except as provided in FAR 28.307(a).

(b) Bodily injury liability insurance coverage shall be written on the comprehensive form of policy of at least \$500,000 per occurrence.

(c) Automobile Liability policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

NON-DISCLOSURE AGREEMENTS (NDAs)

Contractor personnel may be required, from time to time, to sign non-disclosure statements as applicable to specific Statement of Work tasking. The TOM will notify the contractor of the number and type of personnel that will need to sign the Non-Disclosure agreements. The signed Non-Disclosure Agreements shall be executed prior to accessing data or providing support for information that must be safeguarded and returned to the TOM for endorsement and retention

TRAVEL REQUIREMENTS

All travel under this order must be requested of, and authorized by, the TA (information copy to the TOM), in writing or by electronic mail, and must show the appropriate order number, the number of people traveling, the number of days for the trip, the reason for the travel, and any high-cost or unusual costs expected. The Contractor is not authorized to perform any travel that is not in conjunction with this order. Specific Travel requirements shall be identified in Technical Instructions.

TERMINATION OF EMPLOYEES WITH NSWCDN BASE ACCESS

The Contractor shall ensure that all employees who have a NSWCDN badge and or vehicle sticker turn in the badge and remove the vehicle sticker immediately upon termination of their employment under this order. The above requirement shall be made a part of the standard employee facility clearance procedures for all separated personnel. The Contractor shall advise NSWCDN Physical Security of all changes in their personnel requiring NSWCDN base access.

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For involuntarily separated personnel and those separated under adverse circumstances, the Contractor shall notify NSWCCD Physical Security in advance of the date, time, and location where the NSWCCD representative may physically remove the employee's vehicle sticker and retrieve the NSWCCD badge prior to the employee departing the Contractor's facility. In the event the employee is separated in his or her absence, the Contractor shall immediately notify NSWCCD Physical Security of the separation and make arrangements between the former employee and NSWCCD Physical Security for the return of the badge and removal of the sticker.

EARLY DISMISSAL AND CLOSURE OF GOVERNMENT FACILITIES

When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility-related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they should go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility-related problem), on-site contractors will continue working established work hours or take leave in accordance with parent company policy. Those contractors who take leave shall not direct charge the non-working hours to the task order.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closings in accordance with the FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the task order period of performance, and shall not follow any verbal directions to the contrary. The Contracting Officer will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

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SECTION D PACKAGING AND MARKING

Packaging and Marking shall be in accordance with Section D of the Seaport-e Contract. Some deliveries may contain classified information.

All reports and other deliverable items shall be marked to include, as a minimum, the prime contractor's name, contract number, and task order number.

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

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be performed in accordance with the attached Contract Data Requirements List (CDRL) DD Form 1423, Attachment J.1

PERFORMANCE BASED CRITERIA:

PERFORMANCE BASED CONTRACT REVIEW AND ACCEPTANCE PROCEDURE

(a) This is a performance-base contract as defined in FAR Part 37.6 (PERFORMANCE BASED ACQUISITION). Contractor performance will be reviewed in accordance with the Quality Assurance Surveillance Plan (QASP) included in Section H.

(b) The QASP defines that this review and acceptance will become part of the annual Contractor Performance Assessment Reporting System (CPARS). The contractor may obtain more information regarding the CPARS process at the following internet site:

<http://cpars.navy.mil>

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

4000	10/1/2009 - 9/30/2010
4100	10/1/2010 - 9/30/2011
4200	10/1/2011 - 9/30/2012
4300	10/1/2012 - 9/30/2013
4400	10/1/2013 - 9/30/2014
6000	10/1/2009 - 9/30/2010
6100	10/1/2010 - 9/30/2011
6200	10/1/2011 - 9/30/2012
6300	10/1/2012 - 9/30/2013
6400	10/1/2013 - 9/30/2014

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SECTION G CONTRACT ADMINISTRATION DATA

ACCOUNTING DATA

The award document will include Accounting Data at the end of Section G. All lines of accounting are listed sequentially under a heading that identifies the particular action (award or modification number) under which the funding was obligated. Under SeaPort-e, all funding is identified/obligated at the SubCLIN (SLIN) level. SLINs are established sequentially by the SeaPort-e software. Each obligation of funds receives a unique SLIN identifier, even if the funds are an increase to an existing line of accounting (ACRN). Thus, an individual project/work area or Technical Instruction that is funded incrementally, could have one ACRN but multiple SLINs. Accounting for expenditures and invoicing at the SLIN level is required.

Ddl-G10 GOVERNMENT CONTRACT ADMINISTRATION POINTS-OF-CONTACT AND RESPONSIBILITIES

(*) - To be identified at time of award.

Procuring Contracting Officer (PCO):

- (a) Name: Mary Beth Carter
Code: CXS12-2
Address: Naval Surface Warfare Center, Dahlgren Division
17632 Dahlgren Road, Suite 157
Dahlgren, Virginia 22448-5100
Phone: (540) 653-4205
FAX: (540) 653-4089
E-mail: mary.b.carter@navy.mil

(b) PCO responsibilities are outlined in FAR 1.602-2. The PCO is the only person authorized to approve changes in any of the requirements of this Task Order, notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the PCO's. 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 part of this contract. In the event the contractor effects any change at the direction of any person other than the PCO, the change will be considered to be unauthorized.

Contract Specialist:

- (a) Name: Emily Glazman
Code: CXS 12-8
Address: Naval Surface Warfare Center, Dahlgren Division
17632 Dahlgren Road, Suite 157
Dahlgren, Virginia 22448-5100
Phone: (540) 653-4306
FAX: (540) 653-4089
E-mail: emily.glazman@navy.mil

(b) The Contract Specialist is the representative of the Contracting Officer for all contractual matters.

Administrative Contracting Officer (ACO)

- (a) Name: (*)
Code: (*)
Address: (*)
Phone: (*)
FAX: (*)
E-mail: (*)

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(b) The Administrative Contracting Officer (ACO) of the cognizant Defense Contract Management Agency (DCMA) is designated as the authorized representative of the Contracting Officer for purposes of administering this Task Order in accordance with FAR 42.3. However, in view of the technical nature of the supplies and services to be furnished, technical cognizance is retained by the Naval Surface Warfare Center, Dahlgren Division.

[] **Task Order Manager (TOM):**

- (a) Name: (*)
- Code: (*)
- Address: (*)
- Phone: (*)
- FAX: (*)
- E-mail: (*)

(b) The TOM is the PCO's appointed representative for technical matters. The TOM is not a contracting officer and does not have the authority to direct the accomplishment of effort which is beyond the scope of the Task Order or to otherwise change any Task Order requirements. An informational copy of the TOM appointment letter which provides a delineation of TOM authority and responsibilities is provided as an attachment to this Task Order.

[] **Alternate Task Order Manager (ATOM):**

- (a) Name: (*)
- Code: (*)
- Address: (*)
- Phone: (*)
- FAX: (*)
- E-mail: (*)

(b) The ATOM is responsible for TOM responsibilities and functions in the event that the TOM is unavailable due to leave, illness, or other official business. The ATOM is appointed by the PCO; a copy of the ATOM appointment is provided as an attachment to this Task Order.

CONSENT TO SUBCONTRACT

For subcontracts and consulting agreements for services, where the prime contractor anticipates that hours delivered will be counted against the hours in the Level of Effort clause below, Consent to Subcontract authority is retained by the Procuring Contracting Officer.

Ddl-G1 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

The Payment Office shall ensure that each payment under this contract is made in accordance with the accounting classification reference numbers (ACRNs) and SubLine (SLIN) numbers shown on each individual invoice, including attached data.

SPECIAL INVOICE INSTRUCTIONS/SPECIAL PAYMENT INSTRUCTIONS

In an effort to utilize funds prior to cancellation and to ensure that funds are expensed in accordance with expenditure benchmarks for the multiple programs funding the task order effort, the contractor shall coordinate invoicing of funds with the TOM/ATOM and the paying office shall disburse funds in accordance with the contractor's invoice.

Ddl-H40 FUNDING PROFILE

It is estimated that these incremental funds will provide the labor hours for the task order period as shown below.

	Regular Hours	Uncompensated/ TTA Hours	Total Hours
Base Period			

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(*) -This table will be completed at time of award. Funded labor hours for subsequent periods will be identified as Option(s) are exercised.

This quantity of labor hours is the "Required LOE" as used in the "Level of Effort" clause of this task order. It is also considered as the "work contemplated" as referenced in FAR 52.232-22, Limitation of Funds for incrementally funded periods. The following table details funding to date:

	Total CPFF	Previous Funding	Funds this Action	Revised Funding	Balance Unfunded
Base Period					
CLIN 4000					
CLIN 6000					
Total Base Period					

(*) -This table will be completed at time of award. Funding details for subsequent periods will be identified as Option (s) are exercised.

SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

	Allotted to Cost	Allotted to Fee	Estimated CPFF	Estimated Period of Performance
Base Period				
CLIN 4000				
CLIN 6000				
Total Base Period				

(*) -This table will be completed at time of award. Funding allotments for subsequent periods will be identified as Option(s) are exercised.

SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in the SOW of this order. The total level of effort for the performance of this contract shall be (to be completed at time of award) total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort. The man-hours are listed below. The table below and information for the blanks in paragraphs (a) and (d) are to be completed by the offeror as part of his proposal.

	Total Manhours	Compensated	Uncompensated
Base Period (CLIN 4000)			
Option 1 (CLIN 4100)			
Option 2 (CLIN 4200)			
Option 3 (CLIN 4300)			
Option 4 (CLIN 4400)			

(*) - This table will be completed at time of award.

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(b) Listed above are both compensated and uncompensated man-hours associated with this order. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. Total Time Accounting (TTA) effort is included in this definition. All other effort is defined as compensated effort. If no effort is indicated in the above table, uncompensated/ TTA effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately (to be completed at time of award) hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

$$\text{Fee Reduction} = \frac{\text{Fee} \times (\text{Required LOE} - \text{Expended LOE})}{\text{Required LOE}}$$

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) **Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing** to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in

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addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man hours up to five percent in excess of the total man hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

PAYMENT OF FEE(S) (LEVEL OF EFFORT) (NAVSEA 1993)

(a) For purposes of this delivery order, "fee" means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, or "fixed fee" in cost-plus-fixed-fee for level of effort type delivery orders.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be equal to (to be provide at time of award/option exercise) percent of the allowable cost of each invoice submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable (percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money). Total fee(s) paid to the Contractor shall not exceed the fee amount (s) set forth in this contract.

(c) The fee(s) specified in SECTION B, and payment thereof, is subject to adjustment pursuant to paragraph (g) of the special contract requirement entitled "LEVEL OF EFFORT". If the fee(s) is reduced and the reduced fee(s) is less than the sum of all fee payments made to the Contractor under this contract, the Contractor shall repay the excess amount to the Government. If the final adjusted fee exceeds all fee payments made to the contractor under this contract, the Contractor shall be paid the additional amount, subject to the availability of funds. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract at the time of the discontinuance of work.

(d) Fee(s) withheld pursuant to the terms and conditions of this contract shall not be paid until the contract has been modified to reduce the fee(s) in accordance with the "FINALIZED FIXED FEE" special contract requirement, or until the Procuring Contracting Officer has advised the paying office in writing that no fee adjustment is required.

INSTRUCTIONS REGARDING INVOICING OF FIXED FEE DURING PERFORMANCE

(a) Subparagraph (b) of the clause entitled "PAYMENT OF FEES (LEVEL OF EFFORT) above states that fixed fee payments shall be equal to the percentages of the SLINs in SECTION B, of the allowable cost of each invoice. The contractor shall use that rate to invoice fixed fee. This rate could vary by Task Order period (Base Period, Option 1, etc.).

(b) The clause entitled "ALLOTMENT OF FUNDS" in this Section provides the cumulative amount funded. Separate amounts are provided for Estimated Cost and Fixed Fee. The funded fixed fee is based on the ratio of negotiated Fixed Fee to Estimated Cost in Section B (including Facilities Capital Cost of Money) for the applicable Task Order period. When obligating labor funds, the SeaPort-e software computes, for the Government, separate cumulative cost and fee amounts. These amounts are then used by the Government to complete the "ALLOTMENT OF FUNDS"

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clause. The contractor is not authorized to invoice in excess of the funded fee dollars shown in the ALLOTMENT OF FUNDS" clause for each Labor CLIN.

FINALIZED FIXED FEE

(a) The fixed fee for each period (Base, Option 1, etc..) will be finalized based on the total number of hours provided (both compensated and uncompensated/TTA, if applicable). The contractor's report required under subparagraph (i) of the Level of Effort clause above, shall include a certification that hours reported as "compensated" include only those hours compensated at a rate equivalent to, or greater than, each individual's 40-hour rate. This extends to hours performed by subcontractors and consultants.

(b) If 100% or more of both the compensated and uncompensated hours specified in the clause "LEVEL OF EFFORT" (SEA 5252.216-9122) are provided, the contractor will receive the full fixed fee. Uncompensated/TTA hours in excess of the values shown in the "LEVEL OF EFFORT" clause will not be considered.

(c) If less than 100% of the compensated and/or uncompensated hours are received, the fixed fee shall be reduced as follows:

Step 1 – The fee will be reduced proportionate to the compensated hours provided – i.e., if 90% of the compensated hours were provided, 90% of the fee will be calculated.

Step 2 – If less than 100% of the uncompensated hours were provided, the fee calculated in Step 1 will be further reduced. Fee will be further reduced by the same percentage that uncompensated hours are deficient, i.e., if uncompensated hours are 20% deficient, then the total fee from Step 1 will be reduced by 20%.

(d) Additional fee will not be provided for technical hours that exceed 100% of the specified hours.

(e) The above fee reduction process applies to all periods regardless of the level of funding. This task order will be incrementally funded and budgetary constraints may prevent full funding of all periods. The process for finalizing the fixed fee is the same for both fully funded periods and periods funded at less than the estimated total cost-plus-fixed-fee.

(f) If no uncompensated/TTA hours are reflected in the clause entitled SEA 5252.216-9122 LEVEL OF EFFORT above, the contractor shall certify in that all direct labor under the order was invoiced at undecrement, 40-hour rates. This requirement applies to subcontractors whose labor hours are to be considered in the finalization of fixed fee. These certifications shall be attached to the contractor's report submitted in accordance with subparagraph (i) of the Level of Effort clause.

TRAVEL COSTS - ALTERNATE 1 (NAVSEA)(DEC 2005)

(a) Except as otherwise provided herein, the Contractor shall be reimbursed for its reasonable actual travel cost in accordance with FAR 31.205-46. The costs to be reimbursed shall be those costs accepted by the cognizant DCAA.

(b) Reimbursable travel costs included only that travel performed from the Contractor's facility to the worksite, in and around the worksite, and from the worksite to the Contractor's facility.

(c) Relocation costs and travel costs incident to relocation are allowable to the extent provided in FAR 31.205-35; however, Contracting Officer approval shall be required prior to incurring relocation expenses and travel costs incident to the relocation.

(d) The contractor shall not be reimbursed for the following daily local travel costs:

(i) travel at U.S. Military Installations where Government transportation is available.

(ii) travel performed for personal convenience/errands, including commuting to and from work, and

(iii) travel costs incurred in the replacement of personnel when such replacement is accomplished for the Contractor's or employee's convenience.

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Ddl-G40 PAYMENT, SELECTED ITEMS OF COST REIMBURSEMENT CONTRACTS

(a) Travel costs

The contractor shall, to the maximum extent practicable, minimize overall travel costs by taking advantage of discounted airfare rates available thru advance purchase. Charges associated with itinerary changes and cancelations under nonrefundable airline tickets are reimbursable as long as the changes are driven by the work requirement.

(b) Training

The Government will not allow costs, nor reimburse costs associated with the contractor for training employees in an effort to attain and/or maintain minimum personnel qualification requirements of this contract. Other training may be approved on a case-by-case basis by the Contracting Officer. Advance approval is required. Attendance at workshops or symposiums is considered training for purposes of this clause. The contractor is encouraged to suggest a cost-sharing arrangement that addresses registration/tuition, travel and labor costs.

(c) General Purpose Office Equipment (GPOE) and Information Technology (IT)

The cost of acquisition of GPOE and IT shall not be allowable as direct charges to this contract. The contractor is expected to have the necessary CONUS facilities to perform the requirements of this contract, including any necessary GPOE and IT. GPOE means equipment normally found in a business office such as desks, chairs, typewriters, calculators, file cabinets, etc. IT means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, movement, control, display, switching, interchange, transmission, or reception of data or information. IT includes computers, ancillary equipment, software, firmware and similar products, services (including support services), and related resources for both unclassified and classified applications.

(d) The requirements of the above clause apply equally to subcontractors and consultants.

INVOICE INSTRUCTIONS (NAVSEA) (APR 2007)

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance locations

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when submitting invoices in WAWF:

Type of Document (contracting officer check all that apply)

- Invoice (FFP Supply & Service)
- Invoice and Receiving Report Combo (FFP Supply)
- Invoice as 2-in-1 (FFP Service Only)
- Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)
- Receiving Report (FFP, DD250 Only)

DODAAC Codes and Inspection and Acceptance Locations (to be completed at time of award)

Issue DODAAC N00178
Admin DODAAC
Pay Office DODAAC
Service Acceptor DODAAC
DCAA Auditor DODAAC
LPO DODAAC

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notification” and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To:

Contract Specialist: emily.glazman@navy.mil
Task Order Manager: (to be identified at time of award)

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the Dahlgren WAWF point of contact Sherry Moore at (540) 653-7499 or sherry.moore@navy.mil, or the NAVSEA WAWF point of contact Margaret Morgan at (202) 781-4815 or margaret.morgan@navy.mil.

Ddl-G12 POST AWARD MEETING

(a) A Post Award Meeting with the successful offeror will be conducted within 15 working days after award of the contract. The meeting will be held (TBD at contract award).

(b) The contractor will be given at least five working days notice prior to the date of the conference by the Contracting Officer.

(c) The requirement for a Post Award meeting shall, in no event, constitute grounds for excusable delay by the Contractor in performance of any provisions in the contract.

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

Quality Assurance Surveillance Plan (QASP)

Note: following award, the QASP will be moved to an Attachment in Section J.

1. Purpose

a. This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure the systematic quality assurance methods are used in the administration of this performance based service order. The intent is to ensure that the contractor performs in accordance with the performance objectives and the Government receives the quality of services called for in the order.

b. This contract provides for system engineering support services which include AWS tactical and simulation, ACS tactical and simulation evaluation and IWSL facility system engineering. The resulting performance based order will have cost plus fixed fee labor CLINS, and cost only ODC CLINS. The order will be for a base year with four option years. A properly executed QASP will assist the Government in achieving the objectives of this procurement.

2. Authority

a. Authority for issuance of this QASP is provided under Contract Section E – Inspection and Acceptance, which provides for inspections and acceptance of the services and documentation called for in service contracts, to be executed by the Contracting Officer or a duly authorized representative

3. Scope

a. The QASP is put in place to provide Government surveillance oversight of the contractor's efforts to assure that they are timely, effective and are delivering the results specified in the order.

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b. The contractor's performance on task orders issued under this contract will be evaluated by the Government as described in this QASP. The first evaluation will cover the period ending six months after date of contract award with successive evaluations being performed for each twelve-month period thereafter until the contractor completes performance under all task orders. For each period, the Government will evaluate the contractor's performance. The evaluation will encompass all work performed by the contractor at any time during the period but will not include cumulative information from prior reports.

4. Government Resources

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

1. Contracting Officer - A person duly appointed with the authority to enter into (Procuring Contracting Officer (PCO)) or administer (Administrative Contracting Officer (ACO)) contracts and make related determination and findings on behalf of the Government. The PCO for this contract identified in section G. The ACO will be designated in the resulting order. Contracting Officers are designated via a written warrant, which sets forth limitations of authority.

2. Task Order Manager (TOM) - An individual appointed in writing by the PCO to act as their authorized representative to assist in administering the contract. The TOM will be appointed in the resulting task order. The limitations of authority are contained in a written letter of appointment.

3. Government Technical Point of Contact (TPOC) - The TOM designates an individual Government Technical Point of Contact to assist in administering specific projects under the contract.

5. Responsibilities

a. The following Government resources shall have responsibility for the implementation of this QASP:

1. 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. The Contracting Officer provides QASP input to matters relating to Tables 5 and 6.

2. Task Order Manager – The TOM is responsible for technical administration of the contract and assures proper Government surveillance of the contractor's technical performance. The TOM is not empowered to make any contractual commitments or to authorize any changes on the Government's behalf. Any changes that the contractor deems may affect contract price, terms, or conditions shall be referred to the Contracting Officer for action.

3. Government Technical Point of Contact (TPOC) - The Government Technical Point of Contact is responsible for assisting in administering a specific project under the contract. A Government TPOC cannot, in any manner, alter the scope of the contract, make commitments or authorize any changes on the Government's behalf.

6. Methods of QA Surveillance

a. QASP - The below listed methods of surveillance shall be used by the TOM in the technical administration of this QASP. The QASP will be the prime determinant in exercising the option.

b. Contractor Performance Assessment Report System (CPARS) – The market place for information technology, engineering, and management support services is very competitive. As such, the successful offeror has a vested interest in the Government generated CPARS under this contract. Additionally, an evaluation using the CPARS format will be performed at the end of each year of performance. For this procurement the Government will assess the quality of product or service, schedule, cost control, business relations, and management. As this information may affect future source selections throughout DoD, and the continuation of the order, the annual Government assessment will be used appropriately as an additional performance oversight and communication tool with the QASP.

7. Documentation

a. In addition to providing quarterly reports to the Contracting Officer, the TOM 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 maintained for the life of the order. The TOM shall forward these records to the Contracting Officer at termination or completion of the order.

8. Surveillance

The tables below set forth the performance ratings, standards, incentives, and surveillance methods of the contractor that shall be provided to the contracting Officer at the end of each surveillance period.

(a) Performance Ratings: The Government will evaluate the contractor’s performance of the Performance Work Statement for each task order, and the Contracting Officer will assign one of the following ratings:

- (1) Excellent
- (2) Satisfactory
- (3) Unsatisfactory

The standards associated with these ratings are given in the following Table 1.

Table 1: Overall Performance Ratings

Overall Performance Rating	Standard
Excellent	“Excellent” ratings for all performance evaluation criteria.
Satisfactory	A minimum of “Satisfactory” ratings for all performance evaluation criteria.
Unsatisfactory	A rating of “Unsatisfactory” for one or more performance evaluation criteria.

(b) Incentive Objectives.

The Contracting Officer will make an incentive determination for each task order at the end of each evaluation period. The determination will be based upon the TOM’s recommendations and any other information deemed relevant by the Contracting Officer. The Contracting Officer’s incentive determination is unilateral and final. The Contracting Officer will document the determination and provide a copy to the contractor.

The following table details how incentives shall apply to performance under this order.

Table 2: Incentive Objectives

Assessment Period	Acceptable Performance Definition	How Measured	Incentives
Base:	All measurement areas rated at least "Satisfactory".	Semi-annual using the QASP evaluation ratings; annually using the QASP system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of option 1.* (-) Does not meet the acceptable performance definition as a condition for exercise of an option 1.*
Option I:	All measurement areas rated at least "Satisfactory".	Semi-annual using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option. 2.* (-) Does not meet the acceptable performance definition as a condition for exercise of an option. 2.*
Option II:	All measurement areas rated at least "Satisfactory".	Semi-annual using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option 3.* (-) Does not meet the acceptable

			performance definition as a condition for exercise of an option 3.*
Option III:	All measurement areas rated at least “Satisfactory”. Two or more measurements rated as “Excellent”. See below.	Semi-annual using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option 4.* (-) Does not meet the acceptable performance definition as a condition for exercise of an option 4.*
Option IV:	All measurement areas rated at least “Satisfactory”. Two or more measurements rated as “Excellent”. See below.	Semi-annual using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	Final CPARS ratings.

* The Government will not exercise the next option year term unless the contractor meets the acceptable performance definition.

(c) Performance Evaluation Criteria. The contractor’s performance under each task order will be evaluated using the criteria and standards provided for each objective, and identified in Tables 3 through 5 of this contract clause.

(d) Organization. The performance evaluation organization consists of the Contracting Officer, who will serve as the Incentive Determining Official, and the Task Order Manager (**TOM**). In some instances, a Technical Point of Contact (TPOC) will be assigned to the contract or task order in addition to aTOM.

(e) This performance evaluation does not replace any other requirement for evaluating contractor performance that may be required by this contract or task order such as a Contractor Performance

Assessment Reporting System (CPARS) report, or a Task Order Performance Evaluation (TOPE) report in the case of a SeaPort-e task order.

TABLE 3: TASK PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Task Performance	Work product fails to meet Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4	Work product routinely meets Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4	Work product frequently exceeds Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4
Staffing	Contractor provides marginally qualified or unqualified personnel. Lapses in coverage occur regularly.	Contractor provides qualified personnel. Lapses in coverage may occasionally occur and are managed per task order policy.	Contractor provides highly qualified personnel. Contractor reassigns personnel to ensure proper coverage. Actual lapses in coverage occur very rarely, if ever, and are managed per task order policy. Contractor ensures staff training remains current.
Timeliness	Contractor frequently misses deadlines, schedules, or is slow to respond to government requests or is non-responsive to government requests.	Contractor routinely meets deadlines, schedules, and responds quickly to government requests.	Contractor always meets deadlines, schedules, and responds immediately to government requests.
Customer Satisfaction	Fails to meet customer expectations	Meets customer expectations.	Exceeds customer expectations.

Table 4: PERFORMANCE REQUIREMENTS SUMMARY TABLE

<u>Work Area 1</u>	<u>Performance Objective</u>	<u>Performance Standard</u>	<u>Acceptable Quality Level (AQL)</u>	<u>Quality Surveillance Plan Typical Monitoring Methods</u>
PWS paragraphs C.1(a) - (d) and (i)	(a) Perform project management for complex simulation systems to include Requirements Identification, and accreditation.	(a) Documents are technically accurate and grammatically correct. Documents and revisions are delivered IAW agreed	(a) Technical Analysis, Reports and Systems Operational Procedures updates based on reviews/comment/approval cycles to meet	(a) Government oversight of review/comment/approval process.

<p>PWS paragraphs C.1 (e) - (g)</p> <p>PWS paragraph C.1 (h) and (j) – (k)</p>	<p>(b) Perform engineering and operational analysis to evaluate equipment’s capability to meet simulation mission requirements and supportability of multi-site, multi-platform and multi-service interoperability testing.</p> <p>(c) Attend IPRs, CDRs, SDRs, as well as technical working group meetings. Present other associated plans and briefing materials for equipment /equipment suites.</p>	<p>upon schedules.</p> <p>(b) Review emerging technology documentation to ensure mission requirements are satisfied and not adversely impacted. Review equipment operation procedures to insure operator, equipment and platform safety are not adversely impacted.</p> <p>(c) Review all related engineering documentation of assigned materials to insure all updates are incorporated</p>	<p>acceptance. 90% completed by due date.</p> <p>(b) Engineering and analysis reports produced, reviewed and presented to meet acceptance. 90% complete.</p> <p>(c) Compile simulation support requirements. Engineering services shall be pertinent to current and future equipment and support service requirements.</p>	<p>(b) Government review of Engineering analysis, scenario execution analysis of results. Government oversight of collection of information from hardware providers and guide analysis reviews.</p> <p>(c) Government oversight of review/ comment/approval process.</p>
<p>Work Area 2</p>	<p>Performance Objective</p>	<p>Performance Standard</p>	<p>Acceptable Quality Level (AQL)</p>	<p>Quality Surveillance Plan Typical Monitoring Methods</p>
<p>PWS paragraphs C.2, C.2.1, C.2.3.1</p>	<p>(a) Develop and maintain a training plan that will provide adequately trained personnel to perform tactical and simulation systems operations, CM and QA functions.</p>	<p>(a) Documents are technically accurate and grammatically correct. Operations support is provided with agreed upon</p>	<p>(a) Analysis, review and approval of documentation and operational support are developed to meet acceptance. 90% completed by due</p>	<p>(a) Government oversight of review/comment/ approval process and timeliness. Government review of operational log books.</p>

		schedules.	date.	
PWS paragraphs C.2.3.1	(b) Perform routine systems operations tasks for all systems in Table 1 to include system load & shut down, data recording & analysis, scenario generation development and problem detection & resolution.	(b) Propose corrective actions; identify deficiencies in a clear and concise manner to allow for expeditious Government action. Test Events are deemed satisfactory by the Test Director.	(b) No more than one test event is deemed as unsatisfactory due to Systems Operations Support by the Test Director during a single reporting period.	(b) Government Review and oversight of Operational Log Books and Test Director feedback.
PWS paragraphs C.2.3.2, C.2.3.3 and C.2.3.4	(c) Perform CM and QA tasks for designated Simulation systems in Table 1. These tasks include but are not limited to developing/proofing Test Observation Reports (TORs) and Software Change Requests (SCRs), developing and executing QA test procedures for acceptance of computer programs, QA media builds for delivery to other land based test sites. Attend and develop/distribute meeting minutes from simulation systems' IPRs, CCBs, etc.	(c) SCRs and TORs are valid and accurately documented. Documents and revisions are delivered with agreed upon schedules. Documents and plans comply with current DoD industry standards.	(c) QA Test procedures should require no more than two (2) review/comment/approval cycles to meet acceptance. 90% comply with other current program schedules. 100% of SCRs are validated and QA tested.	(c) Government oversight of review/comment/approval process and timeliness

Table5: CONTRACT MANAGEMENT PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
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Problem Resolution	Problems are unresolved, repetitive, or take excessive government effort to resolve.	Problems are resolved quickly with minimal government involvement.	Problems are non-existent or the contractor takes corrective action without government involvement.
Responsiveness	Contractor's management is unresponsive to government requests and concerns.	Contractor's management is responsive to government requests and concerns.	Contractor's management takes proactive approach in dealing with government representatives and anticipates Government concerns.
Communications	Contractor often fails to communicate with government in an effective and timely manner.	Contractor routinely communicates with government in an effective and timely manner.	Contractor takes a proactive approach such that communications are almost always clear, effective and timely.

TABLE 6: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Cost Management	Contractor routinely fails to complete the effort within the originally agreed to estimated cost, i.e. cost overruns frequently occur.	Contractor routinely completes the effort within the originally agreed to estimated cost. Contractor provides measures for controlling all costs at estimated costs. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.	Reductions in direct costs to the Government below contract estimated costs are noteworthy. Contractor provides detailed cost analysis and recommendations to Government for resolution of problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.
Cost Reporting	Reports are generally late, inaccurate incomplete or unclear.	Reports are timely, accurate, complete and clearly written. Problems and/or trends are addressed, and an analysis is also submitted.	Reports are clear, accurate, and pro-active. Problems and/or trends are addressed thoroughly, and the contractor's recommendations and/or corrective plans are implemented and

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			effective.
Invoicing	Invoices are generally late and/or contain errors. Differences between invoiced amounts and progress report expenditure are unexplained. Contractor does not respond to government questions in a timely manner.	Invoices are timely (no more than three weeks after the end date of the period being invoiced; are accurate with respect to both amounts and ACRNs/SLINs invoiced; and differences between progress report expenditures and invoiced costs are explained. Contractor responds to government questions in a timely manner.	Invoices are timely (no more than two weeks after end date of period being invoiced) with respect to both prime and subcontractor costs; are accurate with respect to both ACRNs/SLINs invoiced; and all differences between progress report expenditures and invoiced costs are fully explained. Contractor is very proactive in responding to government questions and takes prompt action to resolve any issues. .

MANDATORY REQUIREMENTS

Offerors must meet all the mandatory requirements at time of proposal submission, or have an acceptable plan to meet the requirements by the start date of the contract performance. In addition, mandatory requirements must be maintained throughout the life of contract. The mandatory requirements are as follows:

Requirement 1 - Facility Location – The offeror’s facility supporting this requirement must be located within 60 minutes average time from NSWCDD Dahlgren, VA.

Requirement 2 - Facility Security Clearance – The contractor is required to have a Facility Clearance of Secret for both processing and storage.

Requirement 3 – Personnel Security Clearance – All individuals performing technical support under this contract are required to have, as a minimum, a Secret security clearance. "Interim Secret" clearances will be accepted.

Requirement 4 – Computers/Software – The contractor shall possess computers and software, which will allow ready transfer of information between the contractor and the Government electronically or transportable storage media. Required software includes MicroSOFT WORD, EXCEL, POWERPOINT and PROJECT. Other commercial packages may be specified upon contract award. For transfer of required technical documentation, the contractor will be required to send data via the Internet.

KEY LABOR CATEGORY QUALIFICATION REQUIREMENTS

The contractor and all personnel shall have an in-depth knowledge of the IWSL, AWS, ACS and complex combat and weapon systems simulation. To perform the requirements of the PWS, the Government desires Key Personnel with the appropriate experience and professional development qualifications. Key Personnel qualification levels are considered to be "desired" for those individuals whose resumes are

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submitted for evaluation with the proposal. Resumes for any replacement personnel that are submitted following award shall be equal to or better than the individuals initially proposed as required by the clause entitled Ddl-H11 CHANGES IN KEY PERSONNEL in this Section H. Following award, the qualification levels are considered to be minimums for any growth beyond those individuals initially proposed or in labor categories where no resumes were required for proposal purposes.

(a) Experience – The desired experience for each Key Labor Category must be directly related to the tasks and programs listed in the PWS.

(b) Professional Development - Professional development includes honors, degrees, publications, professional licenses and certifications and similar evidence of professional accomplishments that directly impact the offerors ability to perform the order. The years of experience listed below are in addition to appropriate professional development. It is incumbent upon the offeror to demonstrate that the proposed personnel have appropriate credentials to perform the work.

(c) Accumulation Of Qualifying Experience - All categories of experience may be accumulated concurrently. For example, if the candidate worked while going to school, the work and education time may be credited concurrently. One exception is in the area of specific experience and general combat system experience. Specific experience may count as general combat system experience, but general combat system experience may not count as specific experience. All experience must be clearly supported by the resume or it will be discounted during the evaluation.

General Experience – General experience for Engineers/Analysts includes work experience in engineering, computer science, mathematics, physical science, or another field appropriate to the labor category employing skills that apply to the accomplishment of the technical objectives of the Statement of Work. General experience may not necessarily meet the definition of specialized experience. General Combat System Experience For Engineers/Analysts - Experience in the engineering, design, development, testing or operation of a combat system. A combat system is a system capable of executing the full spectrum of activities required to detect, track, identify, engage and kill a hostile target. This can include military or equivalent school completion in combat system operations. Experience in Navy Combat Systems is preferred.

Specialized Experience for Program Manager – Must have experience in all of the following areas:

- i. Management of government contracts
- ii. Simulation operations management
- iii. Effective oral and written communication skills
- iv. Prepared and presented technical presentations
- v. Leadership
- vi. Supervisory

Specialized Experience for Engineers/Analyst Positions. Experience in a minimum of 3 of the following areas:

- i. Combat System simulations operations
- ii. Combat System simulations definition/development and maintenance
- iii. Data reduction and analysis
- iv. Test requirements definition

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- v. Test plan/procedure development and maintenance
- vi. Computer program documentation review and maintenance
- vii. Development and maintenance of Configuration Management/Quality Assurance (CM/QA) procedures
- viii. Develop and Maintain Simulation System on-line Help and operator manuals

It is desired that the above specialized experience be specifically related to DOD weapons system programs. Specific Aegis program experience is highly desirable. By definition, specialized experience satisfies the definition of general experience and can be counted concurrently. Recent AEGIS Experience is experience with developmental and/or operational AEGIS Weapon System MK-7 computer programs and/or AEGIS simulations systems in the past seven (7) years.

Key Personnel Desired Qualifications - The following table shows the desired levels (years) of general and specialized experience for each of the Key labor categories.

KEY LABOR CATEGORY	GENERAL	SPECIALIZED
Program Manager	8	6
Senior Systems Engineer	6	4
Senior Systems Operations Engineer/Analyst	8	6
Systems Operations Engineer/Analyst	6	4
Simulations/Operations Engineer/Analyst	2	1

KEY PERSONNEL - DESIRED QUALIFICATIONS

Simulation Systems Operations

- Desired Qualifications - In addition to the general requirements noted below, the following are the desired qualifications for the Key simulation systems personnel to be proposed under this contract, including educational and specific work experience.
- General Combat System Experience - Experience in the engineering, design, development, testing or operation of a combat system. A combat system is a system capable of executing the full spectrum of

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activities required to detect, track, identify, engage and kill a hostile target. This can include military or equivalent school completion in combat system operations. Experience in Navy Combat Systems is preferred.

– Specific Experience - Experience in the following areas specifically relating to Aegis Combat System simulation/stimulation systems:

- Systems operations.
- Scenario development.
- Data reduction and analysis.
- Test requirements definition.
- Test plan/procedure development and maintenance.
- Computer program documentation review and maintenance.
- Development and maintenance of Configuration Management/Quality Assurance (CM/QA) procedures.
- Recent AEGIS Experience.
- Experience with developmental and/or operational AEGIS Weapon System MK -7 computer programs and/or AEGIS simulation systems in the past seven years.

a. Senior Systems Engineer - Desired Qualifications: Experience demonstrating a thorough understanding of simulation systems design, development, testing, accreditation, CM, and QA, as well as competence in the technical systems engineering field. Should have experience in project management of large-scale complex simulation systems. Should have a minimum of six years general combat system experience and four years experience in project management, particularly in simulation systems. Demonstrated mastery of AEGIS tactical systems, commercial systems, & communication systems. Experience preparing and presenting technical briefs.

b. Senior Systems Operations Engineer/Analyst - Desired Qualifications: The Senior Systems Operations Engineer/Analyst (SSOEA) should have eight years general combat system experience, six years specific experience and six years recent AEGIS experience as defined above. The SSOEA should have a minimum of five years of leadership experience, particularly in AEGIS simulation system. The SSOEA should also have operational experience with the entire systems list in Table I and computer program CM and QA experience. The SSOEA should have experience in working with a large user community and the ability to communicate effectively both orally and in writing. Experience in preparing and presenting technical briefs.

c. System Operations Engineer/Analyst - Desired Qualifications: The System Operations Engineer/Analyst (SOEA) should have six years general combat system experience, four years specific experience and four years recent AEGIS experience as defined above. The SSEA should also have operational experience with at least ten of the systems listed in C.2.4 and computer program QA experience. The SOEA should have experience in working with a large user community and the ability to communicate effectively.

d. Simulations/Operations Engineer/Analyst (SOEA)

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- Desired Qualifications: The Simulations/Operations Engineer/Analyst (SOEA) should have two years general combat system experience, one year of recent AEGIS experience as defined above. The SOEA should also have operational experience with at least one of the systems listed in C.2.4. The SOEA should have experience in working with a large user community and the ability to communicate effectively. And have demonstrated mastery of Aegis tactical/simulation systems.

e. Program Manager

- Desired Qualifications: Candidate should have eight years experience in management of Government contracts (including six years program management experience), up to two of which include simulations operations management. Demonstrated effective oral and written communication skills. Demonstrated ability to prepare and present technical presentations.

NON-KEY PERSONNEL - expected qualifications

a. Junior Simulation Operations Analyst (JSOA)

The Junior Simulation Operations Analyst (JSOA) should have one year experience in data entry. The JSOA should have one year general computer experience including, but not limited to, databases, spreadsheets, and computer program applications.

KEY PERSONNEL - POST AWARD ADMINISTRATION

Upon order award, the desired qualifications, as stated in this order, will become minimum qualifications for any growth in Key Personnel categories beyond those individuals originally proposed. Resumes shall be submitted simultaneously to the Contract Specialist and the Task Order Manager (TOM) and approved prior to the individual being allowed to charge to the order.

Ddl-H11 CHANGES IN KEY PERSONNEL

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) The contractor agrees that during the first 90 days of the period of performance no key personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. All proposed substitutions shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least fifteen (15) days, or thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include:

- (1) An explanation of the circumstances necessitating the substitution;
- (2) A complete resume of the proposed substitute;
- (3) The hourly rates of the incumbent and the proposed substitute; and

(4) Any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for

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award.

(c) The Contracting Officer shall also receive written notification if no substitution is being requested. This notification shall include (1) the name of the initial person proposed; and (2) the reasons why the individual is not being made available to perform under the task order to the extent proposed.

(d) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract, occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The same information as specified in paragraph (b) above is to be submitted with the request.

(e) The Contracting Officer shall evaluate requests for changes in personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

Ddl-H13 POST AWARD CONTRACTOR PERSONNEL APPROVAL

(a) Requests for post award approval of additional and/or replacement key personnel shall be submitted via e-mail. E-mail submissions shall be made simultaneously to the Contract Specialist and the TOM. Electronic notification via e-mail from the Contract Specialist will serve as written approval/disapproval on behalf of the Contracting Officer. This approval is required before an individual may begin charging to the Task Order.

(b) It is desired that resumes be submitted in the format required below. However, in order to expedite contract administration, contractor format may be used providing sufficient information is submitted for an independent comparison of the individual's qualifications with labor category requirements.

(c) A cover letter shall be included which clearly demonstrates how the proposed resume clearly meets contract requirements.

(d) If the employee is not a current employee of the contractor (or a subcontractor), a copy of the accepted offer letter (which identifies a projected start date and the agreed to annual salary) shall be provided.

Ddl-H16 RESUME FORMAT AND CONTENT REQUIREMENTS

All resumes submitted under this contract shall be provided in the following format.

(a) COMPLETE NAME

(b) CONTRACT LABOR CATEGORY

(c) CONTRACTOR'S LABOR CATEGORY

(d) CURRENT EMPLOYER

(e) AVAILABILITY (state as a percentage of a total man-year the amount of time the individual shall be dedicated to the resultant contract. Note whether individual is proposed or is working as a key person on another requirement and, if so, provide explanation as to how both requirements will be satisfied).

(f) LEVEL OF SECURITY CLEARANCE

(g) CURRENT WORK LOCATION

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(h) **PLANNED WORK LOCATION** (If the planned work location is other than the offeror's primary location supporting this effort, the nature of the proposed individual's planned contribution shall be discussed.)

(i) **CHRONOLOGICAL WORK HISTORY/EXPERIENCE** -- Show experience and dates as follows:

Name of Employer; 6 years 4 mos.; 10/91 - 2/98; Position Title

Work experience shall be presented in separate paragraphs, clearly marked with proper category of experience (Qualifying Experience; Non-Relevant Experience -- If relevant and non-relevant experience was obtained while at the same employer, separate time periods shall be noted for each assignment.) All qualifying experience shall be presented in a level of detail that will permit the evaluator to make a clear connection between the experience and the stated qualifications for the labor category. Specific examples of work assignments, accomplishments, and products shall be provided. Phrases such as "assisted with", "participated in", or "supported" are unacceptable except as introductory to a detailed description of the actual work performed. In addition, the resume for the Project Manager shall list previous contracts or tasks under which he/she had technical and management responsibility including contract number and customer point of contact.

All military experience claimed shall be described such that each tour is treated as a separate employer. Time frames/titles/ responsibilities shall be provided at the level of detail prescribed by above. Military experience not documented in this manner may not be considered.

Contractors shall avoid gaps in experience as time unaccounted for may lead to rejection of the resume.

The cut-off date for any experience claimed shall be the date the resume is certified (see paragraph (k) below).

(j) **PROFESSIONAL DEVELOPMENT** -- Show any honors, degrees, publications, professional licenses, specialized certifications and other evidence of professional accomplishments that are directly relevant and impact the offerors ability to perform the contract. The following format is preferred:

Degree(s); Date(s); Institution; Major/Minor

(k) **CERTIFICATION** -- A certification of correctness of information, signed and dated by both the person named and the contractor, scanned in PDF format, and forwarded electronically to the Government. The employee certification shall include the following statement: CERTIFICATION: "I certify that the professional development and experience described herein is complete and accurate in all respects. I consent to the disclosure of my resume for NSWCDD Solicitation/Order N00024- (insert appropriate solicitation or contract number) by (insert Company name) and intend to make myself available to work under the contract to the extent proposed."

Employee Signature and Date

Contractor Signature and Date

Resumes without this certification may not be considered. The employee and contractor certifications shall not be dated earlier than the issue date of this solicitation.

If the employee is not a current employee of the contractor (or a subcontractor), a copy of the accepted offer letter (which identifies a projected start date and the agreed to annual salary) shall be provided.

SAVINGS INITIATIVES

The following cost savings initiatives are required under this Task Order.

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Annual Labor Escalation: (to be identified at time of award).

Maximum Pass-Thru Rate: (to be identified at time of award)

Fixed Fee: (to be identified at time of award).

The above maximum rates are applicable to the prime contractor. If subcontracting is proposed, the prime contractor is strongly encouraged to restrict subcontractor fixed fee to the lower of (a) the prime contractor's fee under this order or (b) the subcontractor's SeaPort-e fixed fee rate where the subcontractor is also a prime contractor under SeaPort-e. The purpose of this is the Government's desire to avoid having it be more financially lucrative for a firm to be a subcontractor rather than a prime contractor under SeaPort-e. The Government strongly encourages the prime contractor to also implement this under Time and Materials subcontracts. Subcontractors may not earn fee on ODC's.

The Government also strongly encourages the prime contractor to eliminate "double pass-thru" costs by (1) avoiding second tier subcontractors/consultants during performance and (2) where this situation is unavoidable, limiting subcontractor pass-thru costs to the lower of (i) the prime contractor's pass-thru rate under this order or (ii) the subcontractor's SeaPort-e pass-thru rate where the subcontractor is also a prime contractor under SeaPort-e.

SEA 5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)

(a) Performance of the work hereunder shall be subject to written technical instructions issued electronically by the Contract Specialist on behalf of the Contracting Officer. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual PWS.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the order. Technical instructions may not be used to: (1) assign additional work under the order; (2) direct a change as defined in the "CHANGES" clause of the basic contract; (3) increase or decrease the estimated order amount (including fee), as applicable, the level of effort, or the time required for task order performance; or (4) change any of the terms, conditions or specifications of the order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the order or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this order.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

GOVERNMENT-FURNISHED EQUIPMENT (GFE)

No GFE is to be provided at this time, GFE required by the Contractor for the performance of this order and not identified herein shall be identified to TOM when the requirement is recognized and will be provided on a case basis by order modification

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HQ C-2-0037 NOTIFICATION OF POTENTIAL ORGANIZATIONAL CONFLICT (S) OF INTEREST

(NAVSEA) (JUN 1994)

(a) Offerors are reminded that certain existing contractual arrangements may preclude, restrict or limit participation, in whole or in part, as either a subcontractor or as a prime contractor under this competitive procurement. Of primary concern are those contractual arrangements in which the Offeror provides support to Navy Ships and related laboratories in support of the operation of the office or any of its programs. General guidance may be found in FAR 9.505; however, this guidance is not all inclusive. The Offeror's attention is directed to the "Organizational Conflict of Interest" (or similar) requirement which may be contained in current or completed contract(s) which prohibits the prime or subcontractor from providing certain supplies or services to the Government as described above during the period of the current "support" contracts(s) or for a period after completion of the "support" contracts(s). Notwithstanding the existence of an Organizational Conflict of Interest (OCI) clause or similar requirement in current or completed contracts(s), the offeror shall comply with FAR 9.5 and identify whether an OCI exists and not rely solely on the presence of an OCI requirement.

(b) If a potential conflict of interest exists, at any tier, each potential prime offeror is required to provide the following information: (1) the contract number and name and phone number of the Contracting Officer for the contract which gives rise to a potential organizational conflict of interest; (2) a brief description of the potential conflict; (3) the statement of work (or technical instruction) from the existing contract; (4) a mitigation plan for mitigating the conflict; (5) and any additional information the Contracting Officer should consider in making a determination of whether a conflict of interest exists and the mitigation plan is acceptable. The Government may independently verify the information received from the offeror. Notwithstanding the above, the Government reserves the right to determine whether a conflict of interest exists and can be adequately mitigated base on any information received from any source.

(c) The offeror is notified that if it expends time and money on proposal preparation, such expenditure, is at its own risk that the Government will not determine that an organizational conflict of interest exists.

(d) Any potential prime contractor which proposes a subcontractor later determined to have a conflict of interest and deemed ineligible to participate I the current competition, may not be granted the opportunity to revise it proposal to remove the ineligible subcontractor. The Government reserves the right to determine which offerors remain in the competitive range through the normal source selection process.

(e) If the offeror determines that a potential organizational conflict of interest does not exist at any tier, the offeror shall included a statement to that effect in its response to this solicitation.

(f) The responsibility to identify an OCI or potential OCI is an on-going one throughout the life of the contract and the contractor is hereby notified of their pro-active responsibility to identify those OCI's after contract award.

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY FULL TEXT:

52.217-9 – OPTION TO EXTEND THE TERM OF THE ORDER (MAR 2000)

(a) The government may extend the term of this order by unilateral modifications provided that the Government gives the contractor a preliminary notice of its intent to extend at least 30 days before the order expires. The preliminary notice does not commit the Government to an extension.

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

52.244-2 SUBCONTRACTS (AUG 1998); ALTERNATE 1 (JAN 2006)

(a) Definitions. As used in this clause—

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR).

“Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) This clause does not apply to subcontracts for special test equipment when the contract contains the clause at FAR 52.245-18, Special Test Equipment.

(c) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (d) or (e) of this clause.

(d) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that—

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space

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Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(e) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing subcontracts added during task order performance.

(f)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (c), (d), or (e) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting—

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason cost or pricing data were or were not required;

(D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (c), (d), or (e) of this clause. (REPLACED BY ALTERNATE 1 BELOW)

(g) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination—

(1) Of the acceptability of any subcontract terms or conditions;

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(2) Of the allowability of any cost under this contract; or

(3) To relieve the Contractor of any responsibility for performing this contract.

(h) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(i) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(j) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(k) Paragraphs (d) and (f) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

__to be identified at time of award__

(End of clause)

Alternate I (Jan 2006).

(f)(2) If the Contractor has an approved purchasing system and consent is not required under paragraph (d), or (e) of this clause, the Contractor nevertheless shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds either the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (f)(1)(i) through (f)(1)(iv) of this clause.

SUBCONTRACTORS/CONSULTANTS

(a) In addition to the information required by FAR 52.244-2(f)(1)(vii) above, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement.

(1) The results of negotiations to incorporate rate caps no higher than the lower of (i) SeaPort-e rate caps for the prime contractor, or in the case where the proposed subcontractor is also a SeaPort-e prime, (ii) rate caps that are no higher than the subcontractor's prime SeaPort-e contract.

(2) Detailed justifications to include second-tier subcontracting to other subcontractors or consultants to include a rationale why these additional firms or consultants could not be obtained by subcontracts or consulting agreements with the prime contractor.

(b) The Government strongly discourages T&M or Labor Hour pricing arrangements because the contractor has little incentive to manage their labor force effectively or to control ODC costs. However, this type of pricing arrangement is permitted. In these instances, the contractor shall provide specific justification for negotiating subcontracts with this pricing arrangement. The prime contractor is strongly encouraged to ensure that any fee rate incorporated into the negotiated labor rate(s) does not exceed SeaPort-e limitations. In the case of subcontracts with T&M or Labor Hour pricing arrangements, also identify specific additional surveillance/controls to be employed by the prime contractor to ensure that efficient performance methods are being employed.

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SECTION J LIST OF ATTACHMENTS

RFP Attachment J.1 - DD FORM 1423, Contract Data Requirements List (CDRL)

RFP Attachment J.2 - Contract Security Classification Specification (DD254)

RFP Attachment J.3 - Cost Summary Format

RFP Attachment J.4 - Supporting Cost Data

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SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

The requirement for Annual Representation and Certifications at 52.204-8 applies at the basic multiple award contract (MAC) level for each Offeror. Offerors are not required to submit representation or certifications in response to this solicitation or its subsequent Task Order award, if any. All requests for representation or rerepresentation shall come from the MAC Contracting Officer in accordance with the terms of the basic contract.

The Ordering Officer will consider quoter's size/socioeconomic status as defined within the SeaPort-e portal at the following web address:

<https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>

The Section K, Representations and Certifications, submitted as part of the offeror's proposal for their basic Seaport-e award are hereby incorporated into this solicitation. If the Representations and Certifications provided in response to the basic solicitation have changed, the offeror should provide an updated copy with their response to this solicitation. Section K, Representations and Certifications, are available for download at www.seaport.navy.mil/main/sell/procedure_K-CR.html For representations and certifications that require a signature, electronic submission of the proposal through the Seaport-e portal will constitute an electronic signature.

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SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Cost-Plus-Fixed-Fee (CPFF), Term type, Task Order. The resultant order will have a Base Period of twelve (12) months, plus options, for a total of sixty (60) months, if all options are exercised. See Section F, Deliveries or Performance.

52.215-1 INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION (MAY 2001)

This clause is included in the solicitation for the basic contract and applies to this order with the following exception:

In lieu of (f) Contract Award, the following applies to this order.

(f) Task Order Award

- (1) The Government intends to award a Task Order that results from this solicitation to the responsible offeror whose proposal is the most advantageous to the Government under the selection criteria set forth in Section M of the solicitation.
- (2) The Government may reject any or all proposals if such action is in the Government's interest.
- (3) The Government may waive informalities and minor irregularities in proposals received.
- (4) The Government intends to evaluate proposals and award a Task Order upon initial proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. However, in accordance with clause H-5 of the contract, TASK ORDER PROCESS, the Government may contact any or all or a limited number of offerors with questions concerning their responses as permitted under FAR Part 15.
- (5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.
- (6) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.
- (7) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.
- (8) A cost realism analysis will be performed, and will be considered in evaluating performance or schedule risk.
- (9) Task Order award shall be made in accordance with clause H-5, TASK ORDER PROCESS.

ADDITIONAL INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

1.0 GENERAL

1.1 QUESTIONS - It is the offeror's responsibility to bring to the attention of the Contracting Officer at the earliest possible time, but prior to the closing date, any ambiguities, discrepancies, inconsistencies, or conflicts between the Performance Work Statement (PWS) and other solicitation documents attached hereto or incorporated by reference. All questions shall be submitted via the SEAPORT-e Portal within six (6) calendar days after issuance of this solicitation.

1.2 START DATE FOR USE IN COST PROPOSAL - In order to allow for procurement lead time and a fair and equal evaluation of all proposals submitted under this competitive procurement, all proposals shall be based on a contract start date of **1 October 2009**. This date is only an estimate of the anticipated contract start date and will be used for the purpose of proposal evaluation only. A definitive start date will be incorporated into the Task Order award document.

2.0 SUBMISSION OF OFFERS

2.1 Proposals must be submitted electronically, via the SEAPORT-e Portal in order to be submitted for award. Subcontractor proposal detail shall also be submitted via the SEAPORT-e Portal. Subcontractors or consultants not possessing a DUNS number and CAGE code shall transmit their cost proposal in an appropriately password protected manner to their respective prime contractor for inclusion within the prime

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contractor's proposal submission package within the SeaPort-e Vendor Site. Subcontractors and consultants submitting their password protected cost proposals through the prime contractor in this manner shall ensure that the applicable passwords are communicated to the Contract Specialist at emily.glazman@navy.mil with a copy to mary.b.carter@navy.mil.

2.2 Offerors must comply with the instructions for content for the proposals; proposals that do not comply may be considered non-responsive and may render the Offeror ineligible for award. Proposals shall be limited to the content requested.

2.3 In order to maximize efficiency and minimize the time for proposal evaluation, it is required that offerors submit their proposals in accordance with the format and content specified. The electronic proposal shall be prepared so that if an evaluator prints the proposal, it meets the following format requirements: (1) submissions shall be clearly legible and on 8.5 X 11 inch paper, (2) all files shall be compatible with Microsoft Office Suite, (3) Adobe (.pdf) files are allowable for documents containing original signatures, (4) the cost proposal shall contain spreadsheets in Microsoft Excel software, with all file names with the file extension ".xls" (5) all spreadsheets provided SHALL INCLUDE ALL CALCULATIONS IN THE CELLS, and (6) the spreadsheets (landscape), shall be formatted for printing such that all data is in a type size no smaller than 9 characters per inch.

3.0 PROPOSAL SECTIONS

3.1 OFFER. The completion and submission to the Government of an offer shall indicate the offeror's unconditional agreement to the terms and conditions in this solicitation. The offer consists of and must include the following:

3.1.1 Cover Letter

The proposal shall include a cover letter that identifies all enclosures being transmitted as part of the proposal. The letter shall reference the solicitation number and shall acknowledge that it transmits an offer in response to the solicitation. It shall state proposal validity through 31 December 2009.

3.1.2 Section B

Complete all pricing in the portal (including est. cost and fixed fee) IN WHOLE DOLLARS only.

3.1.3 Section G

Complete LOE, separately identifying compensated and uncompensated hours (inclusive of prime, subcontractors, and consultants). This may be addressed as a separate section in the Cost Proposal.

3.1.4 Section H

Mandatory Requirements: Address how each of the mandatory requirements is met.
Saving Initiatives - Identify proposed savings initiatives for the effort.

3.1.5 Section K

See information contained in Section K of this solicitation.

4.0 DETAILED INSTRUCTIONS FOR ORAL PRESENTATION

4.1 Offerors whose written materials (Section H Mandatory requirements, Key Personnel resumes, and past performance), as well as Oral Presentation slides, clearly show that the offeror does not stand a reasonable chance of award, will not be invited to make an Oral Presentation.

4.2 Offerors shall make an unclassified oral presentation to demonstrate their technical and management understanding and capability for this requirement. The presentation shall be followed by a question and answer session. Neither the oral presentation nor the question and answer session will constitute discussions, nor will they obligate the Government to conduct discussions. The following paragraphs provide the rules/requirements for the oral presentation.

4.3 Slides - The offeror shall make the oral presentation from electronic media (i.e. Microsoft Power Point). Slides used during the actual presentation shall be the same slides submitted with the offer; no changes will be allowed. The presentation shall be made from a CD-ROM which will be loaded into Government projection equipment.

4.4 General Presentation Requirements

4.4.1 The presentation must be specific, detailed, and complete. The offeror shall clearly demonstrate that he has a thorough comprehension of the Government's requirement, has the technical capability and competence to fully perform the requirements described in the Performance Work Statement, and has the management resources and expertise to successfully carry out a contract of this type. This shall be demonstrated by the offeror's responses to the Technical Capability requirements of paragraph 4.4.5.1. Previously submitted data or prior experience presumed to be known to the Government (e.g., previous contracts performed for the Government) should not be relied upon by the offeror.

4.4.2 The overall quality of the presentation will be evaluated in the context of being representative of the offeror's capabilities. Superfluous material or material which is not directly related to the areas identified in the PWS and subparagraph 4.4.5.1 below should not be included.

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Written textual material intended to supplement the presentation should not be included and will not be evaluated. General statements such as “the offeror understands”, “will comply with the statement of work”, “standard procedures will be employed”, “well known techniques will be used” and general paraphrasing of the Performance Work Statement are considered inadequate. The presentation must provide details concerning what the contractor will do and how it will be done. This includes a full explanation of the techniques, disciplines, and procedures proposed to be followed.

4.4.3 Scheduling Oral Presentations

..4.4.3.1 To assist the Government in scheduling evaluators’ time as well as presentation facilities, offerors that intend to submit a proposal as a prime (and make an Oral Presentation) are requested to submit a written non-binding notice of intent to the Contract Specialist, by e-mail, at emily.glazman@navy.mil not later than **19 August (2:00 PM EST or 1400)** . An information copy shall also be sent to the Contracting Officer at mary.b.carter@navy.mil.

..4.4.3.2 Oral Presentations are currently planned to begin 1 **September 2009**. The order of presentation will be determined by random drawing by the Contracting Officer. The Government plans to notify offerors of the date, time and location of the Oral Presentation by **27 August 2009**. The Government reserves the right to reschedule the offeror’s Oral Presentation at the discretion of the Contracting Officer. The offeror must make the Oral Presentation on the date scheduled in order to be considered for award.

..4.4.3.3 The Oral Presentation shall not exceed 2 hours in length. Breaks (not to exceed approximately 15 minutes total) may be called by the presenters. It is desired that at least one such break be planned. The break(s) will not be included in the 2-hour limitation for the Oral Presentation. The presentation will be followed by a 45 minute break and then a Question and Answer session. The oral presentation will be made in the Government’s facility at NSWCCD, Dahlgren at a TBD location. The Government will provide and set up the necessary equipment for the presentation. ; however, the contractor shall have a back-up plan to present, in case Government equipment is unavailable. The presentation shall be provided in Power Point format on a CD-ROM. The presentation schedule will be included in the date notification given the offeror. The presentation schedule is anticipated to be similar to the one shown below:

0730 Presentation room opened
0800 Presentation begins
(breaks to be called by the presenters)
1015 Presentation ends, break begins
1100 Question and answer period begins

4.4.4 Rules for the Oral Presentations

..4.4.4.1 The 2-hour time limit for the Oral Presentation will be strictly enforced. The starting times and length of the break(s) are adjustable. The offeror is responsible for keeping track of the remaining time.

..4.4.4.2 There is no limit to the number of slides in the Oral Presentation; however, **only those slides presented will be considered for evaluation purposes. Any slides not presented will be discarded and not evaluated. Video is not permitted.**

..4.4.4.3 Offerors are limited to the use of pre-prepared slides only. The slides shall be consecutively numbered.

..4.4.4.4 Offerors are limited to no more than five (5) presenters. Presenters shall be Key Personnel whose resumes are included in the written Technical Proposal and shall include the proposed Task Order Program Manager. The offeror is encouraged to have proposed subcontractor personnel participate, if applicable. It is, however, expected that the proportion of the technical understanding portion of the oral presentation delivered by subcontractor/consultant personnel will be roughly the same as the proportion of the effort proposed/priced for that subcontractor. The proposed Task Order Program Manager shall, as a minimum, deliver the Management portion of the presentation. The same presenters shall be present for the Question and Answer session and shall address questions directed to them. In addition to the presenters, offerors may also have no more than one additional person attend as an observer. This individual will not be seated near the presenters during the presentation or the subsequent Question and Answer session and will make no verbal, written, or other contact with the presenters during the presentation. A list of presenters and observer’s names (to include corporate affiliation and title) shall be provided with submission of the proposal. If any last minute substitutions are necessary, an updated list of presenters shall be provided to the Government prior to the start of the presentation. No substitutions (of presenters or observers) will be allowed between the oral presentation and the Q&A session. Offerors are solely responsible for submitting Visit Requests upon notification of the presentation schedule, a point of contact will be provided.

..4.4.4.5 The presentation will not be recorded. Neither the Government nor the offeror will videotape or use audio or video recording devices of any kind.

..4.4.4.6 The presentation shall not address cost or fee. Information submitted as part of the written portion of the proposal need not be repeated in the presentation.

..4.4.4.7 The Government will not ask questions during the two (2) hour Oral Presentation; however, questions will be asked during the question and answer session.

..4.4.4.8 The Government will not inform offerors of their strengths, deficiencies or weaknesses during the presentation.

..4.4.4.9 An invitation to make an oral presentation does not constitute a determination that the offeror has been determined to be in the

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Competitive Range.

4.4.5 Organization and Minimum Content of the Oral Presentation – In order to facilitate evaluation, it is desired that the Oral Presentation be structured into the following components.

4.4.5.1 Technical Understanding/Capability The offeror shall demonstrate his understanding of the PWS as well as his technical approach and capability to accomplish taskings under the PWS by addressing the subparagraphs below. These address the major aspects of the PWS and provides real insight into the offeror's understanding and capabilities regarding contract requirements

4.4.5.1.1 Simulation Engineering and Requirements Identification Support –

The offeror has a knowledge of the Aegis Facilities infrastructure (tactical and simulation), the Aegis Weapons System (AWS), the Aegis Combat System (ACS) and the Aegis technical community. The offeror has knowledge of the process to perform engineering and operational analysis in support of multi-site, multi-platform, multi-service interoperability testing. The offeror has detailed knowledge of the A-STATS simulation system and provide daily project management support for the simulation system. The offeror has an approach to gathering facility tactical and simulation support requirements, engineer solutions, and making recommendations to support future facility and interoperability testing requirements. The offeror has a competence in consolidating technical requirements, developing briefing packages and presenting data to facility staff, the program offices and other sponsors.

4.4.5.1.2 Tactical/Simulation Operations (AWS, ACS, C4I, MLST3, DS3, ABN, A-STATS and others) Support –

The offeror has knowledge in booting, loading, operating and shutting down tactical and simulation equipment listed in the SOW. The offeror has knowledge of testing, debugging, and analyzing support for the tactical and simulation systems listed in the SOW. The offeror has knowledge in various tactical element and system level integration testing, Navy Battlegroup Interoperability Testing and Joint Interoperability Testing. The offeror has knowledge in planning to provide support for various tactical and simulation systems that may be added to the IWSL. The offeror has knowledge of developing, modifying and executing computer generated test scenarios for the purpose of stimulating tactical systems. The offeror has knowledge in identifying tactical and simulation system hardware and software problems. The offeror has knowledge in documenting tactical and simulation system hardware and software problems via System Trouble Reports (STRs), Test Observations Reports (TORs) & Software Change Requests (SCRs). The offeror has knowledge in maintaining System Trouble Reports (STRs), Test Observations Reports (TORs) & Software Change Requests (SCRs) repositories. The offeror has a detailed plan to develop and maintain simulation system on-line help and operator manuals. The offeror has knowledge in conducting Quality Assurance (QA) acceptance testing of simulation systems' computer programs. The offeror has knowledge in developing QA computer program test procedures & reports, scheduling & executing QA computer program testing. The offeror has knowledge in providing support of media builds, developing/tracking classified material transmittals, shipping/receiving and installations associated with QA computer programs. The offeror has knowledge in developing, maintaining and executing a personnel work performance training plan. The offeror has a five day per week, or as needed approach to IWSL day-to-day tactical/simulation systems operations with provisions to reduce staffing if the facility is closed to lab operations.

4.4.5.1.1.3 Sensor Simulation (A-STATS) or Next Generation Simulation (NGS) Equipment Maintenance, Equipment Operations, Backups, User Account Generation & Printer Operations & Scenario Generation –

The offeror has knowledge in performing system level equipment operation, boots, system start up & shutdown procedures. The offeror has knowledge in reporting all equipment & computer program problems and assisting in problem resolution. The offeror has knowledge in developing and presenting operations and requirements briefs, provide IPR support, and TIM support. The offeror has knowledge in generating, & mounting/dismounting magnetic and optical media.

4.4.5.2 Management Capability/ Approach: Offerors shall demonstrate their approach and ability to effectively manage all efforts under this order. A listing of areas that shall be included is provided below. Offerors are strongly encouraged to address other aspects of their proposed approach which they feel will convey their management capabilities.

This factor does not contain any separately evaluated subfactors; however, the following elements will be considered. Management Plan, Quality Control, Transition Planning, Personnel Recruitment/Retention/Training, and Subcontractor Control.

- a. Management Plan – This element is intended to address items such as the following: Overall management approach (to include approach to ensuring services remain non-personal in nature), proposed organization, corporate resources to be applied to this requirement (facilities, etc.), and understanding of and ability to comply with the contract's business management aspects such as progress reporting and invoicing.
- b. Quality Control – This element is intended to address the offeror's proposed plan, procedures and processes to ensure the quality and timeliness of all services provided as well as contract deliverables. In addition, the overall effectiveness of these procedures will be judged by the quality of both the technical and cost proposals in terms of form (spelling, grammar, etc.) and responsiveness to solicitation requirements.
- c. Transition Planning – Since this is a follow-on services contract, transition is considered very important. Of specific interest are the areas of personnel and work product quality. Offerors should address how their management and project staff will be established; how their

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technical and contract administration interface with NSWCDD will be established; how the offeror will assume responsibility for support of current programs without discontinuity of work flow or loss of integrity of the programs' current operation; and what services, support, or other items will be required from the Government to facilitate the transition.

d. Personnel Recruitment/Retention/Training – This element is intended to address the offeror's personnel management program to include recruitment, retention, and training. Recruitment includes the approach to staffing buildup and management. Of particular interest is the offeror's ability to identify and provide individuals with hard-to-find skills. Retention includes the offeror's personnel management policies and practices designed to motivate employee performance and encourage longevity with the firm. Of interest in the training area is the offerors' approach toward staff development particularly in the primary functional areas identified in the Statement of Work. Also, the extent of corporate investment (i.e., training funded out of overhead/G&A) in staff development should be addressed.

e. Subcontractor Control – This element addresses the offeror's policies and practices regarding the overall management of efforts performed by subcontractors. Of specific interest are the procedures to be followed in identifying specific work areas to be subcontracted and the length of time at the delivery order level to initiate subcontractor performance. Also of interest are the offeror's procedures for ensuring the quality of services performed and deliverables provided by subcontractors, including the timely submission of invoices.

4.4.5.3 **Staffing Plan** - The contractor shall present their plan for staffing this requirement and this should be detailed, cost-effective and provide an integrated approach to staffing. It should also be displayed graphically.

5.0 REQUIREMENTS FOR WRITTEN TECHNICAL PROPOSAL

The written technical proposal shall consist of the following items:

5.1 Contract Mandatory Requirements

5.2 Subcontracting/ Teaming /Consulting

5.3 Key Personnel Resumes and Personnel Summary/Staffing Matrix

5.4 Past Performance

5.1 Contract Mandatory Requirements – The contractor shall address his ability to (or plans for meeting at time of award) meet each of the contract mandatory requirements as discussed in Section H, Contract Mandatory Requirements.

5.2 Subcontracting/Teaming/Consulting

Agreements A copy of any subcontracting/teaming/consulting agreements proposed to fulfill any direct charged part of the contract shall be provided. It shall be signed by both the Offeror and the proposed subcontractor/team member/consultant and shall show agreement as to the specific technical work areas to be subcontracted, the projected labor categories (key/non-key/support) to be provided, and the level of effort to be provided. It shall be fully consistent with other portions of the proposal to include resumes submitted and the Cost Proposal. Agreements shall be submitted only for those subcontractors or consultants who are priced in the Cost Proposal.

5.3 KEY PERSONNEL/STAFFING

5.3.1 All key personnel proposed must possess, at a minimum, a final security clearance of SECRET (and interim secret is acceptable at time of contract award). The estimated work-years for personnel are shown below in Section 6.2. If any additional support is proposed to be directly charged to the order it must be added to those work-years. For example, if contract/business management or administration support is needed by the offeror, it shall be included in the proposal. The Offeror shall clearly state all administrative support function that are to be direct charged, including word processing, reproduction, library, contract administration (to include support for progress report preparation and invoicing), security administration, contract quality assurance, CDRL review and approval, etc. The hours /amounts for each of these function shall be fully explained and justified. Support functions not proposed to be direct charged will be considered overhead in nature and will not be allowed as direct charges under the task order.

1) LIST OF KEY PERSONNEL. Offeror shall provide a matrix identifying key personnel for performance under this task order. Include in the matrix the following:

Proposed individuals name

Employer, Company Labor Category and current work location

Proposed work location

Percent available under resultant task order

Security Clearance Level

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Professional Development/ Degree(s)

Years of Experience Desired by Labor Category

Section(s) of the PWS proposed to support, including primary work location

Sections(s) of the PWS in which named individuals possess experience.

Key Person on another contract? (Yes or No) If yes, provide the contract Numbers and the percentage of time obligated under each contract

Indicate if the individual is a Key Person/Resume submitted and Resume Page Number.

2) Key Personnel Location: The Contractor will identify staff per the understanding that Government Furnished Space will be provided for most employees as indicated in Section C.5.

(3) Key Personnel Resumes: Resumes shall be provided for Key Personnel that best demonstrate the offeror's ability for successfully meeting the requirements of this Task Order. In order to facilitate proposal evaluation, resumes shall be submitted with the level of detail described in Section H. Resumes for the following minimum number of Full-Time Equivalents (FTE) are required. If an individual is proposed less than the identified FTE noted below, additional resume(s) are required to meet the following FTE requirements. The individual proposed to be the Program Manager shall be clearly identified. Offerors shall not exceed the number of FTE resumes shown below.

Key Category	Estimated Straight Time (Work Years)		Required Resumes
Program Manager	0.25		1
Senior Systems Engineer	1		1
Senior Systems Operations Engineer/Analyst	0.75		1
Systems Operations Engineer/Analyst	2		2
Simulations/Operations Engineer/Analyst	5		5
TOTAL			10

Two pages per resume. All proposed personnel must possess at least a SECRET security clearance. The number of resumes required for each of the labor categories is shown in the key labor category table.

The Offeror shall provide a detailed resume for the Key Personnel described above that best demonstrates the Offeror's ability to successfully meet the requirements of this task order – See Section H – Ddl-H16 RESUME FORMAT AND CONTENT REQUIREMENTS.

If the employee is not a current employee of the offeror (or of a proposed subcontractor), a copy of the accepted offer letter shall be provided. An additional copy of this letter shall be provided in the Cost Proposal which identifies a projected start date and the agreed to annual salary. If the proposed individual is Key Personnel on another contract or task order, provide the contract and order number(s) and the percentage of time obligated under each.

Offerors may supplement each 2 page resume with information that sets forth work experience and qualification that are directly related to this requirement. Section H lists the Desired qualifications for Key Personnel for this task. It is provided as a guide to notify Offerors of the types of experience and training the Government considers important to successfully execute the Task Order. The caliber of personnel set forth is intended to be a guideline and is intended to assist the Offerors in selecting personnel capable of performing the tasks required under the solicitation. It is the Offeror's responsibility to provide information and evidence that clearly demonstrates the ability of the proposed personnel to satisfactorily fulfill the Task Order requirements.

Note 1: In the event that an Offeror has not identified a firm candidate for proposed positions, said positions shall be addressed by including the word, "Pending" in lieu of the individual's name. A minimum of 10 employees must be ready to begin performance on the first day of the Base Period.

Note 2: A copy of a signed offer letter indicating acceptance by the individual shall be provided for each contingent hire.

Note 3: Offerors submitting a proposal under subject solicitation should attempt to minimize the number of proposed labor category personnel positions for which candidates have not been identified. From a U.S. Government proposal evaluation perspective, proposal risk in terms of "Technical Capability" and "Cost Realism" would be expected to increase when firm candidates have not been identified for proposed labor category personnel positions, when signed offer letters have not been provided for contingent hires and when the names in the staffing matrix do not match the names in the cost proposal.

5.4 PAST PERFORMANCE

Offerors shall provide past performance references for the prime contractor that reflects recent relevant experience performed within the last

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three years, and one past performance reference for each subcontractor that reflects recent relevant experience performed within the last three years. Include the following items:

- Contract / Task Order number
- Contract type
- Program name
- Total contract value
- Brief description of work performed and how the work is relevant to this task. Bullet format is preferred for this information.
- Valid names and telephone numbers and e-mails for the Procuring Contracting Officer (PCO) and Contracting Officer's Representative (COR).
- The Government may also use other information such as Award Fee data and CPARS/PPAIS data available from Government sources to evaluate an offeror's past performance. The Government reserves the right to limit or expand the number of references it decides to contact and to contact references other than those provided by the offeror.

6.0 WRITTEN COST PROPOSAL REQUIREMENTS – No technical information shall be submitted as part of the Cost Proposal. THE REQUIREMENTS OF THIS SECTION APPLY EQUALLY TO THE OFFEROR AND ANY PROPOSED SUBCONTRACTORS REGARDLESS OF SUBCONTRACT TYPE. The cost data shall be organized as follows. All pages shall be numbered an a table of contents provided.

6.1 COST SUMMARY. Provide cost summary information in the format of RFP Attachment J.3, Cost Summary Format. The cost proposal shall contain spreadsheets in Microsoft Excel software, with all file names with the file extension “.xls”; spreadsheets provided shall included all calculations in the cells; when printed, the cost proposal shall be divided such that the type size is no smaller than 9 characters per inch; and the proposal shall reflect whole dollars only.

6.2 DIRECT LABOR: The Table provided below provides labor workyears for the the duration of theTask Order. Offerors shall use these quantities of workyears in their Cost Proposals for bidding purposes.

LABOR	Base Yr WorkYears	Opt Yr 1 Work Years	Option Year 2 Work Years	Option Year 3 Work Years	Option Year 4 Work Years	TOTALS
Program Manager	0.25	0.25	0.25	0.25	0.25	1.25
Sr. Systems Engineer	1.0	1.0	1.0	1.0	1.0	5.0
Sr. Systems Operations Eng/Analyst	0.75	0.75	0.75	0.75	0.75	3.75
Systems Operations Eng/Analyst	2.0	2.0	2.0	2.0	2.0	10.0
Simulation/Operations Eng/Analyst	5.0	6.0	7.0	8.0	9.0	35.0
Total (KEY)	9.00	10.00	11.00	12.00	13.00	55.00
Admin (Non-key)	0.25	0.25	0.25	0.25	0.25	1.25
Junior Simulation Operations Analyst	1.0	1.0	2.0	2.0	2.0	8.0
Total (Non-Key)	1.25	1.25	2.25	2.25	2.25	9.25
TOTAL LABOR	10.25	11.25	13.25	14.25	15.25	64.25

6.2.1 Direct Labor Note 1:

..6.2.2.1 The total Task Order labor years identified above for pricing purposes refer to labor categories required to execute the technical aspects of the Performance Work Statement and also specific administrative support. Any other corporate and local-level management as well as general and administrative support to include administrative/ clerical, program control, and contract business management/administration (to include progress report preparation) are considered to be overhead in nature except for those oversight or administrative functions performed by the prime contractor's proposed Program Manager. The offeror is, however, permitted to propose such effort as a direct charge if it is in accordance with his standard DCAA-approved practice to do so. Such hours SHALL BE ADDED to the total number of technical hours proposed. This requirement applies equally to the prime and any subcontractor(s), if applicable.

..6.2.2.2 The following information shall be provided: (i) identification of additional specific functions are to be direct charged, including management, subcontractor management, word processing, reproduction, library, contract administration (to include progress report preparation and invoicing), program or financial tracking and control, security administration, contract quality assurance, CDRL review and approval, etc; and (ii) The basis for the additional hours/ amounts proposed for each of these functions shall be fully explained and justified. Offerors are cautioned to submit realistic estimates in this area because the ratio of these hours to technical hours will be used as a guideline in

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the evaluation of the reasonableness of actual costs incurred under this task order. In addition, excess hours (hours over the quantities proposed) performed for these functions will NOT be credited against the hours included in the Level of Effort clause in Section G of the resultant Task Order for purposes of finalizing fixed fee for any Task Order period.

..6.2.2.3 Work Year Estimate - The Government's estimate of effort is based on work years rather than labor hours. Offerors shall propose based on their average work year; for example, one offeror's work year of effort may equate to 1820 hours and another offeror's work year may be 1920. A minimum of 1,775 compensated regular hours per work year is required. The prime shall not assign workyears to team members. All workyears must be appropriate for the team member and supported by three years of historical documentation of the manyear used by each team member.

6.3 OTHER DIRECT COSTS:

6.3.1 The Government's unburdened estimate for travel and ODCS under this effort is listed below for tasking specified in the PWS. This estimate along with any other ODCs must be included in Section B of the offer for all applicable CLINs. The management of travel between Prime and any Subcontractors shall be described and priced. Primes are to allocate travel dollars to subcontractors, if the subcontractors are anticipated to travel. Other ODC amounts proposed by an Offeror shall also be included for all applicable CLINs and these costs shall be itemized with written justification provided to support the proposed costs. In order for an expense category to be allowed as a direct charge under the resulting task order, it must be identified in the proposal and be reflected in the applicable CLIN. Offerors shall use the following unburdened amounts for Other Direct Costs.

TRAVEL	Base Yr.	Opt Yr 1	Opt Yr 2	Opt Yr 3	Opt Yr 4	TOTAL
Estimated Travel	\$16,000	\$16,500	\$17,000	\$17,500	\$18,000	\$85,000

6.3.2 Travel is intended to include travel in direct support of Task Order Performance Work Statement technical objectives. It includes travel related expenses, such as passport fees for OCONUS travel if such costs will be direct charged. It does not include travel performed by personnel whose labor is charged to indirect pools or for individuals in the "Management and Support" labor category. If travel for these individuals is to be direct charged during performance, it must be added to the above amounts and the basis provided for any amounts added.

6.3.3 It is the Government's strong preference that offerors (prime and any subcontractors) provide all remaining items of ODC out of an indirect pool. Offerors whose DCAA-approved accounting method is to direct charge any item of ODC other than travel and material, the proposal shall identify item of expense, including associated dollars, and provide the information listed below for item. Corresponding dollar amounts for each additional type of ODC SHALL BE included in the pricing tables if the expense category is to be allowed as a direct charge following Task Order award. (If no such ODC's are proposed, the award document will clearly state that they are unallowable during performance.) The following specific information shall be provided.

..6.3.3.1 Description, justification, and detailed basis for the estimate.

..6.3.3.2 For any costs proposed on a per unit basis, (e.g. those set up in a service cost center and charged to users/customers on a per unit basis), the discussion shall also include statistical data supporting the unit charge. Statements that the rate has been accepted by DCAA are not sufficient unless a copy of the DCAA letter or report that clearly approves the basis for the charge is included with the proposal.

..6.3.3.3 If direct charge is proposed for any leased item, the following shall be provided: identification of item, justification of need, and lease/purchase analysis.

..6.3.3.4 If direct charge is proposed for depreciation of any capital asset, the following shall be provided: Identification of item, justification of need, projected acquisition date, purchase price, depreciation method, and depreciation schedule.

6.3.4 Frequently, the prime contractor proposes all solicitation-identified travel dollars as being performed by the prime contractor with the statement that subcontractor / consultant ODC requirements will arise during performance as specific requirements are identified. This approach is UNACCEPTABLE for this requirement. If it is anticipated that subcontractors will need to incur items of Other Direct Costs, including travel, they shall be proposed as such (subject to the solicitation requirements with respect to ODCs) or none shall be allowed during contract performance. Offerors shall note that the Realism Assessment will assess the extent to which the ODC dollars provided above were allocated to proposed subcontractors. Offerors shall, therefore, provide a narrative explanation of the amounts allocated to and proposed by subcontractors or consultants.

6.3.5 The proposed direct charge of any item, such that title transfers to the Government under the provisions of FAR 52.245-5, Government Property, is NOT ACCEPTABLE unless specifically authorized in writing under the Task Order. Furthermore, if a category of expense is NOT proposed as a direct charge in the Cost Proposal, it will NOT be allowed during Task Order performance unless it can be clearly demonstrated during performance that there has been a DCAA-approved change in accounting procedures. This restriction is equally applicable to subcontractors.

6.4 SUPPORTING COST INFORMATION – The Cost Proposal shall include narrative/tabular data that provides the following. It is the responsibility of the prime contractor to ensure that ALL SUBCONTRACTORS provide information at this same level of detail regardless of the subcontract pricing arrangement. If subcontractors do not comply, this will be viewed as indicative of the prime contractor's inability to control subcontractor performance and could impact the Management Factor evaluation result.

6.4.1 DIRECT LABOR - The Cost Proposal shall reflect actual labor rates expected to be expended in performing the proposed Task Order; e.g., actual hourly rates for named personnel if such rates will be the basis for billing under the resultant contract, and not a composite rate of

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individuals within a labor classification or labor category. The Cost Proposal shall contain a table which shows the following for each named person:

..6.4.1.1 Current (as of the date of proposal submission) actual hourly rate (based on a 40 hour workweek) and note the effective date of the rate (Month/Year);

..6.4.1.2 Current decremented hourly rate (if UT/TTA is proposed);

..6.4.1.3 Task Order Base Period hourly rate. Offerors shall ensure they fully explain how the base rate was developed.

For example: A contractor proposes an escalation rate of 4% and 01 Oct 09 is the start date for this effort. If all employees receive an annual increase on 01 Jan 10, then it is expected that the base rate would be equal to: the employees' current actual unburden rate + 3/12*4%* employees' current actual unburden rate.

..6.4.1.4 Derivation of rates for unnamed or "growth" positions shall be shown in a similar manner.

..6.4.1.5 In addition to the information contained in the table required above, offerors shall also provide the following information for analysis of their proposed direct labor costs:

.....(a) Provide a copy of the overtime policy noting who is paid overtime and the applicable rate. Specifically note if any of the proposed individuals are considered Non-Exempt from the provisions of the Fair Labor Standards Act.

....(b) Labor Escalation - The information required by this paragraph regarding labor escalation is considered a material requirement of the Task Order proposal. (i) Describe company policies to ensure that the actual labor escalation experienced under each Task Order period does not exceed proposed labor escalation. (ii) Note that the Savings Initiatives provisions of SeaPort-e place a maximum on labor escalation. In addition, offerors shall disclose any comparable requirements that have been flowed down to subcontractors/consultants.

.....(c) Offerors shall note that it is critical that the Cost Proposal reflect realistic pricing for direct labor costs. If proposed Key Personnel direct labor rates (both base and escalated) are not evaluated as realistic (both for named and growth positions), it may be viewed as a lack of understanding of the technical requirements of this solicitation and the evaluation result for the Technical Understanding factor may be affected. Further, unrealistically priced direct labor may also be viewed as a lack of effective personnel practices to recruit and retain expertise that is critical to the successful performance of this order. The evaluation result for the Management Capability factor may also be impacted.

.....(d) The offeror shall provide the following information. Subcontractors shall also provide the same information:

<u>Description</u>	<u>Exempt</u>	<u>Non-Exempt</u>
One year base regular hours	_____	_____
Subtract paid Holidays	_____	_____
Subtract paid Vacation	_____	_____
Subtract Sick Leave	_____	_____
Subtract Other Leave	_____	_____
(e.g. Jury Duty, Military Leave, etc.)		
Subtract other indirect hours	_____	_____
Subtotal - Net direct compensated hours	_____	_____
 Add Uncompensated/TTA Hours	 _____	 _____
 Total Direct Hours per Workyear	 _____	 _____

(e) If UT/TTA is not proposed, offerors shall provide their compensation policies for any hours worked over 40 in a week by exempt employees.

6.4.2 Additional required information:

..6.4.2.1 Identify each proposed Cost Center. Provide its official name and note the area (organizational, geographic, etc.) to which it applies. Note any restrictions on its applicability to this requirement.

..6.4.2.2 Offerors shall identify their fiscal period and note which fiscal year they are in as of the date of proposal submission.

..6.4.2.3 Provide a table showing each proposed indirect rate by individual Task Order period. If the proposed rates represent blended rates, also show the proposed rates by contractor fiscal year.

..6.4.2.4 Provide a three-year history of actuals incurred for each proposed indirect rate. This history shall include the offeror's most recently completed fiscal year even if the rates are considered preliminary and have not been submitted to DCAA for audit. Note whether the actuals have been audited by DCAA or any other independent organization. Specifically state which indirect rates have been finalized.

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..6.4.2.5 Offerors are notified that the realism of proposed indirect rates will take historical actuals into consideration. Further, indirect rates significantly lower than recent actuals, or declining indirect rates may not be evaluated as realistic unless maximums / caps are offered. A composite cap or maximum including all burdens applied to direct labor is considered preferable to individual rate caps or maximums.

..6.4.2.6 If a formal Forward Pricing Rate Agreement as defined in FAR 15.407-3 has been negotiated, provide a complete copy.

..6.4.2.7 Provide copies of most recent DCAA correspondence that approves proposed indirect rates.

6.4.2.8 Specifically state what indirect rates are being invoiced under cost reimbursement contracts at the time of proposal submission for those cost centers included for this requirement.

6.4.3 Subcontractor/Consultant Costs

..6.4.3.1 Note the planned subcontract type and pricing arrangement for each subcontractor. The proposal shall include subcontract cost data in the SAME LEVEL OF DETAIL as provided for the offeror. Any subcontracting costs shall be fully supported. The contractor shall submit their proposal in Microsoft Excel format. The detail information may be provide separately to the Government if the subcontractor does not wish to provide this data to the prime contractor. Subcontractors shall submit their information directly to the Government via Seaport-e. Cost data provided separately by the subcontractor must be received by the time and date specified for receipt of proposals. Sucontractors are required to provide DCAA branch office for their company, along with the name, phone number, and email address of a DCAA point of contact who is familiar with their company.

6.4.3.2 Proposed T&M subcontractors shall provide full disclosure of their labor rate build-up to include separate identification of basic pay, overtime pay (if applicable) and any and all other components of the proposed labor rate (e.g. fringe benefits, overhead, G&A, and profit). In addition, the prime contractor shall note whether they (both the prime and the subcontractor) consider the proposed labor rates to be fixed for the entire period of performance or if they are subject to renegotiation following award. All proposed T&M subcontractors must have an approved accounting system.

..6.4.3.3 CONSULTANTS - If applicable, provide a detailed listing of proposed consultants, rationale for selection and associated costs which are proposed for reimbursement over and above the hourly rate. Identify the corresponding contract labor category for each proposed consultant. Include the detailed analysis that establishes the proposed rate as fair and reasonable.

6.4.3.4 FAR 15.404-3(b) requires the prime contractor to conduct appropriate cost or price analysis to establish the reasonableness of proposed subcontract prices. These data shall be included in offerors' Cost Proposals. Failure to do so will be interpreted as the prime contractor's lack of expertise in this area and could impact the offeror's overall evaluation result for the Management Capability and Approach factor.

6.4.4 FACILITIES CAPITAL COST OF MONEY - The offeror shall provide a completed DD Form 1861 - Contract Facilities Capital Cost of Money, if this element is to be proposed. This data shall be specifically identified in the Cost Proposal.

6.4.5 COMPLIANCE MATRIX - Offerors shall provide a compliance matrix that references Cost Proposal contents with the requirements of this Section L. This requirement applies equally to subcontractors.

7.0 SAVINGS INITIATIVES.

7.1 The offeror is required to address cost savings initiatives proposed for this Task Order and how these conform to the initiatives included in their basic SeaPort-e contract. The offeror shall address, as a minimum, each area covered by the clause in Section H entitled "SAVINGS INITIATIVES". The offeror's attention is called to the additional information required under Labor Escalation above (ref. 6.4.1.5(b)).

7.2 Offerors who propose declining average direct labor rates in key labor categories or declining hours in a workyear are cautioned that these approaches may be viewed as strategies to lower the Task Order price that could result in degradation in the quality of services to be provided throughout the Task Order period of performance. Such strategies are not considered to be true "savings initiatives". Further, such strategies may not be evaluated as realistic from a pricing standpoint.

7.3 The Government is interested in initiatives that clearly demonstrate a commitment on the part of the offeror to keep costs under strict control and clearly minimize overall costs incurred under this Task Order. Offerors are strongly encouraged to consider each the following. If an offeror / subcontractor does not elect to offer any of the following areas, the offeror's logic will be provided.

7.3.1 A composite cap or maximum on indirect rates;

7.3.2 Lower subcontract pass-thru than the maximum proposed / accepted at the contract level;

7.3.3 Lower fixed fee rate than the maximum proposed / accepted at the contract level;

7.3.4 Lower annual labor escalation rate than that maximum proposed / accepted at the contract level; and

7.3.5 Negotiation of similar caps for proposed subcontractors.

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7.3.6 Agreement to cover ODC items in an indirect pool that could otherwise be direct charged, subject to the requirements in 6.3 above (e.g. software license costs, etc.)

HQ L-2-0008 REQUIREMENTS CONCERNING WORK WEEK (NAVSEA) (MAY 1993)

- (a) Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work.
- (b) The offeror may include uncompensated effort in its proposed level of effort if:
 - (1) The offeror has an established cost accounting system, approved by the Defense Contract Audit Agency, which records all hours worked, including uncompensated hours, for all employees, and regardless of contract type.
 - (2) Uncompensated hours, for all employees and regardless of contract type, are included in the offeror's base for allocation of overhead costs.
 - (3) The proposal identifies hours of uncompensated effort proposed by labor category.
 - (4) The proposal identifies the amount of uncompensated effort which will be performed without supervision and without support personnel and assesses the productivity of such effort.
 - (5) The proposal describes the extent to which employees are required or encouraged to perform uncompensated effort and the impact the use of uncompensated effort has on work effectiveness.
 - (6) The proposal includes a copy of the corporate policy addressing uncompensated effort.
- (c) The above information must be provided for each subcontract which has uncompensated effort included in the proposed level of effort.
- (d) Any proposal which includes uncompensated effort in the proposed level of effort not in compliance with the above may be rejected.

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SECTION M EVALUATION FACTORS FOR AWARD

1.0 GENERAL INFORMATION

This Task Order is reserved for Small Business concerns as defined in clause H-5 of the contract. Any proposal received from concerns other than Small Businesses will not be considered. Any proposal which does not meet the small business set-aside requirement that the small business prime perform more than 50% of the work will not be considered for award.

This Task Order is reserved for only those contractors that have National Capital Zone identified in section B of the MAC contract. Proposals from other contractors will not be considered.

It is the intention of the Navy to award one, cost type, level-of-effort, Cost-Plus-Fixed-Fee Task Order for this requirement. Attention is directed to contract clause H-5, TASK ORDER PROCESS, Section C, Competitive Ordering Process, which provided that the award will be made to that Offeror whose proposal is the most advantageous to the Government under the selection criteria set forth in this Section M. This is a performance-based contract as defined in Far Part 37.6. Upon award, contractor performance will be reviewed in accordance with Section H, Special Contract Requirements, Quality Assurance Surveillance Plan of this solicitation.

The Government intends to evaluate proposals and award a Task Order upon initial proposals. Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. However, in accordance with clause H-5 of the contract, the Government may contact any or all or a limited number of offerors with questions concerning their responses as permitted under FAR Part 16. The Government retains the right, upon evaluation of the written portions of the proposal, including a review of the Oral Presentation slides, to determine that the offeror does not stand a reasonable chance of award. If this be the case, the offeror will not be invited to make an Oral Presentation.

2.0 MANDATORY REQUIREMENTS

Offerors must meet each of the MANDATORY REQUIREMENTS noted in Section H. An offeror not meeting all of these requirements (or having acceptable plans for meeting the requirements by Task Order award) will not be considered as eligible for award.

3.0 SOURCE SELECTION FACTORS

Each Offeror shall be evaluated relative to the following:

Factor 1: Technical Understanding/Capability/Approach (ORAL)

Subfactor 1 - Simulation Engineering and Requirements Identification

Subfactor 2 - Tactical/Simulation Operations

Subfactor 3 - Sensor Simulation (A-STATS) or Next Generation Simulation (NGS) Operation, and Scenario Generation Ops.

Factor 2: Key Personnel/Staffing Matrix (ORAL AND WRITTEN)

Factor 3: Management Capability (ORAL AND WRITTEN)

Factor 4: Past Performance (WRITTEN)

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Factor 5: Evaluated Cost (not weighted)

Each Offeror meeting the mandatory requirements will be evaluated relative to the following Best Value source selection factors. Each separately evaluated factor will be assigned a letter grade of A, B, C, D, or F where A is the highest grade. Proposal factor strengths, weaknesses, deficiencies will be noted. Each proposal will be given an overall letter rating resulting from the rolled up factor ratings. A rating of Unacceptable in any one factor will result in the entire proposal being deemed unacceptable.

3.1 RELATIVE IMPORTANCE OF THE EVALUATION FACTORS

Factor 1 is the most important factor followed by factor 2 then factors 3 and 4. There are three equally weighted subfactors under Factor 1. Factor 1 is three times as important as Factor 2. Factor 1 is 6 times as important as factor 3 and Factor 4. Factor 2 is twice as important as Factor 3 and Factor 4. Factor's 3 and 4 are equally weighted. Although cost is not scored, it will not be ignored. The degree of importance of the Evaluated Cost factor will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based.

Each factor and subfactor will be evaluated. A rating will also be given for each proposal in its entirety. A rating of Unacceptable in any one factor will result in the entire proposal being deemed unacceptable.

Each Offeror shall be evaluated relative to the following:

Factor 1: Technical Understanding/Capability/Approach

The Government will evaluate this factor (and all subfactors) based primarily on the oral presentation. The validity and thoroughness of the offeror's presentation, will be evaluated as specific evidence of his understanding and capability to successfully perform the technical requirements of this contract.

Factor 2: Key Personnel/Staffing

Evaluation of this factor will be based on both the written Technical proposal and the oral presentations. The proposed Key Personnel resumes as well as the proposed staffing for accomplishing this Task Order and the how proposed staff will meet the specific requirements of the Performance Work Statement (PWS) based on the (staffing matrix/plan) required by Section L will be evaluated. This factor addresses the degree to which Key Personnel resumes meet, do not meet, or exceed desired qualifications for the respective key labor categories and the relevance of professional development. In addition to assessing each Key Personnel resume, the entire proposed technical workforce will be assessed for capability to support the PWS with limited ramp-up time.

Factor 3: Management Capability

This factor involves the offeror's ability to handle the non-technical aspects of contract performance; its evaluation will be based primarily on the Oral Presentation. Each offeror's presentation will be assessed to determine the feasibility of the proposed management approach to task achievement and the depth of understanding represented by that approach. Overall Management Approach, Quality Control, Subcontractor Control, Transition Plan, and Personnel Recruitment/Retention/Skills Improvement are considered key elements in management capability assessment.

Factor 4: Past Performance

This factor considers the offeror's past performance ratings. The following will be used to assess past performance: Quality of Products and Services, Timeliness of Performance, Cost Control, Business Relations, and Customer Satisfaction.

This factor focuses on relevance of experience to this task and the quality of relevant experience. Experience relative to this task will be assessed by considering the following aspects such as the following (these do not constitute separately evaluated subfactors): quality of products and services; timeliness of performance; cost control, billings and proposals; business relations; overall customer satisfaction and achievement of subcontracting goals (extent of prior use of small, small disadvantaged, woman-owned, and veteran-owned small businesses as subcontractors). In addition to the sources identified by the offeror, the Government may review Contractor Performance Assessment

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Reporting System (CPARS) and/or DOD Past Performance Automated Information System (PPAIS) ratings and other existing past performance ratings on relevant contracts. The Government may also review other relevant past performance information contained in local files and other sources, including Federal, State, and local Government agencies, Better Business Bureaus, published media and electronic databases. General trends in a contractor's past performance will also be considered. A past performance rating of "Neutral" will be assigned wherever the offeror lacks a record of relevant or available past performance history and there is no expectation of either successful or unsuccessful performance based on the offeror's past performance record.

Factor 5: Evaluated Cost

In evaluating offers, the Government will perform an analysis of the realism and completeness of the cost data, the traceability of the cost to the Offeror's capability data, the proposed allocation of man-hours and labor mix, and the proposed costs' reflection of the Offeror's understanding of the complexity and risk of requirements. Pertinent cost information, including but not limited to DCAA recommended rates for such costs as direct labor, overhead, G&A, etc., as necessary and appropriate, will be used to arrive at the Government's determination of the most probable cost to be incurred in the performance of this task order and to measure the reasonableness of the proposed costs. If proposed costs are considered to be unrealistic, including unrealistic labor and/or indirect rates, the Offeror's proposed costs will be adjusted upward or downward to reflect more realistic costs. Based on such analysis, an evaluated cost for the Offeror will be calculated to reflect the Government's estimate of the Offeror's most probable costs. Evaluation of the options will not obligate the Government to exercise the options. Evaluated cost to the Government, which is an Offeror's evaluated cost and the proposed fee for the base and all option periods, and the maximum saving initiatives (if the basis is sound), will be used in making the award determination. Therefore, any inconsistencies between proposed technical performance and cost, whether real or apparent, should be explained in the supporting cost data section. Offerors are cautioned that to the extent proposed costs appear unrealistic, the Government may infer either a lack of understanding of the requirements, increased risk of performance, or lack of credibility on the part of the Offeror. The burden of proof for cost credibility rests with the Offeror. The evaluated cost amount will be a separate evaluation factor only insofar as technical/cost trade-offs are necessary to ascertain a best value decision.

Proposals which are unrealistic in terms of technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity and risks of the proposed work, and may be grounds for rejection of the proposal. Since the resulting task order will require the delivery of data, the responsiveness and quality of organization and writing reflected in the proposal (both technical and cost portions) will be considered to be an indication of the Offeror's quality control processes that would be applied to deliverable data. Subjective judgment on the part of the Government evaluators is implicit in the entire process.