

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
01

3. EFFECTIVE DATE
28-Jun-2016

4. REQUISITION/PURCHASE REQ. NO.
NOT A FUNDED MOD

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-EX03

10B. DATED (SEE ITEM 13)

01-Jun-2016

CAGE CODE
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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)

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: As per FAR 43.103(a)
- 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

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

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

/s/Phillip J. Bach
(Signature of person authorized to sign)

28-Jun-2016

BY [Redacted]
(Signature of Contracting Officer)

28-Jun-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

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 2 of 2	FINAL
----------------------------------	----------------------------	----------------------------------	----------------	-------

GENERAL INFORMATION

The purpose of this modification is to change paragraphs 4.4.3, 4.4.6, 4.4.9, and 9.3.7 to reflect the need for the contractor to support a Secret clearance and to add the DD254 to support the change. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

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

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

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

CLIN/SLIN From To

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R499	SERVICES IAW THE PWS (O&MN,N)	████	█	██████████	██████████
8001	R499	SERVICES IAW THE PWS (O&MN,N) Option	████	█	██████████	██████████
8002	R499	SERVICES IAW THE PWS (O&MN,N) Option	████	█	██████████	██████████
8003	R499	SERVICES IAW THE PWS (O&MN,N) Option	████	█	██████████	██████████
8004	R499	SERVICES IAW THE PWS (O&MN,N) Option	████	█	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R499	Travel in support of the Performance Work Statement. (O&MN,N)	██████████	1.0 LO	██████████
9001	R499	Travel in support of the Performance Work Statement. (O&MN,N) Option	██████████	1.0 LO	██████████
9002	R499	Travel in support of the Performance Work Statement. (O&MN,N) Option	██████████	1.0 LO	██████████
9003	R499	Travel in support of the Performance Work Statement. (O&MN,N) Option	██████████	1.0 LO	██████████
9004	R499	Travel in support of the Performance Work Statement. (O&MN,N) Option	██████████	1.0 LO	██████████

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 2 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

1.0 **PURPOSE:** To support the Healthcare Operations (HO) Director, Healthcare Delivery Deputy Director, and the Executive Team (M3) to include tasks and divisions as Medical Administration, Primary Care/Mental Health, Healthcare Business and Administration, Secondary and Specialty Care, Healthcare Management Systems, Medical Readiness, Clinical Informatics, product line Assistant Directors, Research and Development Deputy Director (M2) for Correspondence Management Support, and Deputy Director of Capability Development and Integration (CD&I) (M9) for Correspondence Management Support. The contractor will support the alignment of Healthcare Operations with Navy Medicine's strategic vision and goals by assisting with drafting and releasing strategic guidance, development and implementation of policy, and execution of mission related support activities, as well as provide comprehensive executive and administrative support to all Directors and subordinate Codes.

2.0 **BACKGROUND**

2.1 Bureau of Medicine and Surgery (BUMED) Healthcare Operations (HO) provides support and guidance for Navy Medicine programs including:

2.1.1 Occupational health, preventive medicine, public health, and safety Public Health.

2.1.2 Emergency Preparedness and Response.

2.1.3 Physical Fitness Assessment, primary and secondary disease prevention, and special programs pertaining to women's health.

2.1.4 Application of epidemiological techniques and statistical tools for the optimal delivery of health care to military members and beneficiary populations.

2.1.5 Deployment health surveillance through the development of policy, program oversight, and acquisition of resource requirements.

2.1.6 Supports Navy Medicine with providing overall policy and program support for the health of Navy and Marine Corps active duty members, ensuring they are physically and mentally ready to carry out their worldwide mission and other clinically related Echelon II activities.

2.1.7 Primary Care/Mental Health/Patient-Centered Medical Home (PCMH) which provides the structure to improve access, continuity, wellness, and disease management for authorized Navy Medicine patients.

2.1.8 Medical Readiness which provides the management, oversight, and continuous process improvement for Qualifications and Standards, Temporary Limited Duty, Integrated Disability Evaluation System, Medical Readiness Clinics, and Family Readiness programs. These enable healthcare teams to deliver high-quality safe care and preventive services to patients through the use of easily accessible standards-based practices, resulting in improved accuracy of diagnoses and impact on health outcomes; increased patient participation in the healthcare process; improved patient-centered care coordination; and increased practice efficiencies in all settings, including operational environments.

2.1.9 Research and Development (M2).

2.1.10 Capability Development and Integration (CD&I) (M9).

2.2 In the process of supporting extended operations overseas, policies and programs have been developed to support Navy and Marine Corps Active Component (AC) and Reserve Component (RC) Service members. Policies and procedures are implemented and supported by numerous BUMED codes and external stakeholders all addressing the challenges with and improving health, resilience, and physical well-being.

2.3 As required by 32 CFR, the Bureau of Medicine and Surgery supports and manages use of the Civilian Health and Medical Program of the Uniformed Services and other indirect health care delivery systems. Within this

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 3 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

authority and responsibility, Healthcare Delivery (M3) assist with reviewing and developing policy and directives consistent with 32 CFR to support evolving clinical modalities.

2.4 The translation of clinical, organizational, and political data into meaningful and constructive health policy knowledge requires a cadre of multidisciplinary professionals who have tools, training, and time to systematically explore current issues and develop innovation strategies and program initiatives to meet the overall mission of the Navy Bureau of Medicine and Surgery.

3.0 **SCOPE.** Contractor will establish professional program management services, internal and external coordination support, training administration, research and data analytic support, knowledge management and administration of collaborative web tools, specialized healthcare subject matter expertise, and overarching administrative support. The intended outcomes include:

3.1 Improving program execution and support to ensure assigned roles and responsibilities of Healthcare Operations (HO) to efficiently meet mission.

3.2 Providing the necessary research, analysis, facilitation, and technical support to assist with revising and/or developing targeted policy, guidance, and standard operating procedures.

3.3 Providing financial, business case, and data analyses for proposed and existing programs and services.

3.4 Facilitating the assessment, enhancement, and development of education and training modules including content development, revision, and promotion for preventive medicine, public health, and occupational medicine for students, interns, residents, and fellows, through memoranda of agreement with training programs.

3.5 Incorporating performance management industry best practices supported by innovative technology for Healthcare Delivery (M3).

3.6 Providing Concept Analysis and strategy facilitation services for initiatives aligned with the BUMED Strategic Goals and Objectives.

4.0 **TASKS:** In order to assure the success of its mission, BUMED Healthcare Operations (HO) requires program management, coordination, facilitation, training, and analysis support services. The Contractor shall perform the tasks outlined below.

4.1 **Program Management.** The contractor shall provide the Government with integration, facilitation, and project management support.

4.1.1 The contractor shall be responsible for performing program management associated with ensuring executive level support services required under this contract are provided with a staff that has the expertise to successfully perform quality work in an accurate, timely manner in support of the BUMED Healthcare Operations (HO) mission.

4.1.2 Coordinate with the Contracting Officer's Representative (COR) monthly, maintaining a tracking mechanism to provide updates on all tasks assigned to the contractor in support of BUMED Healthcare Operations (HO).

4.1.3 Effectively communicate and coordinate the location of its personnel resources to accomplish the required tasks of the PWS. The government will provide a minimum of ten workspaces at all times.

4.1.4 Review the processes for Government project development and implementation to ensure the inclusion of risk management activities. Review any new processes/policies and present to the government any changes to current processes/policies. Provide a summary of those proposals/changes to include risk management activities. Historically the changes in new instructions, policies and projects range from 10-20 per month.

4.2 **Reports.** Responsible for ensuring deliverables are accurate and complete before submitting to the government.

4.2.1 Provide COR with a Monthly Report, documenting activities performed over the past month, planned activities for the next month, problems encountered with proposed/completed solutions, and any other recommendations the contractor would like to share with BUMED Healthcare Operations (HO) and its subordinate Directorates, M3B1, M3B2, M3B3, M3B4, M3B5, M3B6, and M3B7.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 4 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

4.2.2 Provide the COR an Annual Report documenting activities for the year, problems encountered with proposed/completed solutions, and other recommendations the contractor would like to share with BUMED Healthcare Operations (HO) and its subordinate Directorates, M3B1, M3B2, M3B3, M3B4, M3B5, M3B6, and M3B7..

4.3 Navy Medicine Directive and Policy Development Support. The contractor shall provide systematic review of targeted Navy Medicine instructions, policies, and directives to facilitate development/revision of essential healthcare policy and governance. The contractor shall perform the following support tasks:

4.3.1 Review newly issued policy, guidance, regulation, and legislation to ensure applicable Navy Medicine Program policies and procedures align with overarching MHS strategies and governing directives. Recommend changes necessary to ensure alignment with newly issued policy and guidance.

4.3.2 Conduct research and provide support in the development of health services policies and guidelines that direct the provision of medical and dental services as authorized by law and/or regulation.

4.3.3 Conduct comprehensive gap analysis of selected policy/program implementation short-falls selected by the COR historically there have been five programs per year.

4.3.4 Develop and maintain a prioritized listing of policy directives within BUMED Healthcare Delivery (M3) requiring research and revision. Priority shall be set by the government. There will be approximately twenty-five directives per year that may require review/revision and an estimated seventy-five directives to track. Examples include updated BUMED Notes that are valid for one year and Instructions that are reviewed annually.

4.3.5 Support BUMED Healthcare Delivery (M3) in the review and consolidation of redundant Navy Medicine directives/policies.

4.4 Public Health, Emergency Preparedness, and Response (M3B7) Program Support. The Contractor shall perform the following support tasks:

4.4.1 Provide technical medical support to the Public Health, Emergency Preparedness and Response department (M3B7) with the application of Preventive Medicine and Occupational Medicine skills, medical epidemiology techniques, and biostatistical tools for optimal delivery of health care to military and beneficiary populations. This shall include up to 20 reports per year, with analysis and presentation of findings.

4.4.2 Review and provide analysis and technical medical support on Public Health, Preventive Medicine, and Occupational Medicine programs and policy. Reviews will be done annually and will include DoD Instructions, BUMED Instructions, and all other applicable policies, such as BUMED Notes.

4.4.3 Review and support technical medical tasks, including Public Health, Preventive Medicine and Occupational Medicine related program actions: approximately 20 action items per month. Contractor will aid government physician project managers with tracking and support through the use of a t Planning, Operations and Management (POAM) tracking tool. **Contractor will handle classified material to perform this task.**

4.4.4 Provide technical medical support to designated BUMED government representative(s) on assigned Public Health related working groups. These include but are not limited to the Joint Preventive Medicine Policy Group (JPMPG), Joint Immunization Capability Work Group (JICWG), and clinically related Working Groups.

4.4.5 Provide technical medical consultant guidance when indicated on selected individual immunization related Religious Accommodation Waivers. There will be approximately 10 waivers per year, each with an estimated 10 day turnaround.

4.4.6 Provide technical medical support to the Navy Medicine Supervisory Public Health Emergency Officer (SUPERPHEO) with assigned tasks related to the Seasonal Influenza program, pandemic preparedness, disease outbreaks, and other public health emergency action items. Provide PHEO policy support to include drafting, reviewing, and editing PHEO related instructions and policies. **Contractor will handle classified material to perform this task.**

4.4.7 Provide technical medical support to the SUPERPHEO on Public Health Emergency related working groups and meetings, including attending meetings, and providing AARs and meeting minutes as required to the

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 5 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

COR within three business days.

4.4.8 Attend monthly Occupational Safety Health and Health Regional tele-conferences/meetings and other assigned Public Health meetings which are expected to average two hours each. Upon completion of these meetings/conferences the contractor will submit an After Action Report highlighting the main issues discussed and any actions assigned to Navy Medicine; due within five business days to the COR.

4.4.9 Provide technical medical support by researching and preparing technical medical draft responses to Congressional and other formal correspondence related to Public Health, Preventive Medicine, and Occupational Medicine programs and assigned to the Public Health, Emergency Preparedness and Response Department (M3B7). Approximately 5–10 tasks per month, submitted to the COR. **Contractor will handle classified material to perform this task.**

4.4.10 Provide administrative support services to the Public Health, Emergency Preparedness and Response department (M3B7). Liaise and coordinate activities with Healthcare Delivery (M3) subordinate Codes to carry out directorate mission; M3B1, M3B2, M3B3, M3B4, M3B5, and M3B6

4.4.10.1 Provide administrative subject matter expertise to support the development of draft responses to official correspondence requiring senior leadership signature, ensuring compliance with Navy correspondence policies and regulations, as well as applicable BUMED requirements. This will include approximately 5-15 tasks per month and may include memoranda for the record, standard Naval Letters, electronic tasking system entries, and general administrative packages requiring senior leadership signature or awareness.

4.4.11 Provide administrative support by monitoring designated M3B7 staff and military/civilian leadership calendars, schedule appointments, and organize/manage timetables and commitments. Estimated at one hour per day.

4.4.12 Provide administrative support by maintaining office supply inventory by determining inventory level, anticipating supply needs, placing and expediting orders, and verifying receipt. Estimated at approximately 1 hour per month.

4.4.13 Provide non-technical administrative support to Public Health, Emergency Preparedness and Response (M3B7) assigned Working Groups and meetings as required

4.4.13.1 Provide logistical support, to include reservation and scheduling of audio/video teleconferencing lines and conference rooms.

4.4.13.2 Arrange for access and parking at DHHQ for meeting participants as required.

4.4.13.3 Generate meeting invites, draft and review meeting agendas, prepare read-ahead documents, and disseminate, via email, meeting invitations.

4.4.13.4 Collaborate with BUMED Information Technology and Communication Services (ITACS) or others to conduct testing and checks of all audio/video teleconferencing systems prior to the start of all meeting.

4.4.13.5 Capture key points and actions identified during the meeting and draft/review meeting minutes. Submit drafts to the COR for review and approval. Review and disseminate approved meeting minutes to all participants, via e-mail, and facilitate completion of action items.

4.4.14 Provide knowledge management administrative support. Perform data entry into web-based collaboration sites, such as Microsoft SharePoint and MAX.gov, utilized to share information and documents across the NAVMED enterprise.

4.4.15 Provide non-technical, administrative support in creating, editing, and formatting presentations using Microsoft PowerPoint for leadership briefings or training efforts. Estimated at approximately 4 hours per week.

4.5 **Primary Care/Mental Health Program Support.** The Contractor shall provide administrative and operational support services to the Primary Care/Mental Health Program Management Office (PMO). Services shall include performance of the following tasks:

4.5.1 Liaison and coordinate activities with Healthcare Delivery (M3) subordinate Codes to carry out directorate

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 6 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

mission; M3B1, M3B2, M3B3, M3B4, M3B5, M3B6, and M3B7.

4.5.2 Provide subject matter expertise on procedural matters to include official Navy Correspondence and assist in preparing such correspondence for the code's leadership as required.

4.5.2.1 Research and prepare draft assigned correspondence and official responses to Congressional and other high level inquiries for senior leadership signature following Navy Correspondence policies and regulations as well as other applicable BUMED requirements. This will include approximately 10-20 tasks per month and may include memorandums for the record, standard Naval Letters, and general administrative packages requiring senior leadership signature or awareness.

4.5.3 Monitor Primary Care/Mental Health PMO military/civilian leadership calendars, schedule appointments, and organize/manage timetables and commitments. Estimated at one hour per day.

4.5.4 Maintain office supply inventory by determining inventory level, anticipating supply needs, placing and expediting orders, and verifying receipt. Estimated at approximately 1 hour per month.

4.5.5 Provide administrative support for Primary Care/Mental Health PMO representatives to Navy Medicine and Defense Health Agency sponsored Work Groups.

4.5.6 Provide pre- and post- administrative support for approved Primary Care/Mental Health PMO meetings as required.

4.5.6.1 Provide logistical support, to include reservation and scheduling of audio/video teleconferencing lines and conference rooms.

4.5.6.2 Arrange for access and parking at DHHQ for meeting participants as required.

4.5.6.3 Generate meeting invites, draft and review meeting agendas, prepare read-ahead documents, and disseminate, via email, meeting invitations.

4.5.6.4 Collaborate with BUMED Information Technology and Communication Services (ITACS) or others to conduct testing and checks of all audio/video teleconferencing systems prior to the start of all meeting.

4.5.6.5 Capture key points and actions identified during the meeting and draft/review meeting minutes. Submit drafts to the COR for review and approval. Review and disseminate approved meeting minutes to all participants, via e-mail, and facilitate completion of action items.

4.5.7 Establish and maintain multiple master tracking tools for various subjects related to Primary Care/Mental Health PMO's mission, including: Military Treatment Facility (MTF) Primary Care/Mental Health Clinical Champion contract list, MTF Secure Messaging (SM) Champion contact list, National Committee for Quality Assurance (NCQA) recognition status tracker. Estimated at approximately three hours per week.

4.5.8 Provide knowledge management support to Primary Care/Mental Health PMO activities. Maintain Primary Care/Mental Health PMO web-based collaboration sites, such as Microsoft SharePoint and "MAX", utilized to share information and documents with Navy Medicine Regional leadership and MTF clinical leadership throughout the enterprise. Will also maintain Primary Care/Mental Health PMO internal sites for managing documentation, archival data, and information internal to the operations of the directorate.

4.5.9 Assist in creating, editing, and formatting presentations using Microsoft PowerPoint for leadership briefings or training efforts. Estimated at approximately 4 hours per week.

4.6 **Secondary and Specialty Care Program Support.** The Contractor shall provide program support services for the Secondary and Specialty Care Directorate to include performance of the following tasks:

4.6.1 Monitor the directorate's military/civilian leadership calendars, schedule appointments, make commitments to attend meetings, etc. Estimated at approximately one hour per day.

4.6.2 Provide subject matter expertise on procedural matters to include official Navy correspondence and preparing such correspondence for the code's leadership.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 7 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

- 4.6.2.1 Review, process, coordinate, and track administrative tasks assigned to the directorate.
- 4.6.2.2 Prepare executive correspondence packages for senior leadership signature following Navy Correspondence policy and BUMED requirements. Approximately 10 - 20 tasks per month which may include memorandums for the record, standard Naval Letters, and general administrative packages requiring senior leadership signature or awareness.
- 4.6.2.3 Assist in preparing responses to internal and external requests for information from outside entities which requires a response in the form of a memo.
- 4.6.3 Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- 4.6.4 Assist in creating, editing, and formatting presentations using Microsoft PowerPoint for leadership briefings or training presentations. Estimated at approximately 4 hours per week.
- 4.6.5 Provide administrative support for Secondary and Specialty Care representatives to Navy Medicine and Defense Health Agency sponsored Work Groups.
- 4.6.6 Provide pre- and post- administrative support for approved Secondary and Specialty Care meetings as required.
- 4.6.6.1 Provide logistical support, to include reservation and scheduling of audio/video teleconferencing lines and conference rooms.
- 4.6.6.2 Arrange for access and parking at DHHQ for meeting participants as required.
- 4.6.6.3 Generate meeting invites, draft and review meeting agendas, prepare read-ahead documents, and disseminate via email with meeting invitations.
- 4.6.6.4 Collaborate with BUMED Information Technology and Communication Services (ITACS) or others to conduct testing and checks of all audio/video teleconferencing systems prior to the start of all meetings.
- 4.6.6.5 Capture key points and actions identified during the meeting and draft/review meeting minutes. Submit drafts to the technical point of contact for review and approval. Review and disseminate approved meeting minutes, via e-mail, to all participants, and facilitate completion of action items.
- 4.7 Medical Readiness Program Support:** The Contractor shall provide administrative and operational support services to the Medical Readiness Program Management Office (PMO). Services shall include performance of the following tasks:
- 4.7.1 Liaison and coordinate activities with Healthcare Delivery (M3) subordinate Codes to assist in carrying out directorate missions.
- 4.7.2 Provide subject matter expertise on procedural matters to include official Navy Correspondence and assist in preparing such correspondence for the code's leadership, historically 5-10 times a week. .
- 4.7.3 Prepare correspondence packages using BUMED routing process procedures for receiving appropriate signature and approval on behalf of the Secretary of the Navy, the Surgeon General, and the Deputy Director. Ensure all correspondence is reviewed for completeness and accuracy of all key information. Correct any findings/omissions.
- 4.7.3.1 Research and prepare draft assigned correspondence and official responses to audits, Congressional, and other high level inquiries for senior leadership signature following Navy Correspondence policies and regulations as well as other applicable BUMED requirements. This will include approximately 10-20 tasks per month and may include memorandums for the record, standard Naval Letters, and general administrative packages requiring senior leadership signature or awareness.
- 4.7.4 Monitor Medical Readiness PMO military/civilian leadership calendars, schedule appointments, and

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 8 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

organize/manage timetables and commitments. Estimated at one hour per day.

4.7.5 Maintain office supply inventory by determining inventory level, anticipating supply needs, placing and expediting orders, and verifying receipt. Estimated at approximately 1 hour per month.

4.7.6 Provide administrative support for Medical Readiness PMO representatives to Navy Medicine and Defense Health Agency sponsored Work Groups.

4.7.7 Develop PowerPoint presentations displaying results of the monthly data reports including the Integrated Disability Evaluation System Performance Report (IDPR).

4.7.8 Schedule and support travel for BUMED M3B4 staff to ensure maximum attendance using BUMED travel guidelines.

4.7.9 Provide pre- and post- administrative support for approved Medical Readiness PMO meetings as required.

4.7.9.1 Provide logistical support, to include reservation and scheduling of audio/video teleconferencing lines and conference rooms.

4.7.9.2 Arrange for access and parking at DHHQ for meeting participants as required.

4.7.9.3 Generate meeting invites, draft and review meeting agendas, prepare read-ahead documents, and disseminate, via email, meeting invitations.

4.7.9.4 Collaborate with BUMED Information Technology and Communication Services (ITACS) or others to conduct testing and checks of all audio/video teleconferencing systems prior to the start of all meeting.

4.7.9.5 Capture key points and actions identified during the meeting and draft/review meeting minutes. Submit drafts to the technical point of contact for review and approval. Review and disseminate approved meeting minutes to all participants, via e-mail, and facilitate completion of action items.

4.7.10 Establish and maintain multiple master tracking tools, rosters, and phone directories for various subjects related to Medical Readiness PMO's mission, including: Military Treatment Facility (MTF) IDES Champion contract list, patient administration officers, exceptional family member program, BUMED M3B4 Enterprise Knowledge Management tasker list as well as other internal and external task trackers. Estimated at approximately three hours per week.

4.7.11 Provide knowledge management support to Medical Readiness PMO activities. Maintain Medical Readiness PMO web-based collaboration sites, such as Microsoft SharePoint and "MAX", utilized to share information and documents with Navy Medicine Regional leadership and MTF clinical leadership throughout the enterprise. Will also maintain Medical Readiness PMO internal sites for managing documentation, archival data, and information internal to the operations of the directorate.

4.7.12 Assist in creating, editing, and formatting presentations using Microsoft PowerPoint for leadership briefings or training efforts. Estimated at approximately three hours per week.

4.8 Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) Support. Receives, reviews, processes edits, revisions and additions to Navy Medicine Memorandums of Understanding (MOU) MOUs and Memorandums of Agreement (MOAs) that fall under Healthcare Operations (HO) and its Directorates. Approximately 10-25 MOUs and MOAs completed per month with 25-50 MOUs in processing at any given time.

4.8.1 Maintain a Master Tracking Data Base for Healthcare Operations (HO), Directorates, and all subordinate Codes. MOUs and MOAs Tracker should identify archived documents and those requiring immediate action including those due to expire and those which are delinquent.

4.8.2 Upon receipt of draft MOUs and MOAs from Navy Medicine Regions, the contractor will review and forward MOUs to the respective Subject Matter Expert (SME) based on the scope/information found in the MOU or MOA.

4.8.3 Monitor and track progress of all MOUs and MOAs submitted to BUMED for approval via the Enterprise Knowledge Management System to ensure proper SME review and completion within established timeframes.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 9 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

Tracking process includes establishing a primary point of contact for each task, follow up through email and telephone inquiries to obtain current status, liaising with other BUMED codes and external Navy Medicine activities, and maintaining a chronological log to track each tasks until the required action is completed.

4.8.4 Coordinates revisions and corrections with Navy Medicine Regional Commands and respective MTFs per BUMEDINST 7050.1B to ensure alignment with current policy and guidance.

4.8.5 Assist in preparing responses to internal and external requests for information. Approximately 2 hours per week.

4.8.6 Answers routine and ADHOC data queries pertaining to Navy Medicine MOUs and MOAs. Approximately 10-20 MOUs per month.

4.9 Correspondence Management Support. The Contractor shall provide correspondence and Enterprise Knowledge Management System support services for Healthcare Operations (HO), to include comprehensive and experience management support for Healthcare Operations, subordinate Directorates, and all subordinate Codes correspondence and tasks. Services shall include performance of the following tasks:

4.9.1 Prepare, review, and edit official outgoing correspondence in compliance with Navy rules and regulations in accordance with the Navy Correspondence Manual.

4.9.2 Review and analyze incoming Enterprise Knowledge Management (eKM) System assignments to determine requirements of response, assign to appropriate subordinate Directorate with subject responsibility or cognizance, coordinate across Navy Medicine and other Government agencies, monitor deadlines and engage with stakeholders from the appropriate codes and sub codes to ensure completion, and ensure appropriate formatting. There will be approximately 305 – 350 active correspondence taskers in the system, processing, each day.

4.9.3 Notify Executive Team (leadership of the code) of short-fused and priority tasks and ensure expedited processing and completion by established due date.

4.9.4 Monitor and track progress of all Code tasking via the Enterprise Knowledge Management (eKM) System to ensure proper staffing and completion within established timeframes. Tracking process includes establishing a primary point of contact for each tasking, follow up through email and telephone inquiries to obtain current status, liaising with other BUMED codes and external Navy Medicine activities, and maintaining a chronological log to track each tasks until the required action is complete.

4.9.5 Provide a weekly status report of all tasks to the COR, which will be distributed to the Healthcare Operations (HO) Executive Team, Healthcare Delivery (M3) Executive Team, Research and Development Executive (M2) Team, and CD&I (M9) Executive Team including the Executive Assistant, Associate Deputy Director, and Deputy Director.

4.9.6 Assist Healthcare Delivery (M3), Research and Development (M2), and CD&I (M9) subordinate Directorates and all subordinate Codes with the creation of internal electronic correspondence taskers via eKM and generate hardcopy correspondence packages for routing approval and signature in all supported Codes. This will include approximately 50 - 25 tasks per month.

4.10 Administrative/Management Support. The Contractor shall perform the following tasks in direct support of Flag Level leadership in Healthcare Operations (HO), subordinate Directorates, and subordinate Codes:

4.10.1 Assist in the compilation of official correspondence in direct support of the Deputy Director and Assistant Deputy Director of all subordinate Directorates and all subordinate Codes on procedural matters related to mission, travel, and correspondence in compliance with Navy regulations to include the Navy Correspondence Manual. Approximately 50-70 requests/tasks per month.

4.10.2 Assist in the preparation, reviewing, processing and support of Healthcare Operations (HO), subordinate Directorates, and all subordinate Codes with Government travel using the Defense Travel System (DTS) for creating authorizations and vouchers and tracking the travel budget. Approximately 55-125 Travel Authorizations/Vouchers to process per month.

4.10.3 Provide a weekly status report for Travel Authorizations/Vouchers to the COR, Deputy Director of all

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 10 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

subordinate Directorates, and the Executive Team.

4.10.4 Screen calls and visitors to the office, referring to the appropriate staff members only those calls or visitors requiring that particular staff member's attention.

4.10.5 Assist with administration for Uniformed Services University of the Health Sciences (USUHS) Preventive Medicine and Occupational & Environmental Medicine residents who rotate for 1 month stints. Approximately 30 minutes per day when residents are at BUMED.

4.10.6 Monitor the Director's, Deputy Director's, and Assistant Deputy Director's calendar, schedule appointments, and make commitments to attend meetings, historically 3-5 hours a week etc..

4.10.7 Provide pre- and post- administrative support for approved subordinate directorates Executive meetings as required.

4.10.7.1 Provide logistical support, to include reservation and scheduling of audio / video teleconferencing lines and conference rooms.

4.10.7.2 Arrange for access and parking at DHHQ for meeting participants as required.

4.10.7.3 Generate meeting invites, draft and review meeting agendas, prepare read-ahead documents, and disseminate, via email, meeting invitations.

4.10.7.4 Collaborate with BUMED Information Technology and Communication Services (ITACS) or others to conduct testing and checks of all audio/video teleconferencing systems prior to the start of all meetings.

4.10.7.5 Capture key points and actions identified during the meeting and draft/review meeting minutes. Submit drafts to the technical point of contact for review and approval. Review and disseminate approved meeting minutes, via e-mail, to all participants and facilitate completion of action items.

4.10.8 Liaison and coordinate activities within each Directorate and all subordinate codes, other BUMED codes, and external Navy Medicine activities to carry out the directorate mission.

4.10.9 Maintain all office files and records of various types needed in the efficient operation of the office, accurately updating files as necessary to ensure quick retrieval of information. Purge files per regulations.

5.0 DELIVERABLES

The following contract deliverables shall be provided under this contract. All deliverables must meet professional standards and meet the requirements set forth in contractual documentation. The contractor shall be responsible for delivering all end items specified unless otherwise directed by the COR. Contractor format is acceptable for this effort as long as all required analysis is completed and provided to the Government.

DELIVERABLE	PWS REFERENCE	DUE DATE
Monthly Activity Report	4.2.1	15 th day of the month following reporting period
Annual Report	4.2.2	15 days following the end of each period of performance.
MOA/MOU Status Report	4.8.3	Monday of each week.
eKM Tasker Status Report	4.9.2	Monday of each week.
DTS Authorization Status Report	4.10.3	Monday of each week.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 11 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Meeting Minutes	4.4.8.5, 4.6.6.5, 4.7.6.5, 4.10.7.5	Within three business days following the meeting.
		All deliverables shall be provided to the COR.

5.1 Performance Requirements Summary (PRS). The contractor service requirements are summarized into performance objectives that relate directly to mission essential items as well as performance thresholds which briefly describe the minimum acceptable levels of service required for each requirement. A PRS is provided below and outlines the performance objectives, performance thresholds, surveillance methods, and associated payment for this task order.

Performance Objective	Performance Threshold (Satisfactory Performance)	Method of Surveillance
<p>PRS #1 (Funded -PWS 4.1 thru 4.10)</p> <p>Excellent staffing stability and resource planning across the effort defined in this Task Order.</p>	<p>Management of personnel (retention, replacements, etc.) does not negatively impact quality or timeliness of products and services across the program</p>	<p>1. 100% Inspection of Monthly Status Report by COR/ACustomer Feedback</p>
<p>PRS #2 (Funded -PWS 4.1 thru 4.10)</p> <p>Consistent delivery of high quality deliverables.</p>	<p>1. Deliverables were delivered accurate, complete, and incorporate all pertinent data with no (or minor) adjustments required by the Government.</p> <p>2. Any errors/omissions identified by the Government are corrected within 10 business days.</p>	<p>1. Random Sampling of deliverables by COR Customer Feedback</p>
<p>PRS #3 (Funded -PWS 4.1 thru 4.10) Required deliverables and services were provided on schedule.</p>	<p>Services and deliverables were submitted according to, or ahead of, agreed upon schedule. Exceptions were due to circumstances outside of the Contractor's control.</p>	<p>1. Random Sampling of deliverables by COR /Customer Feedback.</p>
<p>PRS #4 (Funded -PWS 4.1 thru 4.10)</p> <p>Positive Business Relations, Customer Satisfaction, and Timely and Open Communication.</p>	<p>1. The contractor was responsive to Government concerns and promptly applied corrective action to performance issues.</p> <p>2. The contractor provided timely notification of issues and/or items requiring Government actions.</p>	<p>1. Customer Feedback.</p>
<p>PRS #5 (Funded- 4.1 thru 4.2) Timely, Accurate, and Complete Program Reporting</p>	<p>1. Monthly Program Reports delivered on time and meet all PWS content requirements.</p> <p>2. Annual Program Report is delivered on time and meets all PWS content requirements.</p>	<p>1. 100% Inspection of deliverables by COR</p>

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 12 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

6.0 GENERAL INFORMATION

6.1 Hours of Operation/Principle Place of Performance. Work in support of this PWS shall be primarily performed at the Navy Bureau of Medicine and Surgery, 7700 Arlington Boulevard, Falls Church, VA 22042. Hours of Operation are typically Monday through Friday, 7:00am to 5:00pm. The Government will provide a total of six workspaces at all times. When hiring personnel the contractor shall keep in mind that the stability and continuity of the work force are essential. The contract must, at all times, maintain an adequate work force for uninterrupted performance of all tasks defined within this contract when the government facility is not closed for recognized holidays, inclement weather, or other unexpected reasons.

6.2 Government Directed Travel. Actual travel expenses are limited by the Joint Travel Regulations (JTR) and must be pre-approved by the Contracting Officer Representative (COR). The Government will give the contractor a minimum of three-business days, written notice, prior to travel. Estimates of travel costs proposed must be reviewed and approved by the COR. A “not to exceed” amount will be included as a line item to be used on a cost-reimbursable basis.

6.3 Parking for personnel at BUMED is limited and may not be available for contractors. Contract personnel should rely on mass transportation. The government will not provide or pay for alternative parking for contract personnel.

6.4 Tele-work for contract personnel may be approved at the discretion of the government. In the case the contractor tele-works from home, the Government will only provide the necessary government equipment such as a computer in order to carry out the requirements of this PWS. Contract personnel must have internet access/connectivity at the tele-work location. Any staff required by the contracting agency above the six available spaces at BUMED shall perform work at a near-by location provided by the contracting agency. Location should allow staff to report to BUMED as needed same day.

6.5 Points of Contact. The Contracting Officer’s Representative (COR) for this contract will be:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

7.1 Facilities, Supplies, and Services. The Government will supply office work space (up to 10), office supplies, computer and equipment, telephone, and reproduction resources when the contractor is working on-site to the extent permitted by the Government and contractor.

7.2 Information. The Government will provide the contractor copies of, or access to, all required directives, publications, documents, files, and systems as available. If the contractor requires additional copies of such documents, the Government will, with the COR’s concurrence, provide the contractor access to Government reproduction resources to produce these copies. The Government will also provide necessary, available and reasonable access to functional personnel; all contact with Government personnel shall be coordinated through the COR. The Government will coordinate joint meetings between functional, technical, and management personnel from various sites and contractor personnel.

8.0 CONTRACTOR FURNISHED ITEMS AND SERVICES

8.1 General. Except for those items specifically stated to be Government-furnished property, the contractor shall furnish everything required to perform individual task order requirements.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 13 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

8.2 **Security.** Contractor personnel are unlikely to require access to classified material. Any unclassified material, information, or data the contractor accesses shall be handled as proprietary. Distribution is authorized to Requiring Office's Organization / Activity Name only. Other requests for deliverables under this task order shall be referred to the COR of this task order.

8.3 **Materials.** Materials shall be provided by the contractor when essential to the task performance and specifically approved by the COR, not to exceed the ceiling price identified in this task order. All materials purchased by the contractor for the use or ownership of the Federal Government will become property of the Federal Government. The contractor shall document the transfer of the materials in the monthly progress report. Under the guidelines of non-personal services contracts, the Contracting Officer shall have technical, not supervisory, oversight responsibilities of contractor personnel.

9.0 PERSONNEL QUALIFICATIONS

9.1 General:

9.1.1 The Contractor shall employ U.S. Citizens who meet and comply with the Personnel Security Investigation Requirements. Contract employees shall comply with Personnel Security Investigation Requirements prior to initial start date.

9.1.2 Specific. In addition to the general qualifications stated herein, the Contractor shall provide personnel who meet the following specific minimum personnel qualifications:

9.2 Management Consultant Services:

9.2.1 The Contractor must have a B.S. or B.A.

9.2.2 Possess a minimum of two years' experience in an administrative setting. Possess proficiency in Microsoft (MS) Office, including MS Word, MS Excel, MS PowerPoint, MS Outlook and MS Project. Demonstrates interpersonal and organizational skills.

9.2.3 Possess familiarity with Project Management tools.

9.3 Physician Services:

9.3.1 The Contractor must be a graduate from a medical school approved by the Liaison Committee on Medical Education of the American Medical Association or the American Osteopathic Association.

9.3.2 Be Board Certified with current board certification in Occupational Medicine or Preventive Medicine.

9.3.3 Possess a current, valid, unrestricted state medical license.

9.3.4 Possess a Master degree in Public Health or equivalent graduate degree in epidemiology and public health.

9.3.5 Demonstrate superior written and verbal communication skills.

9.3.6 Possess relevant experience within the last five years supporting public health and preventive medicine assignments for the Department of Defense (DOD)/ Military Health System (MHS) or similar domain.

9.3.7 Prefer a physician in possession of an active and adjudicated Secret clearance.

9.4 Administrative Services:

9.4.1 The Contractor must have a B.S. or B.A. or at least six years of experience in a government setting completing the required tasks identified in this document.

9.4.2 Administrative skills. Four year degree with two years professional experience in administrative support or six years' experience without a degree. Possess proficiency in Microsoft (MS) Office, including MS Word, MS Excel, MS PowerPoint, and MS Outlook. Demonstrates interpersonal and organizational skills.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 14 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

9.4.3 Contractor should have Executive level writing skills

9.4.4 At least one year experience in the Defense Travel System (DTS) including creating authorizations and vouchers.

It is essential that continuity of services be maintained to the maximum degree possible; hence, substitution of Contractor employees shall be kept to the absolute minimum necessary to perform the services required.

10.0 Security Requirements

Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

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. 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 DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

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 Navy Command’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.

This clause applies to contractor, who require IT-II privileged access to a DoN or DoD unclassified computer/network, access to Public Health Information, provide support associated with fiduciary duties, or performing duties that have been identified by DON as National Security Positions when are under CNO (N09N2) purview (as advised by the command security manager). To obtain a favorable determination, for assignment to a National Security Position each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee is required to complete:

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

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 15 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, have access to sensitive unclassified information, and/ or Public Health Information the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

IT Systems Access

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 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.

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.

Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. 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 Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 16 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

System (JPAS). 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.

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. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable determination 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 physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

Work products under this contract are expected to be at the IT-II SECRET and UNCLASSIFIED level.

11.0 Quality Assurance Surveillance Plan

Purpose: To ensure the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of the development of the First Receiver Operations Training (FROT) course for MTF FROT personnel is the timely, accurate and thorough completion of all contract/task order requirements.

2. Performance Standards

a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).

b. Deliverables - The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.

c. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 17 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contractor Quality Control Plan <i>(if required by the contract)</i>	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the COR	Quarterly for overall QC activities; As Required for corrective actions.	100% Compliance with the contractor plan.
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, Task Orders, etc., as applicable.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% accuracy

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 18 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Incentives/Disincentives:

The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. _

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 19 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

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

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 20 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

The Task Order Manager (TOM) designated herein is the cognizant individual for the inspection and acceptance of all work products under this task order.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 21 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

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

8000	6/1/2016 - 5/31/2017
9000	6/1/2016 - 5/31/2017

CLIN - DELIVERIES OR PERFORMANCE

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

8000 6/1/2016-5/31/2017

9000 6/1/2016-5/31/2017

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

8001 6/1/2017-5/31/2018

8002 6/1/2018-5/31/2019

8003 6/1/2019-5/31/2020

8004 6/1/2020-5/31/2021

9001 6/1/2017-5/31/2018

9002 6/1/2018-5/31/2019

9003 6/1/2019-5/31/2020

9004 6/1/2020-5/31/2021

Services to be performed hereunder will be provided at the Bureau of Medicine and Surgery located in Falls Church, Virginia.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 22 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

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

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

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

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS

[252.232-7003](#), Electronic Submission of

Payment Requests and Receiving Reports.

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

(1) Have a designated electronic business point of contact in the System for Award Management at

<https://www.acquisition.gov>; and

(2) Be registered to use WAWF at

<https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

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

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 23 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

<https://wawf.eb.mil/>.

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

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

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

2-in-1 invoice

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

N00018

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

Routing Data Table*

Field Name in WAWF Data to be entered in WAWF

Pay Official DoDAAC HQ0338

Issue By DoDAAC N00189

Admin DoDAAC S2404A

Inspect By DoDAAC N00018

Ship To Code **

Ship From Code **

Mark For Code **

Service Approver (DoDAAC) N00018

Service Acceptor (DoDAAC) N00018

Accept at Other DoDAAC **

LPO DoDAAC N00018

DCAA Auditor DoDAAC **

Other DoDAAC(s) **

(4) Payment request and supporting documentation. The Contractor shall ensure a payment

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 24 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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

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

[REDACTED]

(g) WAWF point of contact.

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

[REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 25 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 26 of 29	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

APPOINTMENT OF COR APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE
(FISC DET PHILA) (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

LT Lavirta Jones

NAME	CODE
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MAIL ADDRESS



TELEPHONE NUMBER

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

NAME	CODE
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MAIL ADDRESS



TELEPHONE NUMBER

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 27 of 29	FINAL
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SECTION I CONTRACT CLAUSES

The following clauses are incorporated by reference:

52.245-1 Government Property

52.245-9 Use and Charges

252.211-7007 Reporting of Government-Furnished Property

252.245-7001 Tagging, Labeling, and Marking of Government Furnished Property

252.245-7002 Reporting Loss of Government Property

252.245-7003 Contractor Property Management System Administration

252.245-7004 Reporting, Reutilization, and Disposal

52.217-5 – EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of Clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

ECMRA

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

(1) W, Lease/Rental of Equipment;

(2) X, Lease/Rental of Facilities;

(3) Y, Construction of Structures and Facilities;

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 28 of 29	FINAL
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(4) S, Utilities ONLY;

(5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year.

Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

CONTRACT NO. N00178-14-D-7985	DELIVERY ORDER NO. EX03	AMENDMENT/MODIFICATION NO. 01	PAGE 29 of 29	FINAL
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SECTION J LIST OF ATTACHMENTS

Contract Administration Plan

DD254, Contract Security Classification Specification