

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
J

PAGE OF PAGES
1 3

2. AMENDMENT/MODIFICATION NO.
04

3. EFFECTIVE DATE
29-Aug-2016

4. REQUISITION/PURCHASE REQ. NO.
N0751A17RCMX003

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

NAVSUP FLC Norfolk, Detachment Philadelphia
700 Robbins Avenue, Bldg. 2B
Philadelphia PA 19111-5083

DCMA Manassas
14501 George Carter Way, 2nd Floor
Chantilly VA 20151

SCD: C

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

UNIVERSAL CONSULTING SERVICES, INC.
3975 Fair Ridge Dr. Ste. S400
Fairfax VA 22033-2911

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7985-EX02

10B. DATED (SEE ITEM 13)

01-Dec-2014

CAGE CODE
1SUM1

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- (*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- [X] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: DEFINITIZE CHANGE ORDER (52.243-1 ALT I)
- D. OTHER (Specify type of modification and authority)

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

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

SEE PAGE 2

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

Phillip J. Bach, Corporate Counsel

CONTRACTOR/OFFEROR

/s/Phillip J. Bach

(Signature of person authorized to sign)

15C. DATE SIGNED

23-Aug-2016

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

16B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

16C. DATE SIGNED

23-Aug-2016

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to definitize changes made to the task order PWS pursuant to FAR 52.243-1 ALT I. Additionally, this modification exercises option II for the period 1 October 2016 - 30 September 2017 pursuant to FAR 52.217-9. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

1. This bilateral modification is hereby issued to definitize the changes made to section 4.3.2.1 of the PWS pursuant to FAR 52.243-1 ALT I.
2. This modification hereby exercises option II (LOT III) for the period 1 October 2016 through 30 September 2017 pursuant to FAR 52.217-9.
3. All other terms and conditions of this task order, including price/cost, remain unchanged as result of this modification.
4. FY17 Funding provided hereunder is subject to the Continuing Resolution Acts, if any, and the final FY17 Appropriations Act passed by Congress. This funding is released for the period of time covered by the Continuing Resolution Act (CRA), in an amount proportionate to the period of time covered. Upon approval of further CRA(s), if any, funding is released for the period of time covered by the additional CRA (s), in an amount proportionate to the amount of time covered by any additional CRA(s).The funding becomes fully available upon passage of the FY17 Appropriations Act. FAR 52.232-18 applies.
5. This is the complete agreement of the parties. There are no collateral agreements, reservations, or understandings, either expressed or implied, written or oral, other than as specifically set forth herein. It is agreed that no modification of this agreement shall be binding unless it is reduced to writing and signed by the parties.

The Line of Accounting information is hereby changed as follows:

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

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8002	Fund Type - OTHER	0.00	[REDACTED]	[REDACTED]
9002	Fund Type - OTHER	0.00	[REDACTED]	[REDACTED]
9003	Fund Type - OTHER	0.00	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8002	0.00	[REDACTED]	[REDACTED]

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9002	0.00	████████	████████
9003	0.00	████████	████████

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	D307	LOT I - IT Support Services - Base Year - Period of Performance 1 Dec 2014 through 28 Feb 2015 (Fund Type - OTHER)	3.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
5001		LOT I DATA ITEM - Data in accordance with DD Form 1423 - for the period 12/1/2014 - 9/30/2015. NSP = Not Separately Priced	1.0	LO		NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	D307	LOT I TRAVEL - Travel in support of CLIN 5000 - Period of Performance 1 Dec 2014 through 30 Sept 2015 (Fund Type - OTHER)	1.0	LO	
6001	D307	LOT I OTHER DIRECT COSTS (not including travel) - in support of CLIN 5000 - Period of Performance 1 Dec 2014 through 30 Sept 2015 (Fund Type - OTHER)	1.0	LO	

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	D307	LOT II - IT Support Services - Option I - Period of Performance 1 Oct 2015 through 30 Sept 2016 (Fund Type - OTHER)	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001		LOT II DATA ITEM - Data in accordance with DD Form 1423 - for the period of 10/1/15 - 9/30/16. NSP = Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8002	D307	LOT III - IT Support Services - Option II - Period of Performance 1 Oct 2016 through 30 Sept 2017 (Fund Type - OTHER)	12.0	MO	██████████	██████████

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8003		LOT III DATA ITEM - Data in accordance with DD Form 1423 - for the period of 10/1/16 - 09/30/17. NSP = Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8004	D307	LOT IV - IT Support Services - Option III - Period of Performance 1 Oct 2017 through 30 Sept 2018 (Fund Type - OTHER) Option	12.0	MO	██████████	██████████

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8005		LOT IV DATA ITEM - Data in accordance with DD Form 1423 - for the period of 10/1/17 - 09/30/18. NSP = Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8006	D307	LOT V - IT Support Services - Option IV - Period of Performance 1 Oct 2018 through 30 Sept 2019 (Fund Type - OTHER) Option	12.0	MO	██████████	██████████

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8007		LOT V DATA ITEM - Data in accordance with DD Form 1423 - for the period of 10/1/18 - 9/30/19. NSP = Not Separately Priced	1.0	LO		NSP

For FFP Items:

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8008	D307	LOT I - IT Support Services - Base Year - Period of Performance 1 March 2015 through 30 Sept 2015 (as a result of modification 01) (Fund Type - OTHER)				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D307	LOT II TRAVEL - Travel in support of CLIN 8000 - Period of Performance 1 Oct 2015 through 30 Sept 2016 (Fund Type - OTHER)	1.0	LO	
9001	D307	LOT II OTHER DIRECT COSTS (not including travel) - ODCs in support of CLIN 8000 - Period of Performance 1 Oct 2015 through 30 Sept 2016 (Fund Type - OTHER)	1.0	LO	
9002	D307	LOT III TRAVEL - Travel in Support of CLIN 8002 - Period of Performance 1 Oct 2016 through 30 Sept 2017 (Fund Type - OTHER)	1.0	LO	
9003	D307	LOT III OTHER DIRECT COSTS (not including travel) - in support of CLIN 8002 - Period of Performance 1 Oct 2016 through 30 Sept 2017 (Fund Type - OTHER)	1.0	LO	
9004	D307	LOT IV TRAVEL - Travel in support of CLIN 8004 - Period of Performance 1 Oct 2017 through 30 Sept 2018 (Fund Type - OTHER) Option	1.0	LO	
9005	D307	LOT IV OTHER DIRECT COSTS (not including travel) - in support of CLIN 8004 - Period of Performance 1 Oct 2017 through 30 Sept 2018 (Fund Type - OTHER) Option	1.0	LO	
9006	D307	LOT V TRAVEL - Travel in support of CLIN 8006 - Period of Performance 1 Oct 2018 through 30 Sept 2019 (Fund Type - OTHER) Option	1.0	LO	
9007	D307	LOT V OTHER DIRECT COSTS (not including travel) - in support of CLIN 8006 - Period of Performance 1 Oct 2018 through 30 Sept 2019 (Fund Type - OTHER) Option	1.0	LO	

- Item 5000 is fixed price
- Item 5001 is fixed price
- Item 8000 is fixed price
- Item 8001 is fixed price
- Item 8002 is fixed price
- Item 8003 is fixed price
- Item 8004 is fixed price
- Item 8005 is fixed price
- Item 8006 is fixed price
- Item 8007 is fixed price
- Item 8008 is fixed price
- Item 6000 is cost only

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- Item 6001 is cost only
- Item 9000 is cost only
- Item 9001 is cost only
- Item 9002 is cost only
- Item 9003 is cost only
- Item 9004 is cost only
- Item 9005 is cost only
- Item 9006 is cost only
- Item 9007 is cost only

DATA LINE ITEM (NOT SEPARATELY PRICED)(FISC DET PHILA)(OCT 1992)

Contractor data to be furnished in accordance with DD Form 1423, Exhibit A.

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1.3.3.3 Ownership Rights

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4.1 Network and Computer Technical Services

4.1.1 Places of Performance

4.1.2 Required Services

4.1.2.1 Network and Computer Technical Support Services

4.1.2.2 Network and Computer Technical Support Services Knowledge & Skills

4.1.2.3 PC/LAN/Server Interfaces and Network Management

4.1.2.4 PC/LAN/Server Interfaces and Network Management Knowledge & Skills

4.1.2.5 Contractor Personnel and Team Lead

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4.1.2.7 Security Clearance Certification Matrix

4.2 Application Development and Management

4.2.1 Place of Performance

4.2.2 Required Services

4.2.2.1 Application Development and Management

4.2.2.2 Application Development and Management Knowledge and Skills

4.2.2.3 Contractor Personnel and Technical Team Lead

4.3 Aviation Psychology Test Item Management and Development

4.3.1 Place of Performance

4.3.2 Required Services

4.3.2.1 Aviation Psychology Test Item Management and Development

4.3.2.2 Aviation Psychology Test Item Management and Development Knowledge and Skills

4.3.2.3 Contractor Personnel

4.4 Simulator Based Training Design, Development and Integration

4.4.1 Place of Performance

4.4.2 Required Services

4.4.2.1 Training Simulator Support

4.4.2.2 Training Simulator Support Knowledge and Skills

4.4.2.3 Contractor Personnel

4.5 RPOW Database Administration and Support

4.5.1 Place of Performance

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4.5.2 Required Services

4.5.2.1 RPOW Database Administration and Support

4.5.2.2 RPOW Database Administration and Support Knowledge and Skills

4.5.2.3 Contractor Personnel

4.6 Minimum Staffing Requirements

SECTION C-5 DELIVERABLES and TRAVEL

5.1 Deliverables

5.1.1 Weekly Tier 1, 2, and 3 Help Desk Report

5.1.2 Quarterly Application Status Report

5.2 Travel

SECTION C DESCRIPTIONS AND SPECIFICATIONS

SECTION C-1: GENERAL INFORMATION

1.1 Mission

Navy Medicine Operational Training Command (NMOTC) is an echelon four (4) shore activity located aboard Naval Air Station in Pensacola, Florida. NMOTC reports to the Navy Medicine Education and Training Command (NMETC) located in San Antonio, TX. NMOTC provides professional, technical and consultative services in operationally related Fleet and Fleet Marine Force medical matters worldwide. NMOTC conducts education and training programs for medical department personnel in various operational medical disciplines. NMOTC manages, coordinates and provides selected operational programs (aviation physicals and survival training) and services in direct support of the operating forces as directed by higher authority.

NMOTC's mission is to provide training for Operational Medicine and Aviation Survival and be recognized as the global leader in operational medicine, innovative and responsive to the challenges of the warfighter. NMOTC consists of the following components:

- Naval Survival Training Institute (NSTI) located in Pensacola, FL, assists the joint warfighter in winning the fight by providing safe, effective, and relevant human performance and survival training for all DoD personnel. NSTI has eight Aviation Survival Training Centers at the following locations:

§ Pensacola, FL

§ Cherry Point, NC

§ Norfolk, VA

§ Jacksonville, FL

§ Paxtuxent River, MD

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§ Miramar, CA

§ Whidbey Island, WA

§ Lemoore, CA

- Naval Aerospace Medical Institute (NAMI) located in Pensacola, FL supports Navy and Marine Corps aviation units through expert aeromedical consultation, services development, and application of aeromedical standards and training of aeromedical personnel for operational assignments.
- Naval Undersea Medical Institute (NUMI) located in Groton, CT, provides training in Undersea Medicine and Radiation Health to officers and enlisted Sailors who will support warfighters in the Submarine Force, Naval Special Warfare, Naval Expeditionary Combat Command, the USMC, and BUMED. NUMI provides expert consultation in undersea medicine and radiation health.
- Surface Warfare Medical Institute (SWMI) located in San Diego, CA, is a leader in providing medical education, operational training and certification for medical, dental and fleet personnel ashore and afloat in support of global operations. SWMI conducts Surface Forces and Dive medical training annually for 224 Independent Duty Corpsman and over 150 Surface Medical Department Officers in support of US Fleet, Fleet Marine Force and Coalition Naval Forces. SWMI provides consultation and Continuing Medical Education for Surface, Submarine, Air and Fleet Marine Force Providers. SWMI has one sub-component located in Norfolk, VA.
- Naval Expeditionary Medical Training Institute (NEMTI) located at Camp Pendleton, CA, provides training on the assembly, disassembly, establishment of command structure, and basic operations of an Expeditionary Medical Facility ready for worldwide deployment, serves as the Navy's field test and evaluation center for deployable medical systems equipment, and doctrine and instruction of the new EMF Collective Protection Systems. NEMTI is the "Center of Excellence" for Tactical Combat Casualty Care and location of Expeditionary Medical Unit training for personnel deploying to Role II and Role III assignments in support of operational requirements. NEMTI has the component Navy Trauma Training Center located in Los Angeles, CA.
- Naval Special Operations Medical Institute (NSOMI) located at Fort Bragg, NC conducts combat medical training for Special Operations Forces to include Recon Corpsmen, SEAL and Special Warfare Combat-Craft Crewman (SWMCC) Medics under U.S. Special Operations Command.

NMOTC Information Management Information Technology (IMIT) Department requires support for technology management programs across the enterprise and the ability to support the broadening efforts of NMETC, NAVMISSA, BUMED, DON, DHA, OSD and DoD.

In order to meet these challenges, NMOTC must provide support of existing and emerging technologies in our computing and network environments and move quickly and efficiently to design new technologies that may be imposed by the requirements of higher level echelons.

1.2 Scope of Work

The contractor shall provide personnel, management, supervision, administrative, technical support, training, equipment, materials, and all other identified items and services (except as described in Section C-3 as Government furnished) necessary to perform the tasks defined in this performance work statement (PWS). The basic areas of IMIT support include but are not limited to: Network and

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Technical Services and Application Development and Management Services.

NMOTC sub-component support services at all remote locations are limited to network and technical services. This document identifies and defines those deliverables necessary to provide the requisite support required by NMOTC and all NMOTC subcomponents for the period of performance. NMOTC Enterprise (NMOTCENT) will be used throughout this PWS to refer to NMOTC and all NMOTC subcomponents.

1.3 General Operating Requirements

1.3.1 Place of Performance

Places of performance include:

- NMOTC Headquarters, 220 Hovey Road, Pensacola, FL
- NEMTI, MCB Box 555223, Camp Pendleton, CA
- NUMI, Naval Submarine Base, New London, CT
- SWMI, 34101 Farenholt Ave, San Diego, CA
- NSOMI, A Company Naval Special Operations Medical Institute, Fort Bragg, NC

1.3.2 Hours of Operation

The contractor will provide on-site coverage at specified Government sites Monday through Friday during the core business hours of 0730-1600 at each location.

1.3.3 Adherence to Government Directives and Regulations

1.3.3.1 General Adherence

The contractor shall adhere to all applicable Government directives and regulations in performing NMOTC IMIT support functions. These references and regulations provide guidance and procedures for NMOTC programs and operations.

1.3.3.2 HIPAA Compliance

IAW DoD 6025.18R, Department of Defense Health Information Privacy Regulation, the contractor meets the definition of a Business Associate. Therefore, a Business Associate Agreement is required to comply with both the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security regulations.

1.3.3.3 Ownership Rights

The United States Navy and NMOTC will retain sole ownership of all information and deliverables developed by contract personnel during the performance of the requirements defined in this PWS.

1.3.3.4 Internet Protocol Compliance

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The contractor shall provide technical solutions that are compliant with all DoD required internet protocol standards per DoD Instruction 8100.04, "DoD Unified Capabilities". Systems or products shall be capable of receiving, processing, transmitting and forwarding packets and/or interfacing with other systems and protocols that are fully compliant with all established guidelines and requirements.

1.3.4 Security Requirements

1.3.4.1 General Security Requirements

Contractor personnel are subject to all laws, rules, regulations, and policies while aboard Government bases including the Government's right to search any and all vehicles and personal possessions on the base. Personnel shall obtain a base identification card and vehicle pass in accordance with base procedures. Vehicles are required to meet the base regulations concerning insurance, safety inspections, and other requirements.

1.3.4.2 US Citizenship

Contractor employees are required to be citizens of the United States and must maintain such status for the duration of this task.

1.3.4.3 Security Clearances and Specifications

The contractor shall safeguard information of a confidential or sensitive nature. The contractor shall provide training to all personnel concerning customer confidentiality and privacy, and maintain records that document this training. The NACLIC background investigation (SF-86) with a favorable adjudication of SECRET eligibility is the minimum required background investigation for all contractor staff supporting this PWS and is the responsibility of the contractor to obtain IAW SECNAV M-5510.30, Executive Order 12968 and 10450, DoD 5200.2-R, and SECNAV M-5510.36.

The contractor shall be responsible for verifying employees have the appropriate background investigations and/or clearance and review all applicable employee clearance information and shall provide a summary report to the COR within 30 days of contract award. IAW SECNAV M-5510.30, Executive Order (EO) 12968 and 10450, DoD 5200.2-R, and SECNAV M-5510.36, failure of an employee to achieve and maintain the required favorably adjudicated background investigation and/or security clearance will result in denial of access of that employee, but will not relieve the contractor of any and all performance obligations. It is the responsibility of the contractor to ensure that all employees on this task order qualify/maintain the appropriate security clearance level. The contractors will notify the COR immediately regarding any employee that does not meet required security clearance level and will provide a qualified replacement immediately.

All contractor personnel providing services in support of this Performance Work Statement are required to have a SECRET security clearance. Please review other sections of the PWS for additional certifications that contractor personnel must acquire and maintain during the duration of this task order.

1.4 Quality Control and Quality Assurance

The COR will evaluate the contractor's performance of this contract in accordance with the Quality Assurance Surveillance Plan (QASP). For those services listed in the Performance Work Statement (PWS) the COR or evaluators will follow the method of surveillance specified in this contract. The QASP

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is provided as an attachment under Section J.

1.5 Funded Training/Travel

The contractor shall nominate and, upon approval by the COR, send contractor personnel to attend Government directed training related to the performance of the NMOTC mission and tasks such as: the COMDEX Global Technology Conference, Inter-Service Industry Training, Simulation and Education Conference, Microsoft Navy-Marine Corps Symposium Conference, Training Expo Conference, Society of Consulting Psychology Midwinter Conference, Microsoft Developers Conference, Society of Industrial and Organizational Psychology Conference, American Psychological Association Annual Conference, Various TCCC Medical Conferences and Working Group Meetings, and other related training. Additional travel shall include various site support visits to all NMOTC subordinate commands.

Travel costs and per diem costs will be reimbursed in accordance with Joint Travel Regulations (JTR) and not exceed authorized Government JTR rates. Itemized Travel Invoice will be completed in accordance with the provisions of the JTR, and shall be submitted within five working days of returning from travel. Contractor will provide remote support that requires travel to other detachments/commands which shall be approximately 30 days per the FY. The contractor may be required to complete a site visit/trip reports which will be submitted no later than 5 working days after return from trip. Training required to maintain and to continue licenses or credentials, or training required to meet job qualifications is not considered to be Government directed, and will not be reimbursed by the Government.

In the event that the Government has approved and paid for contractor employee training, reimbursement shall not be authorized for costs associated with re-training and/or replacement of individual(s) should the employee(s) be terminated from this contract. Costs that are not authorized include, but are not limited to labor, travel, and any associated re-training expenses.

SECTION C-2: DEFINITIONS & ACRONYMS

2.1 Acronyms

ACRONYM	DESCRIPTION
AAR	After Action Reviews
AERO	Aero Medical Electronic Resource Office
ANIT	Aviation Nautical Information Test
APEX	Automated Pilot Exam
ASDP	Abbreviated Systems Decision Paper
ASI	Aircrew Selection Instrument
ASP	Application Service Provider

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ASSL	Aviation Survival Supply Listing
ASTB	Aviation Selection Test Battery
ASTC	Aviation Survival Training Centers
BUMED	Bureau of Medicine and Surgery
CAC	Common Access Card
CETARS	Corporate Enterprise Training Activity Resource Systems
CFR	Code of Federal Regulations
CHCS	Composite Health Care System
CISA	Certified Information Security Auditor
CISCO	Computer Information System Company
CISM	Certified Information Security Manager
CISSP	Certified Information Systems Security Professional
CLIN	Contract Line Item Number
CMS	Content Management System
COMDEX	Computer Dealer's Exposition
CompTIA	Computer Technology Industry Association
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CPWS	Center of Prisoner Of War Studies
CR	Contracting Representative
DAA	Designated Approval Authority
DB	Database
DBSRVR	Database Server
DD	Department of Defense (forms only)
DIACAP	Defense Information Assurance Certification and Accreditation Program
DISR	DoD Information Technology Standards Registry
DITO	DoD IPv6 Transition Office

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DMZ	De-Militarized Zone
DoD	Department of Defense
DoN	Department of Navy
DPAS	Defense Property Accounting System
DRMO	Defense Reutilization Management Office
DTS	Defense Travel System
DVD	Digital Video Disk
EIS	Enterprise Information System
FAR	Federal Acquisition Regulations
FE	Flight Engineers
FISC	Fleet and Industrial Supply Center
FOUO	For Official Use Only
FY	Fiscal Year
GB	Gigabyte
GFE	Government Furnished Equipment
GIAC	Global Information Assurance Certification
GISF GIAC	Information Security Fundamentals
GSE GIAC	Security Expert
GSEC GIAC	Security Essentials Certification
GSLC GIAC	Security Leadership Certificate
HDIP	Hazardous Duty Incentive Pay
HIPAA	Health Insurance Portability and Accountability Act
HQ	Headquarters
HTML	Hyper Text Mark-up Language
IA	Information Assurance
IAM	Information Assurance Manager
IAO	Information Assurance Officer

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IAT	Information Assurance Training
IAVA	Information Assurance Vulnerability Assessment
ICD	International Classification of Diseases
IFT	In Flight Technician
IIS/SSL	Internet Information Service Secure Socket Layer
IMIT	Information Management Information Technology
INFOSEC	Information Security
IP	Internet Protocol
IS	Information Security
ISACA	Information Systems Audit and Control Association
ISDN	Integrated Services Digital Network
IT	Information Technology
JITT	Just In Time Training
JSOMTC	Joint Special Operations Medical Training Command
JTR	Joint Travel Regulations
KO	Contracting Officer
LAN	Local Area Network
LMS	Learning Management System
MCB	Marine Corps Base
MCT	Mechanical Comprehension Test
MFD	Multi-Functional Device
MI	Medical Information
MS	Microsoft
MSDN	Microsoft Developer Network
MST	Math Skills Test
MTF	Medical Treatment Facility
NAC	National Agency Check

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NACLC	National Agency Check with Local Agency
NAMI	Naval Aerospace Medicine Institute
NASTP	Naval Aviation Survival Training Program
NAVFIT	Navy Fitness System
NDA	Non-Disclosure Agreement
NEMTI	Naval Expeditionary Medicine Training Institute
NET	Network
NETC	Naval Education Training Command
NIC	Networking Interface Card
NIPRNET	Non-Classified Internet Protocol Router Network
NMCSD	Naval Medical Command Support Detachment
NMETC	Naval Medical Education and Training Command
NMMPTE	Naval Medical Manpower Training and Education
NMOTC	Naval Operational Medicine Institute
NMOTCENT	NMOTC Enterprise
NSOMI	Naval Special Operations Medical Institute
NSTI	Naval Survival Training Institute
NUMI	Naval Undersea Medicine Institute
ODBC	Open Database Connectivity
OPNAV	Office of Chief of Naval Operations
OSD	Office of the Secretary of Defense
PC	Personal Computer
PI	Performance Indicator
PKI	Public Key Infrastructure
POC	Point of Contact
POW	Prisoner of War
PPP	Point to Point Protocol

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PRS	Performance Requirements Summary
PWS	Performance Work Statement
RAID	Redundant Array of Inexpensive Disks
RAMIS	Reserve Air Force Medical Information System
RAS	Remote Access Service
RCT	Reading Comprehension Test
ROBD	Reduced Oxygen Breathing Device
RPOW	Repatriated Prisoner of War
SAN	Storage Area Network
SANS	Storage Area Network System
SAT	Spatial Apperception Test
SCNA	Security Certified Network Architect
SCNP	Security Certified Network Professional
SECNAV	Secretary of Navy
SIFT	Selection Instrument for Flight Testing
SIMS	Student Information Management System
SIPRNET	Secure Internet Protocol Network
SLDCADA	Standard Labor Data Collection and Distribution Application
SME	Subject Matter Expert
SNA	Student Naval Aviator
SNFO	Student Naval Flight Officer
SOW	Statement of Work
SPSS	Statistic Package for Social Sciences
SQL	Synchronous Query Language
SQRIPT	Student Qualifications Reporting Information Performance Tracking
SSAA	Systems Security Authorization Agreement
SCCM	System Center Configuration Manager

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SSCP	System Security Certified Practitioner
SSN	Social Security Number
SSP	System Security Plans
SWMI	Surface Warfare Medicine Institute
TAS	Thousand Aviator Studies
TCCC	Tactical Casualty Combat Care
TCP/IP	Transmission Control Protocol/Internet Protocol
UML	Universal Mark-Up Language
US	United States
USC	United States Code
USN	United States Navy
VB	Visual Basic
VPN	Virtual Private Network
VRPDT	Virtual Reality Parachute Descent Training
VTC	Video Teleconference
WAN	Wide Area Network
WAWF	Wide Area Workflow
WS_FTP	Windows File Transfer Protocol
WSUS	Windows Server Update Services
XML	Extensible Mark Up Language

SECTION C-3: GOVERNMENT FURNISHED ITEMS

3.1 Government Furnished Items

The Government will furnish all necessary office space and supplies for contractor personnel at all sites that require services. Access to and use of phone lines, computers, software and all required tools for the contractor to perform the necessary services listed in this PWS. A list of Government Furnished Equipment (GFE) is provided in Attachment A. Contractor use of GFE is only authorized for use in support of this PWS. Use of GFE is not permitted for other contractor business or for personal use.

SECTION C-4: SPECIFIC TASKS

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4.1 Network and Computer Technical Services

4.1.1 Place of Performance

Services shall be performed at the following locations listed below:

- NMOTC Headquarters, 220 Hovey Road, Pensacola, FL
- NEMTI, MCB Box 555223, Camp Pendleton, CA
- NUMI, Naval Submarine Base, New London, CT
- SWMI, Bldg. 500, 50 Rosecrans Street, San Diego, CA
- NSOMI, A Company Joint Special Operations Medical Training Centre Battalion, 1st SWTG, Building 5-3845, Fort Bragg, NC

Listed below are the number of users, computers and servers for each location that require support (numbers are subject to fluctuate up to 10% annually):

ACTIVITY	NUMBER OF USERS	COMPUTERS	SERVERS
NMOTC	384	409	46
NEMTI	73	103	2
NUMI	86	96	1
SWMI	451	456	8
NSOMI	26	26	0

4.1.2 Required Services

All services provided under this section of the PWS shall comply with DOD/DON/BUMED /NMETC/NOMI policies, procedures and standards, and ensure conformance with all information systems and security standards.

4.1.2.1 Network and Computer Technical Support Services

The contractor shall provide help desk support for all users, computers (including their components), and servers listed in the table under section 4.1.1 of this document. The services to be provided include:

- The contractor shall provide customer support services during core business hours of 0730-1600 Monday-Friday at each location
- Establish and maintain network and email accounts for command personnel
- Provide Tier 1 and 2 technical support to all users and interface with vendors and external support services to obtain Tier 3 support for computers and technical devices
- Utilize Remedy help desk software to track and manage all requests for services
- Respond and resolve request within 8 hours of receipt and log issue into Remedy

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- Maintain a comprehensive inventory of all NOMIENT IT assets, to include: All hardware, software, warranties, licensing and peripheral equipment
- Manage a comprehensive lifecycle management program for all IT assets including proper disposal of hard drives and other hardware
- Utilize DMLSS to track and manage all IT assets
- Setup and/or disassemble and configure network equipment
- Configure LAN workstations with NMOTC standard software
- Investigate and document technical malfunctions to determine cause, define the problem and initiate corrective action
- Operate and manage the command's VTC and audio conference stations

4.1.2.2 Network and Computer Technical Support Services Knowledge & Skills

At a minimum, contractor personnel should have the following knowledge and skills in completing the tasks listed under section 4.1.2.1:

- General knowledge of hardware and software management principles, methods and procedures
- Knowledge of and experience with network and email account management
- Skill in utilizing spreadsheets and databases for data manipulation
- Effective communication and customer service skills
- Knowledge and experience with equipment disposal principles and methods
- Knowledge and experience in equipment configuration and maintenance
- Knowledge and skill in analyzing and resolving technical issues
- Skill in installing and manipulating servers, hardware and other equipment
- Knowledge of file formats used in delivery of web content
- Applying Internet security principles and protocols such as secure socket layers and encryption standards
- Ability to understand DoD/DON/DHA/BUMED/NMOTC policies, procedures and standards, and ensures conformance with information systems standards
- Experience in using streaming video, graphic design, web enabled graphic tools, interface development and content management systems

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- Minimum of 3 years' experience in the type of tasks to be accomplished in section 4.1.2.1 of the PWS

4.1.2.3 PC/LAN/Server Interfaces and Network Management

The contractor shall provide PC/LAN/Server oversight and Network management for the users, computers (including their components), and servers listed in the table under section 4.1.1 of this document. The services to be provided include:

- Manage and maintain data server facilities to ensure operational consistency of network assets
- Manage a comprehensive email service to include the use of Active Directory and Exchange
- Ensure that all computer interfaces and equipment comply with NMOTCENT security procedures and regulations
- Coordinate all network management activities with hosting facility
- Plan and implement technologies required to support the network infrastructure including administration of all routers and switches
- Implement and maintain CAC/PKI environment requirements
- Manage and operate all pertinent aspects of information assurance, to include system patches, IAVA management and all other requirements for the NMOTCENT
- Ensures that INFOSEC program requirements are met in accordance NMOTC Instructions 5230.4D, 5239.1, 5239.2 and 5239.3
- Verify that appropriate security scans are conducted and documented in accordance with DIACAP instructions for the NMOTCENT
- Assist the DAA in the development of accreditation packages for systems under the DAA's purview to verify that all systems meet security specifications in accordance with DIACAP requirements per DoD instruction 8500 series.
- Ensure that proposed system changes are reviewed, and that implemented system modifications do not adversely impact the security of the enclave environment
- Assist in the development of back up plans to ensure plans are tested to mitigate risk and provide failover for technical data
- Ensures that user activities are monitored to verify compliance with security policies and procedures in accordance with all applicable instructions
- Coordinates regularly with the Information Assurance Manager (IAM), Information Assurance Officers (IAO) and others who provide computing environment and system-level INFOSEC support within the confines of the IAM area of responsibility for the NMOTCENT

4.1.2.4 PC/LAN/Server Interfaces and Network Management Knowledge and Skills

At minimum, contractor personnel should have the following knowledge and skills in completing the

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tasks listed under section 4.1.2.2:

- Experience in network management, configuration and maintenance for mid-size organizations
- Skill and experience in managing comprehensive networking environments to include virtual technology
- Experience and skill in contingency planning and establishing failover capabilities
- Knowledge and skills in applying information assurance policies, procedures and security measures
- Skill and experience in applying program and project management principles
- Minimum of 5 years' experience of in the type of tasks to be accomplished in section 4.1.2.2 of the PWS

4.1.2.5 Contractor Personnel and Technical Team Lead

- All contractor personnel supporting section 4.1 of the PWS shall be technically proficient in the areas listed in section 4.1.2 and shall be certified based on their position in accordance with the chart listed in section 4.1.2.6.
- All contractor personnel supporting section 4.1 of the PWS must be certified in accordance with DoD Directive 8570.01 (<http://www.dtic.mil/whs/directives/corres/pdf/857001m.pdf>).
- The contractor shall appoint a lead for services performed under section 4.1 and will be responsible for management of all services at all locations. This person shall be technically proficient in all aspects required of the work listed in section 4.1.2 and shall be certified in accordance with the chart listed in Section 4.1.2.6. This person shall be located at NMOTC Pensacola and be present during NMOTC core working hours. This person should utilize established management principles relative to task management, delegation, prioritization, documentation and reporting and shall keep the COR fully informed concerning all relevant matters.

4.1.2.6 Information Assurance Workforce Improvement Certification Matrix

POSITION	LOCATION	MINIMUM REQUIRED CERTIFICATION		
		IAT LEVEL	IAM LEVEL	OS CERT
PC/LAN/Server Interfaces and Network Management (Senior positions)	NMOTC	IAT Level II	None	CE***
Network and Computer Technical Support Services Technician	NMOTC	IAT Level I	None	CE*

IAT
Level I

PC/LAN/Server Interfaces and Network Management	NUMI	IAT Level II	IAM Level I	CE**
Network and Computer Technical Support Services Technician	SWMI	IAT Level I	None	CE*
PC/LAN/Server Interfaces and Network Management	SWMI	IAT Level I	None	CE**
PC/LAN/Server Interfaces and Network Management	NEMTI	IAT Level II	IAM Level I	CE**
PC/LAN/Server Interfaces and Network Management	NSOMI	IAT Level I	IAM Level I	CE**

certifications: A+, Network +, SSCP

CE*: specific to Microsoft version (i.e. MCP, MCDST, MCTS, MCITP-EST)

IAT Level II certifications: GSEC, Security+, SCNP, SSCP

CE**: specific to Microsoft server version plus CE* (i.e. MCP, MCSA, MCTS, MCITP)

IAT Level III certifications: CISA, GSE, SCNA, CISSP, or GCIH

CE***: specific to Microsoft server version plus CE* (i.e. MCP, MCSA, MCSE, MCTS, MCSE, MCITP)

IAM Level I certifications: CAP, GSLC, or Security+

IAM Level II certifications: CAP, GSLC, CISM, CASP or CISSP

IAM Level III certifications: GSLC, CISM or CISSP

4.1.2.7 Security Clearance Certification Matrix

POSITION	LOCATION	SECURITY CLEARANCE
PC/LAN/Server Interfaces and Network Management (Senior Positions)	NMOTC	SECRET/SSBI
Network and Computer Technical Support Services Technician	NMOTC	SECRET
PC/LAN/Server Interfaces and Network Management	NUMI	SECRET
Network and Computer Technical Support Services Technician	SWMI	SECRET

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PC/LAN/Server Interfaces and Network Management	SWMI	SECRET
PC/LAN/Server Interfaces and Network Management	NEMTI	SECRET
PC/LAN/Server Interfaces and Network Management	NSOMI	SECRET

4.2 Application

Development and Management

4.2.1 Place of Performance

Services shall be performed at NMOTC Headquarters, 220 Hovey Road, Pensacola, FL.

4.2.2 Required Services

4.2.2.1 Comprehensive Application Development and Management

The contractor shall provide application development and management for all NMOTC applications contained in Attachment B:

- Convert functional requirements into technical requirements to be used in the development or maintenance of NMOTC applications
- Accurately determine project scope and specifications for all application development
- Employ an established process that is fully documented for all systems developed
- Prepare user manuals, reference manuals and technical documentation for all applications
- Assist customers in identifying and documenting functional requirements
- Maintain database support to correct and update database contents and configuration for NMOTC applications
- Perform routine database maintenance tasks
- Design all system architecture including object relational models, entity relationship diagrams, and UML
- Identify and manage evaluation of threats to system functionality, network integration, and internet security
- Create and update internally developed applications that retrieve/archive information from databases for status medical information processing
- Utilize development tools and web design tools to develop applications
- Assist in the development of object definitions and architecture of web-based applications
- Develop web-based interfaces and services
- Apply principles of object oriented programming and rapid application development
- Develop and enhance database applications utilizing open database connectivity to retrieve, manage, and

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store data in relational databases

- Perform testing and quality control activities to validate application development to include user training, and alpha/beta test management
- Deploy application in command, provide user training, perform administrative tasks for application
- Design, implement and maintain various web based applications and databases
- Design, implement, maintain and customize SharePoint Services and SharePoint Portal Server
- Leverage existing technology and implement state of the art development when applicable
- Apply current principles of knowledge management and portal management technology

4.2.2.2 Comprehensive Application Development and Management Knowledge and Skills

At minimum, contractor personnel should have the following knowledge and skills in completing the tasks listed under section 4.2.2.1:

- Knowledge and experience in object definitions and designing architecture for web-based applications
- Knowledge and experience in obtaining and documenting functional requirements from customers
- Effective communication and customer service skills
- Experience in program and project management principles
- Experience in using .NET developmental tools
- Experience in applying system design, development, and testing phases for application development
- Experience in preparing technical documentation for application development
- Experience in utilizing file formats used in delivery of web content
- Applying Internet security principles and protocols such as secure socket layers and encryption
- Skills in applying database management and internet design principles and methods
- Knowledge of DoD and Navy IT security methods to maintain integrity of web servers
- Skill in managing Active Server Pages, Cold Fusion, ASP+, standard graphics, mark up languages, programming, visual basic scripting, windows visual basic application tool, SQL, streaming video and scripting language and tools, visual basic dot net, JAVA, etc.

4.2.2.3 Contractor Personnel and Technical Team Lead

All contractor personnel supporting section 4.2 of the PWS shall be technically proficient in the areas listed in section 4.2.2 and shall possess a college degree in computer science or related field or 3 years specialized experience.

The contractor shall appoint a lead technical support person for services performed under section 4.2 and will be responsible for the management of all application development services. This person shall be technically proficient in all aspects required of the work listed in section 4.2. This person shall be located

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at NMOTC Pensacola and be present during NMOTC core working hours. This person should utilize established management principles relative to task management, delegation, prioritization, documentation and reporting and shall keep the COR fully informed concerning all relevant matters.

4.3 Test Item Development and Management

4.3.1 Place of Performance

Services shall be performed at NMOTC Headquarters, 220 Hovey Road, Pensacola, FL.

4.3.2 Required Services

4.3.2.1 Aviation Psychological Test Item Management and Development

Contractor shall provide data collection protocol design and oversight, test item development, test bank management, and advanced data analytic support, to include the following:

- Troubleshoot and continually evaluate functionality and design of adaptive test engines and test library usage/exposure over time using GOTS and COTS software systems.
- Evaluate and maintain data on test library content coverage for 4,000 cognitive and non-cognitive items measuring 5 different aptitudes in 3-10 content areas each, as well as 11 non-cognitive trait facet categories.
- Develop scales and test forms to capture traits, facets, or aptitudes related to effective job performance. Scale and form development typically involves simultaneous design of numerous measures to be used for adaptive test library expansion, requiring focus on psychometric equivalence, content redundancy, establishment of linking items, and grammatical and stylistic quality.
- Perform data management and cleaning for transfer of trait and aptitude measures data into formats and datasets amenable to analysis using item-response theory and factor analysis.
- Perform parameter estimation and scale linkage analyses across forms to ensure comparability of scores generated using different forms targeting the same construct.
- Oversee data collection protocol requirements for delivery of up to 30 different test forms to participant samples ranging in size from 10-300 people, to include maintenance of materials requirements and test form requirements by participant.
- Contribute to or draft technical documentation summarizing analyses of test bank development work, scale validation, scale bias estimation, and data-model fit for customized measurement scales.

The following document applies to this section of the PWS and shall be utilized/implemented as needed:

**Department of Defense
Human Research Protection Program**

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Part 1

AGREEMENT INFORMATION

This DoD Individual Investigator Agreement describes the responsibilities of the individual researcher who is engaged in human subject research, not an employee of the assured institution, and is associated with the assured institution for the purpose of conducting research. This Agreement also describes the responsibilities of the assured institution. This Agreement, when signed, becomes part of the engaged institution's Federal Assurance for the Protection of Human Research Subjects approved by DoD (and may become part of the Federalwide Assurance (FWA) approved by the Department of Health and Human Services (DHHS)).

A. Name of Investigator: Mr. Cory Moclair

B. Institution with the Assurance:

Name: Navy Medicine Operational Training Center

DoD Assurance Number: DoD N-40065

DHHS FWA Number [if applicable]: N/A

Assurance Expiration Date: 30 September 2019

C. Scope:

This Agreement applies to all research performed by this investigator in collaboration with the institution with the assurance, unless specified below.

This Agreement is applicable only to the research listed in this Agreement and does not apply to other research in which the investigator may be involved.

D. Effective Date:

This Agreement is effective as of the date signed by the DoD Component Designated Official, and

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expires on the date listed in the DoD approval document.

Part 2

INVESTIGATOR RESPONSIBILITIES

As the Investigator named in Part 1A above I:

A. Have reviewed: a) *The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research*; b) the U.S. Department of Defense (DoD) regulations for the protection of human subjects at 32 Code of Federal Regulations, Part 219

(32 CFR 219) and DoD Instruction 3216.02; c) the Assurance of the institution referenced above; d) the DoD Component policies identified in Part 3 of the DoD Assurance (if applicable); and e) the relevant institutional policies and procedures for the protection of human subjects.

B. Understand and accept the responsibility to comply with the standards and requirements stipulated in the above documents and to protect the rights and welfare of human subjects involved in research conducted under this Agreement.

C. Will comply with all other applicable federal, DoD, international, state, and local laws, regulations, and policies that provide protections for human subjects participating in research conducted under this Agreement.

D. Will complete any education and training required by the institution and the Institutional Review Board(s) (IRB) prior to initiating research covered under this Agreement (attach documentation).

E. Will abide by all determinations of the IRB designated under the institution's assurance and will accept the final authority and decisions of the IRB, including but not limited to directives to terminate my participation in designated research activities.

F. Will not enroll subjects or engage in research activities under this Agreement prior to the protocol review and approval by the IRB and the institution.

G. Will comply with requirements from the IRB when responsible for enrolling subjects, to include obtaining, documenting, and maintaining records of informed consent for each subject or each subject's

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legally authorized representative as required under DoD regulations at 32 CFR 219.

H. Acknowledge and agree to cooperate with the IRB for initial and continuing review, report for the research referenced above, and provide all information requested by the IRB or institution in a timely fashion.

I. Will seek prior IRB review and approval for all proposed changes in the research except where necessary to eliminate apparent immediate hazards to subjects or others.

J. Will report immediately to the IRB: a) unanticipated problems involving risks to subjects or others and b) serious or continuing non-compliance.

K. Will comply with recordkeeping requirements for research protocols.

L. Will make all other notifications as specified by the IRB and the institution.

M. Acknowledge my primary responsibility for safeguarding the rights and welfare of each research subject, and that the subject's rights and welfare will take precedence over the goals and requirements of the research.

Part 3

ASSURED INSTITUTION'S RESPONSIBILITIES

This institution will apply the terms of its assurance to the Investigator and the research as specified in the Scope of this Agreement, Part 1.

Part 4

AGREEMENT BETWEEN THE INVESTIGATOR AND ASSURED INSTITUTION

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The investigator or an official of the assured institution may unilaterally terminate this agreement upon written notification to other signatories.

A. Investigator

I understand my responsibilities as described in this Agreement and the policies referenced in Part 2A above. I acknowledge and accept my responsibility for protecting the rights and welfare of human research subjects and for complying with all applicable provisions of the institution's assurance.

Signature:

Name:

Rank/Grade: Civilian Contractor

Title: Data Analyst

Mailing Address:

Naval Aerospace Medical Institute

Operational Psychology (Code 341)

340 Hulse Road

NAS Pensacola, FL 32508

Date:

Telephone number:

FAX number:

Email address:

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B. Acknowledgement by Investigator's Supervisor:

I am aware that my employee is entering into this agreement.

Signature:

Date:

Name:

Rank/Grade:

Telephone:

Title:

FAX:

Mailing Address:

Email:

C. Institutional Official of the Assured Institution

Acting in an authorized capacity on behalf of this institution and with an understanding of the institution's responsibilities under the institution's assurance, I will provide oversight of the Investigator and the research conducted under this Agreement.

Signature:

Date:

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Name: Telephone Number:

Rank/Grade: FAX Number:

Institutional Title: Email Address:

Mailing Address:

D. DON HRPP Endorsement:

The Department of the Navy Human Research Protection Program (DON HRPP) has reviewed and, on behalf of the Surgeon General, concurs with this Individual Investigator Agreement between the Naval Medical Research Unit Dayton and _____.

This Agreement applies to _____.

Tracking Number Assigned:

Assurance Expiration:

Signature Block

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Date

4.3.2.2 Aviation Psychology Test Item Management and Development Knowledge and Skills

At minimum, contractor personnel should have the following knowledge and skills in completing the tasks listed under section 4.3.2.1:

- Knowledge and experience in developing psychological test questions in a military aviation environment
- Effective communication and customer service skills
- Experience in analyzing and documenting information
- Experience in applying and deploying testing instruments

4.3.2.3 Contractor Personnel

All contractor personnel supporting section 4.3 of the PWS shall be technically proficient in the areas listed in section 4.3.2 and shall Possess the following:

- Bachelor's Degree in Psychology with 2 years of experience in Psychology
- Have experience in using BILOG-MG3 & SPSS software

4.4 Simulator Based Training Design, Development and Integration

4.4.1 Place of Performance

Services shall be performed at NMOTC Headquarters, 220 Hovey Road, Pensacola, FL.

4.4.2 Required Services

4.4.2.1 Training Simulator Support

The contractor shall provide computer and software support for training simulators such as X-Plane, Virtual Reality Parachute Descent Trainer, Spatial Awareness Training System, and the Reduced Oxygen Breathing Device and SQR IPT, to include the following:

- Integrate off-the-shelf or contractor-developed software applications with simulator based training systems to meet training requirements.
- Integrates pre-planned improvements and assists in the improvement of existing systems
- Evaluates compatibility of software upgrades within training systems
- Manage multiple simulator based training software systems at all components
- Utilize and be knowledgeable in a variety of simulator applications including ParaSim, X-Plane and various other flight simulator software

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- Provide maintenance and technical support for simulator based training systems
- Evaluate and upgrades system components
- Maintain and troubleshoot locally-networked training simulators and instructor workstation monitors.
- Conduct training of staff in use of systems and software
- Perform testing and quality control activities to validate application development and ensure standardization
- Create and manage database for computer-based training system student output parameters
- Collects and manages data files from existing training sites
- Coordinate loading of pre-planned courseware improvements to web-based training portals
- Make changes to existing web-based content for aviation survival training

4.4.2.2 Training Simulator Support Knowledge and Skills

At minimum, contractor personnel should have the following knowledge and skills in completing the tasks listed under section 4.4.2.1:

- Knowledge and experience in object definitions and designing architecture for web-based applications and simulator software
- Knowledge and experience in obtaining and documenting functional requirements from customers
- Experience in gaming and virtual reality concepts and techniques
- Experience in preparing technical documentation for application support
- Experience in working with 3D modeling and texturing for gaming
- Effective communication and customer service skills
- Experience in program and project management

4.4.2.3 Contractor Personnel

All contractor personnel supporting section 4.4 of the PWS shall be technically proficient in the areas listed in section 4.4.2 and shall Possess the following:

- Possess a Bachelor's Degree in Computer Science and/or 5 years of experience in developing simulator software
- Experience in using .NET developmental tools
- Experience in using C/C++

4.6 Minimum Staffing Requirements

The chart provided below represents the minimum staffing requirements the contractor is obligated to provide in performing the services required in the PWS; vendor can increase the number of FTE or

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part-time employees in their staffing plan accordingly to meet all requirements defined. FTE is based on a 1,920 hour work year. Upon contract award, the contractor's staffing plan, submitted with their quote, will be incorporated by reference into the resultant Seaport-e task order.

Command	Department	Position	Number of FTE
NMOTC	Networking and Technical	Network Manager/Senior	2
		Network Manager/Junior	1
		Support Technicians	4
SWMI	Networking and Technical	Network Manager/Junior	1
		Support Technicians	3
NUMI	Networking and Technical	Support Technician	1
NEMTI	Networking and Technical	Support Technician	1
NSOMI	Networking and Technical	Support Technician	1
NMOTC	Application Development	Information Systems Specialist	7
NMOTC	Code 41 - APEX	Developer Test Items	1
NMOTC	Human Performance	Developer Simulators	1
TOTAL			23

- NMOTC Headquarters, 220 Hovey Road, Pensacola, FL
- NEMTI, MCB Box 555223, Camp Pendleton, CA
- NUMI, Naval Submarine Base, New London, CT
- SWMI, 34101 Farenholt Ave, San Diego, CA
- NSOMI, A Company Naval Special Operations Medical Institute, Fort Bragg, NC

SECTION C-5 DELIVERABLES

5.1 Deliverables

The acceptance of deliverables and satisfactory work performance required herein shall be based on the standards as specified in the requirements per Section C-4 of this document. The COR will review the contractor's performance indicators in accordance with the QASP. Please review Exhibit-A, DD Form 1423 for all deliverables to be provided to the COR.

5.1.1 Quarterly Tier 1, 2, and 3 Help Desk Report

The contractor shall provide to the COR on a quarterly basis, a tier 1, 2, and 3 help desk report. The report shall be identical or substantially the same as the example provided in attachment 4.

5.1.2 Quarterly Application Status Report

The contractor shall provide to the COR on a quarterly basis, an application status report that shall include the following information at a minimum:

- 1) Name of Application
- 2) Application Status

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- 3) Completed Items/Tasks
- 4) Significant Accomplishments
- 5) Major Issues

Additionally, the following information is required for APEX and SIFT only:

- A) Completed Exams
- B) Incomplete Exams
- C) Total Exams
- D) Number of Approved Sites
- E) Number of Successful Logins
- F) Number of Sites where exams were administered

5.2 Travel

Itemized Travel Invoice will be completed in accordance with the provisions of the JTR, and shall be submitted within five working days of returning from travel. Site Visit/Trip Reports will be submitted no later than 5 working days after return from trip and contain as a minimum the following information:

- Site Visited
- Arrival and Departure Dates
- Purpose of visit
- Corrective actions take or issues addressed while on site
- Pertinent information regarding the visit, including personnel contacted
- Recommended Government and/or contractor actions required

Section C Clauses

REQUIRED STANDARD OF WORKMANSHIP (FISC DET PHILA)(OCT 1992)

Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, do or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following: Medical Examinations Immunization Passports, visas, etc. Security Clearances All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of

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the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite. Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consist with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provide justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(End of Provision)

ALLOWABILITY OF MATERIAL AND GENERAL BUSINESS EXPENSES

As used in this clause, the term "material" includes supplies, equipment, hardware, automatic data processing equipment, and software. This is a services contract, and the procurement of material of any kind, other than that incidental to, and necessary for the furnishing of the required services is not authorized and will not be considered an allowable cost under the contract. No such material of any kind may be procured without the prior written approval of the contracting officer.

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SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of the Seaport-e IDIQ contract.
All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection: Government

Acceptance: Government

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SECTION F DELIVERABLES OR PERFORMANCE

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

5000	12/1/2014 - 2/28/2015
6000	12/1/2014 - 9/30/2015
6001	12/1/2014 - 9/30/2015
8000	10/1/2015 - 9/30/2016
8002	10/1/2016 - 9/30/2017
8008	3/1/2015 - 9/30/2015
9000	10/1/2015 - 9/30/2016
9001	10/1/2015 - 9/30/2016
9002	10/1/2016 - 9/30/2017
9003	10/1/2016 - 9/30/2017

CLIN - DELIVERIES OR PERFORMANCE

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

5000	12/1/2014 - 2/28/2015
6000	12/1/2014 - 9/30/2015
6001	12/1/2014 - 9/30/2015
8000	10/1/2015 - 9/30/2016
8002	10/1/2016 - 9/30/2017
8008	3/1/2015 - 9/30/2015
9000	10/1/2015 - 9/30/2016
9001	10/1/2015 - 9/30/2016
9002	10/1/2016 - 9/30/2017
9003	10/1/2016 - 9/30/2017

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

8004	10/1/2017 - 9/30/2018
8006	10/1/2018 - 9/30/2019
9004	10/1/2017 - 9/30/2018
9005	10/1/2017 - 9/30/2018
9006	10/1/2018 - 9/30/2019
9007	10/1/2018 - 9/30/2019

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Services to be performed hereunder will be provided at (see section C of this document).

DELIVERY OF DATA (FISC DET PHILA) (OCT 1992)

Place and time of delivery of data shall be as specified on the DD Form 1423 (Contract Data Requirements List) which is an attachment to this contract, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

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SECTION G CONTRACT ADMINISTRATION DATA



252.232-7006 Wide Area WorkFlow Payment Instructions.

As prescribed in [232.7004\(b\)](#), use the following clause:

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

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

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

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

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

- (1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and
- (2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

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

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

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

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

COMBO

(Contracting Officer: Insert applicable document type(s).

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

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

N0751A

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

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

Routing Data Table*

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<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Inspect By DoDAAC	N0751A
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	N00189
Service Acceptor (DoDAAC)	N0751A
Accept at Other DoDAAC	
LPO DoDAAC	N0751A
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

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

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

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

TBD

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

(g) *WAWF point of contact.*

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

Not Applicable

(Contracting Officer: Insert applicable information or “Not applicable.”)

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

(End of clause)

52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

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- (1) When no longer needed for contract performance.
- (2) Upon completion of the Contractor employee's employment.
- (3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

(End of Clause)

252.233-7001 CHOICE OF LAW (OVERSEAS) (JUNE 1997)

This contract shall be construed and interpreted in accordance with the substantive laws of the United States of America. By the execution of this contract, the Contractor expressly agrees to waive any rights to invoke the jurisdiction of local national courts where this contract is performed and agrees to accept the exclusive jurisdiction of the United States Armed Services Board of Contract Appeals and the United States Court of Federal Claims for hearing and determination of any and all disputes that may arise under the Disputes clause of this contract.

(End of clause)

COMMUNICATIONS

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

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

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Principal Contracting Officer is:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CONTRACT POINTS OF CONTACT

The Government contractual point of contact is [REDACTED]
[REDACTED] The Government technical point of contact can be found within the clause "Appointment of Contracting Officer's Representative".

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

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

The offeror shall indicate the name, address and telephone number of the cognizant security office;

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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The facilities to be utilized in the performance of this effort have been cleared to SECRET level.
The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

[REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED] [REDACTED]
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[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

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[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

CLAUSES INCORPORATED BY FULL TEXT:

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013) Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12.

This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

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

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

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

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

The SAAR-N shall be forwarded to the Navy Command’s Security Manager at least 30 days prior to the

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individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date. When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

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

DENIAL OR TERMINATION OF ACCESS

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

CONTRACTOR'S SECURITY REPRESENTATIVE

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

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

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

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

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

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at

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the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date.

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command

Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

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

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

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

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI

fingerprint check prior to installation access.

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

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

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

LIABILITY, AUTOMOBILE AND WORKMAN'S COMPENSATION INSURANCE (FISC DET PHILA) (OCT 1992)

The following types of insurance are required in accordance with the clause entitled "INSURANCE-WORK

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ON A GOVERNMENT INSTALLATION” (FAR 52.228-5) and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage.
- (3) Standard Workmen’s compensation and Employer’s Liability Insurance (or, where maritime employment is involved, Longshoremen’s and Harbor Worker’s Compensation Insurance) in the minimum amount of \$100,000.

HIPAA Compliance

This clause serves as that agreement whereby the Contractor agrees to abide by all applicable HIPAA Privacy and Security requirements regarding health information as defined in this clause, and DOD 6025.18R, as amended. Additional requirements will be addressed when implemented.

(a) Definitions. As used in this clause generally refer to the Code of Federal Regulations (CFR) definition unless a more specific provision exists in DOD 6025.18R.

Individual has the same meaning as the term “individual” in 45 CFR 164.501 and 164.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.

Protected Health Information has the same meaning as the term “protected health information” in 45 CFR 164.501, limited to the information created or received by The Contractor from or on behalf of The Government.

Electronic Protected Health Information has the same meaning as the term “electronic protected health information” in 45 CFR 160.103.

Required by Law has the same meaning as the term “required by law” in 45 CFR 164.501 and 164.103.

Secretary means the Secretary of the Department of Health and Human Services or his/her designee.

Security Rule means the Health Insurance Reform: Security Standards at 45 CFR part 160, 162 and part 164, subpart C.

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45CFR 160.103, 164.501 and 164.304.

(b) The Contractor agrees to not use or further disclose Protected Health Information other than as permitted or required by the Contract or as Required by Law.

(c) The Contractor agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Contract.

(d) The Contractor agrees to use administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits in the execution of this Contract.

(e) The Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to the Contractor of a use or disclosure of Protected Health Information by the Contractor in violation of the requirements of this Contract.

(f) The Contractor agrees to report to the Government any security incident involving protected health information of which it becomes aware.

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(g) The Contractor agrees to report to the Government any use or disclosure of the Protected Health Information not provided for by this Contract of which the Contractor becomes aware of.

(h) The Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by the Contractor on behalf of the Government agrees to the same restrictions and conditions that apply through this Contract to the Contractor with respect to such information.

(i) The Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides electronic Protected Health Information, agrees to implement reasonable and appropriate safeguards to protect it

(j) The Contractor agrees to provide access, at the request of the Government, and in the time and manner designated by the Government to Protected Health Information in a Designated Record Set, to the Government or, as directed by the Government, to an Individual in order to meet the requirements under 45 CFR 164.524.

(k) The Contractor agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Government directs or agrees to pursuant to 45 CFR 164.526 at the request of the Government or an Individual, and in the time and manner designated by the Government.

(l) The Contractor agrees to make internal practices, books, and records relating to the use and disclosure of protected Health Information received from, or created or received by the Contractor on behalf of, the Government, available to the Government, or at the request of the Government to the Secretary, in a time and manner designated by the Government or the Secretary, for purposes of the Secretary determining the Government's compliance with the Privacy Rule.

(m) The Contractor agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for the Government to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

(n) The Contractor agrees to provide to the Government or an Individual, in time and manner designated by the Government, information collected in accordance with this Clause of the Contract, to permit the Government to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

General Use and Disclosure Provisions

Except as otherwise limited in this Agreement, the Contractor may use or disclose Protected Health Information on behalf of, or to provide services to, the Government for treatment, payment, or healthcare operations purposes, in accordance with the specific use and disclosure provisions below, if such use or disclosure of Protected Health Information would not violate the Privacy Rule, the Security Rule or DOD 6025.18R if done by the Government.

Specific Use and Disclosure Provisions

(a) Except as otherwise limited in this Agreement, the Contractor may use Protected Health Information for the proper management and administration of the Contractor or to carry out the legal responsibilities of the Contractor.

(b) Except as otherwise limited in this Agreement, the Contractor may disclose Protected Health Information for the proper management and administration of the Contractor, provided that disclosures are required by law, or the Contractor obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Contractor of any instances of which it is aware in which the confidentiality of the information has been breached.

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(c) Except as otherwise limited in this Agreement, the Contractor may use Protected Health Information to provide Data Aggregation services to the Government as permitted by 45 CFR 164.504(e)(2)(i)(B).

(d) Contractor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1).

Obligations of the Government Provisions for the Government to Inform the Contractor of Privacy Practices and Restrictions

(a) Upon request the Government shall provide the Contractor with the notice of privacy practices that the Government produces in accordance with 45 CFR 164.520, as well as any changes to such notice.

(b) The Government shall provide the Contractor with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect the Contractor's permitted or required uses and disclosures.

(c) The Government shall notify the Contractor of any restriction to the use or disclosure of Protected Health Information that the Government has agreed to in accordance with 45 CFR 164.522.

Permissible Requests by the Government

The Government shall not request the Contractor to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by the Government, except for providing Data Aggregation services to the Government and for management and administrative activities of the Contractor as otherwise permitted by this clause.

Termination

(a) Termination. A breach by the Contractor of this clause, may subject the Contractor to termination under any applicable default or termination provision of this Contract.

(b) Effect of Termination.

(1) If this contract has records management requirements, the records subject to the Clause should be handled in accordance with the records management requirements. If this contract does not have records management requirements, the records should be handled in accordance with paragraphs (2) and (3) below

(2) If this contract does not have records management requirements, except as provided in paragraph (3) of this section, upon termination of this Contract, for any reason, the Contractor shall return or destroy all Protected Health Information received from the Government, or created or received by the Contractor on behalf of the Government. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of the Contractor. The Contractor shall retain no copies of the Protected Health Information.

(3) If this contract does not have records management provisions and the Contractor determines that returning or destroying the Protected Health Information is infeasible, the Contractor shall provide to the Government notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Government and the Contractor that return or destruction of Protected Health Information is infeasible, the Contractor shall extend the protections of this Contract to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as the Contractor maintains such Protected Health Information.

Miscellaneous

(a) Regulatory References. A reference in this Clause to a section in DOD 6025.18R, Privacy Rule or Security Rule means the section as in effect or as amended, and for which compliance is required.

(b) Survival. The respective rights and obligations of Business Associate under the "Effect of Termination"

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provision of this Clause shall survive the termination of this Contract.

(c) Interpretation. Any ambiguity in this Clause shall be resolved in favor of a meaning that permits the Government to comply with DOD 6025.18R, Privacy Rule or Security Rule

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE:

52.204-7	SYSTEM FOR AWARD MANAGEMENT (JUL 2013)
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JUL 2013)
52.209-9	UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (JUL 2013)
52.215-1	INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (NOV 2011)
	52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009)
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (May 2011)
52.223-18	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
52.224-1	PRIVACY ACT NOTIFICATION (APR 1984)
52.224-2	PRIVACY ACT (APR 1984)
52.228-3	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT) (APR 1984)
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)
52.243-1	CHANGES--FIXED-PRICE -- ALTERNATE I (APR 1984)
252.203-7000	REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)
252.203-7001	PROHIBITION ON PERSONS CONVICTED OF FRAUD OR OTHER DEFENSE-CONTRACT-RELATED FELONIES (DEC 2008)
252.203-7002	REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)
252.203-7004	DISPLAY OF FRAUD HOTLINE POSTER(S) (DEC 2012)
252.204-7012	SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)
252.209-7004	SUBCONTRACTING WITH FIRMS THAT ARE OWNED OR CONTROLLED BY THE GOVERNMENT OF A TERRORIST COUNTRY (MAR 2014)
252.225-7048	EXPORT-CONTROLLED ITEMS (JUN 2013)
252.226-7001	UTILIZATION OF INDIAN ORGANIZATIONS, INDIAN-OWNED ECONOMIC ENTERPRISES, AND NATIVE HAWAIIAN SMALL BUSINESS CONCERNS (SEP 2004)
252.227-7013	RIGHTS IN TECHNICAL DATA--NONCOMMERCIAL ITEMS (FEB 2014)
252.227-7016	RIGHTS IN BID OR PROPOSAL INFORMATION (JAN 2011)
252.227-7030	TECHNICAL DATA--WITHHOLDING OF PAYMENT (MAR 2000)
252.227-7037	VALIDATION OF RESTRICTIVE MARKINGS ON TECHNICAL DATA (JUN 2013)
252.232-7003	ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (JUN 2012)

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252.232-7010

LEVIES ON CONTRACT PAYMENTS (DEC 2006)

CLAUSES INCORPORATED BY FULL TEXT:

09RA 52.217-9 -- Option to Extend the Term of the Contract. (mar 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

52.222-46 -- Evaluation of Compensation for Professional Employees

(a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of Provision)

AVAILABILITY OF FUNDS (FAR 52.232-18) (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

52.252-2

CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

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[HTTP://FARSITE.HILL.AF.MIL/](http://farsite.hill.af.mil/)

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SECTION J LIST OF ATTACHMENTS

Exhibit A

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

Attachment A

Attachment B