

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 29		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7087		2. DELIVERY ORDER/CALL NO. M6785420F3012		3. DATE OF ORDER/CALL (YYYYMMDD) 2020MAY12	4. REQUISITION/PURCH REQUEST NO. M67854-20-NORFP-PMM-208-0030	5. PRIORITY Unrated	
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050			7. ADMINISTERED BY (If other than 6) SCD: C		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR NAME AND ADDRESS Alexandria Insights, Inc. 925 Corporate Dr. Suite 213 Stafford, VA 22554-4881			FACILITY 078819755		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		
					11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS Net 30 Days WAWF		
					13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G		
14. SHIP TO SEE SECTION F			15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL <input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.					
	PURCHASE <input type="checkbox"/>	Reference your _____ furnish the following on terms specified herein.					
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
Alexandria Insights, Inc.		Michael Berigan			DATE SIGNED (YYYYMMDD)		
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:							
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE							
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE						
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA /s/Candace Garcia Medina BY:		05/12/2020 CONTRACTING/ORDERING OFFICER		25. TOTAL [REDACTED]
							26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.		30. INITIALS
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.							33. AMOUNT VERIFIED CORRECT FOR
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						34. CHECK NUMBER
							35. BILL OF LADING NO.
37. RECEIVED AT	38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.	

UNCLASSIFIED

Performance Work Statement (PWS) Ground Based Air Defense (GBAD) Program Support



**Section J,
Attachment 1
Version Revision No.1
3 August 2020**

DISTRIBUTION STATEMENT D: Distribution authorized to the Department of Defense and U.S. DoD contractors only; Administrative or Operational Use, 3 March 2020. Other requests shall be referred to Program Executive Officer Land Systems (PM GBAD), 2200 Lester Street, Quantico, VA 22134-6050.

Contents

1 Introduction 6

2.0 Scope 6

2.1 Background 6

3.0 Requirements 7

3.1 General Requirements..... 7

3.2 Post-Award Conference 7

3.3 Contractor Performance Reviews 8

4.0 Detailed Task Support..... 8

4.1 Contract Maintenance and Execution..... 8

4.2 Program Operation Support..... 8

4.2.1 Operations Manager (On-Site) 8

4.2.2 Administrative Officer (On-Site)..... 9

4.3 Program Management..... 9

4.3.1 Acquisition Planning Development (On-Site) 9

4.3.2 Program Management Analysis 10

4.3.3 SharePoint Data and System Management 11

4.3.3.1 SharePoint Maintenance, Development and Training 11

4.3.3.2 Workflow and Template..... 12

4.3.4 Deliverable Management 12

4.4 Logistics: 12

4.4.1 Total Life Cycle Support Management Analysis 12

4.4.2 Government Property and Furnished Property Management:..... 13

4.4.2.1 Government Property Management (On-Site) 13

4.4.2.2 Property and Government Furnished Property Management 13

4.4.3 Sustainment Support – Albany, GA (On-site)..... 14

4.4.3.1 Cataloguing and Provisioning 14

4.5 Engineering 15

4.5.1 Requirements Management (On-Site) 15

4.5.2 Systems Engineering..... 15

4.5.3 RESERVED 16

4.5.4 Manufacturing and Quality (OPTION)..... 16

4.5.5 Manufacturing Analysis (OPTION) 16

4.5.6 Program Office Protection Lead Support 16

4.5.7	Cybersecurity Assessments (OPTION).....	17
4.6	Test and Evaluation.....	17
4.6.1	Test and Evaluation Program Management	17
4.6.2	Developmental and Operational Testing	18
4.7	PdM Future Weapon Systems Specific Tasks	18
4.7.1	PdM Program Analyst Support	18
4.7.1.1	PdM FWS Integrated Master Schedule	20
4.7.2	PdM FWS Systems Engineering.....	20
4.7.2.1	PdM FWS Systems Engineering (OPTION)	20
4.7.2.2	PdM FWS Modeling and Simulation Analysis (OPTION)	20
4.7.3	PdM FWS Logistics.....	21
4.8	PdM A-MANPADS/MRIC Specific Tasks:	23
4.8.1	PdM A-MANPADS/MRIC Program Analyst Support	23
4.8.1.1	PdM A-MANPADS/MRIC Integrated Master Schedule	24
4.8.2	PdM A-MANPADS/MRIC Systems Engineering	25
4.8.2.1	PdM A-MANPADS/MRIC Requirements Management	25
4.8.2.2	PdM A-MANPADS/MRIC Systems Engineering.....	25
4.8.3	PdM A-MANPADS/MRIC Logistics	26
4.8.3.1	Technical Writer	28
5.0	Facilities, Other Direct Charges, and Contractor Resources.....	28
5.1	Facilities.....	28
5.2	Travel/Other Direct Costs.....	28
6.0	Security Requirements	28
6.1	Security Clearance and Access Requirements	28
6.2	Proper Identification of Contractor Personnel	29
6.3	Common Access Cards.....	29
6.4	Marine Corps Enterprise Network (MCEN) Computer Access.....	30
6.5	MCEN Official E-mail usage	30
6.6	Contractor Assets Connectivity to MCEN.....	31
6.7	Magnetic Hard Drive Storage Devices.....	31
6.8	Marine Corps Systems Command Facility Access.....	31
6.9	Secret Internet Protocol Router Network Access	32
6.10	Miscellaneous Government Information Systems	32
7.0	Place of Performance and Business Hours	33

8.0 Telecommuting.....	33
9.0 Government Data Access	33
10.0 Cyber Security Requirement	33
10.1. System Security Plan (SSP)	33
10.2 Cyber Incident Reporting for a Contractor’s Internal Unclassified Information System	34
10.3 Contractor's Record of Tier 1 Level suppliers Receiving/Developing Covered Defense Information ..	34
11. Non-Personal Services.....	34

NAICS code 541330, Engineering Services, Military Aerospace Equipment and Military Weapons

1 Introduction

Program Executive Officer Land Systems (PEO LS), Program Manager, Ground Based Air Defense (PM GBAD) is responsible for planning, coordinating, and executing comprehensive acquisition strategies; developing policy for respective areas of interest; and analyzing its program portfolio inclusive of product support for the United States Marine Corps (USMC) acquisition programs and fielded assets. The on-going life cycle initiatives, Office of the Secretary of Defense (OSD) and Assistant Secretary of the Navy Initiatives, and USMC initiatives require expert knowledge of acquisition and sustainment for all levels of Department of Defense (DoD) Acquisition Category (ACAT) programs. Additionally, the Government maintains a comprehensive knowledge and experience in providing senior leadership, expertise, oversight, verification, validation, and evaluation support, to ensure the mission is met for the USMC.

2.0 Scope

The PM GBAD Program Office has a requirement for support for all administrative, business, acquisition, logistics, engineering, program management, and test-related activities. The Contractor shall develop acquisition policy and program documentation development and provide program analysis, specialty services, logistics management support, Business and Operations support, as well as; engineering and test support. The tasks outlined in this Performance Work Statement (PWS) are presented as performance standards relating to PM GBAD priorities in order to meet Program Milestones (MS).

2.1 Background

The Low Altitude Air Defense (LAAD) Battalion currently employs GBAD equipment in the support of its primary mission to provide close-in, low altitude, surface-to-air weapon fire to defense forward combat areas, maneuver forces, vital areas, installations, or to support units engaged in special or independent operations. Its secondary mission is to provide a task organized, ground security force in defense of Marine Air-Ground Task Force (MAGTF) air sites when not engaged in air defense operations. The PM GBAD portfolio consists of the legacy Advanced Man Portable Air Defense System (A-MANPADS) employing the Stinger missile system and its ancillary support equipment and the requirement to develop for Medium Range Intercept Capability (MRIC) a Fire Control Radar (FCR). It consists of the requirement to develop the GBAD Future Weapon Systems (FWS) to counter unmanned aerial systems (C-UAS) and emerging fixed winged and rotary winged (FW/RW) threats.

The PM GBAD Program Office comprises two Product Managers (PdM) and functional Assistant Program Managers (APMs) for Logistics, Program Management, Engineering, Business and Finance. The PdM mission is to modernize the existing GBAD system by integrating a mix of legacy and technologically mature capabilities onto various tactical vehicles and fixed sites. It is a family of systems consisting of specific, integrated capabilities required to carry out active air defense missions against UAS and FW/RW aircraft,

GBAD PMO is supporting fielded UUNS, programs that are pre-Milestone C, and developing the Middle Tier Acquisition process in procuring, documenting, delivering, training, and supporting the multiple systems in different acquisition phases.

3.0 Requirements

3.1 General Requirements

The Contractor shall provide support to PM GBAD, Product Manager Future Weapon Systems (PdM FWS) and Product Manager A-MANPADS/Medium Range Intercept Capability (MRIC), as well as; support to the functional areas within PM GBAD consisting of Assistant Program Manager (APM) Program Management (Business Manager), APM Logistics (APM-L) and Logistics Product Support Managers (PSM), and Engineering (APM-E) divisions. The Contractor shall have personnel located in the Quantico, VA area and will either be on Government site or at the Contractor's facility as identified in this PWS.

All deliverables shall be submitted IAW Contract Data Requirements Lists (CDRLs) and the Contracting Officer's Representative (COR) is responsible for tracking and acceptance. Deliverables will be delivered via a government SharePoint site designated by the COR in order to facilitate review by applicable government team members. A workflow will be used to notify the COR and other government team members the deliverable is available for review.

The Contractor shall be capable of providing quality support to PM GBAD in the following areas as outlined in the PWS:

- Program Management
- Acquisition Support
- Administrative Support
- Business Support
- Logistics Support
- Engineering Support
- Test and Evaluation Support

3.2 Post-Award Conference

The Post-Award Conference (PAC) is the first meeting between the Contractor and Government personnel. The purpose of the PAC is to achieve a clear understanding of all contract requirements between the Government and the Contractor, and identify issues that the Government did not cover during the evaluation. The PAC shall be conducted at the contractor's facility within seven calendar days after contract award. The PAC shall include representatives from the Contractor team, the PM GBAD Program Office, and the Contracting Officer. The COR will chair the conference. Prior to the PAC, the COR will provide the agenda electronically.

The Contractor shall record the meeting minutes IAW CDRL A001 and submit to the COR within five days following the meeting. At a minimum, the meeting minutes shall contain the following:

- Title Page;
- Location, date, and duration of the event;
- List of attendees;
- Summary of discussions;
- Copy of presentation material; and
- Action items resulting from the event, including the action to be taken by responsible individual or group, and due date of each action item completion.

CDRL A001: Conference Minutes

3.3 Contractor Performance Reviews

The Contractor PM shall attend and participate in Government-led Quarterly Performance Reviews to assess their performance during reporting period for the base contract and all options, if exercised. The reviews shall be approximately one hour in duration, and will be conducted at either the Government or contractor facilities. At these meetings, the COR will summarize the Contractor's performance, and the Contractor will be given the opportunity to discuss the results and upcoming tasks. These meetings can be combined with the monthly status report review.

4.0 Detailed Task Support

4.1 Contract Maintenance and Execution

The Contractor shall provide a single Point of Contact (POC) to maintain and execute program execution for the entire effort. The Contractor POC shall work closely with the COR to resolve any issues that may arise during the execution of the contract. The Contractor shall be fully staffed and provide an organizational chart IAW CDRL A002 depicting all team personnel within 15 calendar days after contract award. The organizational chart IAW CDRL A002 shall be updated as vacancies, change in scope, etc occur throughout the contract. The Contractor will provide in the Contractor's Progress, Status and Management Report IAW CDRL A003 summarizing all tasks completed within this PWS, travel expenses, and risk and/or issues. The CDRLs listed below shall be required throughout the execution of this contract.

CDRL A002: Program Management Plan

CDRL A003: Contractor's Progress, Status and Management Report

4.2 Program Operation Support

4.2.1 Operations Manager (On-Site)

The Contractor shall provide an Operations Manager who reports directly to the PM/DPM to execute the following tasks for Program Office GBAD to include:

- General Operations Manager Support
- Attending weekly program meetings and perform functions (e.g., coordinating facility resources, supporting the brief, taking notes, and recording action items) as requested by the PM, PdMs, and/or APMs;
- Organizing, reviewing, and managing action items within the Action Tracking Database, and providing a current status by uploading to the PM GBAD SharePoint site;
- Producing metrics, graphs, and spreadsheets associated with all program action items; and
- Support the organizing and maintaining all electronic program documents/files for ease of access by the appropriate teams;
- Review travel requests forms in the Defense Travel System (DTS), and reviewing travel requests to ensure DTS requirements are met, as backup to the Administrative Officer; and

Using Department of Navy (DoN) TRACKER, review external tasks assigned to PMOs (Tasks) and recommend internal routing for each Task. The Contractor shall track, coordinate, consolidate, and submit the responses to the Program Manager (or his designee) for final review and approval. Enter the approved response into DoN TRACKER for completion (close out) of the Task and periodically report on trends with recommendations for process improvement. Findings will be reported in the Contractor's Progress, Status and Management Report.

CDRL A003: Contractor's Progress, Status, and Management Report

4.2.2 Administrative Officer (On-Site)

The Contractor shall provide an Administrative Officer who reports directly to the PM/DPM to execute the following tasks for Program Office GBAD to include:

- General Administrative Support
- Organizing, reviewing, and managing action items within the Action Tracking Database, and providing a current status by uploading to the PM GBAD SharePoint site, as backup to the Operations Manager;
- Organizing and maintaining all electronic official program documents/files for ease of access by the PM/DPM and other program office staff;
- Populating and monitoring the Morning Reports every workday, and delivering to the Morning Report Coordinator;
- Executing daily calendar management for the primary staff and monitoring schedule/meeting/conference room requests daily;
- Monitoring phones for the PM GBAD and Deputy PM (DPM) GBAD;
- Maintain Government Organizational Charts and personnel counts (i.e., Billet Identification Code (BIC) numbers);
- Review travel requests forms in the Defense Travel System (DTS), and reviewing travel requests to ensure DTS requirements are met; and
- Executing the New Employee Check-in Process (e.g., Seat and phone assignments, portal roster, and distribution of supplies) as new PM GBAD employees (e.g., Civilian or Contractor) check into the command.
- Submitting Joint Personnel Adjudication System (JPAS) Requests for government personnel only and submitting System Authorization Access Request (SAAR) Forms for government and support contractors in support of the program management office.

CDRL A003: Contractor's Progress, Status, and Management Report

4.3 Program Management

4.3.1 Acquisition Planning Development (On-Site)

The Contractor shall provide acquisition planning support to the Business Manager to review and staff various acquisition documents developed by GBAD Product Management Teams. The Contractor shall perform compliance reviews of official correspondence, procurement documents (e.g., Acquisition Plans (APs), Acquisition Strategies (ASs), Statements of Work (SOWs), CDRLs, and Government taskers). The Contractor shall review these documents and identify non-compliance with Federal Government, OSD, Department of the Navy (DoN), and Marine Corps Systems Command (MCSC) acquisition policies, and report non-conformances to the document originator. In addition, the Contractor shall recommend additions, deletions and/or modifications to the documents to correct non-conformance issues. The Contractor shall provide analytical support to create and update top-level detailed program schedules using Visio software, detailed spreadsheets in Excel, and slide preparation in PowerPoint. The Contractor shall support the Business Manager in the coordination and review of MS briefs, Gate Review briefs; and Program Management Reviews (PMRs). The Contractor shall review program milestone documents for accuracy, grammar, and punctuation, and conduct final acronym reviews. The Contractor shall attend internal PM GBAD meetings and reviews associated with the development of procurement documentation, record action items, and support the resolution of each action assigned. The Contractor shall also perform the following tasks that include:

- General Acquisition Planning Development support
- Assisting in the drafting of high-level executive briefs to be presented to senior leadership and external Stakeholders; and
- Assisting by providing expert consultation in program planning, audits, evaluations of ongoing projects; and provide policy and regulation development assistance.

4.3.2 Program Management Analysis

The Contractor shall deliver as part of the Contractor's Progress, Status and Management Report updates to the overall Government Program Office, support activities, and contractors and personnel counts of the workforce. The Contractor shall conduct acquisition strategy research, assist in drafting and updating documents for the GBAD Programs; and maintain configuration control on the PM GBAD SharePoint site. The Contractor shall assist the Government in the creation, update, and tracking of acquisition and program documentation (e.g., program briefs, organizational charts, staffing spreadsheets, and others). The Contractor shall review all documents for grammar, spelling, and technical content as it applies to DoD policies; and provide recommended changes. The Contractor shall support the Business Manager in the coordination and review of MS briefs, Gate Review briefs; and Program Management Reviews (PMRs). The Contractor shall communicate with the workforce in the preparation of the weekly PM GBAD situation reports (Sit-Reps).

4.3.2.1 Audits

The Contactor shall maintain audit traceability of transactions including documentation of the rationale, justification and approval to permit tracing of transactions and balances from their initial sources to their transmission to DFAS. The audit trail will provide traceability of the accuracy, completeness, and timeliness of the transactions. The Contractor shall perform the following tasks:

Dormant Account Review– Quarterly (DAR-Q): Review and research obligations and unfilled customer orders, which are dormant (inactive for 90 days), to evaluate the status and initiate corrective action as necessary. This task includes reviewing contracts, engaging external activity POCs; preparing Confirmation Statements for signature; and entering data into Advana, which is the Office of the Under Secretary of Defense (Comptroller) directed DAR-Q application; and retaining documentation of communication for input into directed, government repositories.

Daily Transaction Report (DTR) – Weekly/Quarterly: Review and research daily transactions which include commitment, obligation, expenditures, and liquidations. Determine and verify transaction accuracy, then provide comments to the government Program Office Financial representative reflecting the analysis. Pull information from business feeder systems such as contracts, invoices, and funding documents and consolidate this information for weekly reports that will support a quarterly review at the PEO level. Prepare PMR review slides for DTR metrics. Support DTR by running daily status of funds.

Liquidations Greater Than Expense (LGTE) – Weekly: Gather Key Supporting Documentation (KSD) for received equipment (working with Management Control Activity (MCA; controls property in possession of the Marine Corps) and external activities). Pull KSDs from WAWF and Electronic Data Access. (e.g. DD1155). Complete Reimbursable Order Receiving Reports (RORRs) or Memorandum for the Record (MFR) for all services provided by external activities. Prepare PMR slides for metrics on LGTE.

Construction In Progress (CIP) – Monthly: Pull reports from the accounting system for equipment/systems being reported as Construction in Progress. Complete Program Office developed worksheet for GBAD construction in progress.

Accountability – Ongoing: Provide copies of funding documents, quotes, or any other key financial documentation to support MCA accountability audit as well as updates to MCA Accountability spreadsheets.

CDRL A003: Contractor’s Progress, Status and Management Report

4.3.3 SharePoint Data and System Management

The Contractor shall provide database developers to execute the SharePoint, and Information Management tasks outlined in 4.3.4.1.

4.3.3.1 SharePoint Maintenance, Development and Training

The contractor will use the existing PM GBAD SharePoint Site and continue to provide maintenance, development and training for the site. Expertise in the SharePoint developer and administration duties is required.

The Contractor will provide first-level help to include troubleshooting and managing resolutions of operational problems for issues or bugs that arrive within the site collection(s) they administer. The Contractor will communicate all Marine Corps Enterprise Information Technology Services (MCEITS) outages or other issues (i.e. morning report) to the PM GBAD staff as they are made aware of them.

The Contractor will build collaboration technologies within the PM GBAD organization site collection(s) by creating self-service options. The Contractor will share knowledge and mentor/assist PM GBAD team members on SharePoint technology and capability to be useful on a daily basis. The Contractor will provide the PM GBAD organization with specialized tools, platforms, or technologies and coordinate among other contractors, government agencies, and other Marine organizations. The Contractor performs maintenance on specialized tools and solutions following established governance and change control standards. The Contractor will maintain up-to-date awareness on industry developments and best practices in Microsoft SharePoint. The Contractor will create and maintain a data structure for any lists or libraries created for PM GBAD. This data structure can be for any platform or program as determined by the PM GBAD personnel, or as needed.

The Contractor will apply current graphics design and NET technologies to develop, modify, and maintain PM GBAD SharePoint site collections. The Contractor will design, develop, and manage site content and capabilities

and provide daily onsite maintenance of the existing SharePoint portals. The Contractor will work with stakeholders daily and they will use a certain degree of creativity and latitude to meet the requirement.

All SharePoint site development must be compliant with and work within the constraints of the Marine Corps and MCSC Marine Corps Enterprise Network (MCEN) network. The Contractor shall develop and update SharePoint site collections and create and manage the hierarchy of those site collections, sites and sub sites to ensure uniform navigation across the PM GBAD SharePoint Portal. The Contractor shall assist the Government to determine architecture and metadata for storing legacy documentation. The Contractor shall review all current document and folder structures to determine how their metadata should be filled out and edit their metadata fields to assist in the retrieval of information using the SharePoint Boolean search feature and without the need of extensive knowledge of the legacy environment. The Contractor shall create customized search capabilities that will facilitate value-added results and result in a reduction the amount of searching and research required for data calls and other research tasking.

The Contractor will have basic knowledge and understanding of software development languages required to build tools and integrate communication and collaboration technologies within the SharePoint environment, to include JavaScript, html and jQuery. They will have basic knowledge and understanding of all SharePoint infrastructure technologies such as database, network, security, server, storage and workstations and will utilize the following software or third-party tools, CorasWorks, SharePoint Designer 2013, Microsoft Project, Microsoft Excel Services, and InfoPath. The Contractor will have demonstrated experience in implementing and maintaining SharePoint systems.

4.3.3.2 Workflow and Template

The Contractor shall support the development or update current and/or new PM GBAD processes and templates within the SharePoint Portal. The Contractor shall support the development of processes and templates that allow flexibility for tailoring for multiple types of documents that require various routing options, eliminates duplication of effort and data, maintains Configuration Management (CM) of the document while in review, and tracks the review, approval, and signature process of various correspondence and documentation throughout the PM GBAD Program Office.

4.3.4 Deliverable Management

The Contractor shall provide data management support for Engineering, Software Support Activities (SSA) or external organization deliverables. Tasks shall include:

- General data management support
- Receiving and processing Deliverables;
- Coordinating Government team review Deliverables;
- Collecting and consolidating Government team review comments for inclusion into Data Submittal Records (DSRs);
- Returning DSRs to Engineering, SSA and external organizations for action; and
- Archiving Deliverables (initial submissions and updates), Government team review comments, and DSRs.

4.4 Logistics:

4.4.1 Total Life Cycle Support Management Analysis

The Contractor shall assist each project logistician with development, coordination, maintenance, and reporting on activities related to Life Cycle Sustainment Planning and Management. The Contractor shall support the identification and development of logistics' support requirements to be included in system level and sub-tier specifications IAW CDRL A001. Tasks associated with the Total Life Cycle Support (TLCS) shall include:

- General TLCS
- Supporting the preparation and conduct of project Independent Logistics Assessments (ILA) and Program Office Logistics Reviews, many of which may occur at the same time for the various programs;
- Analyzing lifecycle cost estimates for the 12 IPS elements;
- Supporting both the GBAD Supportability IPT, working groups and weekly meetings as well as meeting minutes.
- Provide Trip Reports as required
- Assisting in maintaining ILA Documentation: and
- Author and develop logistics documents, IMPs and Integrated Master Schedules (IMSS)

CDRL A001: Conference Minutes

4.4.2 Government Property and Furnished Property Management:

4.4.2.1 Government Property Management (On-Site)

The Contractor shall provide analytical support by assisting in validating all PM GBAD Government Property (GP) (e.g., all GP associated with PM GBAD), maintaining GP databases, conducting GP inventories, and developing and maintaining Logistics Records Management Databases. The Contractor shall monitor the custody and stewardship from government receipt to formal accountability of the property. The Contractor shall execute the following tasks:

- General Government Property Management support
- Overseeing the Federal Contractors Property Management Control System, maintain property management records and metrics, and draft transfer documents;
- Provide property management expertise to the GP Manager in the Government's development, refinement, and maintenance of Government Furnished Property (GFP) to include: accepting property in iRAPT, ensuring it is loaded properly in the Government's requisite Accountable Property System of Record (APSR), distributing the GFP, and accounting for the storage of the GFP;
- Assisting in maintaining and updating GP and supply inventories on a quarterly basis; and
- Assisting in coordinating maintenance and repair of Government Furnished Parts.

The Contractor shall provide accurate accounting for tracking only the movement and storage, and reporting of GFP using Defense Property Accountable System (DPAS), and iRAPT, and the Government Accountable Property System of Record (APSR). The Contractor shall assist the PdM Property Custodian (PC) with the acquisition of GP, distribution, storage, and management of all PM GBAD GP. The Contractor shall assist the PC with the acquisition of GP, distribution, storage, and proper disposal of GP and supplies, including maintaining and updating GP inventory records. The Contractor shall assist the APM-L with the coordination of maintenance and repair of GP. The Contractor shall structure, organize, and maintain official GP files in the PM GBAD data repository system(s) and APSR.

4.4.2.2 Property and Government Furnished Property Management

The Contractor shall provide support by assisting the PC with property management of GP and GFP. This shall also include maintaining and updating GP inventory records, acquisition, distribution, storage, and proper disposal of

Government equipment and supplies. On a day-to-day basis, the Contractor shall execute the following tasks to include but are not limited to:

Maintaining property management records and metrics;

- General Property and Government Furnished Property Management support
- Preparing transfer documents;
- Providing accurate accounting, tracking, the oversight for moving and storing, and reporting of PdM GFP by utilizing the DPAS, iRAPT and the APSR;
- Maintaining and updating the GP and supply inventories on a quarterly basis; and
- Assisting the PCs with coordinating maintenance and repair of all GP.

4.4.3 Sustainment Support – Albany, GA (On-site)

4.4.3.1 Cataloguing and Provisioning

The Contractor shall provide technical experience and assist the Government Equipment Specialist in cataloguing and the provisioning of parts for the entire GBAD portfolio. The Contractor shall access applicable federal logistics websites:

- General Logistics software support sites
- Product Data Reporting and Evaluation Program (PDREP);
- Federal Logistics Data on Mobile Media (FED LOG);
- Information Handling Services (IHS) Haystack Gold;
- Defense Acquisition University (DAU);
- Technical Publications Website;
- Defense Technical Information Center (DTIC);
- Federal Logistics Website Resource (LogTool);
- Army Aviation and Missile Research, Development, and Engineering Center (AMRDEC);
- Safe Access File Exchange (SAFE);
- Database for Military Standards and Specifications (ASSIT);
- Marine Net;
- Marine Interactive Computer-Aided Provisioning System (US Navy/US Marine Corps) (MICAPS);
- Vital Information Portal for Enterprise Resources (VIPER);
- MCEITS;
- Account Management and Provisioning System (AMPS);
- Web Federal Logistics Information Service (WebFLIS);
- USMC Mainframe Terminal Emulation Client (part of 3270); Item Apps (part of 3270);
- Provisioning Data (SS-10) (part of 3270); INFO PAC (part of 3270);
- Technical Data Management System (TDMS part of 3270); ROSCO (part of 3270);
- Federal Mall (FedMall);
- ECP CMPro Enterprise Logistics Virtual Integrated Support (ELVIS);
- Defense Automatic Addressing System Center Inquiry (DAASINQ) System;
- Defense Information Systems Agency Multi-Host Internet Access Portal (DISA MIAP);
- Joint Engineering Data Management Information and Control System (JEDMICS); and
- Enterprise Product Lifecycle Management (ePLM) System.
- Global Combat Support System Marine Corps (GCSS-MC)

The Contractor shall respond to and research Fleet Trouble calls on both the East and West coasts, including requests for support from Fleet Marine Force (FMF), the DLA, Marine Corps Logistics Command (LOGCOM), and Blount Island Command. The Contractor shall conduct document and data management; prepare informational briefings; and perform PDREP action point responsibilities to review, research, and recommend solutions to the

Product Quality Deficiency Reports (PQDRs).

4.5 Engineering

The Contractor shall interface with PM GBAD engineers and other technical professionals on a daily basis to assist the Government in creating, editing, formatting, publishing, and archiving a variety of engineering documents and briefing material. The Contractor shall conduct final quality assurance checks for all engineering documents and briefing material prior to government release. The Contractor shall facilitate and support Technical Interchange Meetings (TIMs), Design Reviews, IPTs, and Working Integrated Product Teams (WIPTs) associated with the following sub-paragraphs.

4.5.1 Requirements Management (On-Site)

The Contractor shall provide requirements management support using the Dynamic Object-Oriented Requirements System (DOORS) for the GBAD portfolio of equipment. Tasks include:

- General Requirement Management Support
- Managing and maintaining the PM GBAD DOORS database for the GBAD portfolio of equipment which captures capabilities, requirements, traceability, and document verification;
- Developing DOORS architectures, structures, processes, and procedures;
- Analyzing and integrating requirement deliverables;
- Importing and exporting capabilities, requirements, and verification documents;
- Comparing capabilities, requirements, and verification information;
- Linking capabilities, requirements, and verification plans and reports;
- Decomposing stakeholder requirements into multiple singularized stakeholder requirements;
- Submitting the results of the DOORS database changes;
- Maintaining capabilities, requirements, and verification document traces; and
- Performing trace analyses and generate reports.

4.5.2 Systems Engineering

The Contractor shall provide engineering support by evaluating designs and engineering changes to the GBAD portfolio of equipment and evaluating technical deliverables provided by Engineering, SSA and external organizations. Tasks shall include:

- General Systems Engineering support
- Reviewing and providing comments on all Vendor and SSA technical deliverables (e.g., Specifications, Interface Control Documents, Engineering Change Proposals (ECPs), Test Plans/Reports, engineering analyses, Network Design Documents, requirements, drawings);
- Conducting technical analysis on GBAD system and subsystem designs;
- Conducting technical analysis on proposed hardware and software ECPs to GBAD systems and subsystems;
- Developing briefs and white papers to support the technical analyses; and
- Participating in design reviews, TIMs, Design Reviews, IPTs, and WIPTs.

CDRL A001: Conference Minutes

CDRL A003: Contractor's Progress, Status and Management Report

4.5.3 RESERVED

4.5.4 Manufacturing and Quality (OPTION)

The Contractor shall provide manufacturing support to the GBAD Program Management Office (PMO). The Contractor shall provide engineering and analytical support for manufacturing operations and assessments, manufacturing operations, and provide a status report. Tasks shall include:

- General Manufacturing and Quality support
- Conducting manufacturing analysis;
- Product quality assurance inspections;
- Assisting in production planning analysis;
- Assisting in production analysis;
- Executing acceptance tests;
- Assisting in Limited Technical Inspections (LTIs); and
- Monitoring that the Vendors quality control is maintained to support the timely and cost effective development, production, verification, fielding, and support of the PM GBAD platforms.
- Preparing manufacturing and quality sections of various acquisition documents (e.g., SOW, Systems Engineering Plan (SEP), AS)
- Conducting engineering and technical assessments to support Technical Reviews.
- Managing production risks;
- Identifying and developing metrics to status of vendor's quality;
- Executing cost/performance analyses for production approaches

4.5.5 Manufacturing Analysis (OPTION)

The Contractor shall conduct manufacturing and production analysis to include quality assurance/control. The Contractor shall perform the following manufacturing assessments to include:

- Manufacturing Analysis support
- Reviewing and analyzing proposed manufacturing and production plans;
- Developing and delivering Informational Briefs, engineering metrics, and results of the SE processes and tasks to the Government in time to support the schedule associated with each task;
- Reviewing Vendor manufacturing data and provide technical assessments of the data electronically; and
- Supporting the manufacturing lead in the development of Government manufacturing efforts to support the PM
- GBAD SE processes during program milestones.

4.5.6 Program Office Protection Lead Support

The Contractor shall provide Program Protection support for the GBAD portfolio of equipment to adequately protect technologies, components, and information. Contractor support shall be provided off-site but will be expected to be readily available for PM GBAD meetings. The Contractor shall maintain a Secret clearance and maintain eligibility for SIPRNET access. SIPRNet access will be at the GBAD PMO or MCSC facilities. Tasks shall include:

- General Program Office Protection Lead support
- Developing and maintaining PM GBAD Program Protection Plans; Developing and maintaining PM GBAD AT Plans;

- Reviewing DoD and DoN Policy/Guidance/Procedures/Processes to ensure the PM GBAD PPP is current and relevant;
- Coordinating with the SEAL Technology Protection Team to ensure the PM GBAD is in compliance with local MCSC Program Protection policies;
- Using collaboration tools such as SharePoint and updating their Program Protection tasks in SEAL Technology Protection Team tracking tools;
- Supporting technical reviews and system analysis of guiding documents and program documents to protect Marine Corps systems information and to deter the reverse engineering and exploitation of Marine Corps Critical Technology (CT);
- Assisting with the identification of CPI within designated acquisition programs using the CPI Primer and the DoN CPI Work Breakdown Structure (WBS) Tool. Contractor assistance could include either developing WBSs for the program or reviewing WBSs developed by the programs and providing feedback to the program through the Government;
- Supporting the PM GBAD in conducting AT TIMs;
- Analyzing proposed Foreign Material Sales (FMS) and assessing associated risks;
- Ensuring the PM GBAD's Security Classification Guide for MADIS is updated and relevant as enhancements to current system are implemented;
- Coordinating with Program Protection Leads from the DoD Executive Agent and Joint Program Management Office for C-UAS to support PM GBAD Program Protection compliance where necessary;
- Development and implementing the Program Protection Plan for MRIC. This includes developing of the MRIC Security Classification Guide, which will be stand-alone or included in the PM GBAD overarching SCG.
- Coordinating with the Marine Corps International Programs Office (MCIPO) on matters concerning foreign disclosure of U.S. information.

4.5.7 Cybersecurity Assessments (OPTION)

The Contractor shall provide cybersecurity assessment support to conduct independent Security Controls Validations (SCVs) for GBAD systems. This requires an independent Security Control Validator that is certified by the USMC (HQMC C4). Personnel are required to have a SECRET security clearance and will conduct the SCV IAW Enterprise Cybersecurity Manual 018 (ECSM-018), Marine Corps Assessment and Authorization Process (MCAAP).

4.6 Test and Evaluation

4.6.1 Test and Evaluation Program Management

The Contractor shall assist with the development and coordination of strategic, business and organizational projects; and Test and Evaluation (T&E) program management tasks:

- General T&E Support
- Providing T&E detailed trade study analysis, process flow, baseline performance measurements, problem analysis implementation, and collaborated implementation efforts across matrixed organizations;
- Analyzing the T&E requirements for testability and provide a status to the T&E Lead;
- Analyzing engineering problems and conceive/execute corrective action plans using the SE processes; and
- Planning and evaluating mitigation and verification processes, and assess and identify technical risks, and the development of mitigation plans.

4.6.2 Developmental and Operational Testing

The Contractor shall provide Developmental Testing (DT) and Operational Testing (OT) support. The Contractor shall support DT and OT tasks:

- General DT and & OT Support
- Using Design of Experiments (DOE) to assess Operational Test Plans and develop integrated test plans;
- Developing test methodologies;
- Developing and analyze test plans;
- Coordination of test sites and site preparation;
- Develop and implement test site security/access measures and controls during set up, shakedown, and system take down and pack up;
- Analyzing, developing, and maintaining test schedules;
- Attending technical reviews;
- Supporting the preparation of MS reviews;
- Developing and modifying a Test and Evaluation Master Plan (TEMP);
- Participating in all OT activities;
- Reviewing and analyzing OT documents;
- Providing comments (e.g., technical content, accuracy, and grammar) to the T&E Directorate for all documents reviewed;
- Developing and maintaining a system-level test plan;
- Linking system requirements to user requirements, and establishing evaluation and verification strategies in support of DT program(s);
- Verifying the accuracy of system level requirements, including analysis and evaluation of DT and OT results;
- Developing and maintaining system evaluation information within the DOORS database system;
- Supporting the preparation and conduct of the Government-led DT and OT Readiness Reviews, technical meetings, and planning conferences; and
- Developing a T&E database, metrics, and Informational Briefs in support of T&E progress and decisions;
- Test site data management;
- Preparation and execution of Failure Definition and Scoring Conferences during all phases of T&E: DT, IT and OT.

4.7 PdM Future Weapon Systems Specific Tasks

4.7.1 PdM Program Analyst Support

The Contractor shall provide program management support to the PdM FWS MADIS Fixed Team and MADIS Mobile Team in the planning, executing, and reporting of the Program. The Contractor shall support PdM FWS tasks:

- General PM Support to PdM FWS
- Assisting in the research and preparation of Acquisition Strategies; APs; Performance Specifications; SOOs, SOWs; APB; MS Entrance/Exit Criteria; PPP; and sections of the TEMP;
- Evaluating and developing alternatives to address emerging requirements, fleet-identified issues, and safety concerns/issues;
- Addressing the issues for the FMF systems through research and review of ECPs, Contractor-supplied design changes, and system modifications;
- Performing maintenance analysis, and developing Informational Briefs and PMR
- Prepare Meeting Minutes IAW CDRL A001;

- Organizing and maintaining the program of record files and providing inputs in updating;
- Supporting integrated planning, executing, and status reporting; and
- Assisting in the development of documentation and records that assist PdMs in determining required personnel and equipment resources.
- Provide support regarding the applicability, use, and procedures within the adaptive acquisition framework (e.g., Middle Tier Acquisition) and various NDAA authorities (e.g., Other Transaction Authority, Component Prototyping, Prize Challenges, Procurement for Experimental Purposes) to enable PM GBAD to leverage these pathway/initiatives and better fulfill mission requirements.
- Development of draft program briefs, weekly/monthly reports, POM briefs, and other program administrative products.

In support of PdM FWS efforts the contractor shall provide acquisition support which requires close interactions with all assigned functional and competency area personnel within the PMO and shall consist of; review of existing program acquisition documents; update of existing program acquisition documents; and development and delivery of original program acquisition documents. The contractor shall provide acquisition analysis to support the requirements mandated by the DoD (DoDI policy 5000.02, DoN 5000.02E, NAVSO P-3692 Independent Logistics Assessment [ILA Handbook], MCSC Acquisition Guide [MAG] and other local command policies) for all programs covered by this PWS. The contractor shall conduct a review of existing program acquisition documents. Each review shall include a technical analysis and assessment of the information contained in the document provided by the government. The contractor shall provide and deliver review results that shall include a completed comment resolution matrix, summary conclusions, and final recommendations. The contractor shall develop or review, assess and provide recommendations related to maintenance and sustainment operations. The contractor shall address maintenance planning efforts, depot workload allocation efforts, procurement request activities and initial provisioning activities in the reviews.

The contractor shall prepare updates and/or revisions to existing program acquisition documents. The updated documents delivered by the contractor shall include changes to reflect updated Government policies, regular program progress, program reviews, and upcoming program milestones. In support of PdM FWS efforts the contractor shall assist with the production and update the following documentation as required by the program office:

- Acquisition Strategy (AS)
- Acquisition Plan (AP)
- Analysis of Alternatives (AoA)
- Affordability Analysis
- Information Support Plan (ISP)
- Intellectual Property (IP) Strategy
- Program Protection Plan (PPP)
- Acquisition Strategy/Acquisition Plan (AS/AP)
- Contractor Cost Data Report (CCDR)
- Business Case Analysis (BCA)
- Cost Analysis Requirement Document (CARD)
- Statements of Work (SOW)/Statements of Objectives (SOO)/Performance Work Statements (PWS)
- Contract Data Requirements List (CDRLs)
- Requests for Proposal (RFP)/Requests for Information (RFI)
- Quarterly In-Process Reviews
- Monthly ASN/RDA Information System (RDAIS) Updates
- Process/Procedure Development and Process/Procedure Mapping (Visio)
- Program Portfolio Master Schedule and Updates
- Acquisition Program Milestones/Gate Reviews
- Quarterly PMR

- Integrated Master Schedule (IMS) via Microsoft Project
- Life Cycle Cost Estimate (LCCE)
- Security Classification Guides (SCG)

4.7.1.1 PdM FWS Integrated Master Schedule

The Contractor shall develop, integrate, coordinate, maintain, and status activities related to the IMS for the PdM FWS Programs. The Contractor shall be responsible for the integration of all IMSs (where applicable) into the Program IMS, and then establish and maintain an electronic schedule baseline IAW each Program's Integrated schedule. For all project/program IMS, the Contractor shall develop, maintain, and deliver a Schedule Risk Assessment (SRA), a critical path and analysis, and schedule metrics.

4.7.2 PdM FWS Systems Engineering

The Contractor shall provide SE support in conducting, planning and reporting technical analyses of engineering changes. The Contractor shall advise engineers, other military Services and activities, during the development, review and application of engineering changes. Tasks shall include:

- General Systems Engineering support to PdM FWS
- Reviewing, analyzing, developing, and commenting on engineering documentation (e.g., Specifications, Interface Control Documents, ECPs, Test Plans/Reports, Engineering Analyses); and
- Reviewing, assessing, and developing updates to SE processes (e.g., CM, ECPs, technical reviews and Reliability, Availability, Maintainability (RAM)).
- Have the knowledge, capability, and experience required to execute both operational and maintenance support for fielded MADIS fixed site systems. (MADIS fixed site Only)

4.7.2.1 PdM FWS Systems Engineering (OPTION)

The Contractor shall provide engineering support by evaluating designs and engineering changes to the GBAD portfolio of equipment and evaluating technical deliverables provided by manufactures, Lead System Integrators, and the SSAs. Tasks shall include:

- General Engineering Support to PdM FWS
- Reviewing and providing comments on all vendor and SSA technical deliverables (e.g., Specifications, Interface Control Documents, ECPs, Test Plans/Reports, engineering analyses, Network Design Documents, requirements, drawings);
- Conducting technical analysis on GBAD system and subsystem designs;
- Conducting technical analysis on proposed hardware and software ECPs to GBAD systems and subsystems;
- Developing briefs and white papers to support the technical analyses; and
- Participating in design reviews, TIMs, Design Reviews, IPTs, and WIPTs.

4.7.2.2 PdM FWS Modeling and Simulation Analysis (OPTION)

The Contractor shall conduct Modeling and Simulation (M&S) analysis of the life cycle support strategies for all GBAD products using Government software tools. The Contractor shall plan, develop, and schedule supply chain forecasting. This effort will help to optimize availability while decreasing system downtime and ownership cost, and identify candidates for modifications, or upgrades, and is designed to reduce operating cost and increase availability and reliability. Tasks shall include:

- General M&S analysis and support to PdM FWS
- Conducting statistical demand forecasting, inventory optimization, and requisition actions;
- Planning inventory management;
- Monitoring trends and conducting studies in logistics modeling;
- Proposing recommended ways to gather, cleanse, and analyze complex data to develop and manage multiple data sets to run demand forecasting, strategic optimization, initial spares models, and logistics simulations;
- Developing methods to analyze, manipulate, update, and optimize multiple complex models;
- Assisting in the evaluation of new M&S tools, technologies, and business process applications to identify improvements; and
- Providing recommendations concerning the use of USMC measurement tools for assessing system and component field support (e.g., Total Life Cycle Management – Operational Support Tool (TLCM-OST), System Operational Effectiveness (SOE), Asset Enterprise Management Information Tool (AEMIT), and LOGCOM Master Data Repository) for data collection and analysis.

4.7.3 PdM FWS Logistics

The Contractor shall provide support to the FWS logisticians to develop, coordinate, maintain, and report on activities related to Life Cycle Sustainment Planning and Management. The Contractor shall support the identification and development of all logistics' support requirements to be included in Performance Specification. The Contractor shall assist the Government with supportability assessments and other aspects of logistical analysis; support Systems Engineering Technical Reviews (SETRs); and support Life Cycle WIPT meetings. The Contractor shall support the preparation and conduct of project ILAs and Program Office Logistics Reviews.

In addition, the Contractor shall review program documents and deliverables (e.g., CDRLs, Studies, Analysis, Reports) for compliance and completeness with logistics statutes, policies and standards. The Contractor shall assist in the development of LMI and entry into LMI databases for all FWS products.

The Contractor is expected to perform all tasks for Life Cycle Logistics, and the tasks associated for each team shall include:

- General Life Cycle Logistics support
- Monitoring cost and performance across the product support value chain, from design through disposal;
- Maintaining configuration control of all Program and Product Support documentation;
- Identifying and executing the logistics support requirements to be included in system level and sub-tier specifications;
- Performing supportability assessments on the above teams;
- Attending and supporting SETRs, support Life Cycle WIPT meetings, ILAs and Program Office Logistics Reviews;
- Analyzing lifecycle cost estimates LCCE;
- Developing and maintaining ILA documentation, System Specifications, SEPs, Configuration Management Plans (CMPs), Programmatic Environmental documents, Safety and Health Documents, IMPs and IMSs;
- Reviewing program related documents submitted by the GBAD Vendor for compliance and completeness with logistics statutes, policies and standards;
- Supporting the development of LMI and perform data entry into LMI databases for all PdM FWS products;
- Performing supply support analysis to include:
 - Provisioning;
 - Depot maintenance and overhaul;
 - Packaging, handling, and transportation

- Maintenance planning and execution;
 - Design interface;
 - Logistics support analyses; and
 - Technical publications, including operations, maintenance and overhaul.
- Provide expertise and support to the Government on developing provision planning, actions, procedures, and techniques used to determine supply support requirements, to include: acquiring support items and spare parts; cataloging, receiving, storing, and warehousing; transferring the items to where they are needed; issuing; disposal; initial provisioning support of the weapons system; and acquiring, distributing, and replenishing the inventory for the item;
- Monitoring and updating associated data system tools, and analyzing supply and maintenance data using enterprise supply databases (e.g., Global Combat Support Systems - Marine Corps (GCSS-MC));
- Performing maintenance planning and management to oversee the identification of, planning for, resourcing of and implementation of maintenance concepts;
- Providing recommendation for the correct range and quantity (depth) of spare and repair parts, and support and test equipment required to operate and maintain material end items for an initial period (i.e., 2 years) of service;
- Drafting annual updates of Provisioning Requirements Statements (PRS), and participate in Provisioning Meetings and In-Process Provisioning Reviews (IPPRs);
- Providing Diminishing Manufacturing Sources and Material Shortages (DMSMS) support by participating in DMSMS IPTs and coordinate with their Government representative annual updates of DMSMS Management Plans;
- Assisting with Item Unique Identification (IUID) efforts for PdM FWS, and coordinate the annual updates of IUID Plans;
- Conducting and documenting source of repair analysis, Core Logistics Capability Analysis (CLCA), and Level of Repair Analysis (LORA);
- Developing and documenting logistics portions of the design or design change process, (i.e., ECPs) to include:
 - Provisioning;
 - Procurement of material;
 - Kitting into modification kits;
 - Development of modification kit installation instructions; and
 - Product fielding or installation management.
- Participating in design reviews of evolving system designs, assessing them for supportability and compliance to system specification requirements;
- Assisting in the preparation of CDRLs, to include Vendor implementation of the S1000D standard, the GEIA 0007 Standard, and associated data system tools;
- Conducting supportability assessments and other aspects of logistical analysis; support System Requirements Reviews (SRRs); and support Life Cycle WIPT meetings;
- Assisting with the TM development and revision processes, participating in and conducting validation and verification activities for newly developed and revised TMs;
- Coordinating and implementing agreements necessary to manage technical interfaces, and to manage work performed by maintenance activities;
- Establishing and updating plans for periodic test and certification activities required throughout the system life cycle;
- Performing facilities and infrastructure analysis to oversee the identification of, planning for, resourcing of, training, maintenance and storage to maximize effectiveness of the system and subsystems operation, and the logistics support system at the lowest Total Ownership Cost (TOC);

- Assisting in the execution of planning, resourcing, and implementation of management activities to acquire and maintain support equipment (e.g., mobile or fixed);
- Performing the identification of manpower and training requirements to train military and civilian personnel to maximize effectiveness. As part of the strategy conduct analysis to identify, develop, and acquire TADSS;
- Providing material fielding support to support simultaneous fielding actions conducted on both the East and West Coasts, or units located OCONUS such as Hawaii or Japan; and assisting in conducting inventories and inspecting equipment and associated Stock List Level 3 (SL-3) (e.g., fuel cans, water jugs, tie-down straps) for damage and completeness; preparing systems for delivery; completing, tracking and updating documentation related to the turnover of equipment from Vendors to the Government; participating in New Equipment Training Team actions; and performing TM verifications.

CDRL A001: Conference Minutes

CDRL A003: Contractor's Progress, Status and Management Report

4.8 PdM A-MANPADS/MRIC Specific Tasks:

4.8.1 PdM A-MANPADS/MRIC Program Analyst Support

The Contractor shall provide program management support to PdM AMAPADS/MRIC in the planning, executing, and reporting of the Program. The Contractor is expected to perform all tasks for program analyst, and the tasks associated for each team shall include:

- General Program Analyst Support to PdM A-MANPADS/MRIC
- Assisting in the research and preparation of Acquisition Strategies; APs; Performance Specifications; SOOs, SOWs; APB; MS Entrance/Exit Criteria; PPP; and sections of the TEMP;
- Evaluating and developing alternatives to address emerging requirements, fleet-identified issues, and safety concerns/issues;
- Addressing the issues for the FMF fielded systems through researching, reviewing ECPs, Contractor-supplied design changes, and system modifications;
- Performing maintenance analysis, and developing Informational Briefs and PMR
- Prepare Meeting Minutes IAW CDRL A001;
- Organizing and maintaining the program of record files and providing inputs in updating;
- Supporting integrated planning, executing, and status reporting; and
- Assisting in the development of documentation and records that assist PdMs in determining required personnel and equipment resources.
- Provide support regarding the applicability, use, and procedures within the adaptive acquisition framework (e.g., Middle Tier Acquisition) and various NDAA authorities (e.g., Other Transaction Authority, Component Prototyping, Prize Challenges, Procurement for Experimental Purposes) to enable PM GBAD to leverage these pathway/initiatives and better fulfill mission requirements.
- Development of draft program briefs, weekly/monthly reports, POM briefs, and other program administrative products.
- Provide during the Contractor's Progress, Status and Management Report, all activities performed IAW CDRL A003.

In support of PdM AMAPADS/MRIC efforts the contractor shall provide acquisition support which requires close interactions with all assigned functional and competency area personnel within the PMO and shall consist of; review of existing program acquisition documents; update of existing program acquisition documents; and development and delivery of original program acquisition documents. The contractor shall provide acquisition analysis to support the requirements mandated by the DoD (DoDI policy 5000.02, DoN 5000.02E, NAVSO P-3692 Independent Logistics Assessment [ILA Handbook], MCSC Acquisition Guide [MAG] and other local command

policies) for all programs covered by this PWS. The contractor shall conduct a review of existing program acquisition documents. Each review shall include a technical analysis and assessment of the information contained in the document provided by the government. The contractor shall provide and deliver review results that shall include a completed comment resolution matrix, summary conclusions, and final recommendations. The contractor shall develop or review, assess and provide recommendations related to maintenance and sustainment operations. The contractor shall address maintenance planning efforts, depot workload allocation efforts, procurement request activities and initial provisioning activities in the reviews. Acquisition program sustainment documentation development support provided shall include delivery schedules and quarterly in-process reviews.

The contractor shall prepare updates and/or revisions to existing program acquisition documents. The updated documents delivered by the contractor shall include changes to reflect new or updated Government policies, regular program progress, regular program reviews, and upcoming program milestones. In support of PdM AMAPADS/MRIC efforts the contractor shall, as an example, assist with the production and update the following documentation as required by the program office:

- Acquisition Strategy (AS)
- Acquisition Plan (AP)
- Analysis of Alternatives (AoA)
- Affordability Analysis
- Information Support Plan (ISP)
- Intellectual Property (IP) Strategy
- Program Protection Plan (PPP)
- Prototype Plan (PP) – For Mid-Tier Acquisition
- Acquisition Strategy/Acquisition Plan (AS/AP)
- Contractor Cost Data Report (CCDR)
- Business Case Analysis (BCA)
- Cost Analysis Requirement Document (CARD)
- Statements of Work (SOW)/Statements of Objectives (SOO)/Performance Work Statements (PWS)
- Contract Data Requirements List (CDRLs)
- Requests for Proposal (RFP)/Requests for Information (RFI)
- Quarterly In-Process Reviews
- Monthly ASN/RDA Information System (RDAIS) Updates
- Probability of Program Success (PoPS) Health Assessment Updates
- Process/Procedure Development and Process/Procedure Mapping (Visio)
- Tactical Wheeled Vehicle CMC Quarterly Information Paper Updates
- Program Portfolio Master Schedule and Updates
- Acquisition Program Milestones/Gate Reviews
- Quarterly PMR
- Integrated Master Schedule (IMS)
- Life Cycle Cost Estimate (LCCE)
- Security Classification Guides (SCG)

CDRL A001: Conference Minutes

CDRL A003: Contractor's Progress, Status and Management Report

4.8.1.1 PdM A-MANPADS/MRIC Integrated Master Schedule

The Contractor shall develop, integrate, coordinate, maintain, and status activities related to the IMS for the PdM AMAPADS/MRIC Programs. The Contractor shall be responsible for the integration of all IMSs (where applicable)

into the Program IMS, and then establish and maintain an electronic schedule baseline IAW each Program's Integrated schedule. For all project/program IMS, the Contractor shall develop, maintain, and deliver a Schedule Risk Assessment (SRA), a critical path and analysis, and schedule metrics.

4.8.2 PdM A-MANPADS/MRIC Systems Engineering

The Contractor shall provide SE support in conducting, planning and reporting technical analyses of engineering changes. The Contractor shall advise government engineers, other military Services and activities, and manufactures during the development, review and application of engineering changes. The Contractor is expected to perform all tasks for systems engineering, and the tasks associated for each team shall include:

- General System Engineering support to PdM A-MANPADS/MRIC
- Reviewing, analyzing, developing, and commenting on engineering documentation (e.g., Specifications, Interface Control Documents, ECPs, Test Plans/Reports, Engineering Analyses); and
- Reviewing, assessing, and developing updates to SE processes (e.g., CM, ECPs, technical reviews and RAM).

4.8.2.1 PdM A-MANPADS/MRIC Requirements Management

The Contractor shall provide requirements management support using the Dynamic Object-Oriented Requirements System (DOORS) for the GBAD portfolio of equipment. Tasks shall include:

- General Requirements Management support to PdM A-MANPADS/MRIC
- Managing and maintaining the PM GBAD DOORS database for the GBAD portfolio of equipment which captures capabilities, requirements, traceability, and document verification;
- Developing DOORS architectures, structures, processes, and procedures;
- Analyzing and integrating Vendor requirement deliverables;
- Importing and exporting capabilities, requirements, and verification documents;
- Comparing capabilities, requirements, and verification information;
- Linking capabilities, requirements, and verification plans and reports;
- Decomposing stakeholder requirements into multiple singularized stakeholder requirements;
- Submitting the results of the DOORS database changes to the government engineer;
- Maintaining capabilities, requirements, and verification document traces; and
- Performing trace analyses and generate reports.

4.8.2.2 PdM A-MANPADS/MRIC Systems Engineering

The Contractor shall provide engineering support by evaluating designs and engineering changes to the GBAD portfolio of equipment and evaluating technical deliverables provided by Vendors and the Software Support Activity. The Contractor is expected to perform all tasks for systems engineering, and the tasks associated for each team shall include:

- Support of General System Engineering to PdM A-MANPADS/MRIC
- Reviewing and providing comments on all Vendor and SSA technical deliverables (e.g., Specifications, Interface Control Documents, ECPs, Test Plans/Reports, engineering analyses, Network Design Documents, requirements, drawings);
- Conducting technical analysis on GBAD system and subsystem designs;
- Conducting technical analysis on proposed hardware and software ECPs to GBAD systems and subsystems;

- Developing briefs and white papers to support the technical analyses; and
- Participating in design reviews, TIMs, Design Reviews, IPTs, and WIPTs.
- Shall have knowledge and experience in relation to cruise missile defense and fire control radars.

CDRL A001: Conference Minutes

CDRL A003: Contractor's Progress, Status and Management Report

4.8.3 PdM A-MANPADS/MRIC Logistics

The Contractor shall provide support to the A-MANPADS/MRIC logisticians to develop, coordinate, maintain, and report on activities related to Life Cycle Sustainment Planning and Management. The Contractor shall support the identification and development of all logistics' support requirements to be included in Performance Specification. The Contractor shall assist the Government with supportability assessments and other aspects of logistical analysis; support SETRs; and support Life Cycle WIPT meetings. The Contractor shall support the preparation and conduct of project ILAs and Program Office Logistics Reviews.

In addition, the Contractor shall review program documents and deliverables (e.g., CDRLs, Studies, Analysis, Reports) for compliance and completeness with logistics statutes, policies and standards. The Contractor shall assist in the development of LMI and entry into LMI databases for all FWS products.

The Contractor is expected to perform all tasks for Life Cycle Logistics, and the tasks associated for each team shall include:

- General Life Cycle Logistics support to PdM A-MANPADS/MRIC
- Monitoring cost and performance across the product support value chain, from design through disposal;
- Maintaining configuration control of all Program and Product Support documentation;
- Identifying and executing the logistics support requirements to be included in system level and sub-tier specifications;
- Performing supportability assessments on the above teams;
- Attending and supporting Systems Engineering Technical Reviews (SETRs), support Life Cycle WIPT meetings, Independent Logistics Assessments (ILAs) and Program Office Logistics Reviews;
- Analyzing lifecycle cost estimates (LCCE);
- Developing and maintaining ILA documentation, System Specifications, SEPs, CMPs, Programmatic Environmental documents, Safety and Health Documents, IMPs and IMSs;
- Reviewing program related documents submitted by the GBAD Vendor for compliance and completeness with logistics statutes, policies and standards;
- Supporting the development of LMI and perform data entry into LMI databases for all PdM FWS products;
- Performing supply support analysis to include:
 - Provisioning;
 - Depot maintenance and overhaul;
 - Packaging, handling, and transportation
 - Maintenance planning and execution;
 - Design interface;
 - Logistics support analyses; and
 - Technical publications, including operations, maintenance and overhaul.
- Provide expertise and support to the Government on developing provision planning, actions, procedures, and techniques used to determine supply support requirements, to include: acquiring support items and spare parts; cataloging, receiving, storing, and warehousing; transferring the items to where they are

needed; issuing; disposal; initial provisioning support of the weapons system; and acquiring, distributing, and replenishing the inventory for the item;

- Monitoring and updating associated data system tools, and analyzing supply and maintenance data using enterprise supply databases (e.g., Global Combat Support Systems - Marine Corps (GCSS-MC));
- Performing maintenance planning and management to oversee the identification of, planning for, resourcing of and implementation of maintenance concepts;
- Providing recommendation for the correct range and quantity (depth) of spare and repair parts, and support and test equipment required to operate and maintain material end items for an initial period (i.e., 2 years) of service;
- Drafting annual updates of Provisioning Requirements Statements (PRS), and participate in Provisioning Meetings and In-Process Provisioning Reviews (IPPRs);
- Providing Diminishing Manufacturing Sources and Material Shortages (DMSMS) support by participating in DMSMS IPTs and coordinate with their Government representative annual updates of DMSMS Management Plans;
- Assisting with Item Unique Identification (IUID) efforts for PdM FWS, and coordinate the annual updates of IUID Plans;
- Conducting and documenting source of repair analysis, Core Logistics Capability Analysis (CLCA), and Level of Repair Analysis (LORA);
- Developing and documenting logistics portions of the design or design change process, (i.e., ECPs) to include:
 - Provisioning;
 - Procurement of material;
 - Kitting into modification kits;
 - Development of modification kit installation instructions; and
 - Product fielding or installation management.

- Participating in design reviews of evolving system designs, assessing them for supportability and compliance to system specification requirements;
- Assisting in the preparation of CDRLs, to include implementation of the S1000D standard, the GEIA 0007 Standard, and associated data system tools;
- Conducting supportability assessments and other aspects of logistical analysis; support System Requirements Reviews (SRRs); and support Life Cycle WIPT meetings;
- Assisting with the TM development and revision processes, participating in and conducting validation and verification activities for newly developed and revised TMs;
- Coordinating and implementing agreements necessary to manage technical interfaces, and to manage work performed by maintenance activities;
- Establishing and updating plans for periodic test and certification activities required throughout the system life cycle;
- Performing facilities and infrastructure analysis to oversee the identification of, planning for, resourcing of, training, maintenance and storage to maximize effectiveness of the system and subsystems operation, and the logistics support system at the lowest Total Ownership Cost (TOC);
- Assisting in the execution of planning, resourcing, and implementation of management activities to acquire and maintain support equipment (e.g., mobile or fixed);
- Performing the identification of manpower and training requirements to train military and civilian personnel to maximize effectiveness. As part of the strategy conduct analysis to identify, develop, and acquire TADSS;
- Providing material fielding support to support simultaneous fielding actions conducted on both the East and West Coasts, or units located OCONUS such as Hawaii or Japan; and
- Assisting in conducting inventories and inspecting equipment and associated Stock List Level 3 (SL-3) (e.g., fuel cans, water jugs, tie-down straps, etc.) for damage and completeness; preparing systems for

delivery; completing, tracking and updating documentation related to the turnover of equipment from Vendors to the Government; participating in New Equipment Training Team actions; and performing TM verifications.

CDRL A001: Conference Minutes

CDRL A003: Contractor's Progress, Status and Management Report

4.8.3.1 Technical Writer

Develop and update Technical Manuals (e.g., Maintenance Instructions (MIs), Technical Instructions (TIs), Supply Instructions (SIs), Interactive Electronic Technical Manuals (IETMs) IAW Standard Practices for Technical Manuals MIL-STD-38784, MIL-DTL-87268, and MIL-STD-40051 , and conduct reviews, Validations/Verifications (V/V), and report findings to ensure the system is properly documented for Marine Corps Operators and Maintainers (Deliverable 4.53: Tech Manual and V/V Review Reports).

5.0 Facilities, Other Direct Charges, and Contractor Resources

5.1 Facilities

All efforts in support of this PWS, with the exception of those Contractors sitting on-site at the Government's facility, will be accomplished at the Prime Contractors' facility and the facility is not reimbursed as other direct costs (ODCs). Selected tasks identified within this PWS will sit on-site at the Government's facility, and these Contractors will be provided a seat/cube, computer and monitor to perform all tasks stated in this PWS. Since the Government is providing these resources within the terms and conditions of the contract, the Government expects an on-site rate to be established and billed for only those individuals.

The Contractor shall provide meeting room(s) at the Contractor facility to support Government meetings as needed. These conference rooms shall have a minimum of one telephone line capable of network calling/conference calling and shall have access to the internet via cable link to accommodate a minimum of twenty computers and WiFi capability. These facilities will need to be able to host meetings of 10-20 people up to a meeting of 40-50 people. These facilities must be within 15 miles of Program Executive Office Headquarters, Quantico, VA and be located no further north of Route 234 and no further south of Route 610. These meetings will largely be unclassified, but can be classified meetings of 10-20 people. Additionally, the contractor shall provide the capability to have remote conference calls and provide bridge telephone numbers for both PdMs and every APM supporting PM GBAD (Cost, Engineering, Logistics, Finance, and Contracts).

5.2 Travel/Other Direct Costs

During the execution of this contract, the contractor shall travel CONUS and OCONUS to support the requirements as outlined in this PWS. In addition to travel, the government anticipates other direct costs to support the PMO.

6.0 Security Requirements

6.1 Security Clearance and Access Requirements

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance and a Secret Safeguarding Level prior to classified performance at the contractor's facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD

Manual 5220.22 Volume 2. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3374/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, if they have been issued a CAC, a MCSC Building Badge and/or granted classified access. The FSO shall notify the Government (written notice) within 24 hours of any contractor personnel added or removed from the contract that have been issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

6.2 Proper Identification of Contractor Personnel

Contractors, including Subcontractors, shall provide for a clear distinction from Government personnel. Contractor employees shall not act, advertise, or presume to be Government employees, agents or representatives. Contractor employees are required to appropriately identify themselves as Contractor employees at all times, including in telephone conversations, formal and informal written correspondence, paper and electronic; and in any other situations where their actions could be construed as acts of Government officials unless, in the judgment of the Government, no harm can come from failing to identify themselves. Contractor employees shall be introduced as Contractor personnel and display distinguishing visible identification at all times whether in conversations, meetings, and other forms of communication with Government personnel.

Contractor personnel, while performing in a Contractor capacity, shall refrain from using their retired or reserve component military rank or title in written or verbal communications associated with the contracts for which they provide services.

The Contractor shall incorporate the substance of this requirement in all subcontracts awarded under this contract.

6.3 Common Access Cards

COMMON ACCESS CARD (CAC) REQUIREMENT. The COR will identify and approve those Contractor employees performing on this contract that require CACs in order to perform their job function. IAW Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, Contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a Contractor employee's open investigation closes and is not favorably adjudicated, Government will immediately revoke and retrieve the Contractor employee's CAC. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MARCORSYSCOM AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any Contractor employee performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also immediately notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines/Factors concerning any Contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a “ctr@usmc.mil” e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractor employees issued a CAC **are prohibited** from “auto-forwarding” their .mil e-mail account to their .com e-mail account. If the ctr.usmc.mil e-mail account is not kept active, G-6 will deactivate the account and the employee's CAC will lose its functionality. Contractor employees shall solely use their Government furnished (ctr.usmc.mil) e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract and shall not use a Contractor-supplied or personal e-mail account to conduct FOUO Government business. The use of a Contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provided.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts.

6.4 Marine Corps Enterprise Network (MCEN) Computer Access

Contractor personnel accessing Marine Corps Systems Command Computer systems, must maintain compliance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD 2875, and completion certificates for the CYBERC course located on MarineNet located at <https://www.marinenet.usmc.mil> The CYBERC course consist of the DOD Cyber Awareness Challenge and Department of the Navy Annual Privacy Training (PII).

Contractors will have to create a MarineNet account in order to acquire the required training. MCEN IT resources if provided are designated For Official Use Only (FOUO) and other limited authorized purposes. DoD military, civilian personnel, consultants, and contractor personnel performing duties on MCEN information systems may be assigned to one of three position sensitivity designations.

1) ADP-I (IT-1): Favorably adjudicated T-5, T5R, (formerly known as Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR))

2) ADP-II (IT-2): Favorably adjudicated T-3, T3R, (formerly known as Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR))

3) ADP-III (IT-3): Completed T-1, (formerly known as National Agency Check with Inquiries (NACI))

All privileged users (IT-1) must undergo a T-1 investigation regardless of the security clearance level required for the position. Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) relating to the position being filled. Privileged users are defined as anyone who has privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must read, understand, and comply with policy and guidance to protect classified information and CUI, and to prevent unauthorized disclosures in accordance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

6.5 MCEN Official E-mail usage

MCEN IT resources are provided For Official Use Only (FOUO) and other limited authorized purposes. Authorized purposes may include personal use within limitations as defined by the supervisor or the local Command. Auto forwarding of e-mail from MCEN-N to commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail messages requiring either message integrity or non-repudiation are digitally signed using DoD PKI. All e-mail containing an attachment or embedded active content must be digitally signed.

MCEN users will follow specific guidelines to safeguard Controlled Unclassified Information (CUI), including PII and For Official Use Only (FOUO). Non-official e-mail is not authorized for and will not be used to transmit CUI to include PII and Health Insurance Portability and Accountability Act (HIPAA) information. Non-official e-mail is not authorized for official use unless under specific situations where it is the only mean for communication available to meet operational requirements. This can occur when the official MCEN provided e-mail is not available but must be approved prior to use by the Marine Corps Authorizing Official (AO).

All personnel will use DoD authorized PKI certificates to encrypt e-mail messages if they contain any of the following:

1. Information that is categorized as For Official Use Only (FOUO) or Sensitive but Unclassified (SBU).
2. Any contract sensitive information that normally would not be disclosed to anyone other than the intended recipient.
3. Any privacy data, PII, or information that is intended for inclusion in an employee's personal file or any information that would fall under the tenets of MSGID: DOC/5 USC 552A. Personal or commercial e-mail accounts are not authorized to transmit unencrypted CUI or PII.
4. Any medical or health data, to include medical status or diagnosis concerning another individual.
5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

6.6 Contractor Assets Connectivity to MCEN

Contractor assets connectivity to the MCEN - The contracting company will comply with MCENMSG-Unification 003-14 ENABLING CONTRACTOR ASSET CONNECTIVITY TO THE MCEN. The Contractor representative will transfer the contractor owned laptops to the MCSC G-6, Information Technology Asset Management (ITAM) department to have the MCEN images placed on each laptop before it is authorized to connect to the MCEN. All Contractor owned laptops must meet or exceed the USMC laptop specifications. A list of laptops authorized to be attached to the MCEN can be obtained from MCSC G-6 upon request.

Upon completion of the contract or at such time as the contractor reclaims the asset from the USMC, non-Government owned internal/external hard drives shall become the property of the U.S. Government. Once the hard drives have been removed, the laptops/assets will be returned to the Contractor. For additional questions regarding current system specifications contact the MCSC, ITAM lead at (703) 432-4396.

6.7 Magnetic Hard Drive Storage Devices

This paragraph covers the requirements of classified and unclassified internal and removable magnetic and Solid State hard drives that store the Government data. This includes, but is not limited to, storage area network (SAN) devices, servers, workstations, laptops/notebooks, printers, copiers, scanners and multi-functional devices (MFD) with internal hard drives, removable hard drives and external hard drives. Upon disposal, replacement, turn in of hard drives or completion of the contract, non-Government owned internal/external hard drives shall become the property of the U.S. Government in accordance with GENADMIN Processing of Magnetic Hard Drive Storage Media for Disposal.

6.8 Marine Corps Systems Command Facility Access

All contractor personnel accessing Marine Corps Systems Command facilities/buildings, must maintain compliance with access control policy identified within MCSCO 5530.2A - Access Control Order.

Access into MCSC facilities requires use of a Command facility access badge issued by the PHYSEC Team.

Contractor personnel assigned to sit within MCSC spaces with a dedicated (by name) workspace will be considered “on-site” contractors and may be issued a Green badge with the holder’s photograph.

Contractor personnel that frequently visit (three or more times a week) MCSC spaces will be considered “off-site” contractors and may be issued an Orange badge with the holder’s photograph. Issuance of a MCSC facility access badge shall be initiated by the COR using the Badge Request process hosted on the MCSC VIPER website.

Vendors may be issued a MCSC facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MCSC facility access badge.

All other vendors supporting this contract who do not meet the “Green” or “Orange” badge standards shall be required to have their visit to MCSC notified in advance using the MCSC Visitor Notification System hosted on the MCSC VIPER website.

Visitor Notifications shall only be submitted by a MCSC sponsor with access to the MCSC VIPER website. Visitors who arrive at MCSC facilities without an approved Visitor Notification on file shall be turned away unless a MCSC escort with a “White”, “Powder Blue”, or “Green” badge can be reasonably coordinated. Vendors possessing an “Orange” badge are not authorized to escort visitors without an approved Visitor Notification on file. All “Green” and “Orange” badges will be programmed with unescorted access into approved MCSC facilities Monday through Friday from 0630-1700.

Unescorted access outside of these times to include federal holidays, furloughs, shutdowns, etc. is restricted. For additional questions regarding MCSC facility access requirements, you may contact the PHYSEC Team at mcsc_physicalsecurity@usmc.mil or by calling 703-432-3964/3909.

6.9 Secret Internet Protocol Router Network Access

Classified access and SIPRNet accounts are based on an individual’s (not teams) need-to-know. SIPRNet accounts are costly to establish and maintain. Only those Contractor employees that actually require SIPRNet access should be processed for an account. SIPRNet accounts are disabled after a period of inactivity. In other than extraordinary circumstances, the COR will not endorse the paperwork required to activate a disabled account. Having an account disabled is evidence that access to SIPRNet is not required to accomplish the PWS tasks. The paperwork that provides the justification for an account must be signed by the cognizant Government team lead before it can be signed by the COR.

6.10 Miscellaneous Government Information Systems

In all instances where a Contractor employee requests access to a Government Information System, the COR or sponsoring Government representative will evaluate the request to determine if the information is inherently Governmental and whether the Contractor has a need-to-know. The COR or sponsoring Government representative will also seek to minimize rights and privileges, limit access term length, and ensure required Non-Disclosure Agreements (NDAs) are in place.

iRAPT (WAWF), MCSC’s VIPER, and access to similar accounts must be justified in the same way as the CACs and SIPRNet accounts. The paperwork that provides the justification for an account must be signed by the cognizant Government team lead before it can be signed by the COR.

7.0 Place of Performance and Business Hours

The Contractor's place of performance shall either be at the Government facilities or at the Contractor's site located within 15 miles from the Government facilities. These facilities must be within 15 miles of Program Executive Office Headquarters, Quantico, VA and be located no further north of Route 234 and no further south of Route 610. Access to the Government work spaces with an authorized badge shall be from 0700 to 1700. Anyone needing access prior to or after those times will need prior approval or a Government escort. If a Contractor needs access on a daily basis prior to or after those times, a special allowance may be considered on a case-by-case basis. Core working hours in support of PM GBAD will be from 0800 to 1530 Eastern Time, Monday through Friday. The Contractor shall be required to take a 30 minute lunch break during an eight hour work day.

PM GBAD will provide seats at Building 2200 for those designated Contractors to conduct day-to-day tasks. The Government will acquire prior approval for those Contractors designated to sit on-site, and work stations will be set up for the Contractors. These Government work stations will consist of a laptop computer, monitor, keyboard and mouse.

8.0 Telecommuting

The Government will not reimburse the Contractor for costs related to establishing, equipping, and operating a home office that must be capable of processing voice and data communications and safeguarding and protecting Government information.

9.0 Government Data Access

The Government will provide access to the SharePoint portal that contains the PM GBAD data files to the Contractors performing tasks on this contract. The Contractor agrees that all employees assigned to this contract shall sign a NDA, Section J Attachment 8. The obligations contained in the NDA shall not expire.

10.0 Cyber Security Requirement

10.1. System Security Plan (SSP)

The Contractor's System Security Plan (SSP) shall be developed in compliance with NIST SP 800-171 (Rev. 1) for the following requirements:

Contractor shall provide an SSP with supporting Plan of Action and Milestones (POA&M) documenting the implementation of at a minimum, all security requirements in NIST SP 800-171 (Rev. 1) standards 3.1 to 3.14; and ensure that any unimplemented security requirements have been adjudicated by an authorized Government Representative of the DoD CIO to be non-applicable or to have an alternative, but equally effective security measure in its place, and provide proof of such adjudication by the DoD CIO as an enclosure to the SSP. Also, the Contractor shall provide, to the Government Program Management Office (PMO), an associated POA&M attached to the SSP designed to correct deficiencies and reduce or eliminate vulnerabilities per NIST SP 800-171 (Rev. 1) standards, 3.12.2 and delivered IAW CDRL A004. The Contractor shall self-attest prior to award to compliance with DFARS 252.204-7012 by having adequate security measures in place that ensures the Contractor can/will meet the requirement to safeguard Covered Defense Information, for all covered contractor information systems that are part of an Information Technology (IT) service or system operated on behalf of the Government. Also, the Contractor shall perform an internal audit upon award, and quarterly thereafter for any violations of non-privileged users executing privileged functions documenting any/all findings in the SSP per NIST SP 800-171 (Rev. 1) standards, 3.1.7; the execution of such functions should be captured in audit logs. In addition, the Contractor shall—

- A. Provide access to the Government to conduct on-site technical evaluation of contractor's internal unclassified information system(s) IAW NIST SP 800-171A upon request.
- B. Allow the Naval Criminal Investigative Service (NCIS) to install network sensors, owned and maintained by NCIS, on the contractor's information systems or information technology assets when intelligence indicates a vulnerability, or potential vulnerability.
- C. Engage with NCIS industry outreach efforts and consider the recommendations of NCIS for hardening of DoN critical programs and technologies.

CDRL A004, System Security Plan (SSP) and Associated Plans of Action for Contractor's Internal Unclassified Information System

10.2 Cyber Incident Reporting for a Contractor's Internal Unclassified Information System

Contractor shall Rapidly Report all Cyber Incidents to DoD at <http://dibnet.dod.mil>; "Rapidly Report" means within 72 hours of discovery of any cyber incident. IAW CDRL A0005, when the Contractor discovers a cyber-incident that affects a covered contractor information system or the covered defense information residing therein, or that affects the contractor's ability to perform the requirements of the contract that are designated as operationally critical support and identified in the contract, the Contractor shall—

- A. Conduct a review for evidence of compromise of covered defense information, including, but not limited to, identifying compromised computers, servers, specific data, and user accounts. This review shall also include analyzing covered contractor information system(s) that were part of the cyber incident, as well as other information systems on the Contractor's network(s), that may have been accessed as a result of the incident in order to identify compromised covered defense information, or that affect the Contractor's ability to provide operationally critical support; and
- B. Rapidly report cyber incidents to DoD at <http://dibnet.dod.mil>.
 - 1) Cyber incident report. The cyber incident report shall be treated as information created by or for DoD and shall include, at a minimum, the required elements at <http://dibnet.dod.mil>.
 - 2) Contractor shall continue to follow the guidance prescribed in DFARS Clause 252.204-7012 for Cyber Incident Reporting.

CDRL A005, Cyber Incident Reporting for a Contractor's Internal Unclassified Information System

10.3 Contractor's Record of Tier 1 Level suppliers Receiving/Developing Covered Defense Information

The contractor shall submit a list of all its supporting TIER 1 Level Suppliers Receiving or Developing Covered Defense Information, otherwise known as Controlled Unclassified Information (CUI). In addition, the contractor shall provide its plan to track flow down of covered defense information and to assess DFARS Clause 252.204-7012 compliance of known Tier 1 Level suppliers.

CDRL A006, Contractor's Record of Tier 1 Level suppliers Receiving/Developing Covered Defense Information

11. Non-Personal Services

The Government will neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances will the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of personal services. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the PCO immediately.