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Marine Corps Systems Command  
Portfolio Manager (PfM)  
Supporting Establishment Systems (SES)

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Program Manager Applications (PM APPs)  
Standard Procurement System (SPS)

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Performance Work Statement (PWS)

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**December 2020**

**Version 1.0**

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# 1 Introduction

## 1.1 Purpose and Scope

Program Manager Applications (PM APPs) provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for Standard Procurement System (SPS). SPS falls under the Marine Corps Systems Command's, Portfolio Manager (PfM) Supporting Establishment Systems' PM APPs Headquarters, Sustainment, and Training (HQST) Team.

The scope of this PWS covers the full range of PDSS for SPS; system maintenance and performance upgrade services, and software upgrades and patch Engineering Change Proposals (ECPs) and optional objectives if exercised. Services include program management, engineering and analysis, software development, deployment, configuration management, quality assurance, risk management, service desk, system and database administration, cybersecurity, testing and evaluation, logistics, and audit support.

## 1.2 Background

As an integral part of the of the Department of Defense (DoD) Business Enterprise Architecture (BEA), PA Systems provides an end-to-end contracting and procurement suite of integrated systems and interfaces that meet the 2001 DoD mandate for a paperless procurement and logistics process. PA Systems provides mission critical IT services that directly support the Marine Corps' ability to electronically generate contractual and non-contractual agreements, electronically receipt for and accept goods and services provided, and electronically store procurement data and documents, and to communicate (interface) with downstream business systems. The enclosure provides a description of the systems that comprise PA Systems. Over 22 thousand Marine Corps personnel located within and outside the continental United States use PA Systems on a daily basis to ensure goods and/or services are available to support command requirements. The portfolio also supports miscellaneous payment business processes at almost every Marine Corps organization and command. Several PA Systems' components, such as PR Builder, WAWF, and SPS, are Tier I feeder systems that report accounting transactions directly to the Standard Accounting, Budgeting and Reporting System (SABRS) for posting to the general ledger in accordance with Department of Defense Financial Management Regulations. Failure of Tier I systems to properly generate and post transactions to SABRS creates abnormal accounting conditions and adversely impacts the Marine Corps' ability to sustain an unqualified audit opinion.

## 1.3 Standard Procurement System

SPS is a joint program that supports the Contract Writing System (CWS) for the Department of Defense (DoD) using a software application called Procurement Desktop Defense (PD2). The Joint Program Management Office (JPMO), part of the US Army's Defense Logistics Agency (DLA), is the lead service. The JPMO manages PD2 software development, which is a



Commercial off the Shelf (COTS) product, and approves release through SPS Knowledge Base, a website managed through the software developer. Service Release (SR) 17b is the most current release of PD2 (released in 2019). Validation of JPMO-released updates and testing with interface partners are conducted before applying updates to the Production system. The SPS PMO at MARCORSYSCOM manages deployment and sustainment of SPS instances for USMC users.

SPS is commonly referred to as SPS, SPS/PD2, PD2, and PD-squared. The term SPS will be used throughout this document.

SPS automates and standardizes the procurement process starting with receipt of the Purchase Request (PR) from the PR Builder system through contract closeout. The USMC uses SPS to support all contracting. Each Marine Corps contracting office contains PD2 client workstations that connect to the SPS database server supporting their contracting office. Approved contracting actions are reported to the UI for transmission to the GEX and SABRS. The transactions reported to the GEX are then sent to the Electronic Data Access – Next Generation (EDA-NG). Contracting actions are reported from PD2 to the Federal Procurement Data System – Next Generation (FPDS-NG). SPS creates a high volume of annual transactions and is a critical part of annual budget execution. For example, in FY19, the Marine Corps generated 9,978 contracting actions using SPS with a total expenditure of \$2.79 billion in appropriated funds.

The SPS Systems Integrator provides PDSS support to SPS, there is no PDSS requirement to make changes to the SPS source code or application, all required changes is completed at the JPMO level within DLA; therefore, there is no proprietary concern.

Department of the Navy (DON) has an initiative that is replacing SPS. Per the Secretaries of the Military Department Deputy Chief Management Officer Memorandum dated 26 April 2020, the migration to an electronic Procurement System (ePS) is scheduled for implementation in FY2023. It is anticipated that SPS will be maintained until FY2026. The activities will include ensuring the Cybersecurity posture is maintained and ensuring old documents are accessible.

Figure 1 depicts SPS High Level Architecture, while Table 3 below provides an overview of the system.

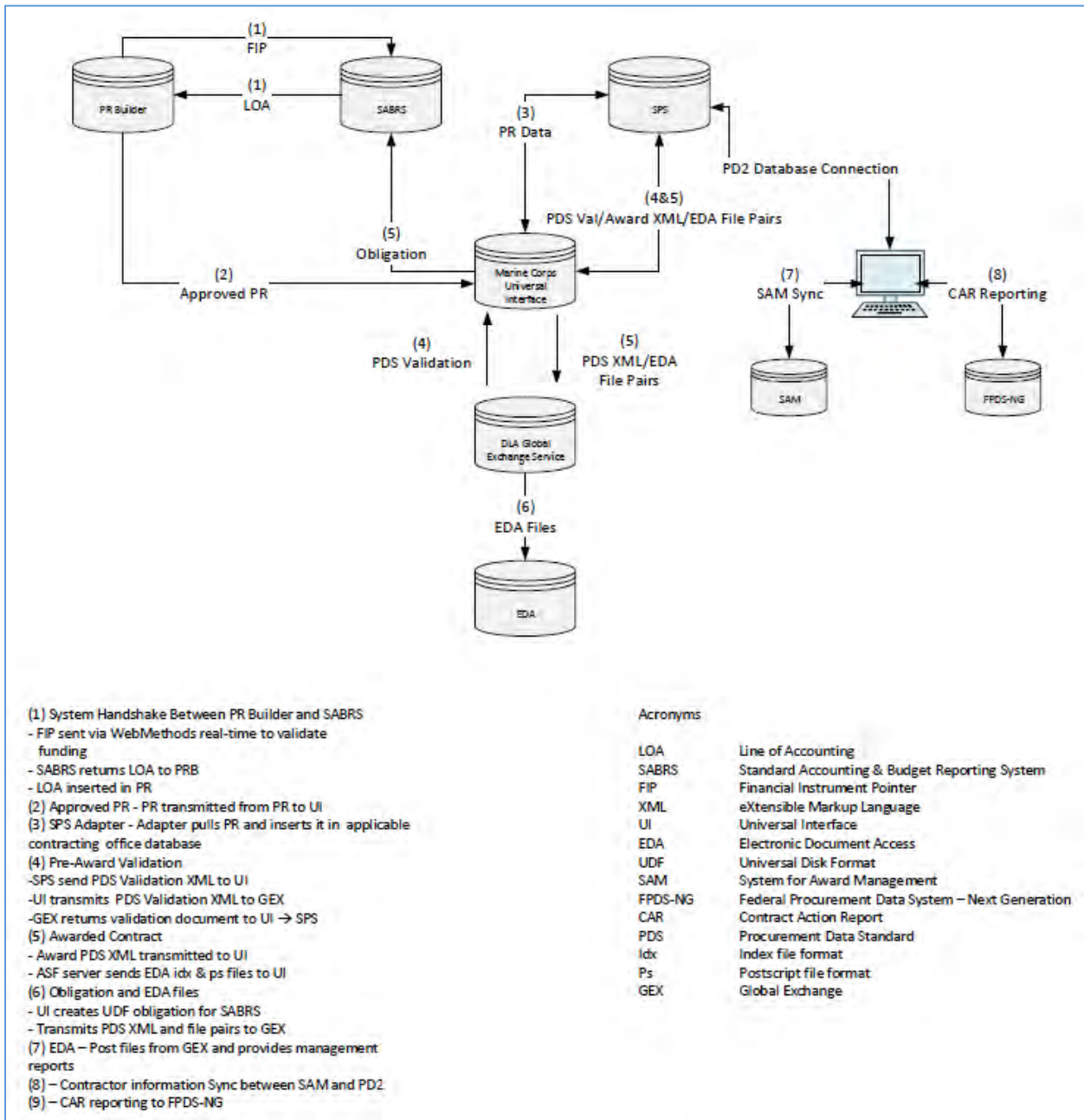


Figure 1. SPS High Level Architecture

SPS System Overview			
Number of Servers	Three (3): <ul style="list-style-type: none"> <li>WebMethods Adapter</li> <li>Application Server Framework (ASF)</li> <li>Sybase Database</li> </ul>	Hosting Environment	Marine Air Ground Task Force Information Technology Support Center (MITSC)-National Capital Region (NCR) (Quantico)
	Four (4): <ul style="list-style-type: none"> <li>WebMethods Adapter</li> <li>Application Server Framework (ASF)</li> <li>Sybase Database</li> <li>File Share Server</li> </ul>		MITSC-West (Camp Pendleton)
	Two (2) (Virtual): <ul style="list-style-type: none"> <li>WebMethods Adapter and Application Server Framework (ASF)</li> <li>Sybase Database</li> </ul>		MITSC-WestPac (Camp Foster, Okinawa)
	Three (3) (Virtual): <ul style="list-style-type: none"> <li>WebMethods Adapter</li> <li>Application Server Framework (ASF)</li> <li>Sybase Database</li> </ul>		Hybrid Cloud Services (HCS), Kansas City, MO
Interfaces to Other Systems	<ul style="list-style-type: none"> <li>PR-Builder UI</li> <li>System for Award</li> <li>Navy ERP (Quantico and HCS only) future</li> </ul>	Environments	Production (3 MITSCs) Pre-Production (HCS)
Interface Transaction Rate Frequency	<ul style="list-style-type: none"> <li>PR-Builder – Real Time</li> <li>Navy ERP – TBD</li> </ul>	Risk Management Framework (RMF) Confidentiality, Integrity, Availability Impact Level	Low, Moderate, Low
Storage Requirement	<ul style="list-style-type: none"> <li>Production – 1 Terabytes</li> <li>Pre-Production/Beta – 1 Terabytes</li> </ul>	ATO Expiration Date	Reciprocity ATO Expiration: 09/30/2023
System Software			
<b>Operating System:</b> Windows Server 2012			

SPS System Overview	
<b>Application Software:</b>	Microsoft Word, Procurement Desktop – Defense (PD <sup>2</sup> ), PD <sup>2</sup> Adapter, PD <sup>2</sup> Application Server Framework, PD <sup>2</sup> Document Transfer Utility, PD <sup>2</sup> Archiving Utility, Cognos, Adobe Reader, PDS Extraction Utility, Web Methods
<b>Database Software:</b>	Sybase ASE 16.0 SP03
<b>System Development Language(s):</b>	Java JRE, JavaScript, .NET Framework
System Hardware	
	<ul style="list-style-type: none"> <li>• MITSC NCR Dell R730 (3) models</li> <li>• MITSC West SuperMicro SYS-2049U (1) model and SYS-2028R (3) models</li> <li>• MITSC West-Pac Dell PowerEdge R720 (2)</li> </ul> <p>NOTE: These servers provide the infrastructure for SPS system that are property, transferred to the hosting facilities.</p>

**Table 1: Standard Procurement System Overview**

#### 1.4 Production Support System (PSS)

##### 1.4.1 SPS

The SPS PSS Pre-Production is a virtualized instance of SPS that resides in HCS Data Center. The PSS system is used to conduct validation of JPMO-released updates before applying these to the Production system and to conduct testing with interface partners. There is an instance at three of the Marine Corps' regional datacenters located at Quantico, Virginia; Camp Pendleton, California; and Camp Butler, Okinawa Japan.

#### 1.5 PM APPs Management Plans

Table 4 identifies the PM APPs Management Plans that provide overarching guidance for PM APPs managed projects. These documents form the foundation for the baseline for PM APPs' common best business practices.

Document / Reference	Intended Use
PM APPs Systems Engineering Plan (SEP)	Describes the systems engineering approach for PM APPs' projects.
PM APPs Configuration Management Plan (CMP)	Describes the processes the PM APPs Program Management Office follows to define, document, implement, account for and audit changes to requirements and baselines, supporting processes and documents for each of the projects in its portfolio.
PM APPs System Test & Evaluation Strategy (STES)	Defines the Test & Evaluation (T&E) approach for the PM APPs Program Management Offices.
PM APPs Performance Measurement Plan	Provides all managed projects with a framework for reporting a set of core and specialized metrics to baseline



Document / Reference	Intended Use
	system element performance and report a standardized set of Key Performance Indicators (KPIs) to stakeholders.
PM APPs Risk Management Plan	Provide all managed projects with a framework to identify, assess and mitigate/escalate risks
PM APPs Requirements Management Plan	Provide all managed projects with information on the systems engineering process to manage and control requirements changes. It is the process of documenting, analyzing, tracing, prioritizing, and agreeing upon all requirements received or generated, including technical/performance (non-functional) and operational (functional) requirements.

**Table 2: PM APPS Management Plans**

During the performance of this contract, the Contractor may be required to coordinate certain efforts with other Contractors hired by the Government to assist with program management support.

#### 1.6 Contractor Performance

The contract shall be performed in accordance with this PWS, the Government's Quality Assurance Surveillance Plan (QASP), and PM APPs Management Plans. Additionally, the contract shall be performed in accordance with the processes and standards in the Contractor's Post Deployment Software Support (PDSS) Plan (P001), Project Management Plan (PMP) (P003), and Quality Assurance Program Plan (QAPP) (P004).

#### **Post Deployment Software Support (PDSS) Plan (Deliverable P001)**

#### **Project Management Plan (PMP) (Deliverable P003)**

#### **Quality Assurance Program Plan (QAPP) (Deliverable P004)**

#### 1.7 Objectives

The Contractor shall provide the SPS/PD2 with PDSS services, including development and implementation of system enhancements and updates introduced by Engineering Change Proposals (ECPs) via the System Engineering Technical Review (SETR) process. In addition, the Contractor shall address system Cybersecurity issues and manage technical documentation identified as deliverables, including user guides and system manuals. The system is primarily comprised of Government off-the Shelf (GOTS) software, which includes some components developed by the Contractor as necessary to integrate commercial-off-the-shelf (COTS) components or to provide additional custom capabilities.

PDSS, system maintenance, and performance upgrades shall be performed, managed, and monitored to ensure that the Government's price, schedule, and performance requirements are

met. An integrated and defined set of project processes tailored from Capability Maturity Model Integration (CMMI) Level III equivalent or higher set of standard processes (or equivalent) will be used in the performance of this effort.

SPS Help Desk shall be available for all users Monday - Friday 0800 to 1630.

Accurate and complete system documentation (configuration baselines, technical documentation, cyber security documentation, user documentation, etc.), updates, and any required assessments and authorizations shall precede the deployment of any capabilities, where available, in the Government SharePoint site.

## **2 Transition**

To minimize any decrease in system operational availability and to prevent possible negative impacts on PDSS services, the Government will require a transition period where any incumbent and any incoming Contractors shall transition knowledge and understanding of SPS PDSS efforts and processes. The Contractor for this effort (also referred to as “Incoming Contractor” in this section) will have transition responsibilities both as it transitions in as a new contractor and if and when it transitions out and transfers support responsibilities to a replacement contractor. References herein to responsibilities of any “incumbent Contractor” will also apply to the Incoming Contractor if a new contractor assumes responsibilities for performance when this effort ends. The Transition-Out period will occur at the end of the last option year.

### **2.1 Objectives of the Transition**

The objectives of the transition period are to ensure the Incoming Contractor is equipped with the knowledge and resources necessary to perform PDSS. This means that the Incoming Contractor has a complete understanding of PA Systems in order to commence performance of critical services at the end of the Transition period. The Government will require any incumbent Contractors to turn over all system documentation to the Incoming Contractor for this effort. The Incoming Contractor shall accept turnover of all system documentation. The Government will also require any incumbent Contractors to deliver to the Government all source code data, systems administration, and software development documentation; access to these materials by the Incoming Contractor shall be coordinated with the Government.

### **System / Software Source Code (Deliverable P020)**

### **2.2 System Knowledge Transfer**

At a minimum, the Incoming Contractor shall demonstrate an understanding of the following at the Transition Readiness Review: existing engineering and technical documentation, existing user documentation, and Contractor System Instantiation.

The Incoming Contractor shall have the capability to conduct defect management, which includes the ability to replicate system failures, test software patches prior to production release, and test system development efforts. At a minimum, Contractor System Instantiation includes:

146 2.3 Production System Software

147 A current copy of the production system software, including source code, will be provided as  
148 part of the transition process to support PDSS activities and instantiation of a production  
149 representative system in the Contractor's Development and Contractor Test Hosting  
150 Environment.

151 **System / Software Source Code (Deliverable P020)**

152 2.4 Transition-Out Period

153 The Contractor shall, at the completion of the period of performance, engage in the following  
154 transition activities with the incoming contractor:

155 2.5 Baseline

156 2.5.1 The incumbent Contractor shall baseline the system and system documentation.

157 2.5.2 Baseline activities shall, at a minimum, consist of the following:

158 2.5.2.1 Physical Configuration Audit (PCA) or Validation of the PCA deltas.

159 2.5.2.2 The incumbent Contractor shall support the Government PCA in accordance with  
160 Marine Corps System Command Technical Review (TR) Handbook v1-04, and all PM  
161 APPS Management Plans in Table 4.

162 2.5.2.3 Closure of all critical Action Items or critical Requests for Action (RFA).

163 2.5.2.4 Baseline documentation shall, at a minimum, consist of the following:

164 2.5.2.4.1.1 Configuration Item Technical Database (CITDB). The CITDB is the Government's  
165 tool for the management of the product baseline.

166 2.5.2.4.1.2 All deliverables as identified in the system(s) CITDB, system(s) contract, and PWS.

167 2.5.2.4.1.3 When applicable, regression test driver codes and test scripts, test data, and benchmark  
168 results matched to software release version number.

169 2.5.2.4.1.4 Government data in Contractor licensed tools.

170 2.5.2.5 The incumbent Contractor shall transfer, to the Government, ownership of all  
171 hardware and software items that were purchased by the incumbent contractor on  
172 behalf of the Government. The transfer process shall include re-registering all  
173 hardware and software components as PFM SES PM APPS.

174 2.5.2.6 The incumbent Contractor shall implement all applicable Information Assurance  
175 Vulnerability Alert (IAVA) patches, as well as Government funded ECPs. Open

IAVA patches and ECPs designated in the Transition Readiness Review will be the responsibility of the incoming Contractor. The incumbent Contractor shall update the system Cyber Security Plan of Action and Milestones (POA&M) with all of the applied patches and ECPs.

2.5.2.7 Assist incoming Contractor with getting required access to support SPS; for example, administrator user Identification (IDs) and passwords, database user IDs and passwords, and all system(s) interfaces.

2.5.2.8 Provide incoming Contractor with all established and current Points of Contact (POCs) and stakeholders, to include phone number and email address for the system Stakeholders, programmatic and technical POCs for interfacing system(s), and POCs for current hardware and software maintenance agreements.

2.5.2.9 Provide up to five days of allowing incoming Contractor to observe the incumbent Contractor during the conduct of system maintenance and administration during regular business hours, i.e. 0800 - 1700. Days can be, but are not required to be consecutive. One day is equivalent to a minimum of eight hours, not including lunch.

2.5.2.10 Provide up to five days of incumbent Contractor observing the incoming Contractor during the conduct of system maintenance and administration during regular business operations, i.e. 0800 - 1700. Days can be, but are not required to be consecutive. One day is equivalent to a minimum of eight hours, not including lunch.

2.5.2.11 Attend up to five days of working sessions, meetings or both with the incoming Contractor to facilitate knowledge transfer on system functionality, to include existing automated and manual interfaces. Days can be, but are not required to be consecutive. One day is equivalent to a minimum of eight hours, not including lunch.

2.5.2.12 Allow incoming Contractor access to all system hardware and software within the Authority to Operate (ATO) boundary or Government owned equipment for inspection and audit. The incumbent Contractor shall clarify any discrepancies in hardware and software assets.

2.5.2.13 The incumbent Contractor shall assist the incoming Contractor in preparing for and holding a Transition Readiness Review to support the transition of responsibilities to the incoming Contractor.

### **Closeout Report (Deliverable P024)**

## **3 PDSS and ECPs**

The Contractor shall execute and manage their service support, service delivery, and sustainment logistics in accordance with the submitted PDSS Plan (PDSSP). The Contractor shall provide updates to the PDSSP as needed or as directed by the Government. (P001)



211 The Contractor shall provide a PDSS Support Schedule that shows the anticipated activities the  
 212 Contractor plans to perform in executing PDSS.  
 213 ECPs impact the system baseline and are governed by the ECP process as defined in the SDP,  
 214 PM APPS Management Plans, and Supporting Establishment Systems (SES) System  
 215 Engineering Plan (SEP) and Change Management Plan (CMP). ECPs are designated with  
 216 Integer levels defined by the Government. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> integer changes are optional CLINS  
 217 and will only be exercised if a respective release is required and funding is available. The  
 218 contractor shall implement all required 2<sup>nd</sup> and 3<sup>rd</sup> integer software upgrades and 4<sup>th</sup> integer patch  
 219 release changes as part of the base and optional PDSS awards.

220 The contract line items will identify the required number of ECPs in optional, separate CLINS  
 221 for each ECP Category and year of expected work in the contract. While the specific description  
 222 of work for each ECP will be determined at the time of option exercise, each ECP is expected to  
 223 fit into one of the categories below. Each exercised ECP will be considered FFP for a specific  
 224 outcome defined at option exercise.  
 225

ECP Category	Category Description	Estimated Hours of completion
ECP I	Maintenance Release	1000 Hours
ECP II	Maintenance Release	1500 Hours
ECP III	Minor Release	2000 Hours

226 **Table 3: ECP Categories (Optional)**

227 3.1 Integer Definitions:

Integer	X.0.0.0	1.X.0.0	1.2.X.0	1.2.3.X
Release Definition	Major Release A system change driven by changes in capabilities. Can be predicated by a formal requirements documents from the capabilities sponsor. (SON,CPD,UNS)	Minor Release. A significant change driven by enhancement or multiple hardware and/or software upgrades.	Maintenance Release Change driven by limited enhancements, a hardware / software refresh, or bug fix	Patch Release No change to baselines. Documentation update or security vulnerability. (e.g. IAVA/IAVB patches).

System Version Definition	<ul style="list-style-type: none"> <li>- Initial System release</li> <li>- Capability change</li> <li>- Advances in number as additional program/ system level baselines emerge</li> <li>- Changes to an underlying DB engine or operating system change that introduces a new capability</li> <li>- Functional addition(s) that did not previously exist as documented in the applicable system specification</li> </ul>	<ul style="list-style-type: none"> <li>- System update</li> <li>- New features</li> <li>- Improves functionality/capability and is within the approved baseline</li> <li>- New features</li> <li>- Database engine operating system change that does not introduce a new capability or add requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Updates without functional additions proposed to resolve known bug fixes/ issues, plug-in packages, patches</li> <li>- Improvements to stability and usability</li> </ul>	<ul style="list-style-type: none"> <li>- incorporation of site or application specific files or data</li> <li>- SW changes due to IAVA compliance.</li> <li>- Device driver (new/updates)</li> <li>- SW configuration updates.</li> <li>- SW corrections found during 1st/2nd digit testing to meet design requirements.</li> <li>- Firmware updates</li> </ul>
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**Table 4: Release Definition**

## 230 3.2 Service Desk

231 The SPS Service Desk is the front facing customer point of contact for worldwide user support.  
 232 On average, the Service Desk processes more than 800 help requests each month for the SPS.  
 233 The Service Desk shall be responsible for managing all web, email, phone, voicemail, and  
 234 ticketing system submitted customer inquiries from receipt to resolution using Government  
 235 approved tools and ticketing systems such as Remedy. The Contractor shall operate the service  
 236 desk by employing industry best practices. At minimum the contractor shall adhere to the  
 237 following subsections:

238 3.2.1 Manage the Service Desk, which is the single point-of-contact for users requesting  
 239 support and for the reporting of incidents. The Contractor is responsible for the  
 240 following Service Desk functions:

241 3.2.2 Disseminating information regarding planned outages or incidents impacting production  
 242 services.

243 3.2.3 Providing information to users regarding the status and closure of their respective  
 244 service requests.

245 3.2.4 Upon closure of service requests, the service desk shall solicit user feedback regarding  
 246 the quality of service provided by the service desk

247 3.2.5 Resolving system access issues.

248 3.2.6 At a minimum, the Service Desk shall provide and consist of the following:

System	Helpdesk Tiers Required	Hours of Operation
PA Systems SPS/PD2 (National Capital Region (NCR) and Marine Corps Installations (MCI)-West Region)	I, II, III	0800-1630 Eastern Time; Monday-Friday; Excludes Federal holidays for NCR.  0800-1630 Pacific Time; Excludes Federal holidays for MCI-West Region.
PA Systems SPS/PD2 (All other locations)	II, III	0800-1630 Eastern Time; Monday-Friday; Excludes Federal holidays
PA Systems SPS-C	I, II, III	0800-1630 Eastern Time; Monday-Friday; Excludes Federal holidays

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251 3.2.6.1 Provide Tier 1 Service Desk support to users worldwide. The Service Desk shall be  
252 available Monday – Friday, 0800 - 1630.

253 3.2.6.2 Establish Service Level Agreements (SLAs) and metrics for its Tier 1, 2, and 3 Service  
254 Desks.

255 3.2.6.3 Tier 1 support shall provide first contact support to users and be capable of resolving  
256 basic system access issues such as password resets, routing documents, and assisting  
257 in basic system functions.

258 3.2.6.4 Tier 1 shall collect information, to include: the caller's name; organization; work  
259 location; time of receipt of the call; the nature of the call; the time of resolution; and a  
260 brief statement of how the problem was resolved to record each user's Service  
261 request/trouble call. The Contractor has the ability to add data it feels is needed to  
262 improve its ability to manage help requests.

263 3.2.6.5 Conduct, track, and monitor the resolution process. This includes capturing, tracking,  
264 investigating, escalating, resolving, closing, and reporting user Service requests.

- 265 3.2.6.6 Make every effort to resolve Service Desk requests in an expedient manner at the  
266 lower Tier support level. However, Tier 1 Service requests shall be elevated to Tier 2  
267 if not resolved within 4 hours. Tier 2 support serves as the first level of escalation from  
268 Tier 1 and provides more advanced user support including User Administrator issues  
269 and basic reporting.
- 270 3.2.6.7 Tier 3 support involves escalation to program developers and provides support such as  
271 advanced reporting, manual database and code changes, and advanced user support. If  
272 Tier 3 support cannot identify a solution within 48 hours of a ticket's creation, the  
273 Government Program Office will be notified and a new Change Request/Engineering  
274 Change Proposal (ECP) will be created and maintained in the ECP Government  
275 approved tracking tool (i.e., SharePoint). (Note: A Common Access Card (CAC) is  
276 required to access)
- 277 3.2.6.8 Document and maintain answers for common support requests.
- 278 3.2.6.9 Provide a weekly Customer Support Update, to include metrics, as part of the Monthly  
279 Status Report (MSR)

#### **Monthly Status Report (MSR) (Deliverable P007)**

### **3.3 Incident Management**

282 The primary focus of Incident Management is the restoration of services following an incident.  
283 Incident Management is primarily a reactive process; its processes provide guidance on  
284 diagnostic and escalation procedures required to quickly restore services. Incident Management  
285 processes are closely integrated with Service desk, problem management, and change  
286 management processes. At minimum the contractor shall adhere to the following subsections:

- 287 3.3.1 Provide an Incident and Problem Management Plan (P005) that details the processes on  
288 diagnostic and escalation procedures required to quickly restore services.

#### **Incident and Problem Management Plan (Deliverable P005)**

- 289 3.3.2 Detect and record incident details.
- 290 3.3.3 Perform incident management including performance monitoring, incident  
291 identification, diagnosis, isolating, containment, eradication, recovery, and lessons  
292 learned.  
293
- 294 3.3.4 Track incidents reported from the users, the host site, and external interfacing systems.
- 295 3.3.5 Ensure all availability issues are communicated to the Government team within one hour  
296 of discovery.
- 297 3.3.6 Prioritize incidents in terms of impact and urgency with the objective to minimize user  
298 impact.

- 299 3.3.7 Assess type and severity (e.g., number of users effected) of incident.
- 300 3.3.8 Identify incident impact to the Government.
- 301 3.3.9 Recommend ratings for the priority and the urgency of each incident.
- 302 3.3.10 Inform the Government of the restoration of services and effects of the incident to the  
303 user community.
- 304 3.3.11 Immediately escalate incidents that require expertise not available in the currently  
305 assigned Tier.
- 306 3.3.12 Provide Service desk verification that the incident is closed, and the user is satisfied with  
307 the solution.

#### 308 3.4 Problem Management

309 The primary focus of Problem Management is to identify the causes of service issues and  
310 conduct corrective work to prevent recurrences. Problem Management processes are reactive in  
311 responding to incidents and proactive in identifying and preventing future incidents. Ensure that  
312 the Contractor's processes are closely integrated with Incident Management, Change  
313 Management, and Availability Management. Although Availability Management performs the  
314 lead role in component failure and system outage analyses, Problem Management performs an  
315 important role in obtaining data and analyzing data in support of the analyses. At a minimum, the  
316 contractor shall adhere to the following subsections:

#### 317 **Incident and Problem Management Plan (Deliverable P005)**

- 318 3.4.1 Record, manage and escalate service problems as appropriate.
- 319 3.4.1.1 Record the escalation, progress status, and final resolution in the established trouble  
320 ticketing system.
- 321 3.4.1.2 Make every attempt to resolve the service issue at the Tier II level.
- 322 3.4.1.3 Escalate the service problem to the Tier III level for resolution if it cannot be resolved  
323 at Tier II within 24 hours.
- 324 3.4.1.4 Report a summary of service issues in the Monthly Status Report (MSR) (P007).  
325 Summary information to include how the issue was initially identified, what system  
326 service(s) were affected, how long it took to restore service(s), and lessons learned.

#### 327 **Monthly Status Report (MSR) (Deliverable P007)**

- 328 3.4.1.5 Analyze historical data to support predictive analysis to eliminate potential incidents  
329 before they occur and to identify work-arounds. At minimum the contractor shall  
330 adhere to the following subsections:

331 3.4.1.6 Maintain historical data in a Government approved format for all service problems.

332 3.4.1.7 Use a trouble ticket log to develop an analysis of trends to identify potential problems.

333 3.4.1.8 Provide the Government the results of problem trends in the MSR (P007)

334 **Monthly Status Report (Deliverable P007)**

335 3.4.1.9 Diagnose root cause and eliminate recurrences.

336 3.4.1.10 Provide the Government the potential causes of problems in its historical data.

337 3.4.1.11 Using historical data, provide the Government with the Contractor's approach for  
338 preventing problems from recurring.

339 3.4.1.12 Prioritize problems, in terms of impact and urgency, to minimize system user impact.

340 3.4.1.13 Assess and provide type and severity (e.g., number of users affected) of problem.

341 3.4.1.14 Assess and provide impact to data integrity.

342 3.4.1.15 Reduce unplanned downtime hours.

343 3.4.1.16 Identify problem impacts to the Government.

344 3.4.1.17 Recommend the priority and the urgency to be assigned to each problem.

345 3.4.1.18 Inform the Government of the restoration of services and effects of the incident to the  
346 user community.

347 3.4.1.19 Develop workarounds or other solutions to incidents.

348 3.4.1.20 Identify potential problems from the analysis of historical data.

349 3.4.1.21 Develop innovative workarounds and solutions to problems.

350 3.4.1.22 Present workarounds to the Government for consideration and approval for  
351 implementing an ECP.

352 3.4.1.23 Identify, develop and submit ECPs to Configuration Control Board (CCB) to eliminate  
353 known problems.

354 **3.5 Configuration Management**

355 3.5.1 Configuration Management (CM) processes guide the collecting, archiving, and  
356 reporting of individual infrastructure component specifications. The CITDB is the  
357 single repository of configuration information. In addition to Configuration Item (CI)

information, the database contains information regarding the relationships and dependencies among infrastructure components. CM databases are also used by Capacity Management, Availability Management, and IT Service Continuity Management processes to accurately perform their work.

- 3.5.2 The Government seeks a CM environment that will ensure the baselines are maintained and that only controlled changes are implemented. The Contractor shall implement a CM program and develop and deliver a Configuration Management Plan (CMP) (P008) that will align with the PM APPS CMP, in order to provide the basis for performing and managing CM activities for SPS. At minimum the contractor shall adhere to the following subsections:

**Configuration Management Plan (CMP) (Deliverable P008)**

- 3.5.2.1 Maintain the CITDB utilizing the approved PM APPS CITDB format.
- 3.5.2.2 Maintain the current database containing the details of each system component. Configuration Items (CI) contained within the CITDB include Hardware, Software, Interfaces, Trace links and Documentation. (Note: A Common Access Card (CAC) is required to access the CITDB).
- 3.5.2.3 Identify new Configuration Items (CIs) and enter them into the CITDB.
- 3.5.2.4 Provide identification, collection, tracking, and maintenance of each unique CI comprising the system and sub-systems.
- 3.5.2.5 Perform change control processes that enable definition of the functional and physical characteristics of CIs in sufficient detail that they may be categorized.
- 3.5.2.6 Enable and implement the identification of the system items, components, and related work products that will be placed under CM.
- 3.5.2.7 Record, track, and maintain Government submitted CIs in the CITDB.
- 3.5.2.8 Propose CIs which the Contractor deems necessary or offer significant benefits to the Government.
- 3.5.2.9 Establish and implement configuration control and approval processes required to change a CI's attributes and re-baseline the CIs.

**3.6 Change Management**

- 3.6.1 Change Management assesses risks of individual changes, uses configuration information to identify dependencies and other impacted applications and systems, and after analyzing the information, authorizes or denies change requests. The goal of Change Management is to identify application code, functional and performance defects,

- 391 and intercept them before Users are impacted.
- 392 3.6.2 SPS infrastructure instances are located at three different sites: MITSC Quantico, MCB  
393 Camp Pendleton, and MCB Butler. Assessment of changes to the infrastructure requires  
394 coordination between the host site, the user community, MARCORSYSCOM, MCCOG,  
395 and the Contractor. At minimum the contractor shall adhere to the following  
396 subsections:
- 397 3.6.3 Prepare written system change approaches, estimated costs, and schedules for the CCB.  
398 The authoritative source of all system ECPs is the Government's ECP Tracker System.  
399 (Note: Requires a CAC). The Contractor may propose changes but must receive  
400 approval from the CCB and written direction from the Contracting Officer to execute  
401 ECPs.
- 402 3.6.4 Provide and ensure that its change management processes align with the PM APPS  
403 Management Plans listed in Table 4.
- 404 3.6.5 Contribute and record decisions and updates to any relevant products in tailored SETR  
405 events, Functional Review Boards (FRBs), Engineering Review Boards (ERBs), CCBs,  
406 and all critical Requests for Action (RFAs). The Contractor shall ensure that all RFAs  
407 are adjudicated.
- 408 3.6.6 Perform ECP assessments for risk, complexity, and potential user benefits.
- 409 3.6.7 Maintain and update configuration items and data elements in the Government's ECP  
410 Tracker System. (Note: Requires a CAC).
- 411 3.6.8 Provide an estimate, which will include labor categories and specific life cycle hours for  
412 ECPs at the ERB. Provide a Rough Order of Magnitude (ROM), which will include  
413 labor categories and specific number of labor hours per category for those ECPs  
414 presented to the CCB for approval.
- 415 3.6.9 Identify application code defects as well as functional and performance defects and  
416 submit ECPs as appropriate.
- 417 3.6.10 Identify and resolve the defect and ensure the system is working as designed.
- 418 3.6.11 Use quality assurance processes to reduce software defects.
- 419 3.6.12 Utilize software development processes to reduce software defects.
- 420 3.7 Release Management
- 421 3.7.1 Release Management is closely integrated with Change Management. Release  
422 Management manages changes to the environment such as installing vulnerability  
423 patches, software changes, and refreshing technology. At minimum the contractor shall



424 adhere to the following subsections:

425 3.7.1.1 Perform all technical and non-technical aspects of a release in accordance with the PM  
426 APPs SEP and Marine Corps Systems Command SETR Handbook, including the  
427 update and maintenance of system baselines, system documentation, Version  
428 Description Document (VDD) (P009) user documentation, training documentation,  
429 and supply support material.

430 **Version Description Document (VDD) (Deliverable P009)**

431 3.7.1.2 Provide technical aspects such as: regression testing; testing documentation;  
432 remediation of identified defects; the update of system documentation, configuration  
433 status, and accounting data; and information assurance system scanning.

434 3.7.1.3 Provide non-technical aspects such as: coordinating system changes with the host  
435 facility; identifying the needed training; updating user documentation including  
436 training documentation; and preparing release notes and version description  
437 document.

438 3.7.1.4 Plan and support the successful roll-out of software and related hardware including the  
439 required Contractor test and evaluation and Government Acceptance Testing (GAT)  
440 processes.

441 3.7.1.5 Provide a repeatable training, test, and deployment strategy and schedule for planned  
442 enhancements and upgrades.

443 3.7.1.6 Create and deliver Test Plans, Test Scripts, and Scorecards (P010 and P011) that are  
444 traceable to requirements.

445 **Gat Scorecard (Deliverable P010)**

446 **Test Report and Defects (Deliverable P011)**

447 3.7.1.7 Monitor GAT and collect Test Incident Reports (TIRs).

448 3.7.1.8 Create and deliver Developmental Testing (DT) Scorecards reflecting all completed  
449 test scripts, remaining test scripts, number passed, number failed, and status of failed  
450 tests.

451 3.7.1.9 Resolve all Severity 1 (Showstopper) and 2 (High) TIRs and other critical issues and  
452 update system documentation prior to test completion.

453 3.7.1.10 Manage, integrate, and deploy upgrades upon Government acceptance (including  
454 production environment regression testing).

455 3.7.1.11 Schedule releases in coordination with the Government Program Office to determine  
456 optimal release window to minimize impact to end users.

- 457 3.7.1.12 Design, implement, and support efficient procedures for the distribution, installation,  
458 and verification of changes including the client application.
- 459 3.7.1.13 Coordinate with and prepare the Stakeholders and system user community for new  
460 release capabilities.
- 461 3.7.1.14 Ensure implementations are traceable, secure, and that only correct, authorized, and  
462 tested versions are installed.
- 463 3.7.1.15 Coordinate and plan releases in accordance with Change Management processes.
- 464 3.7.1.16 Provide master copies of all software and update the CITDB.
- 465 3.7.1.17 Document release plans in a Release Deployment Plan (P012) that at a minimum  
466 contains anticipated changes to be deployed (e.g., vulnerability patches, software  
467 upgrades, defect patches), Program Of Action and Milestones (POA&M) leading up to  
468 deployment, configuration items that need to be updated (e.g., technical  
469 documentation, System Maintenance and System Administration Manual (P013),  
470 CITDB, and a contingency plan.

471 **Release Deployment Plan (Deliverable P012)**

472 **System Maintenance and System Administration Manuals (Deliverable P013)**

- 473 3.7.1.18 Support and participate in the Government Post Implementation Review (PIR) in  
474 accordance with PM APPS Management Plans.
- 475 3.8 Cybersecurity Management
- 476 3.8.1 The objective of Cybersecurity / Information Security Management is to protect Marine  
477 Corps critical information from internal and external threats and attacks, while ensuring  
478 the confidentiality, integrity, and availability of information.
- 479 3.8.2 SPS is augmented by select Information Technology (IT) controls as described in the PA  
480 Systems' Cybersecurity Strategy. The Risk Management Framework (RMF) Levels for  
481 SPS are Low, Moderate, Low as described in Department of Defense Instructions  
482 (DoDI) 8500.01 RMF for Defense Information Technology (IT) Systems).
- 483 3.8.3 To achieve cybersecurity objectives, the Contractor shall adhere to the requirements of  
484 Marine Corps Order (MCO) 5239.2B and DODI 8510.01 as appropriate for SPS. The  
485 Contractor shall have knowledge of and support all Assessment and Authorization  
486 (A&A) activities throughout the system lifecycle in accordance with the latest releases  
487 or revisions of the cybersecurity policies. At minimum the contractor shall adhere to the  
488 following subsections:
- 489 3.8.3.1 Maintain the system's ATO, review and update documentation (including, but not  
490 limited to, the Systems Security Plan (SSP) and the RMF for DoD IT), and fulfill all

- 491 annual cybersecurity requirements low, moderate, low for SPS.
- 492 3.8.3.2 Maintain and report the systems' A&A status and issues.
- 493 3.8.3.3 Ensure the Security Plan (SP) is developed and maintained for assigned systems.
- 494 3.8.3.4 Conduct the continuous monitoring of assigned systems and provide continuous  
495 monitoring artifacts and checklists.
- 496 3.8.3.5 Conduct system scans in the development environment (to include, but not limited to,  
497 Assured Compliance Assessment Solution (ACAS) and Security Content Automation  
498 Protocol (SCAP)) and conduct any manual STIG checklist items any time the system  
499 changes.
- 500 3.8.3.6 Ensure all DoD information system Cybersecurity-related documentation is current  
501 and accessible to properly authorized individuals.
- 502 3.8.3.7 Conduct automated static code review scans prior to delivery and implementation in  
503 production for any system code changes. The Contractor shall ensure static code  
504 review findings are remediated prior to delivery to the Government.
- 505 3.8.3.8 Provide awareness and prevention of cybersecurity risk through assessment and  
506 implementation of best practices (code reviews, system scans, vulnerability alerts,  
507 Contractor notifications, and Security Technical Implementation Guides (STIGs)).
- 508 3.8.3.9 Facilitate, participate in, and provide timely completion of Annual Security Reviews,  
509 Annual Security Control testing, Annual Contingency Plan testing, and quarterly  
510 update and submission of quarterly POA&M updates in compliance with the Federal  
511 Information Security Management Act (FISMA).
- 512 3.8.3.10 Use the Government's Cybersecurity tool, Marine Corps Certification and  
513 Accreditation Support Tool (MCCAST), to submit, maintain, and review A&A  
514 documentation and workflow. The Government will assist in gaining access to the  
515 tool, as well as training for the tool.
- 516 3.8.3.11 Work with the Government engineering team to register any software implemented on  
517 the systems for Marine Corps use in Department of the Navy Application and  
518 Database Management System (DADMS) prior to any system upgrade. The  
519 Contractor shall complete and submit DADMS questionnaire as required.
- 520 3.8.3.12 Facilitate the protection of United States Government sensitive unclassified and  
521 classified information by working closely with the Government Information Systems  
522 Security Manager (ISSM), Information Systems Security Officer (ISSO), and staff.
- 523 3.8.3.13 Implement vulnerability assessment remediation, tracking, and report per IAVA,  
524 Information Assurance Vulnerability Bulletins (IAVB), Information Assurance

- 525 Vulnerability Management (IAVM), and Operational Directives (OPDIRs).
- 526 3.8.3.14 Ensure annual Cybersecurity awareness training, located on MarineNet (Government  
527 provided access), is completed once a year. Report status of compliance to the  
528 Government.
- 529 3.8.3.15 Review vulnerability assessment scans, provide technical guidance on remediation  
530 (including use of STIGS), and develop POA&Ms.
- 531 3.8.3.16 Conduct cybersecurity risk analysis to include identification and mitigation of  
532 cybersecurity risks to Commercial off the Shelf (COTS) software.
- 533 3.8.3.17 Fully support Command Cyber Readiness Inspection events. This includes the review  
534 of systems security documentation, performance of pre-assessment scans, testing and  
535 application of patches to software and operating systems, review of vulnerability scan  
536 results, evaluation of test results, preparation and review of POA&Ms, support of  
537 IV&V events, and remediation of findings.
- 538 3.9 Service Delivery
- 539 Service Delivery processes assist in the identification of delivered or provided services, tailoring  
540 of services, and the timely provision of services, resources, capabilities, and capacities to meet  
541 SPS's needs.
- 542 3.9.1 Service Level Management (SLM) processes provide a framework by which services are  
543 defined, levels of service required to support business processes agreed upon, and SLAs  
544 developed to satisfy the agreements. SLM processes can clearly define IT and business  
545 roles and responsibilities and establish clear goals for service delivery so success factors  
546 can be established, measured, and reported. At minimum the contractor shall adhere to  
547 the following subsections:
- 548 3.9.2 Manage and provide system performance in support of Service Level Agreements  
549 (SLAs), Interface Control Documents (ICDs), and System Interface Agreements (SIAs).
- 550 3.9.3 Support the Government's Development and maintenance of SLAs, ICDs, and SIAs for  
551 new interfaces as required.
- 552 3.9.4 Plan for changes to SLA, ICDs, and SIAs when there is a change to the system or  
553 external interfacing systems.
- 554 3.9.5 Manage and provide performance of system interfaces including web services.
- 555 3.9.6 Measure performance, report results as part of the MSR.
- 556 **Monthly Status Report (MSR) (Deliverable P007)**
- 557 3.9.7 Perform the Contractor role and responsibilities per approved SLAs and participate in

558 the update of SLAs.

### 559 3.10 Data Interfaces, Transfers and Exchanges

560 SPS planning and execution functions are designed to interface with external data sources to  
 561 either obtain data, translate data, or a combination of both, as needed to perform the necessary  
 562 job function. The SIAs are established for each application interface to define the automated  
 563 interface and the specific data and data formats to be exchanged. Interfaces will be maintained in  
 564 the Government owned CITDB and presented in the System/Subsystem Design Description as  
 565 defined in the Marine Corps System Engineering Technical Review Handbook.

Number	Interface Transaction	Interface Frequency	Interface Description
1	Application Advice	Upon failure of SPS XPR	Upon a failed delivery of the SPS xProc document, a PD2 adapter will push a PD2 App Advice XML to UI, which contains the reason for the failure. The document is posted to Trading Networks and PR Builder is updated with the reason for the failure.
2	Award and Award Modifications	Real time	PD2 Award and Award Modifications XMLs are pushed to the UI from a PD2 Adapter. The Award/Award Modification is locally published in Trading Networks. Information is extracted from the award to form three other file types: PDS Award, Global Exchange (GEX) Electronic Data Access (EDA) Award, and Standard Accounting, Budgeting and Reporting System (SABRS) Computerized Accounts Payable System-Windows (CAPSW) obligation. Those files are posted to Trading Networks and pushed to their respective Trading Partners (GEXEDA and SABRS). PR Builder is updated with information from the Award/Modification.
3	Contract Closeout Notifications	Real time	A DD1594 XML is pushed to the UI from a PD2 Adapter. The file is posted in Trading Networks and pushed to the Trading Partner GEXEDA.

			A DD1594 XML is pushed to the UI from the Procurement Integrated Enterprise Environment (PIEE) via the Global Exchange (GEX) to a PD2 Adapter. The file is posted in Trading Networks and pushed to the SPS PD2 Adapter.
4	PD2 Pre-Release Award and Award Modifications	Sixty second intervals	PD2 Pre-Release Award and Modification XMLs are pushed to the UI from a PD2 Adapter. The Pre-Release Award/Award Modification is locally published in Trading Networks. Information is extracted from the award to form another file type: Pre-Release Award PDS. These files are posted to Trading Networks and pushed to GEX. A response is received synchronously from GEX as a Validation Response and pushed back to SPS.
5	PR Award Status	Hourly	PD2 Adapters run an extraction of award status updates of PRs and Awards every sixty seconds if there is a status available. The information is extracted into a PD2 PrAwardStatus XML and that data is pushed to the UI. The XML is posted in Trading Networks and the respective documents' statuses are updated in PR Builder.
6	Transfer Documents	Five minute intervals	A PS-IDX file pair or an attachment are pushed to the UI from a PD2 Adapter. The file pair or attachment is locally published in Trading Networks. These files are then posted to GEX.

**Table 5: SPS External Interface with UI**

## 3.11 Continuity Management

3.11.1 IT Service Continuity Management (ITSCM) provides a framework for developing IT infrastructure recovery plans in support of business continuity management. The Contingency Plan outlines the roles, responsibilities and processes to be enacted in the case of circumstances preventing the continuity of the system. Ensure RMF

572 Confidentiality, Integrity, and Availability Impact Levels for SPS systems meet the  
573 availability thresholds expectation following a downing event. In addition, the system  
574 has a Recovery Point Objective of 24 hours and a Recovery Time Objective of 72 hours.  
575 Information regarding system recovery plans is found in MCAST.

576 3.11.2 Maintain a system recovery plan that meets with Government approval.

577 3.11.3 Conduct risk assessment of IT services to identify the assets, threats, vulnerabilities and  
578 countermeasures for each service as part of the Risk Management Plan.

579 3.11.4 Evaluate options for recovery.

580 3.11.5 Conduct risk assessments in conjunction with Cybersecurity Management on a  
581 scheduled basis.

582 3.11.6 Identify and notify the Government of threats and vulnerabilities upon completion of  
583 the risk assessments as identified in the system recovery plan.

584 3.11.7 In the Risk Mitigation Plan, provide the Government with risk mitigation strategies for  
585 identified program risks. Monitor processes and include in the MSR an evaluation of  
586 the impact of mitigation efforts and the effectiveness of risk mitigation strategies.

587 **Monthly Status Report (MSR) (Deliverable P007)**

588 3.11.8 Review and revise the continuity section within the System Maintenance and System  
589 Administration Manuals as needed.

590 3.11.9 Utilize the results of the Government approved test in Cybersecurity as required by the  
591 DoDI 8500.2 and provide corrective actions for analysis to the Government.

592 **3.12 Capacity Management**

593 3.12.1 The Contractor shall be responsible for ensuring that IT infrastructure resources are in  
594 place or available to satisfy planned needs and that those infrastructure assets are  
595 effectively used. The Contractor shall be responsible for ensuring that Random Access  
596 Memory, Compute, and Storage are in place to ensure effective operations of the system.  
597 Where deficiencies are identified, the Contractor shall submit tickets to have the  
598 capacity increased / decreased where necessary. At a minimum, the Contractor shall:

599 3.12.1.1 Monitor the performance and throughput of the system.

600 3.12.1.2 Perform analysis of measurement data, including analysis of the impact of new  
601 releases on capacity and system performance. Provide the evaluation of the analysis in  
602 the MSR.

603 **Monthly Status Report (MSR) (Deliverable P007)**

- 604 3.12.1.3 Conduct performance analysis and monitoring activities to facilitate performance  
605 tuning activities and to ensure the most efficient use of existing IT resources.
- 606 3.12.1.4 Monitor the demands on the Service and future plans for growth or reduction.
- 607 3.12.1.5 Respond when performance falls below acceptable performance levels.
- 608 3.12.1.6 Analyze demand on current computing resources and propose recommended change  
609 requests to the Government to meet current and future needs.
- 610 3.12.1.7 Submit change proposals in support of modifications to system resources to meet user  
611 demand.
- 612 3.12.1.8 Identify system software and network capacity and capability requirement thresholds  
613 in order to sustain system usability and maintainability levels.
- 614 3.12.1.9 Conduct risk assessment of infrastructure and planned capacity needs to be integrated  
615 into the Contractor's overall risk management process.
- 616 3.12.1.10 Integrate Capacity Management information within the Contractor risk processes.
- 617 3.12.1.11 Provide the Government with results of risk assessments in the MSR.

618 **Monthly Status Report (MSR) (Deliverable P007)**

619 3.13 Availability Management

- 620 3.13.1 Availability Management is responsible for ensuring application systems are up and  
621 available. The process ensures Government system availability requirements are being  
622 achieved and ensures the most cost-effective contingency plans are put in place and  
623 tested on a regular basis to ensure Government availability needs are met. Availability  
624 Management also provides a lead role in the Failure Reporting and Corrective Action  
625 System (FRACAS) (P017).

626 **FRACAS (DELIVERABLE P017).**

- 627 3.13.2 SPS has a Production requirement for 98% Ao based on an operational time of 24/7/365.  
628 In addition, based on the systems' ATO designation, the SPS applications must be  
629 available within five days after an outage. Pre-production and Training Environments  
630 must be operational when needed to support a particular event. At minimum the  
631 contractor shall adhere to the following subsections:
- 632 3.13.2.1 Provide service (system) availability that meets User's expectations.
- 633 3.13.2.2 Maintain system operational availability at 98%.
- 634 3.13.2.3 After award, within the Systems Maintenance Plan and Administration Manual,



635 prepare and provide for planned outages and restoration after an unplanned outage.

636 3.13.2.4 Identify potential service availability issues.

637 3.13.2.5 Integrate information from other areas of the PWS effort to create a higher-level of  
638 understanding of potential availability issues.

639 3.13.2.6 Provide recommended resolutions to the Government.

640 3.13.2.7 Provide FRACAS (Deliverable P017): the examination of past outages to identify  
641 related CIs, the CI's impact on availability, and future corrective action(s).

642 **FRACAS (Deliverable P017)**

643 3.13.2.8 Collect outage data, rank the outages, determine causes, and provide resolutions to  
644 either eliminate or reduce outage frequency.

645 3.13.2.9 Escalate problematic CIs and recommended resolutions to the Government.

646 3.13.2.10 Provide Obsolescence Management. Comprehensive obsolescence management  
647 should integrate processes, methods, and procedures to ensure that products can be  
648 supported over their complete lifetime.

649 3.13.2.11 Conduct system maintenance in accordance with the System Maintenance and System  
650 Administration Manual.

651 3.13.2.12 Maintain the System Maintenance Plan. The System Maintenance Plan shall identify  
652 and ensure system software is maintained in accordance with manufacturer  
653 specifications. If manufacturer specifications do not exist, the Contractor shall perform  
654 maintenance in accordance with industry best practices.

655 3.13.2.13 Support the technical requirements of the System Maintenance Plan during the  
656 lifecycle of the system.

657 3.13.2.14 Support the maintenance of all software required for the system. This includes all  
658 technology refreshes, software upgrades, patch releases, and maintenance releases as  
659 defined in the PM APPS CMP 3<sup>rd</sup> and 4<sup>th</sup> integer changes.

660 3.14 Sustainment Logistics

661 Sustainment logistics requirements focus on lifecycle supportability. At minimum the contractor  
662 shall adhere to the following subsections:

663 3.14.1 Ensure the CITDB is maintained, this includes documenting the location, condition, and  
664 ownership of all GFE provided by this contract.

665 3.14.2 Maintain and update all logistical data elements within the CITDB.

666 3.14.3 Develop and maintain a comprehensive Hardware and Software Refresh Plan (P018) in  
667 the Government provided format. The plan shall cover a rolling five-year period for  
668 assets.

669 **Software / Hardware Refresh Plan (Deliverable P018)**

670 3.14.4 Track the lifecycle of hardware, software, warranties, and licenses; notify the  
671 Government PMO at least 180 days prior to any expiration date. The Contractor shall  
672 notify the Government PMO of announced product end of life, loss or impending loss of  
673 manufacturers of items or suppliers of items or raw materials date, expiring warranty, or  
674 software sun setting. The Contractor shall provide recommendations for upgrades or  
675 migrations to mitigate obsolescence issues.

676 3.14.5 Provide a monthly status in the MSR that includes expirations of licenses and warranties  
677 at intervals of 30, 60, 90, 120, and 180 days and recommended action plans.  
678 Assessments should at minimum include the following elements:

- 679 • Alternatives sources, parts, and materials
- 680 • Implementation costs
- 681 • Source data to support forecasting of obsolescence risks

682 **Monthly Status Report (MSR) (Deliverable P007)**

683 3.14.6 Assist the Government in disposal and disposition of assets.

684 3.14.7 Provide planned/un-planned outage data to satisfy external reporting  
685 requirements/taskers.

686 3.15 Sustainment and Difference Training

687 The Contractor shall provide a plan to develop and deploy an innovative solution that provides  
688 SPS users sustainment and difference training on the usage of USMC SPS.

689 **Training Plan (Deliverable P019)**

690 3.16 Sustainment Training

691 3.16.1 Sustainment training is required for SPS users. At a minimum the contractor shall adhere  
692 to the following subsections:

693 3.17 User Training Delivery

694 The objective of User Training is to provide quality training to enhance user performance that  
695 promotes efficiencies and effectiveness to help meet policies and requirements for the SPS User  
696 community. SPS currently has one course.

697 At a minimum, the contractor shall adhere to the following subsections:

698 3.17.1 Develop a Training Plan (P019) and schedule for delivering training materials via on-  
699 site and virtual. Provide the Government with proposed training material and a training  
700 schedule for review 60 days prior to first training event. The Government will verify and  
701 validate training materials and provide feedback to finalize training material  
702 development.

703 **Training Plan (Deliverable P019)**

704 3.17.2 Provide on-site training via Instructor Led Training, Interactive Courseware, Computer  
705 Based Training, and blended training solutions at the locations listed in Table 12 as  
706 requested by the Contracting Officer Representative (COR).

707 3.17.3 Be responsible for providing all necessary equipment and material to conduct training.

708 3.17.4 Develop, conduct, and maintain Virtual Training via Government Microsoft Teams by  
709 subject matter experts using Contractor developed and Government approved training  
710 materials that effectively communicate updates on the latest SPS releases in need of  
711 instruction (e.g., slide presentations, live demos, handouts). Live or Virtual demos will  
712 be dependent on completing SETR production readiness reviews.

713 3.17.5 Maintain attendance rosters and deliver training course completion certificates.

714 3.17.6 Provide the Government with a trip report that identifies actions of each training day,  
715 training attendance rosters, deviations from training schedule, plan and future plans to  
716 address training deviations as necessary. The Contractor shall provide recommendations  
717 to enhance future training evolutions in each trip report.

718 3.18 Audit Support

719 The prime objective of audit support is to ensure SPS complies with current Financial and IT  
720 Audit Readiness and Accountability.

721 The PM APPS Program Manager is responsible for improving program financial efficiency and  
722 accountability of system internal controls, business processes, and supporting documentation of  
723 financial statements. To enable SPS to perform effective DoD IG IT audit compliance, the  
724 Contractor shall describe their approach, in the proposal, to implementing audit compliance, and  
725 once implemented, sustaining financial and IT audit compliance. The Contractor shall include a  
726 description of the tools and processes used for audit compliance, performing audit readiness and  
727 reporting, and providing PA Systems applications with the ability to trace budgetary and  
728 contracting transactions and financial statements (capture and retain transaction data).

729 SPS is currently participating in the DOD IT Audit. On an annual basis, SPS Program Office  
730 manages responses to approximately 18 DON-Tracker taskers, 12 Corrective Action Plans  
731 (CAP), and 18 Provided by Client (PBC) requests related to the DOD IT Audit.

732 3.19 Audit Meetings and Documentation

733 At minimum the contractor shall adhere to the following subsections:

734 3.19.1.1 Participate in weekly SPS Audit status teleconference calls

735 3.19.1.2 Support the assessment of PBC requests, which includes:

736 3.19.1.3 Participate in scheduled PBC status teleconference calls (approximately 1 hour).

737 3.19.1.4 Review the PBC requests security controls to determine where the impact occurs.

738 3.19.1.5 Develop recommended responses to the PBC request.

739 3.19.1.6 Maintain a PBC Request Tracking log for capturing lessons learned.

740 3.19.1.7 Track response times per request (usually 5 working days turn around response time).

741 3.19.1.8 Support the responses to Follow-Up-Questions (usual response time is 1 – 2 business  
742 days).

743 3.19.1.9 Support the responses to Observation requests to include (usual response time is 1  
744 business day):

745 3.19.1.10 Participate in weekly Observation teleconferences (approx. 1 hour).

746 3.19.1.11 Support development of Government responses to Notice of Findings and  
747 Recommendations (NFRs) which includes:

- 748 • Assessing the NFR and provide recommended responses.
- 749 • Supporting the drafting of the CAP to include identifying key milestones for the plan.

750 3.19.2 Evaluation of assessments against identified PBC, Observation, and NFR Requests.

751 3.20 At minimum the contractor shall adhere to the following subsections:

752 3.20.1.1 Conduct an evaluation of the PBC, Observation, and NFR requests.

753 3.20.1.2 Prepare draft responses for approval by the Government.

754 3.20.1.3 Prepare CAPs for final NFR presented by the Audit team.

755 3.20.1.4 Deliver monthly metrics, in the MSR, which include, at a minimum, the number of  
756 PBCs, Observations, and NFRs responded to during the reporting period, and number  
757 of hours executed by contractor resources.

**Monthly Status Report (MSR) (Deliverable P007)****4 Software Development**

All development objectives shall be developed and fielded in accordance with the PM APPS Management Plans. Additional supporting documentation includes the Supplement Guidebook for Acquisition of Naval Software Intensive Systems and the MARCORSYSCOM Technical Review Handbook - SIAT-HDBK-001, 06 August 2014.

The ECPs CLINs are optional objectives and are subject to availability of funds.

Additionally, all software development initiatives impact the system baseline and are governed by the CM process as defined in the Configuration Management Plan, SDP, and PM APPs Management Plans. The SDP lays out the process required to develop, modify, or upgrade Government software and describes the details of each step along with any considerations that need to be addressed. The PM APPs SEP defines the 4-integer ECP classification system that is used to assign ECPs as either a capability change, major change, minor change, or a maintenance change; it details how the SETR process, as defined in the Marine Corps Systems Command SETR Handbook, is tailored based on this classification level.

The Contractor shall develop and maintain an SDP (Deliverable P002) that correlates with the processes, products, functions, and objectives described in the PM APPs SEP. This SDP is considered a living document that will be updated as necessary to support evolving PA Systems Portfolio applications User requirements and maturing products and processes. At a minimum, an update to the SDP will be reflected for each system maintenance and performance upgrade (classified as either a second integer/major or third integer/minor change). New capability requirements (classified as a first octet capability change) shall provide the following in accordance with the specified level of SETR tailoring based on the ECP classification level.

**Software Development Plan (Deliverable P002)**

At a minimum, the SDP shall provide the Contractor's approach to:

4.1.1 Provide derived requirements.

4.1.2 Development schedule.

4.1.3 Design software.

4.1.4 Develop software.

4.1.5 Test software.

4.1.6 Deploy Software.

4.1.7 How the SDP can produce supporting artifacts that are based on the recommended

794 methodology in the Supplement to Guidebook for Acquisition of Naval Software  
795 Intensive Systems: Software Criteria and Guidance for Systems Engineering Technical  
796 Reviews; PM APPs Management Plans; and the Marine Corps Systems Command  
797 SETR Handbook, v1.4 dated April 2009.

798 4.1.8 Areas where cost savings will be realized through reusability, reliability, and  
799 maintainability.

800 4.1.9 A strategy for integrating CM, Human Systems Integration (HSI), Logistics, and  
801 Cybersecurity into each stage of the software development process.

## 802 4.2 Requirements Analysis Phase

803 The key objective of the Requirements Analysis Phase is to transform the SPS user's needs into a  
804 technical view of a required product that could deliver those needs. Efforts involve defining SPS  
805 User needs and requirements in the context of planned use environments and identified system  
806 characteristics to determine requirements for system functions.

807 The Contractor shall elicit derived requirements and produce and maintain a Requirements  
808 Traceability Matrix (RTM) (Deliverable P022) that establishes a hierarchy of requirements and  
809 traceability to design and test plans, documents, and artifacts. The RTM shall contain the title of  
810 each requirement and a reference to the document and section where the details can be found.  
811 The relevant design document and test plans shall be listed along with the relevant section and  
812 title within the design document and test plans. At minimum the contractor shall adhere to the  
813 following subsections:

### 814 **Requirements Traceability Matrix (RTM) (Deliverable P022)**

815 4.2.1 Conduct requirements elicitation with system stakeholders to support requirements  
816 analysis activities.

817 4.2.2 Perform an iterative process of decomposing requirements into system functional  
818 requirements and establishing traceability.

819 4.2.3 Maintain traceability between the derived and Government-provided requirements.

820 4.2.4 Align requirements analysis efforts with MARCORSYSCOM acquisition requirements  
821 (PM APPs Management Plans and SETR process).

822 4.2.5 Provide documentation needed to support the MARCORSYSCOM SETR process for  
823 System Requirements Reviews (SRR) and System Functional Reviews (SFR), or  
824 Requirements Review (RR) brief to gain Government approval of the requirements at  
825 the identified Technical Review (TR).

826 4.2.6 Document the functional baseline.

## 827 4.3 System Design Phase

828 The objective for the System Design Phase is the on-time delivery to the Government of  
829 Government-approved documentation that provides the detailed design of each configuration  
830 item in the approved product baseline. The System Design phase produces a design that is based  
831 on the functional descriptions and products developed during the Requirements Analysis phase.  
832 The design is reflected in the System Design Document (SDD) (P023) and Sub-System Design  
833 Document (SSDD) (P023) products developed and delivered by the Contractor.

834 **System/ Subsystem Design Document (SDD/SSDD) (Deliverable P023)**

835 At a minimum, the Contractor shall develop and document a system design for review at the  
836 Preliminary Design Review (PDR), Critical Design Review (CDR), or Design Review (DR) to  
837 gain Government approval at the identified SETR event. At minimum the contractor shall adhere  
838 to the following subsections:

839 4.3.1 Describe the Contractor's design process, including the use of design and modeling  
840 tools, analyses, and tradeoffs.

841 4.3.2 Conduct design demonstrations prior to the PDR, CDR, or DR in order to demonstrate  
842 system designs and gain Government feedback.

843 4.3.3 Align the Contractor's process with the PM APPs Management Plans and the  
844 MARCORSYSCOM SETR process for design reviews. The required technical design  
845 reviews are specified for each change.

846 4.3.4 Provide inputs to the TR brief in support of the Government PDR, CDR, or DR.

847 4.3.5 Provide documentation needed to support the required technical design reviews.

848 4.3.6 Provide a draft software test plan and software test description to support follow-on  
849 planning.

850 4.3.7 Provide new or update existing system design documentation to address new system  
851 changes.

852 4.3.8 Document the Allocated and Product baselines.

## 853 4.4 Development Phase

854 The prime objective for the Development Phase is the on-time delivery of a Government-tested  
855 and accepted capability solution. At minimum the contractor shall adhere to the following  
856 subsections:

857 4.4.1 Develop, integrate, assemble, and test capability.

858 4.4.2 Conduct unit testing to verify the parts and components of each system change functions

- 859 prior to system or software integration.
- 860 4.4.3 Conduct software integration to compile system code into a functional product.
- 861 4.4.4 Generate software test scripts to prepare for overall system integration and Government  
862 Acceptance Testing (GAT).
- 863 4.4.5 Provide In-Process Reviews.
- 864 4.4.6 Align to the MARCORSYSCOM SETR process and the PM APPs Management Plans  
865 process for technical reviews.
- 866 4.4.7 Provide documentation (Software Test Plan with System/ Software Test Description  
867 with Test Scripts 24)) needed to support the required technical reviews.
- 868 **Software Test Plan with System/ Software Test Description with Test Scripts**  
869 **(Deliverable P021)**
- 870 4.4.8 Support the Government in conducting GAT to review the final software product in  
871 support of a deployment decision.
- 872 4.4.9 Conduct cyber security scans, IV&V, HSI reviews and testing, code review, and cyber-  
873 penetration testing (Software Metrics (P006)).
- 874 **Software Metrics (Deliverable P006)**
- 875 4.5 Test and Evaluation
- 876 4.5.1 The Contractor shall plan and support the successful roll-out of software and related  
877 hardware including the required Contractor test and evaluation and GAT processes.
- 878 4.6 Deployment Phase
- 879 The prime objective for the Deployment Phase is the deployment of the approved capability into  
880 the production environment in accordance with the established performance standards. At  
881 minimum the contractor shall adhere to the following subsections:
- 882 4.6.1 Document the Contractor's deployment process.
- 883 4.6.2 Ensure all system user support materials are updated to reflect the changes being  
884 introduced.
- 885 4.6.3 Validate that all assessments and authorizations are in place prior to deployment.
- 886 4.6.4 Prepare the user community to receive and use capability.
- 887 4.6.5 Warranty the software for 90 days from any defects.



- 888 4.6.6 Support a System Verification Review (SVR) demonstrating verification that the  
889 developed solution meets requirements.
- 890 4.6.7 Coordinate and deliver the deployment package within the PDSS Release Management  
891 process.
- 892 4.6.8 Provide input to the release management team for the VDD that identifies final  
893 Configuration Item change
- 894 4.6.9 Support a Post Implementation Review (PIR) to gain Government approval to close the  
895 release.

## 896 **5 Project Management**

### 897 5.1 Project Management

898 The Contractor shall execute and manage their project management plan when planning,  
899 acquiring staff and other resources, training staff, designing and implementing process  
900 improvement, managing risk, and related processes inherent with the requirements in this PWS.  
901 The Contractor shall provide updates to the Project Management Plan (PMP) as needed or as  
902 directed by the Government.

#### 903 5.1.1 Project Management Plan (PMP)

904 The Contractor shall prepare a PMP (Deliverable P003). The Government approved PMP serves  
905 as the common understanding between the Government and the Contractor on how the contract  
906 will be managed. The Government fully realizes that the Contractor shall need to periodically  
907 revisit and update the PMP to ensure that it accurately reflects the dynamics of managing a  
908 contract of this magnitude. At a minimum, the PMP shall be updated as necessary and  
909 resubmitted to the Government for approval. The Contractor has the latitude to build upon the  
910 document content to ensure all aspects of the Contractor's collaborative project management  
911 processes are addressed. All additional updates will require approval from the Government.

912 At a minimum, the PMP shall define and describe the Contractor's processes:

#### 913 **Project Management Plan (Deliverable P003)**

##### 914 5.1.1.1 Processes

915 5.1.1.2 Identify the types of skill sets and skill levels that will be needed and provided and the  
916 strategies that will be used to ensure that the right amount of the right skills will be  
917 available when needed.

918 5.1.1.3 Describe the process for periodically assessing the contract, determining areas for  
919 improvement, gaining Government approval, and implementing improvement plans  
920 (Process Improvement).

921 5.1.1.4 Describe the process to develop, update, and monitor the project schedule using  
922 Microsoft Project 2010 and to provide an Integrated Master Schedule (IMS) (P014)  
923 derived schedule and supporting data to the Government.

924 **Integrated Master Schedule (IMS) (Deliverable P014)**

925 5.1.1.5 The Contractor shall have, and provide evidence of, individual clearances of team  
926 members as necessary and appropriate for work those team members are required to  
927 perform.

928 5.2 Risk Management

929 The contractor shall prepare a Risk Management Plan (RMP) (P015). The RMP shall describe  
930 the Contractor's approach to determining, reporting, rating and monitoring risks within the  
931 project. At minimum the contractor shall adhere to the following subsections:

932 **Risk Management Plan (RMP) (Deliverable P015)**

933 5.2.1 Execute risk management in accordance with the PM APPs RMP.

934 5.2.2 Develop, and include in the MSR (P007), risk reports summarizing the risks and  
935 identifying the likelihood and consequence of each risk.

936 **Monthly Status Report (MSR) (Deliverable P007)**

937 5.3 Reporting and Monitoring

938 The Contractor shall describe the metrics, reporting mechanisms, and control procedures it will  
939 use to measure, report, and manage requirements, the schedule, resources, and quality assurance.  
940 Information gathered will be presented to the COR via the MSR, or other reporting requirements  
941 (P016). At minimum the contractor shall adhere to the following subsections:

942 **Other reports, analysis, papers, trip reports and presentations including (Deliverable**  
943 **P016)**

944 **Monthly Status Report (MSR) (Deliverable P007)**

945 5.3.1.1 Include in the MSR, performance monitoring efforts (e.g., performance metric  
946 monitoring, risk analysis) that shall identify and support the determination of  
947 performance variances within sufficient time to allow the Contractor the ability to  
948 implement corrective action before Contractor and/or system performance falls below  
949 acceptable thresholds.

950 **Monthly Status Report (MSR) (Deliverable P007)**

951 5.3.1.2 Include in the MSR, all Priority 1 metrics from the PM APPs Performance  
952 Measurement Plan, previous month's activities, updated risk register, upcoming  
953 activities, all incidents, summary of service issues, problem trends, progress towards  
954 the Performance Standard and Acceptable Quality Levels (AQLs), and anticipated

travel (with a justification for the travel). The metrics submitted for the MSR shall be in accordance with the PM APPs Performance Measurement Plan.

### Monthly Status Report (MSR) (Deliverable P007)

- 5.3.1.3** Participate in SPS Integrated Product Team (IPT) meetings and Working Groups where program status will be reported. The Contractor shall aid in the development of meeting materials such as the Meeting Agenda and Meeting Minutes for the meetings listed in Table 7 below.

Production and Development Meetings	Frequency
Engineer Review Board	Quarterly
Configuration Control Board	Quarterly
Cyber Security Status Review	Weekly
Cyber Security Document Review	Semi-annually
System Engineering Technical Interchange Meetings	Weekly (as determined by the IPT SE)
SETR Reviews	For each Production release / upgrade
Requirements Elicitation	For each Production release / upgrade
Monthly Status Review Meeting	Monthly
SPS IPT Meeting	Bi-Weekly
Audit Status Meeting	Weekly
Audit Observation Meeting	Weekly

**Table 6 Meeting Requirements**

## 5.4 Quality Assurance and Control

- 5.4.1** Within the PMP, the Contractor shall prepare a QAPP. The QAPP shall describe the Contractor's approach to ensuring quality performance for all aspects of the contract. The Government shall evaluate the Contractor's performance under this contract in accordance with the QASP. The QASP is a Government plan that focuses on what the Government will do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the AQLs. The AQLs are also listed in Section 9 below.

The QAPP shall include:

- 5.4.2** The Contractor's quality assurance program shall provide a total quality management system approach to the SPS efforts and shall include program and technical management, quality assurance, quality control, and performance management to achieve the control of product and service quality to the DoN, inclusive of the Marine

976 Corps, throughout contract performance.

977 5.4.3 The Contractor's systems engineering, quality assurance, and quality control efforts  
978 shall comply with Government policy and instructions. These efforts shall be reflected  
979 in the Contractor's PDSS, System Maintenance, and Performance and will ensure both  
980 existing and new/enhanced capabilities meet the Government's objectives for quality, as  
981 defined in the AQLs.

## 982 5.5 Performance Management

983 The Contractor shall attend all Interim Program Reviews (IPR) convened by the contracting  
984 activity or contract administration office in accordance with Federal Acquisition Regulation  
985 Subpart 42.5. The Contracting Officer, COR, and other Government personnel may meet  
986 periodically with the Contractor to review the Contractor's performance. At these meetings, the  
987 Contracting Officer will apprise the Contractor of how the Government views the Contractor's  
988 performance and the Contractor will apprise the Government of any problems being experienced.  
989 Appropriate action shall be taken to resolve outstanding issues.

## 990 6 Contract Closeout

991 Provide orderly closeout of the contract including final delivery of any remaining Government  
992 products, hardware, software, and preparation of a final closeout report to (P024) include lessons  
993 learned and analysis of the task. The Contractor shall provide a migration plan for any open  
994 service desk tickets not already contained within the Government provided tool.

### 995 Closeout Report (Deliverable P024)

## 996 7 Integrated Master Schedule (IMS)

997 The Contractor shall develop and maintain an overall PA Systems IMS (P014) throughout the  
998 period of performance of the contract. The PA Systems IMS shall provide information sufficient  
999 to the Government to demonstrate how the Contractor intends to manage the proposed effort.

### 1000 Integrated Master Schedule (Deliverable P014)

1001 The Contractor shall incorporate PDSS and ECP tasks into the Contractor IMS for SPS and shall  
1002 provide the ability to understand how it intends to manage PDSS and ECPs with visibility of:

- 1003 • Tasks.
- 1004 • Activities.
- 1005 • Schedule.
- 1006 • Deliverables.

1007 At a minimum, the Contractor shall develop an IMS using Microsoft Project version 2010  
1008 compatible or a version otherwise approved by the Government.

1009 **Integrated Master Schedule (Deliverable P014)**

1010 **8 Performance Standards**

1011 8.1.1 Contractor performance shall be monitored against the following performance standards  
1012 and AQLs:

Performance Standard	Methods of Surveillance	Acceptable Quality Levels
Service desk support will be available M – F, 0800 - 1630 hours a day  Available is defined as service desk being available M-F 0800 - 1630	<ul style="list-style-type: none"> <li>• Service desk ticket logs</li> <li>• Weekly Technical Interchange Meeting (TIM)</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Greater than or equal to 99%</li> <li>• Satisfactory: Greater than or equal to 98%</li> <li>• Unsatisfactory: Less than 98%</li> </ul>
Service Desk tickets resolved at Tier I within 15 minutes.	<ul style="list-style-type: none"> <li>• Service desk ticket logs.</li> <li>• Weekly TIM</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory: Greater than or equal to 95%</li> </ul>
Timely delivery of specified deliverable.	<ul style="list-style-type: none"> <li>• MSR</li> <li>• Deliverable</li> <li>• Transmittals</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: On time or earlier than the identified date</li> <li>• Unsatisfactory: More than 24 hours past the identified date</li> </ul>
All availability issues are communicated to Government within 1 hour of discovery.	<ul style="list-style-type: none"> <li>• Service desk ticket logs</li> <li>• Weekly TIM</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory: Communicated in 1 hour or less</li> <li>• Unsatisfactory: Not Communicated within 1 hour</li> </ul>
CITDB is updated within 10 business days of a change.	<ul style="list-style-type: none"> <li>• Periodic Government PCAs based on the CITDB</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Updated within 7 days</li> <li>• Satisfactory: Updated within 8 – 10 days</li> <li>• Unsatisfactory: Not updated within 10 days</li> </ul>



Performance Standard	Methods of Surveillance	Acceptable Quality Levels
ATO is maintained	<ul style="list-style-type: none"> <li>IAM Cybersecurity Status Reports</li> </ul>	<ul style="list-style-type: none"> <li>Exceptional - 100% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un-remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&amp;M</li> <li>Satisfactory - 98% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un-remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&amp;M.</li> <li>Unsatisfactory – Less than 98% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un-remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&amp;M</li> </ul>
<p>Minimize unplanned downtime.</p> <p>Any down-time on weekends or attributed to the Government will not count as unplanned down-time.</p> <p>Planned down-time that exceeds the agreed upon window will count as unplanned down-time</p>	<ul style="list-style-type: none"> <li>Service desk ticket logs</li> <li>FRACAS</li> <li>MSR</li> </ul>	<ul style="list-style-type: none"> <li>Exceptional: Operational Availability is greater 98%</li> <li>Satisfactory: Operational Availability equal to 98%</li> <li>Unsatisfactory: Operational Availability less than 98%</li> </ul>

Performance Standard	Methods of Surveillance	Acceptable Quality Levels
Ensure timely restoration of services. Mean Time to Restore: 24 hours after downtime.	<ul style="list-style-type: none"> <li>• Service desk ticket logs.</li> <li>• FRACAS</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Operational Availability is greater 97%</li> <li>• Unsatisfactory: Operational Availability less than 97%</li> </ul>
Execution of Government Assessment Testing The software has no Severity 1 and 2 defects as defined in the PM APPs System Test and Evaluation Strategy.	<ul style="list-style-type: none"> <li>• GAT Scorecard</li> <li>• SETR results</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Zero severity 1 defects <ul style="list-style-type: none"> <li>○ Two or fewer severity 2 defects</li> </ul> </li> <li>• Satisfactory: <ul style="list-style-type: none"> <li>○ Zero Severity 1 defects</li> <li>○ Three severity 2 defects</li> </ul> </li> <li>• Unsatisfactory: <ul style="list-style-type: none"> <li>○ Any severity 1 defect</li> <li>○ Four or more severity 2 defects</li> </ul> </li> </ul>

1013 **Table 7: Performance Standards**

1014 **9 Applicable Documents and References**

1015 The following tables provide programmatic and technical information for the Contractor to  
1016 consider in preparation of a response to this PWS at the solicitation phase and during contract  
1017 performance post-award.

Document / Reference	Intended Use
SLA with Hosting Environment; Operational Document MOC-033 HCS Service Level Agreement	Identifies agreements and coordination POCs with the system hosting environment.
Interface Control Documents and/or System Interface Agreements	Documents the roles/responsibilities and data exchange information between this and other
Contingency Plan	Provides guidance on the decision-making process and its timely response to any disruptive or extended interruption of normal business operations and services.
Risk Register	Contains all risks.



Document / Reference	Intended Use
ECP Tracker Database	Contains tracking of all system ECPs
Trouble Ticket Database	Contains all system Trouble Tickets.
Requirements Traceability Matrix	Government requirements document.

1018

**Table 8: Program Documentation**

Document Reference	Intended Use
System Maintenance and Administration Manual	Describes the administrative functions to maintain the system.
Configuration Item Technical Database	Describes the hardware and software configuration items.
Database Architecture	Describes the system database architecture.
Training Material	Instructor training material to support classroom training.
Test Scripts	Set of instructions executed by a person to ensure the system is functioning correctly.
Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170.01G / Joint Capabilities Integration and Development System	Requirements Guidance
CJCSI 6510.01F, Information Assurance (IA) and Support to Computer Network Defense (CND), 9 Feb 11	Cybersecurity
MARADMIN 657/13 Requirements for Network Security Source Code Review dated 13 December 2013	Cybersecurity
Department of the Navy, DoD Information Assurance Certification and Accreditation Process (DIACAP), dated 28 November 2007	Cybersecurity
Department of Defense Instruction (DODI) 8510.01 Risk Management (RMF) for DoD Information Technology, dated 12 March 2014	Cybersecurity



Document Reference	Intended Use
DoD 5200.2-R, Personnel Security Program dated January 1987, Incorporating Change 3, dated 23 February 1996	Cybersecurity
DoD 8570.01-M, Information Assurance Workforce Improvement Program, Incorporating Change 4, 10 November 2015	Cybersecurity
DoD Memorandum, Department of Defense Guidance on Protecting Personally Identifiable Information, 18 August 2006	Cybersecurity
DoD Regulation 5200.1-R, Information Security Program, Volume 1, dated 24 February 2012	Cybersecurity
Dept. of Defense Directive (DoDD) 5000.01 / Defense Acquisition System dated, 20 November 2007	Acquisition Guidance
DoDD 8000.01, Management of the DoD Information Enterprise, dated 10 February 2009	Cybersecurity
DoDD 8500.01E, Information Assurance (IA), dated 23 April 2007	Cybersecurity
DoDI 5000.02 / Operation of the Defense Acquisition System, dated 7 January 2015	General Acquisition Execution Guidance
DoDI 8500.2, Information Assurance Implementation, dated 6 February 2003	Cybersecurity
Federal Acquisition Regulation (FAR)	Contracting
Federal Information Security Modernization Act (FISMA), dated 18 December 2014	Cybersecurity

Document Reference	Intended Use
IEEE/EIA 12207 / Standard for Information Technology Software Life Cycle Processes	Industry Standard for Software Support
Marine Corps Systems Command Technical Review Handbook, v2, October, 2014	Systems Engineering Technical Review (SETR)
MCO 5239.2, Marine Corps Cybersecurity Program (MCCSP), dated 18 July 2012	Cybersecurity
Marine Corps Systems Command Order (MARCORSYSCOMO) 4130.1 / Configuration Management Policy	CM Policy
MARCORSYSCOMO 5400.5 / Naval SYSCOM Systems	SETR
MIL-HDBK-61 / Configuration Management	CM Guidance
MIL-STD-881 / Work Breakdown Structures	Guidance on building WBS
National Defense Authorization Act for Fiscal Year 2016, S. 1356, 25 November 2015	Requirements Guidance.
OMB Circular A-130 Appendix III, Security of Federal Automated Information Resources, dated November 28, 2000	Cybersecurity
SECNAV Instruction 5211.5E, DoN Privacy Program, 28 December 2005	Cybersecurity
SECNAVINST 5000.2E, Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System, 01 Oct 2011	Cybersecurity



Document Reference	Intended Use
SECNAVINST 5000.36A, Department of the Navy Information Technology Applications and Data Management, 19 December 2005	Cybersecurity
USMC Enterprise Cybersecurity Directive (ECSD) 018, Marine Corps Certification and Accreditation Process Version 3.0, dated 7 December 2012	Cybersecurity
USMC ECSD 011, Personally Identifiable Information Version 4.0, dated 30 November 2013	Cybersecurity
USMC ECSD 021, Ports, Protocols, and Services Management version 1.0, 15 May 2012	Cybersecurity
USMC ECSD 008, Secure Data Transfer Version 2.0, 17 December 2012	Cybersecurity
USMC ECSD 026, Concept of Operations for Host Based Security System Version 1.0, 15 October 2012	Cybersecurity
MCSCO 5530.2A - Access Control Order	Security Requirements

1019

**Table 9: System Documentation****1020 10 Deliverables**

1021 All Deliverables shall be delivered to the Government's electronic repository (SharePoint) with a  
 1022 notification to the Contracting Officer, Contracting Officers Representative (COR), and the SPS  
 1023 Project Officer. (Note: SharePoint requires a CAC for access)

1024 Table 11 provides a comprehensive list of the deliverables:

1025

<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>Format</b>	<b>Date of first submission</b>	<b>Subsequent Submission</b>
P001	Post Deployment Software Support (PDSS) Plan	Government approved Contractor Format	60 days after Contract award.	ASREQ
P002	Software Development Plan (SDP)	Government Approved Contractor Format	Ten business days before design review.	Five business days after receipt of Government
P003	Project Management Plan (PMP)	Government approved Contractor Format	60 days after Contract award.	ASREQ
P004	Quality Assurance Program Plan (QAPP)	Government approved Contractor Format	30 Days after Contract Award	ASREQ
P005	Incident and Problem Management Plan	Government approved Contractor Format	60 days after Contract award.	ASREQ
P006	Software Metrics	Government approved Contractor Format	Ten business days prior to the SETR event.	Ten business days after receipt of Government comments.
P007	Monthly Status Report (MSR)	Government Approved	15 days after completion of the first calendar month.	15 <sup>th</sup> of Every month thereafter.
P008	Configuration Management Plan (CMP)	Government approved Contractor Format	60 days after Contract award.	ASREQ
P009	Version Description Document (VDD)	Government Approved Contractor Format	Five business days before Deployment.	ASREQ
P010	GAT Scorecard (To include a summary to the	Government Approved Contractor Format	Weekly scorecards for Integration testing, daily scorecards for	ASREQ



<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>Format</b>	<b>Date of first submission</b>	<b>Subsequent Submission</b>
	Government)		GAT.	
P011	Test Report and Defects	Government Approved Contractor Format	Ten business days prior to TRR.	Ten business days prior to update at SVR.
P012	Release Deployment Plan	Government Approved Contractor Format	Ten business days after the start of the contract quarter.	Each quarter thereafter.
P013	System Maintenance and System Administration Manuals	Government Approved Contractor Format	AS REQ, depending upon the release and ECP at TRR.	Two working days after receipt of Government comments.
P014	Integrated Master Schedule (IMS)	Government Approved Contractor Format Microsoft Project 2010 or newer version	45 days after Contract award.	NLT 15th of each month for previous month or after each release and ECP award.
P015	Risk Management Plan (RMP)	Government approved Contractor Format	60 days after Contract award.	N/A
P016	Other reports, analysis, papers, trip reports and presentations including (SETR briefs)	Government Approved Contractor Format	ASREQ	ASREQ
P017	FRACAS	Government Approved Contractor Format	ASREQ	Ten working days after receipt of Government comments.
P018	Software /	Contractor Format	90 days after contract	10 working

<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>Format</b>	<b>Date of first submission</b>	<b>Subsequent Submission</b>
	Hardware Refresh Plan (5 Years)		award.	days after receipt of Government comments.
P019	Training Plan	Government approved Contractor Format	45 business days after contract award.	N/A
P020	System / Software Source Code	Government-provided Format	Within five (5) days following scheduled release.	Final 15 working days before the end of the period of performance .
P021	Software Test Plan with System/ Software Test Description with Test Scripts	Government Approved Contractor Format	Ten business days before design review.	Five business days after receipt of Government comments.
P022	Requirements Traceability Matrix (RTM)	Government-provided format	Final due ten days before each SSR, SFR and contract closure.	Update for design reviews and for contract closure.
P023	System/ Subsystem Design Document (SDD/SSDD)	Government-provided format	Delivery as required by PM APPS and based upon the complexity of the subject changes. Otherwise no less than thirty business days before the end of the TO.	Five business days after receipt of Government comments.

Deliverable Number	Deliverable Title	Format	Date of first submission	Subsequent Submission
P024	Closeout Report	Government Approved Contractor Format	30 days prior to Contract Closeout date	ASREQ

**Table 10: Deliverables**

1026

1027 Submission dates above that show “ASREQ” (“As Required”), will be based on dates assigned  
 1028 and mutually agreed upon at the time the requirement for the deliverable arises since it is  
 1029 difficult to predict when the need to create/update these artifacts will occur.

1030 10.1 Inspection and Acceptance

1031 The COR shall inspect all services and deliverables. Final acceptance of deliverables is the  
 1032 responsibility of the COR.

## 1033 11 Government Furnished Information (GFI) and Government Furnished 1034 Equipment (GFE)

1035 The Government will provide other necessary GFI which will include: system documentation,  
 1036 system manuals, and web-based training source code.

1037 Government furnished property (GFP) will be issued and managed in accordance with  
 1038 MCO 4400.203. A list of Government furnished property will be provided with each task order.

1039 The contractor shall verify the quantity and condition of the property identified immediately  
 1040 upon receipt. Shortages and/or damaged or defective property shall be properly reported to the  
 1041 KO after verification made by a designed representative of the KO. When deemed necessary, a  
 1042 representative of the KO will be present to inspect the condition of the property prior to  
 1043 packaging thereof for return to the Government. In order to accommodate this inspection  
 1044 requirement, the contractor shall provide the KO with at least 24 hour prior notice so that  
 1045 personnel may be assigned for these examinations. The contractor shall maintain records which  
 1046 indicate a complete and verifiable cost and accountability audit trail for all GFE, and any other  
 1047 items that may come under the accountability of the contractor.

1048 Contractors will utilize the DoD Wide Area Workflow (WAWF) Government property transfer  
 1049 system for GFP receipt acknowledgement, subsequent transfer of GFP to other  
 1050 contracts/Contractors (if authorized in the contract), or return of GFP to the Marine Corps in



1051 order to ensure Government property transfers are conducted in accordance with the Defense  
1052 Logistics Manuals 4000.25-1 MILSTRIP, and 4000.25-2 MILSTRAP; and applicable  
1053 FAR/DFAR clauses.

1054 The Government provides the shared data environment where all SPS Information resides. The  
1055 shared data environment includes repositories to support the SPS's configuration control process,  
1056 baseline documentation, CITDB, action items, risk management, etc.

1057 HCS provides the hosting facility for SPS Pre Production instances in a virtual environment.

1058 The Government will supply the necessary licenses for the following: The JPMO provides the  
1059 Sybase licenses for SPS and access is coordinated with Deputy Assistant Secretary of the Navy  
1060 (DASN).

1061 The Government will provide the Contractor with laptops for system integration, maintenance,  
1062 software development, testing, and training.

## 1063 **12 Access to Government Facilities**

1064 The Contractor must seek prior approval of the COR for access to 51 Barrett Heights or 1000  
1065 Quantico Corporate Center in the execution of their duties. Any unclassified contractor-  
1066 furnished laptops must be logged with the laboratory entry control point sentry.

## 1067 **13 Marine Corps Enterprise Network (MCEN)**

1068 Contractor personnel performing IT sensitive duties are subject to investigative and assignment  
1069 requirements. DoDD 8570.01, and DoD 8570.01-M requires DoD civilian, DoD consultants,  
1070 and Support Contractor Personnel performing work on sensitive automated information systems  
1071 to be assigned to positions that are designated at one of three sensitivity levels (IT-I, IT-II, or IT-  
1072 III).

1073 MCEN IT resources, if provided, are designated For Official Use Only (FOUO) and other  
1074 limited authorized purposes. DoD military, civilian personnel, consultants, and contractor  
1075 personnel performing duties on MCEN information systems may be assigned to one of three  
1076 position sensitivity designations.

1077 MCEN Computer Access - Contractor personnel accessing Marine Corps Systems Command  
1078 Computer systems, shall maintain compliance with United States Marine Corps Enterprise  
1079 Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD  
1080 2875, and completion certificates for the CYBERC course located on MarineNet located at  
1081 <https://www.marinenet.usmc.mil> The CYBERC course consist of the DOD Cyber Awareness  
1082 Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have  
1083 to create a MarineNet account in order to acquire the required training.

1084 MCEN IT resources, if provided, are designated FOUO and other limited authorized purposes.



1085 DoD military, civilian personnel, consultants, and contractor personnel performing duties on  
1086 MCEN information systems may be assigned to one of three position sensitivity designations.

1087 MCEN Official E-mail usage— MCEN IT resources are provided FOUO and other limited  
1088 authorized purposes. Authorized purposes may include personal use within limitations as  
1089 defined by the supervisor or the local Command. Auto forwarding of e- mail from MCEN-N to  
1090 commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail  
1091 messages requiring either message integrity or non-repudiation are digitally signed using DoD  
1092 PKI. All e-mail containing an attachment or embedded active content must be digitally signed.

1093 MCEN users will follow specific guidelines to safeguard Controlled Unclassified Information  
1094 (CUI), including PII and FOUO. Non-official e-mail is not authorized for and will not be used to  
1095 transmit CUI to include PII and Health Insurance Portability and Accountability Act (HIPAA)  
1096 information. Non-official e-mail is not authorized for official use unless under specific situations  
1097 where it is the only mean for communication available to meet operational requirements. This  
1098 can occur when the official MCEN provided e-mail is not available but must be approved prior  
1099 to use by the Marine Corps Authorizing Official (AO).

1100 All Contractor personnel shall read, understand, and comply with policy and guidance to protect  
1101 classified information and CUI, and to prevent unauthorized disclosures in accordance with  
1102 United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and  
1103 CJCSI 6510.01F.

## 1104 **14 Security Requirements**

1105 This contract will require the contractor to have a Secret Facility Clearance and will require  
1106 certain contractors to obtain and maintain classified access eligibility. The contractor shall have  
1107 a valid Secret Facility Clearance prior to classified performance. The prime contractor and all  
1108 sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive  
1109 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this  
1110 contract shall maintain compliance with Department of Defense, Department of the Navy, and  
1111 Marine Corps Information and Personnel Security Policy to include completed background  
1112 investigations (as required) prior to classified performance. This contract shall include a DoD  
1113 Contract Security Classification Specification (DD-254) as an attachment. Certain contractors  
1114 will be required to perform IT-I/II duties that will require favorably adjudicated Tier 5/3 Level  
1115 investigations. The Defense Counterintelligence Security Agency (DCSA) will not authorize  
1116 contractors to submit the necessary Tier Level investigations solely in support of IT level  
1117 designation requirements, but are required to submit investigations for those employees requiring  
1118 both Secret access and IT-II designation. The Government Contracting Activity Security Office  
1119 (GCASO) is required to submit any required investigations in support of IT-I level designations.  
1120 The contractor is required to provide a roster of prospective contractor employees performing IT-  
1121 I duties to the MCSC COR. This roster shall include: full names, Social Security Numbers, e-  
1122 mail address and phone number for each contractor requiring investigations in support of IT  
1123 Level designations. The COR will verify the IT-I requirements and forward the roster to the

GCASO. Contractors found to be lacking required investigations will be contacted by the GCASO.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to [MCSC\\_Security@usmc.mil](mailto:MCSC_Security@usmc.mil) or 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 granted an IT designation, issued a Common Access Card (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 granted IT designations, issued a CAC and/or a MARCORSYSCOM Building badge/access.

## 15 Common Access Card

The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with 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, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor 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 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. Contractors issued a CAC **are prohibited** from "auto-forwarding" e-mail from 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 CAC will also 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

1165 FOUO government business. The use of a contractor or personal e-mail account for contractor  
1166 business or personal use is allowed, but only when using cellular or a commercial internet  
1167 service provider.

1168 If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have  
1169 also lost their eligibility to perform on MARCORSYSCOM contracts.

## 1170 **16 Place of Performance**

1171 For cost-efficiency reasons, the Government expects the Contractor management team and lead  
1172 engineers to be located within a 50 mile commuting distance from Marine Corps Base Quantico,  
1173 VA. The Government will not pay travel costs for Contractor staff to commute to the Contractor  
1174 facility or for any travel within a 50-mile radius of the Contractor's facility. Any reimbursable  
1175 travel costs incurred during the performance of the contract shall not include travel for day-to-  
1176 day work activities.

1177 The work to be performed under this contract shall be performed at the Contractor's facility.

1178 The Contractor is expected to attend meetings and participate in telephone conferences in the  
1179 Quantico, Virginia area.

## 1180 **17 Hours of Work**

1181 Contract support is required to be available at minimum during core hours Monday through  
1182 Friday, 0900 to 1500 EST daily for contractor personnel not supporting the Service Desk.

1183 The exceptions include Office of Personnel Management (OPM) US Federal Holidays, and as  
1184 directed by the Government due to closing of Government facilities (i.e., administrative closings  
1185 or similar Government directed facility closings). The Contractor shall provide Service Desk  
1186 support Monday through Friday, 0800 - 1630.

## 1187 **18 Contractor Employee Identification**

1188 All contractor personnel working on a Government installation shall possess and wear an  
1189 identification badge that displays his or her name and his or her "contractor" status. The  
1190 contractor shall ensure that contractor personnel identify themselves as contractors when  
1191 attending meetings, sending emails, answering Government telephones, providing any written  
1192 correspondence, or working in situations where their actions could be construed as official  
1193 Government acts. All documents or reports produced by contractors are to be suitably marked as  
1194 contractor-produced products or that contractor participation is appropriately disclosed. While  
1195 performing in a contractor capacity, contractor personnel shall refrain from using their retired or  
1196 reserve component military rank or title in all written and verbal communications.

## 1197 **19 Period of Performance**

1198 The Period of Performance (POP) will be 18 months (including options). The Base is a six-  
 1199 month POP. Option 1 is a six-month POP. Option 2 is a six-month POP. Each POP, if awarded,  
 1200 will require PDSS support services. ECPs that arise during those POPs, if any, will be exercised  
 1201 as options at that time, subject to the availability of funding.

## 1202 **20 Travel and Other Direct Costs (ODC)**

1203 No travel is authorized without the KO's or COR's preapproval. The KO or COR will be the  
 1204 approval authority for all contractor travel request, submitted in writing and in advance of all  
 1205 travel. Travel details, including estimated costs, must be provided to the COR for approval prior  
 1206 to the commencement of any travel. Travel shall be in direct support of tasks assigned within  
 1207 this PWS. Local travel to or within the Quantico commuting area as defined in Marine Corps  
 1208 Base Order 7220.1C is not reimbursable. Local travel is considered travel within a 50-mile  
 1209 radius from the home station to perform official duties such as attending meetings, conferences,  
 1210 etc. Continental United States (CONUS) and Outside Continental United States (OCONUS)  
 1211 travel (transportation, per diem, air fare, auto rental, out of pocket expenses, and other allowable  
 1212 expenses) is reimbursable in accordance with FAR 31.205-46 and within the limitation of funds  
 1213 specified in the contract. Any travel or per diem costs that exceed the rates in the Joint Travel  
 1214 Regulations will be found unreasonable. No profit shall be allowed on travel or other direct  
 1215 costs (ODCs). Relevant information can be found at the JTR web site:  
 1216 <https://secureapp2.hqda.pentagon.mil/perdiem/>.

1217 ALL OCONUS travelers must comply with DoD, Department of the Navy and  
 1218 MARCORSYSCOM travel regulations to include completing required training, endorsements,  
 1219 and authorizations prior to travel. Except in unusual circumstances, the contractor shall provide,  
 1220 no later than 10 working days from the proposed Temporary Additional Duty (TAD), a travel  
 1221 TAD request for approval through the COR. The contractor shall provide within five working  
 1222 days, a written EXSUM (Executive Summary) or AAR (After Action Review) on all meetings  
 1223 and conferences attended on behalf of the Government to the COR. Contractor personnel are  
 1224 required to complete the Synchronized Pre-deployment Operational Tracker (SPOT) training.

1225 Other Direct Costs: In the course of performance, pursuant to this contract, the Contractor may  
 1226 be required to purchase incidental items at the request of the Government. The Contractor shall  
 1227 acquire necessary items of other direct costs associated with the services on the contract only  
 1228 with written, advanced, approval of the COR. Notional Travel locations are listed in Table 11.

1229 **Table 11: Notional Travel Locations**

Planned Annual Training For SPS		
LOCATION	Projected # of Training Events in this TO	# of TRG Days for each TRG Event
MCB Camp Lejeune, NC	1	5
MARFORRES New Orleans, LA	1	5
MCB Camp Pendleton, CA	1	5

## 21 Organizational Conflict of Interest (OCI)

To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect the data from unauthorized use and disclosure and agrees not to use it to compete with those other companies.

(a) “Organizational Conflict of Interest” means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the government, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. “Person” as used herein includes corporations, partnerships, joint ventures, and other business enterprises.

(b) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid potential conflict of interest, and at the same time to avoid prejudicing the best interest of the government, the right of the contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d)(1) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the government any information provided to the contractor by the government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the government on confidential basis by other persons. Further, the prohibition against release of government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time. See also, DFARS 252.204-7000, Disclosure of Information, incorporated by reference in this included in the contract.

(2) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure or any party outside the government any information generated or derived during or as a result of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the contractor, any subcontractor, consultant, or employee of the contractor, any joint venture involving the contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the contractor.

(e) The contractor further agrees that during the performance of this contract and for a period of three years after completion of performance of this contract, the contractor; any affiliate of the contractor; any subcontractor, consultant, or employee of the contractor; any joint venture involving the contractor; any entity into or with which it may subsequently merge or affiliate; or any other successor or assign of the contractor, shall not furnish to the Marine Corps, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or as a subcontractor, any system, component, or services which are the subject of the work to be performed under this contract. During the course of performance of this contract or before the three year period following completion of this contract has lapsed, the contractor may, with the authorization of the cognizant contracting officer, participate in a subsequent procurement for the same system, component, or service. In other words, the contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest; it shall make immediate and full disclosure in writing to the contracting officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action, which the contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the contracting officer in making a determination on this matter. Notwithstanding this notification, the government may terminate the contract for the convenience of the government if determined to be in the best interest of the government.

(g) Notwithstanding paragraph (f) above, if the contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the contracting officer, the government may terminate this contract for default.

(h) If the contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the government may terminate this contract by default.

(i) The contracting officer's decision as to the existence or nonexistence of the actual or potential organization conflict of interest shall be final and is not subject to the clause of this contract entitled "DISPUTES" (FAR 52.233.1).

(j) Nothing in this requirement is intended to prohibit or preclude the contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the contractor from participating in any research and development. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The contractor shall promptly notify the contracting officer, in writing, if it has been tasked to evaluate or advise the government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the government's interest.

(l) The contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

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## Appendix A. Acronyms

Acronym	Definition
A&A	Assessment & Authorization
ACAS	Assured Compliance Assessment Solution
Ao	Operational Availability
AQL	Acceptable Quality Level
ATO	Authority to Operate
CAC	Common Access Card
CAP	Corrective Action Plan
CCB	Configuration Control Board
CDR	Critical Design Review
CI	Configuration Item
CITDB	Configuration Item Tracking Database
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CLIN	Contract Line Item Number
CM	Configuration Management
CMMI	Capability Maturity Model Integration
CMP	Configuration Management Plan
COR	Contracting Officers Representative
COTS	Commercial Off the Shelf
CUI	Controlled Unclassified Information
DADMS	Department of the Navy Application and Database Management System
DASN	Deputy Assistant Secretary of Navy
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDD	Department of Defense Directive



Acronym	Definition
DoDI	Department of Defense Instruction
DR	Design Review
DoN	Department of the Navy
DCSA	Defense Counterintelligence Security Agency
ECP	Engineering Change Proposal
ECSD	Enterprise Cybersecurity Directive
EDA	Electronic Document Access
ePS	electronic Procurement System
ERB	Engineering Review Board
FAR	Federal Acquisition Regulation
FISMA	Federal Information Security Management Act
FPDS-NG	Federal Procurement Data System – Next Generation
FRACAS	Failure Reporting and Corrective Action System
FRB	Functional Review Board
FSO	Facility Security Officer
GAT	Government Acceptance Test
GCASO	Government Contracting Activity Security Office
GEX	Global Exchange
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GOTS	Government Off the Shelf
HSI	Human Systems Integration
HSPD	Homeland Security Presidential Directive
HQST	Headquarters, Sustainment and Training
IA	Information Assurance
IAVA	Information Assurance Vulnerability Alert
IAVB	Information Assurance Vulnerability Bulletins
IAVM	Information Assurance Vulnerability Management
ICD	Interface Control Document
IMS	Integrated Master Schedule
IPT	Integrated Product Team
ISSM	Information Systems Security Manager
ISSO	Information Systems Security Officer
IT	Information Technology
ITIL	Information Technology Infrastructure Library
ITSCM	IT Security Continuity Management
IV&V	Independent Validation and Verification



Acronym	Definition
JPAS	Joint Personnel Adjudication System
JPMO	Joint Program Office
JTR	Joint Travel Regulations
KPI	Key Performance Indicator
MARCORSYSCOM	Marine Corps Systems Command
MCCAST	Marine Corps Certification and Accreditation Support Tool
MCCSP	Marine Corps Cybersecurity Program
HCS	Hybrid Cloud Services
MCNOSC	Marine Corps Network Operations Service Center
MCO	Marine Corps Order
MITSC	Marine Air Ground Task Force Information Technology Support Center
MSR	Monthly Status Report
NACI	National Agency Check with Written Inquiries
NAVMC	Navy Marine Corps
NFR	Notice of Findings and Recommendations
ODC	Other Direct Costs
OPDIR	Operational Directive
PA	Paperless Acquisition
PBC	Provided By Client
PCA	Physical Configuration Audit
PD2	Procurement Desktop Defense
PDR	Preliminary Design Review
PDS	Procurement Data Standard
PDSS	Post Deployment Software Support
PDSSP	Post Deployment Software Support Plan
PERSEC	Personnel Security Office
PER	Performance Evaluation Review
PKI	Public Key Infrastructure
PIR	Post Implementation Review
PIEE	Procurement Integrated Enterprise Environment
PjM	Project Manager
PIV	Personal Identification Verification
PM	Program Manager
PM APPS	Program Manager Applications
PMP	Project Management Plan
POA&M	Program of Action and Milestones

Acronym	Definition
PR	Purchase Request
PRDS	Purchase Requirements Data Standard
PSI	Personnel Security Investigation
PSS	Production Support System
PWS	Performance Work Statement
QAPP	Quality Assurance Program Plan
QASP	Quality Assurance Surveillance Plan
RFA	Request for Action
RMF	Risk Management Framework
RMP	Risk Management Plan
ROM	Rough Order of Magnitude
RR	Requirements Review
SABRS	Standard Accounting, Budgeting and Reporting System
SAM	System for Award Management
SCAP	Security Content Automation Protocol
SDD	System Design Document
SDP	Software Development Plan
SE	Systems Engineering
SEP	System Engineering Plan
SETR	Systems Engineering Technical Review
SFR	System Functional Review
SIA	System Interface Agreement
SLA	Service Level Agreement
SLM	Service Level Management
SPS	Standard Procurement System
SR	Service Release
SRR	System Requirements Review
SSDD	Sub-System Design Document
SSP	Systems Security Plan
STES	System Test & Evaluation Strategy
STIG	Security Technical Implementation Guide
SVR	System Verification Review
T&E	Test and Evaluation
TIM	Technical Interchange Meeting
TR	Technical Review
TRR	Test Readiness Review

Acronym	Definition
UI	Universal Interface
USMC	United States Marine Corps
USN	United States Navy
WAWF	Wide Area Workflow

1328

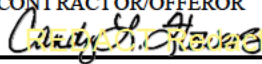


### Contract Information

### NON-Serially Managed

## Requisitioned

LINE NUMBER*	ITEM NAME*	ITEM DESCRIPTION*	NSN <sup>†</sup>	MFR CAGE <sup>†,‡</sup>
001	Dell	General Purpose Laptop	7010016447863	3XAU1
002	Dell	General Purpose Laptop	7010016447863	3XAU1
003	Dell	General Purpose Laptop	7010016447863	3XAU1
004	Dell	General Purpose Laptop	7010016447863	3XAU1
005	Dell	General Purpose Laptop	7010016447863	3XAU1
006	Dell	General Purpose Laptop	7010016447863	3XAU1
007	Dell	General Purpose Laptop	7010016447863	3XAU1
008	Dell	General Purpose Laptop	7010016447863	3XAU1
009	Dell	General Purpose Laptop	7010016447863	3XAU1
010	Dell	General Purpose Laptop	7010016447863	3XAU1


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   4</b>	
2 AMENDMENT/MODIFICATION NO <b>P00001</b>		3 EFFECTIVE DATE <b>05-Mar-2021</b>		4 REQUISITION/PURCHASE REQ NO <b>M9545021SUFXT15</b>		5 PROJECT NO (If applicable)	
6 ISSUED BY COMMANDER MARINE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC (b) (6) 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified							
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b>							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 52.212-4(c) Changes</b>							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</b> Modification Control Number: <b>maddox21677</b> The purpose of this modification is to:  (a) Incorporate Attachment 3, Department of Defense Contract Security Classification Specification (DD Form 254) dated 3 February 2021; and  (b) Revise the Contract Line Item Number (CLIN) description for CLINs 0002, 0003, 0102, 0103, 0202, and 0203.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect							
15A. NAME AND TITLE OF SIGNER (Type or print) <b>Candy L. Flowers, Contracts Analyst Sr.</b>				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED <b>March 3, 2021</b>		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED <b>5 March 2021</b>	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION SF 1449 - CONTINUATION SHEET

SUPPLIES OR SERVICES AND PRICES

CLIN 0002

The CLIN extended description has changed from:

Maintenance Release (1000 hours) IAW PWS Section 3.

To:

Maintenance Release (500 hours) IAW PWS Section 3.

.

CLIN 0003

The CLIN extended description has changed from:

Maintenance Release (1000 hours) IAW PWS Section 3.

To:

Maintenance Release (500 hours) IAW PWS Section 3.

.

CLIN 1002

The CLIN extended description has changed from:

Maintenance Release (1000 hours) IAW PWS Section 3.

To:

Maintenance Release (500 hours) IAW PWS Section 3.

.

CLIN 1003

The CLIN extended description has changed from:

Maintenance Release (1000 hours) IAW PWS Section 3.

To:

Maintenance Release (500 hours) IAW PWS Section 3.

.

CLIN 2002

The CLIN extended description has changed from:

Maintenance Release (1000 hours) IAW PWS Section 3.

To:

Maintenance Release (500 hours) IAW PWS Section 3.

.

CLIN 2003

The CLIN extended description has changed from:

Maintenance Release (1000 hours) IAW PWS Section 3.

To:

Maintenance Release (500 hours) IAW PWS Section 3.

.

The following have been modified:

ATTACHMENTS

Attachment	Description	#Pages
1. Program Manager Applications (PM APPS) Standard Procurement System (SPS) Performance Work Statement (PWS) dated December 2020	PM APPs provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for SPS	63
2. Government Furnished Property (GFP) dated 28 December 2020	GFP will be issued and managed in accordance with MCO 4400.203. A list of GFP will be provided with this contract.	1 (Excel Spreadsheet Tab)
3. DD Form 254 dated 3 February 2021	Department of Defense Contract Security Classification Specification	4

GOVERNMENT PERSONNEL

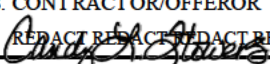
Contracting Officer: Ms. Ebony Guest email Ebony.Guest@usmc.mil

Contract Specialist: Ms. Thea Maddox email Thea.Maddox@usmc.mil

Project Officer: Ms. Laura O'Neill email Laura.A.Oneill@usmc.mil

(End of Summary of Changes)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   2</b>	
2 AMENDMENT/MODIFICATION NO <b>P00002</b>		3 EFFECTIVE DATE <b>08-Mar-2021</b>		4 REQUISITION/PURCHASE REQ NO <b>M9545021SUF115</b>		5 PROJECT NO (If applicable)	
6 ISSUED BY COMMANDER MARINE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC (b) (6) 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified							
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b>							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 52.212-4(c) Changes</b>							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</b> Modification Control Number: <b>maddox21681</b> The purpose of this modification is to remove Defense Federal Acquisition Regulation Supplement Clause 252.222-7999 Combating Race and Sex Stereotyping (Deviation 2021-00001) (NOV 2020) in accordance with Memorandum for Class Deviation 2021-000001 Rescission signed 28 January 2021.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect							
15A. NAME AND TITLE OF SIGNER (Type or print) <b>Candy L. Flowers, Contracts Analyst Sr.</b>				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  REDACT REDACT REDACT (Signature of person authorized to sign)		15C. DATE SIGNED <b>March 8, 2021</b>		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED <b>8 March 2021</b>	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION SF 1449 - CONTINUATION SHEET

The following have been deleted:  
DFARS 252.222-7999 CLASS DEV

(End of Summary of Changes)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   4</b>	
2 AMENDMENT/MODIFICATION NO		3 EFFECTIVE DATE <b>17-Jun-2021</b>		4 REQUISITION/PURCHASE REQ NO SEE SCHEDULE		5 PROJECT NO (If applicable)	
6 ISSUED BY COMMANDER, MARCORSYSCOM ATTN: FALON JACKSON 2200 LESTER STREET QUANTICO VA 22134		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6) COMMANDER MAR NE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050		CODE <b>M67854</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC KATHERINE MCCLEES 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
X D. OTHER (Specify type of modification and authority) Option to Extend the Term of the Contract in accordance with FAR 52.217-9							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: <b>jacksonf211008</b> The purpose of this modification is to exercise and fund Option Contract Line Item Numbers (CLIN) 1001, 1004, and 1007 of subject Task Order in the amount of <b>(b) (3), (b) (4)</b> incorporate Attachment 5 (Standard Procurement System (SPS) Optional Objectives Exercise Addendum for ECP II CLIN 1004), and update the list of attachments.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) <b>Candy L. Flowers, Contracts Analyst Sr.</b>				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR <i>Candy L. Flowers</i> (Signature of person authorized to sign)		15C. DATE SIGNED <b>17 Jun 2021</b>		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED <b>17 Jun 2021</b>	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b) (3), (b) (4) .

SUPPLIES OR SERVICES AND PRICES

CLIN 1001

The option status has changed from Option to Option Exercised.  
The MILSTRIP M9545021SUF108 has been added.

CLIN 1004

The option status has changed from Option to Option Exercised.  
The MILSTRIP M9545021SUF119 has been added.

CLIN 1007

The unit price amount has decreased by (b) (3), (b) (4) .  
The option status has changed from Option to Option Exercised.  
The MILSTRIP M9545021SUF108 has been added.  
The total cost of this line item has decreased by (b) (3), (b) (4) .

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b) (3), (b) (4) .

CLIN 1001:

AC: 17111061A2A 257 67854 067443 2D M95450 1SUF10810LW (CIN M9545021SUF1081001) was increased by (b) (3), (b) (4) .  
The contract ACRN AC has been added.  
The CIN M9545021SUF1081001 has been added.  
The Cost Code 1SUF10810LW has been added.

CLIN 1004:

AD: 17111061A2A 257 67854 067443 2D M95450 1SUF11910LW (CIN M9545021SUF1191004) was increased by (b) (3), (b) (4) .  
The contract ACRN AD has been added.



The CIN M9545021SUF1191004 has been added.  
The Cost Code 1SUF11910LW has been added.

CLIN 1007:

AC: 17111061A2A 257 67854 067443 2D M95450 1SUF10810LW (CIN M9545021SUF1081007) was increased by (b) (3), (b) (4)

The contract ACRN AC has been added.  
The CIN M9545021SUF1081007 has been added.  
The Cost Code 1SUF10810LW has been added.

The following have been modified:

ATTACHMENTS

ATTACHMENT	DESCRIPTION	#PAGES
1. Program Manager Applications (PM APPS) Standard Procurement System (SPS) Performance Work Statement (PWS) dated December 2020	PM APPs provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for SPS.	63
2. Government Furnished Property (GFP) dated 28 December 2020	GFP will be issued and managed in accordance with MCO 4400.203. A list of GFP will be provided with this contract.	1 (Excel Spreadsheet Tab)
3. DD Form 254 dated 03 February 2021	Department of Defense Contract Security Classification Specification	4
4. Standard Procurement System (SPS) Objectives Exercise Addendum dated 16 March 2021	Engineering Change Proposal (ECP) Descriptions	5
5. Standard Procurement System (SPS) Optional Objectives Exercise Addendum for ECP II CLIN 1004 dated 29 April 2021	Engineering Change Proposal (ECP) Descriptions	5


GOVERNMENT PERSONNEL

Contracting Officer: Ms. Ebony Guest email Ebony.Guest@usmc.mil

Contract Specialist: Ms. Thea Maddox email Thea.Maddox@usmc.mil

Project Officer: Ms. Laura O'Neill email Laura.A.Oneill@usmc.mil

(End of Summary of Changes)

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER M9545021SUFX115		PAGE 1 OF 20	
2. CONTRACT NO. 47QTC18D0001		3. AWARD/EFFECTIVE DATE 01-Jan-2021		4. ORDER NUMBER M6785421F4802		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
9. ISSUED BY  COMMANDER MARINE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050  TEL: 703-432-7475 FAX:		CODE M67854		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR:  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM  <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB NAICS: 541519  <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD: \$30,000,000			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30 Days		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
						14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO  COMMANDER MARINE CORPS SYSTEMS COMMAND JOE GAFFNEY 2200 LESTER STREET QUANTICO VA 22134-6050		CODE M67854		16. ADMINISTERED BY  <div style="text-align: center; font-weight: bold;">SEE ITEM 9</div>			
17a. CONTRACTOR/OFFEROR  SCIENCE APPLICATIONS INTERNATIONAL CORPORATION SAIC (b) (6) 12010 SUNSET HILLS RD RESTON VA 20190-5856 (b) (6)		CODE 6XWA8		FACILITY CODE		18a. PAYMENT WILL BE MADE BY  DFAS COLUMBUS DEFENSE FINANCE & ACCOUNTING SERVICE COLUMBUS DFAS-JDCBB/CO PO BOX 182317 COLUMBUS OH 43218-2317	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA  See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  \$1,032,556.18	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.  REF: M67854-21-R-4802				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED <u>29-Dec-2020</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Richard Yungwirth / Contracting Officer  TEL: 703-432-7480 EMAIL: richard.yungwirth@usmc.mil		31c. DATE SIGNED  31-Dec-2020	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 20	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	



## Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	PDSS FFP Post Deployment Software Support (PDSS) in accordance with Performance Work Statement (PWS) Section 3 - PDSS and Engineering Change Proposals (ECPs). FOB: Destination MILSTRIP: M9545021SUF115 PURCHASE REQUEST NUMBER: M9545021SUF115 PSC CD: DA01	6	Months	(b) (3), (b) (4)	
NET AMT					(b) (3), (b) (4)
ACRN AA CIN: M9545021SUF1150001					(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	ECP I FFP Maintenance Release (1000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01	1	Each	(b) (3), (b) (4)	
NET AMT					(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1	Each	(b) (3), (b) (4)	
OPTION	ECP I FFP Maintenance Release (1000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		1	Each	(b) (3), (b) (4)	
OPTION	ECP II FFP Maintenance Release (1500 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		1	Each	(b) (3), (b) (4)	
OPTION	ECP III FFP Maintenance Release (2000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	FY21 Contract Access Fee FFP Contract Access Fee (CAF - 0.75%) in accordance with the Performance Work Statement (PWS - Attachment 1) and the terms and conditions of the contractor's GSA Alliant 2 ID/IQ Award. THIS CLIN VALUE WILL BE MODIFIED SHOULD ANY OPTIONS WITH FY21 PERIODS OF PERFORMANCE BE EXERCISED OR ANY SUPPLEMENTAL AGREEMENTS AFFECTING FY21 PRICE BE NEGOTIATED.  FOB: Destination MILSTRIP: M9545021SUF115 PURCHASE REQUEST NUMBER: M9545021SUF115 PSC CD: DA01	1	Each	(b) (3), (b) (4)	
NET AMT					(b) (3), (b) (4)
ACRN AA CIN: M9545021SUF1150001					(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	PDSS FFP Post Deployment Software Support (PDSS) in accordance with Performance Work Statement (PWS) Section 3 - PDSS and Engineering Change Proposals (ECPs). FOB: Destination PSC CD: DA01	6	Months	(b) (3), (b) (4)	
NET AMT					(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT
1002		1	Each
OPTION	ECP I FFP Maintenance Release (1000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01		

**(b) (3), (b) (4)**

NET AMT

**(b) (3), (b) (4)**

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT
1003		1	Each
OPTION	ECP I FFP Maintenance Release (1000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01		

UNIT PRICE

AMOUNT

**(b) (3), (b) (4)**

NET AMT

**(b) (3), (b) (4)**

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT
1004		1	Each
OPTION	ECP II FFP Maintenance Release (1500 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01		

UNIT PRICE

AMOUNT

**(b) (3), (b) (4)**

NET AMT

**(b) (3), (b) (4)**

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		1	Each	(b) (3), (b) (4)	
OPTION	ECP III FFP Maintenance Release (2000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		1	Each	(b) (3), (b) (4)	
OPTION	Travel FFP In accordance with Performance Work Statement (PWS) Section 20. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007		1	Each	(b) (3), (b) (4)	
OPTION	FY21 Contract Access Fee FFP Contract Access Fee (CAF - 0.75%) in accordance with the Performance Work Statement (PWS - Attachment 1) and the terms and conditions of the contractor's GSA Alliant 2 ID/IQ Award. THIS CLIN VALUE WILL BE MODIFIED SHOULD ANY OPTIONS WITH FY21 PERIODS OF PERFORMANCE BE EXERCISED OR ANY SUPPLEMENTAL AGREEMENTS AFFECTING FY21 PRICE BE NEGOTIATED.  FOB: Destination PSC CD: DA01				

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 NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		6	Months	(b) (3), (b) (4)	
OPTION	PDSS FFP Post Deployment Software Support (PDSS) in accordance with Performance Work Statement (PWS) Section 3 - PDSS and Engineering Change Proposals (ECPs). FOB: Destination PSC CD: DA01				

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 NET AMT

(b) (3), (b) (4)



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Each	(b) (3), (b) (4)	
OPTION	ECP I FFP Maintenance Release (1000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		1	Each	(b) (3), (b) (4)	
OPTION	ECP I FFP Maintenance Release (1000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		1	Each	(b) (3), (b) (4)	
OPTION	ECP II FFP Maintenance Release (1500 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		1	Each	(b) (3), (b) (4)	
OPTION	ECP III FFP Maintenance Release (2000 hours) IAW PWS Section 3. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006		1	Each	(b) (3), (b) (4)	
OPTION	Travel FFP In accordance with Performance Work Statement (PWS) Section 20. FOB: Destination PSC CD: DA01				

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NET AMT

(b) (3), (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2007		1	Each	(b) (3), (b) (4)	
OPTION	FY22 Contract Access Fee FFP Contract Access Fee (CAF - 0.75%) in accordance with the Performance Work Statement (PWS - Attachment 1) and the terms and conditions of the contractor's GSA Alliant 2 ID/IQ Award. THIS CLIN VALUE WILL BE MODIFIED SHOULD ANY OPTIONS WITH FY22 PERIODS OF PERFORMANCE BE EXERCISED OR ANY SUPPLEMENTAL AGREEMENTS AFFECTING FY22 PRICE BE NEGOTIATED.  FOB: Destination PSC CD: DA01				

NET AMT

(b) (3), (b) (4)

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
1006	Destination	Government	Destination	Government
1007	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
2006	Destination	Government	Destination	Government
2007	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 01-JAN-2021 TO 30-JUN-2021	N/A	COMMANDER MARINE CORPS SYSTEMS COMMAND JOE GAFFNEY 2200 LESTER STREET QUANTICO VA 22134-6050 FOB: Destination	M67854
0002	POP 01-JAN-2021 TO 30-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
0003	POP 01-JAN-2021 TO 30-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
0004	POP 01-JAN-2021 TO 30-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
0005	POP 01-JAN-2021 TO 30-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
0007	POP 01-JAN-2021 TO 30-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1001	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1002	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1003	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1004	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1005	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1006	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1007	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2001	POP 01-JAN-2022 TO 30-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854

2002	POP 01-JAN-2022 TO 30-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2003	POP 01-JUL-2021 TO 31-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2004	POP 01-JAN-2022 TO 30-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2005	POP 01-JAN-2022 TO 30-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2006	POP 01-JAN-2022 TO 30-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2007	POP 01-JAN-2022 TO 30-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854

## ACCOUNTING AND APPROPRIATION DATA

AA: 17111061A2A 233 67854 067443 2D M95450

COST CODE: 1SUFX11510LW

AMOUNT (b) (3), (b) (4)

ACRN	CLIN/SLIN	CIN	AMOUNT
AA	0001	M9545021SUFX1150001	(b) (3), (b) (4)
	0007	M9545021SUFX1150001	(b) (3), (b) (4)

## CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.204-18	Commercial and Government Entity Code Maintenance	AUG 2020
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.	OCT 2020
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.	AUG 2020
52.204-26	Covered Telecommunications Equipment or Services--Representation.	OCT 2020
52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2018
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items	NOV 2020
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	AUG 2018
52.245-1	Government Property	JAN 2017
52.245-9	Use And Charges	APR 2012
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011

252.203-7003	Agency Office of the Inspector General	AUG 2019
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	OCT 2016
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	DEC 2019
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.227-7015	Technical Data--Commercial Items	FEB 2014
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2016
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7010	Cloud Computing Services	OCT 2016
252.239-7018	Supply Chain Risk	FEB 2019
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	DEC 2017
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	DEC 2017

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.217-7 OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days before PoP expires**. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within **15 days before PoP expires** ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30 days before the contract expires**. The preliminary notice does not commit the Government to an extension.

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

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

(End of clause)

##### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)



(a) Definitions. As used in this clause—

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

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

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

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

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

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

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

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

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

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

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

Not Applicable

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

Invoice 2in1

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	M67443
Issue By DoDAAC	M67854
Admin DoDAAC**	M67854
Inspect By DoDAAC	N/A
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	M67854 Ext PM10
Service Acceptor (DoDAAC)	M67854 Ext PM10
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(6) Contractor shall place the Agency Accounting Identifier (AAI) number on each invoice. The AAI number is 067443.

(g) WAWF point of contact.

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

Project Officer:

Laura O'Neill at [Laura.A.Oneill@usmc.mil](mailto:Laura.A.Oneill@usmc.mil)

Contracting Officer:

Ebony Guest at [Ebony.Guest@usmc.mil](mailto:Ebony.Guest@usmc.mil)

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

DFARS 252.222-7999 CLASS DEV

COMBATING RACE AND SEX STEREOTYPING  
(DEVIATION 2021-00001) (NOV 2020)

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

“Race or sex scapegoating” means assigning fault, blame, or bias to a race or sex, or to members of a race or sex because of their race or sex.

“Race or sex stereotyping” means ascribing character traits, values, moral and ethical codes, privileges, status, or beliefs to a race or sex, or to an individual because of his or her race or sex.

(b) *Exemptions.* The exemptions that apply to Executive Order (E.O.) 11246 (see FAR 22.807) also apply to E.O. 13950 and the requirements of this clause.

(c) *Compliance with E.O. 13950, Combating Race and Sex Stereotyping.* Unless exempted under paragraph (b) of this clause, the Contractor shall not use any workplace training that inculcates in its employees any form of race or sex stereotyping or any form of race or sex scapegoating, including the concepts that—

- (1) One race or sex is inherently superior to another race or sex;
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex;
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex;
- (5) An individual's moral character is necessarily determined by his or her race or sex;

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;

(7) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist, or were created by a particular race to oppress another race.

(d) *Notice.* The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice provided below advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

**NOTICE**  
**E.O. 13950, Combating Race and Sex Stereotyping**  
**Employers Holding Federal Contracts or Subcontracts**

Contractors shall not use any workplace training that inculcates in its employees any form of race or sex stereotyping or any form of race or sex scapegoating, including the following concepts that—

- (1) One race or sex is inherently superior to another race or sex;
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex;
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex;
- (5) An individual's moral character is necessarily determined by his or her race or sex;
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;
- (7) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist, or were created by a particular race to oppress another race.

For use in this notice—

“Race or sex scapegoating” means assigning fault, blame, or bias to a race or sex, or to members of a race or sex because of their race or sex; and

“Race or sex stereotyping” means ascribing character traits, values, moral and ethical codes, privileges, status, or beliefs to a race or sex, or to an individual because of his or her race or sex.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under this notice should immediately contact the Office of Federal Contract Compliance Programs (OFCCP) Complaint Hotline to Combat Race and Sex Stereotyping at 202-343-2008 or via email at [OFCCPComplaintHotline@dol.gov](mailto:OFCCPComplaintHotline@dol.gov).

(End of notice)

(e) *Noncompliance*. In the event it is determined that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, under the procedures authorized in E.O. 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in E.O. 11246, as amended; in the rules, regulations, and orders of the Secretary of Labor; or as otherwise provided by law.

(f) *Subcontracts*. (1) The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts that exceed \$10,000 and are not exempted by the rules, regulations, or orders of the Secretary of Labor issued under E.O. 11246, as amended, so that these terms and conditions will be binding upon each subcontractor.

(2) The Contractor shall take such action with respect to any subcontract as the Director of OFCCP may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance, provided, that if the Contractor becomes involved in, or is threatened with, litigation with a subcontractor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

(End of clause)

ATTACHMENTS

Attachment	Description	#Pages
1. Program Manager Applications (PM APPS) Standard Procurement System (SPS) Performance Work Statement (PWS) dated December 2020	PM APPs provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for SPS	63
2. Government Furnished Property (GFP) dated 28 December 2020	GFP will be issued and managed in accordance with MCO 4400.203. A list of GFP will be provided with this contract.	1 (Excel Spreadsheet Tab)

GOVERNMENT PERSONNEL

Contracting Officer: Ebony Guest email [Ebony.Guest@usmc.mil](mailto:Ebony.Guest@usmc.mil)

Contract Specialist: Thea Maddox email [Thea.Maddox@usmc.mil](mailto:Thea.Maddox@usmc.mil)

Project Officer: Laura O'Neill email [Laura.A.Oneill@usmc.mil](mailto:Laura.A.Oneill@usmc.mil)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   2</b>	
2 AMENDMENT/MODIFICATION NO <b>P0005</b>		3 EFFECTIVE DATE <b>05-Nov-2021</b>		4 REQUISITION/PURCHASE REQ NO SEE SCHEDULE		5 PROJECT NO (If applicable)	
6 ISSUED BY MARCORSYSCOM, PMM-171 ATTN: RICKY.EDWARDS@USMC.ML 2200 LESTER STREET QUANTICO VA 22134		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6) COMMANDER MARINE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050		CODE <b>M67854</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC <b>(b) (6)</b> 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4(c); Changes.							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: <b>edwardsr22188</b> The purpose of this no cost modification is to incorporate DFARS Clause 252.223-7999 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (Deviation 2021-00009).							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect							
15A. NAME AND TITLE OF SIGNER (Type or print) <b>(b) (6)</b>				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Morgan C. Brady, Contracting Officer TEL: 703-784-2854 EMAIL: morgan.brady@usmc.mil			
15B. CONTRACTOR/OFFEROR <b>(b) (6)</b> (Signature of person authorized to sign)		15C. DATE SIGNED <b>11/05/2021</b>		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED <b>5 Nov 2021</b>	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   2</b>	
2 AMENDMENT/MODIFICATION NO <b>P00005</b>		3 EFFECTIVE DATE <b>05-Nov-2021</b>		4 REQUISITION/PURCHASE REQ NO SEE SCHEDULE		5 PROJECT NO (If applicable)	
6 ISSUED BY MARCORSYSCOM, PMM-171 ATTN: RICKY.EDWARDS@USMC M L 2200 LESTER STREET QUANTICO VA 22134		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6) COMMANDER MAR NE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050		CODE <b>M67854</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC (b) (6) 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 52.212-4(c); Changes.</b>							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: <b>edwardsr22188</b> The purpose of this no cost modification is to incorporate DFARS Clause 252.223-7999 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (Deviation 2021-O0009).							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) MORGAN BRADY / CONTRACT SPECIALIST TEL: 703-784-3525 EMAIL: morgan.brad@usmc.mil			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY <i>Morgan C. Brady</i> (Signature of Contracting Officer)		16C. DATE SIGNED <b>05-Nov-2021</b>	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

The following have been added by full text:

252.223-7999 ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS  
(DEVIATION 2021-O0009) (OCT 2021)

(a) Definition. As used in this clause –

United States or its outlying areas means—

(1) The fifty States;

(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Compliance. The Contractor shall comply with all guidance, including guidance conveyed through Frequently Asked Questions, as amended during the performance of this contract, for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (Task Force Guidance) at <https://www.saferfederalworkforce.gov/contractors/>.

(d) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts at any tier that exceed the simplified acquisition threshold, as defined in Federal Acquisition Regulation 2.101 on the date of subcontract award, and are for services, including construction, performed in whole or in part within the United States or its outlying areas.

(End of clause)

(End of Summary of Changes)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   4</b>	
2 AMENDMENT/MODIFICATION NO <b>P00006</b>		3 EFFECTIVE DATE <b>27-Dec-2021</b>		4 REQUISITION/PURCHASE REQ NO SEE SCHEDULE		5 PROJECT NO (If applicable)	
6 ISSUED BY MARCORSYSCOM, PMM-171 ATTN: RICKY.EDWARDS@USMC.ML 2200 LESTER STREET QUANTICO VA 22134		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6) COMMANDER MAR NE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050		CODE <b>M67854</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC (b) (6) 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
X D. OTHER (Specify type of modification and authority) FAR 52.217-9, Option to Extend the Term of the Contract.							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: <b>edwardsr22218</b> The purpose of this modification is to:  1. Exercise and fund Contract Line Item Numbers (CLINs) 2001, 2004 and 2007. The period of performance shall be 01 January 2022 through 30 June 2022; 2. Revise the value of CLIN 2007, Contract Access Fee based on the exercised option value for FY22; 3. Incorporate Standard Procurement System (SPS) Optional Objectives Exercise Addendum as Attachment 6; and 4. Update List of Attachments.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect							
15A. NAME AND TITLE OF SIGNER (Type or print) <b>(b) (6)</b>				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Morgan C. Brady, Contracting Officer TEL: (703) 784-2854 EMAIL: morgan.brady@usmc.mil			
15B. CONTRACTOR/OFFEROR <b>(b) (6)</b> (Signature of person authorized to sign)		15C. DATE SIGNED <b>12/27/2021</b>		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED <b>12/27/2021</b>	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   4</b>	
2 AMENDMENT/MODIFICATION NO <b>P00006</b>		3 EFFECTIVE DATE <b>27-Dec-2021</b>		4 REQUISITION/PURCHASE REQ NO SEE SCHEDULE		5 PROJECT NO (If applicable)	
6 ISSUED BY MARCORSYSCOM, PMM-171 ATTN: RICKY.EDWARDS@USMC M L 2200 LESTER STREET QUANTICO VA 22134		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6) COMMANDER MAR NE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050		CODE <b>M67854</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC (b) (6) 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
X D. OTHER (Specify type of modification and authority) FAR 52.217-9, Option to Extend the Term of the Contract.							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: <b>edwardsr22218</b> The purpose of this modification is to:  1. Exercise and fund Contract Line Item Numbers (CLINs) 2001, 2004 and 2007. The period of performance shall be 01 January 2022 through 30 June 2022; 2. Revise the value of CLIN 2007, Contract Access Fee based on the exercised option value for FY22; 3. Incorporate Standard Procurement System (SPS) Optional Objectives Exercise Addendum as Attachment 6; and 4. Update List of Attachments.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) MORGAN BRADY / CONTRACT SPECIALIST TEL: 703-784-3525 EMAIL: morgan.brad@usmc.mil			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY <i>Morgan C. Brady</i> (Signature of Contracting Officer)		16C. DATE SIGNED <b>27-Dec-2021</b>	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

## SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b) (3), (b) (4) .

## SUPPLIES OR SERVICES AND PRICES

## CLIN 2001

The option status has changed from Option to Option Exercised.  
The MILSTRIP M9545025718 has been added.

## CLIN 2004

The option status has changed from Option to Option Exercised.  
The MILSTRIP M9545025718 has been added.

## CLIN 2007

The unit price amount has decreased by (b) (3), (b) (4) .  
The option status has changed from Option to Option Exercised.  
The MILSTRIP M9545025718 has been added.  
The total cost of this line item has decreased by (b) (3), (b) (4) .

## ACCOUNTING AND APPROPRIATION

## Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b) (3), (b) (4) .

## CLIN 2001:

## AE:

^^^017^2022^2022^^1106^000^^257^D^1A2A^^^^0000^00008522^044320^M67854^M95450.M37101\_MA^M47854\_0133\_000000\_501404^M95450\_22001BLW0^257.22 O&M IT S^^^ (CIN M95450257180001) was increased by (b) (3), (b) (4) .

The contract ACRN AE has been added.

The CIN M95450257180001 has been added.

## CLIN 2004:

## AE:

^^^017^2022^2022^^1106^000^^257^D^1A2A^^^^0000^00008522^044320^M67854^M95450.M37101\_MA^M

47854\_0133\_000000\_501404^M95450\_22001BLW0^257.22 O&M IT S^^ (CIN M95450257180002) was increased by (b) (3), (b) (4)

The contract ACRN AE has been added.

The CIN M95450257180002 has been added.

CLIN 2007:

AE:

^^017^2022^2022^1106^000^257^D^1A2A^^^0000^00008522^044320^M67854^M95450.M37101\_MA^M 47854\_0133\_000000\_501404^M95450\_22001BLW0^257.22 O&M IT S^^ (CIN M95450257180003) was increased by (b) (3), (b) (4)

The contract ACRN AE has been added.

The CIN M95450257180003 has been added.

The following have been modified:

ATTACHMENTS

ATTACHMENT	DESCRIPTION	#PAGES
1. Program Manager Applications (PM APPS) Standard Procurement System (SPS) Performance Work Statement (PWS) dated December 2020	PM APPS provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for SPS.	63
2. Government Furnished Property (GFP) dated 28 December 2020	GFP will be issued and managed in accordance with MCO 4400.203. A list of GFP will be provided with this contract.	1 (Excel Spreadsheet Tab)
3. DD Form 254 dated 03 February 2021	Department of Defense Contract Security Classification Specification	4
4. Standard Procurement System (SPS) Objectives Exercise Addendum dated 16 March 2021	Engineering Change Proposal (ECP) Descriptions	5
5. Standard Procurement System (SPS) Optional Objectives Exercise Addendum for ECP II CLIN 1004 dated 29 April 2021	Engineering Change Proposal (ECP) Descriptions	5
6. Standard Procurement System (SPS) Objectives Exercise Addendum dated October 2021	Engineering Change Proposal (ECP) Descriptions	5



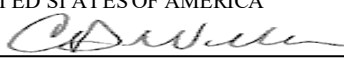
GOVERNMENT PERSONNEL

Contracting Officer: Ms. Morgan Brady email Morgan.Brady@usmc.mil

Contract Specialist: Mr. Ricky Edwards email Ricky.Edwards@usmc.mil

Project Officer: Ms. Laura O'Neill email Laura.A.Oneill@usmc.mil

(End of Summary of Changes)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   5</b>	
2 AMENDMENT/MODIFICATION NO <b>P00003</b>		3 EFFECTIVE DATE <b>29-Mar-2021</b>		4 REQUISITION/PURCHASE REQ NO SEE SCHEDULE		5 PROJECT NO (If applicable)	
6 ISSUED BY CODE <b>COMMANDER MAR NE CORPS SYSTEMS COMMAND ATTN: THEA MADDOX 2200 LESTER STREET QUANTICO VA 22134-6050</b>		CODE <b>M67854</b>		7 ADMINISTERED BY (If other than item 6) CODE <b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO SAIC <b>(b) (6)</b> 12010 SUNSET HILLS RD RESTON VA 20190-5856				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>M6785421F4802</b>			
				X 10B. DATED (SEE ITEM 13) <b>01-Jan-2021</b>			
CODE <b>6XWA8</b>		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
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X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 52.217-9 Option to Extend the Term of the Contract</b>							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: <b>gueste21726</b> The purpose of this modification is to:  a. Exercise Option Contract Line Item Numbers (CLINs) 0002 and 0003 of subject Task Order in the amount of <b>(b) (3), (b) (4)</b> increasing the value of the task order from <b>(b) (3), (b) (4)</b> . The period of performance will be 30 March 2021 through 30 June 2021; b. Incorporate Standard Procurement System (SPS) Optional Objectives Exercise Addendum as Attachment 4; c. Update List of Attachments; and d. As an administrative note, due to a glitch in the PD2 system, the second modification was accidentally numbered as P00001 rather than P00002. This modification will continue with the appropriate P00003 Supplemental Procurement Instrument Identification Number (SPIN).  All other terms and conditions remain constant and in full force and effect.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CLINTON D. WELLS / CONTRACT SPECIALIST TEL: 703-432-3268 EMAIL: clinton.wells@usmc.mil			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)		16C. DATE SIGNED <b>29-Mar-2021</b>	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

## SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b) (3), (b) (4) .

## SUPPLIES OR SERVICES AND PRICES

## CLIN 0002

The option status has changed from Option to Option Exercised.

## CLIN 0003

The option status has changed from Option to Option Exercised.

## ACCOUNTING AND APPROPRIATION

## Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b) (3), (b) (4) from (b) (3), (b) (4) .

## CLIN 0002:

AB: 17111061A2A 257 67854 067443 2D M95450 1SUF11710LW (CIN M9545021SUF1170002) was increased by (b) (3), (b) (4)

The contract ACRN AB has been added.

The CIN M9545021SUF1170002 has been added.

The Cost Code 1SUF11710LW has been added.

## CLIN 0003:

AB: 17111061A2A 257 67854 067443 2D M95450 1SUF11710LW (CIN M9545021SUF1170003) was increased by (b) (3), (b) (4)

The contract ACRN AB has been added.

The CIN M9545021SUF1170003 has been added.

The Cost Code 1SUF11710LW has been added.

## DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
---------------	----------	-----------------	------------------

POP 01-JAN-2021 TO  
30-JUN-2021

N/A

COMMANDER MARINE CORPS SYSTEMS M67854  
COMMAND  
JOE GAFFNEY  
2200 LESTER STREET  
QUANTICO VA 22134-6050  
FOB: Destination

To:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

DODAAC /  
CAGE

POP 30-MAR-2021 TO  
30-JUN-2021

N/A

COMMANDER MARINE CORPS SYSTEMS M67854  
COMMAND  
JOE GAFFNEY  
2200 LESTER STREET  
QUANTICO VA 22134-6050  
FOB: Destination

The following Delivery Schedule item for CLIN 0003 has been changed from:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

DODAAC /  
CAGE

POP 01-JAN-2021 TO  
30-JUN-2021

N/A

COMMANDER MARINE CORPS SYSTEMS M67854  
COMMAND  
JOE GAFFNEY  
2200 LESTER STREET  
QUANTICO VA 22134-6050  
FOB: Destination

To:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

DODAAC /  
CAGE

POP 30-MAR-2021 TO  
30-JUN-2021

N/A

COMMANDER MARINE CORPS SYSTEMS M67854  
COMMAND  
JOE GAFFNEY  
2200 LESTER STREET  
QUANTICO VA 22134-6050  
FOB: Destination

The following have been modified:

ATTACHMENTS

ATTACHMENT	DESCRIPTION	#PAGES
1. Program Manager Applications (PM APPS) Standard Procurement System (SPS) Performance Work Statement (PWS) dated December 2020	PM APPs provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for SPS.	63
2. Government Furnished Property (GFP) dated 28 December 2020	GFP will be issued and managed in accordance with MCO 4400.203. A list of GFP will be provided with this contract.	1 (Excel Spreadsheet Tab)
3. DD Form 254 dated 03 February 2021	Department of Defense Contract Security Classification Specification	4
4. Standard Procurement System (SPS) Objectives Exercise Addendum dated 16 March 2021	Engineering Change Proposal (ECP) Descriptions	5

GOVERNMENT PERSONNEL

Contracting Officer: Ms. Ebony Guest email Ebony.Guest@usmc.mil

Contract Specialist: Ms. Thea Maddox email Thea.Maddox@usmc.mil

Project Officer: Ms. Laura O'Neill email Laura.A.Oneill@usmc.mil

(End of Summary of Changes)

## Maddox CIV Thea M

---

**From:** Maddox CIV Thea M  
**Sent:** Monday, December 28, 2020 1:02 PM  
**To:** (b) (6)  
**Cc:** Oneill CIV Laura A; Hegland CIV Christopher A; Guest CIV Ebony M  
**Subject:** Request for Proposal M67854-21-R-4802 Standard Procurement System (SPS)  
**Attachments:** SPS\_PWS-v4\_M67854-21-R-4802\_122820.pdf; RFP Pricing Worksheet\_M67854-21-R-4802\_122820.xlsx  
**Signed By:** thea.maddox@usmc.mil

Good Afternoon (b) (6)

Please see attached for the Request for Proposal for the Standard Procurement System (SPS) Requirement (M67854-21-R-4802). Please reply to the undersigned with confirmation of receipt.

The quality and timeliness of SAIC's proposal will have a direct impact on the successful and expeditious completion of contract negotiations. This notification provides direction for proposal purposes only, and should not be interpreted as a contract. Furthermore, this notification does not change the terms or conditions of any existing Government contracts.

Due to the urgent nature of this Task Order, the Government is available for Question/Answer period at your convenience (28-29 December 2020); just provide the time that you would need and any preview of the those questions/concerns. That request should be sent to, Contract Specialist, Ms. Thea Maddox via e-mail. Proposal is due 29 December 2020 at 5:00 PM/EST local time.

If you have any questions regarding this RFP, please contact the Lead Contract Specialist supporting this effort, Ms. Thea Maddox, [Thea.Maddox@usmc.mil](mailto:Thea.Maddox@usmc.mil) and Contracting Officer, Ms. Ebony Guest, [Ebony.Guest@usmc.mil](mailto:Ebony.Guest@usmc.mil). In addition, Ebony Guest can be reached at 571-320-0307 at any time for any questions or concerns.

=====Break=====

### Information for RFP:

(1) Evaluation Criteria will be based on: Acceptable or Unacceptable for Sections 2 – Transition /Section 3 – PDSS and ECPs /Section 4 – Software Development /Section 5 – Project Management /Section 6 – Contract Closeout

(2) Applicable Federal Acquisition Regulations (FAR) / Defense Federal Acquisition Regulation Supplement (DFARS) :

52.203-3	Gratuities
52.204-18	Commercial and Government Entity Code Maintenance
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment



52.204-25 or Equipment	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services
52.204-26	Covered Telecommunications Equipment or Services-Representation
52.212-4	Contract Terms and Conditions-Commercial Items
52.217-9	Option to Extend the Term of the Contract
52.245-1	Government Property
52.245-9	Use and Charges
252.203-7000	Requirements Relating to Compensation of Former DoD Officials
252.203-7003	Agency Office of the Inspector General
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.
252.205-7000	Provision Of Information To Cooperative Agreement Holders
252.227-7013	Rights in Technical Data--Noncommercial Items
252.227-7015	Technical Data--Commercial Items
252.227-7037	Validation of Restrictive Markings on Technical Data
252.232-7010	Levies on Contract Payments
252.239-7010	Cloud Computing Services
252.239-7018	Supply Chain Risk
252.243-7002	Requests for Equitable Adjustment
252.244-7000	Subcontracts for Commercial Items
252.245-7001	Tagging, Labeling and Marking of GFP
252.245-7002	Reporting Loss Government Property
252.245-7003	Contractor Property Management Systems Administration
252.245-7004	Reporting, Reutilization and Disposal
225.211-7007	Reporting GFP
252.222-7999	Combating Race and Sex Stereotyping (DEV 2021-O0001)
252.232-7006	Wide Area Workflow Payment Instructions

(a) Definitions. As used in this clause—

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

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

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

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

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

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

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

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

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

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

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

\_\_\_ Not Applicable \_\_\_

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

\_\_\_ Invoice 2in1 \_\_\_

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	M67443
Issue By DoDAAC	M67854
Admin DoDAAC**	M67854
Inspect By DoDAAC	N/A
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	M67854 Ext PM10
Service Acceptor (DoDAAC)	M67854 Ext PM10
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(6) Contractor shall place the Agency Accounting Identifier (AAI) number on each invoice. The AAI number is 067443

(g) WAWF point of contact.

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

Christopher Hegland

Contracting Officer:

Ebony Guest

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

=====Break=====

Attachments

(1) Final PWS

(2) Pricing Worksheet

Respectfully,

Thea Maddox

Contract Specialist

PM Applications

PfM Marine Corps Supporting Establishment Systems (MCSES)

Marine Corps Systems Command (MCSC)

Phone: (703) 432-7475

Cell: (540) 538-0363

Email: [thea.maddox@usmc.mil](mailto:thea.maddox@usmc.mil)

Base (6 mth POP)				
	CLIN	QTY	Cost	Total
PDSS (6 mth POP)	0001	6		\$0.00
ECP I (optional)	0002	2		\$0.00
ECP II (optional)	0003	1		\$0.00
ECP III (optional)	0004	1		\$0.00
RESERVED	0005	0		\$0.00
CAF (0.75%)	0006	1		\$0.00
Total				\$0.00

Option 1 (6 mth POP)				
	CLIN	QTY	Cost	Total
PDSS	1001	6		\$0.00
ECP I (optional)	1002	2		\$0.00
ECP II (optional)	1003	1		\$0.00
ECP III (optional)	1004	1		\$0.00
Travel (optional)	1005	1		\$0.00
CAF (0.75%)	1006	1		\$0.00
Total				\$0.00

Option 2 (6 mth POP)				
	CLIN	QTY	Cost	Total
PDSS	2001	6		\$0.00
ECP I (optional)	2002	2		\$0.00
ECP II (optional)	2003	1		\$0.00
ECP III (optional)	2004	1		\$0.00
Travel (optional)	2005	1		\$0.00
CAF (0.75%)	2005	1		\$0.00
Total				\$0.00

---

Marine Corps Systems Command  
Portfolio Manager (PfM)  
Supporting Establishment Systems (SES)

---



Program Manager Applications (PM APPs)  
Standard Procurement System (SPS)

---

Performance Work Statement (PWS)

---

**December 2020**

**Version 1.0**

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# **1 Introduction**

## **1.1 Purpose and Scope**

Program Manager Applications (PM APPs) provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for Standard Procurement System (SPS). SPS falls under the Marine Corps Systems Command's, Portfolio Manager (PfM) Supporting Establishment Systems' PM APPs Headquarters, Sustainment, and Training (HQST) Team.

The scope of this PWS covers the full range of PDSS for SPS; system maintenance and performance upgrade services, and software upgrades and patch Engineering Change Proposals (ECPs) and optional objectives if exercised. Services include program management, engineering and analysis, software development, deployment, configuration management, quality assurance, risk management, service desk, system and database administration, cybersecurity, testing and evaluation, logistics, and audit support.

## **1.2 Background**

As an integral part of the of the Department of Defense (DoD) Business Enterprise Architecture (BEA), PA Systems provides an end-to-end contracting and procurement suite of integrated systems and interfaces that meet the 2001 DoD mandate for a paperless procurement and logistics process. PA Systems provides mission critical IT services that directly support the Marine Corps' ability to electronically generate contractual and non-contractual agreements, electronically receipt for and accept goods and services provided, and electronically store procurement data and documents, and to communicate (interface) with downstream business systems. The enclosure provides a description of the systems that comprise PA Systems. Over 22 thousand Marine Corps personnel located within and outside the continental United States use PA Systems on a daily basis to ensure goods and/or services are available to support command requirements. The portfolio also supports miscellaneous payment business processes at almost every Marine Corps organization and command. Several PA Systems' components, such as PR Builder, WAWF, and SPS, are Tier I feeder systems that report accounting transactions directly to the Standard Accounting, Budgeting and Reporting System (SABRS) for posting to the general ledger in accordance with Department of Defense Financial Management Regulations. Failure of Tier I systems to properly generate and post transactions to SABRS creates abnormal accounting conditions and adversely impacts the Marine Corps' ability to sustain an unqualified audit opinion.

## **1.3 Standard Procurement System**

SPS is a joint program that supports the Contract Writing System (CWS) for the Department of Defense (DoD) using a software application called Procurement Desktop Defense (PD2). The Joint Program Management Office (JPMO), part of the US Army's Defense Logistics Agency (DLA), is the lead service. The JPMO manages PD2 software development, which is a

Commercial off the Shelf (COTS) product, and approves release through SPS Knowledge Base, a website managed through the software developer. Service Release (SR) 17b is the most current release of PD2 (released in 2019). Validation of JPMO-released updates and testing with interface partners are conducted before applying updates to the Production system. The SPS PMO at MARCORSYSCOM manages deployment and sustainment of SPS instances for USMC users.

SPS is commonly referred to as SPS, SPS/PD2, PD2, and PD-squared. The term SPS will be used throughout this document.

SPS automates and standardizes the procurement process starting with receipt of the Purchase Request (PR) from the PR Builder system through contract closeout. The USMC uses SPS to support all contracting. Each Marine Corps contracting office contains PD2 client workstations that connect to the SPS database server supporting their contracting office. Approved contracting actions are reported to the UI for transmission to the GEX and SABRS. The transactions reported to the GEX are then sent to the Electronic Data Access – Next Generation (EDA-NG). Contracting actions are reported from PD2 to the Federal Procurement Data System – Next Generation (FPDS-NG). SPS creates a high volume of annual transactions and is a critical part of annual budget execution. For example, in FY19, the Marine Corps generated 9,978 contracting actions using SPS with a total expenditure of \$2.79 billion in appropriated funds.

The SPS Systems Integrator provides PDSS support to SPS, there is no PDSS requirement to make changes to the SPS source code or application, all required changes is completed at the JPMO level within DLA; therefore, there is no proprietary concern.

Department of the Navy (DON) has an initiative that is replacing SPS. Per the Secretaries of the Military Department Deputy Chief Management Officer Memorandum dated 26 April 2020, the migration to an electronic Procurement System (ePS) is scheduled for implementation in FY2023. It is anticipated that SPS will be maintained until FY2026. The activities will include ensuring the Cybersecurity posture is maintained and ensuring old documents are accessible.

Figure 1 depicts SPS High Level Architecture, while Table 3 below provides an overview of the system.

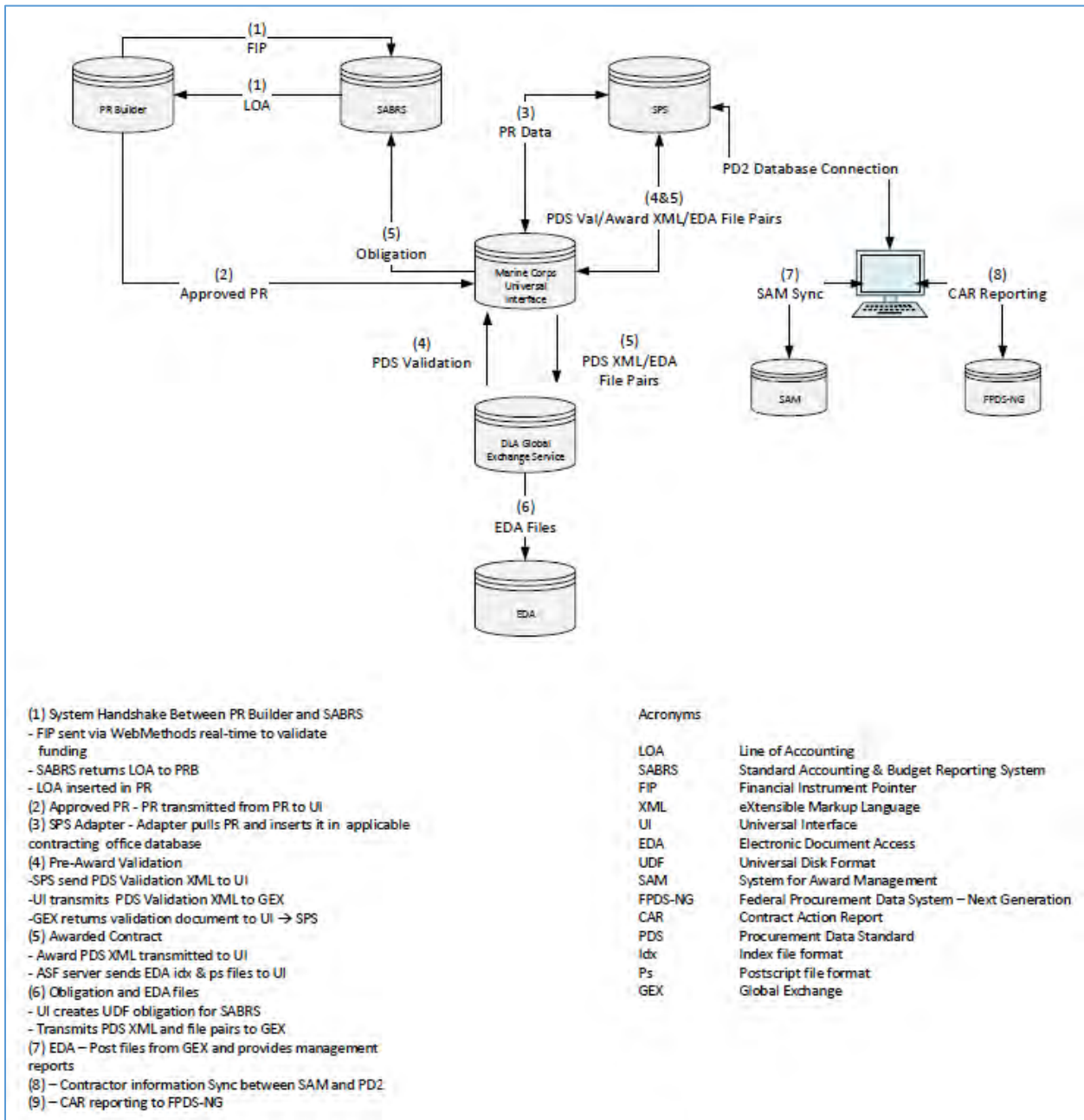


Figure 1. SPS High Level Architecture

SPS System Overview			
Number of Servers	Three (3): <ul style="list-style-type: none"> <li>WebMethods Adapter</li> <li>Application Server Framework (ASF)</li> <li>Sybase Database</li> </ul>	Hosting Environment	Marine Air Ground Task Force Information Technology Support Center (MITSC)-National Capital Region (NCR) (Quantico)
	Four (4): <ul style="list-style-type: none"> <li>WebMethods Adapter</li> <li>Application Server Framework (ASF)</li> <li>Sybase Database</li> <li>File Share Server</li> </ul>		MITSC-West (Camp Pendleton)
	Two (2) (Virtual): <ul style="list-style-type: none"> <li>WebMethods Adapter and Application Server Framework (ASF)</li> <li>Sybase Database</li> </ul>		MITSC-WestPac (Camp Foster, Okinawa)
	Three (3) (Virtual): <ul style="list-style-type: none"> <li>WebMethods Adapter</li> <li>Application Server Framework (ASF)</li> <li>Sybase Database</li> </ul>		Hybrid Cloud Services (HCS), Kansas City, MO
Interfaces to Other Systems	<ul style="list-style-type: none"> <li>PR-Builder UI</li> <li>System for Award</li> <li>Navy ERP (Quantico and HCS only) future</li> </ul>	Environments	Production (3 MITSCs) Pre-Production (HCS)
Interface Transaction Rate Frequency	<ul style="list-style-type: none"> <li>PR-Builder – Real Time</li> <li>Navy ERP – TBD</li> </ul>	Risk Management Framework (RMF) Confidentiality, Integrity, Availability Impact Level	Low, Moderate, Low
Storage Requirement	<ul style="list-style-type: none"> <li>Production – 1 Terabytes</li> <li>Pre-Production/Beta – 1 Terabytes</li> </ul>	ATO Expiration Date	Reciprocity ATO Expiration: 09/30/2023
System Software			
<b>Operating System:</b> Windows Server 2012			

SPS System Overview	
<b>Application Software:</b> Microsoft Word, Procurement Desktop – Defense (PD <sup>2</sup> ), PD <sup>2</sup> Adapter, PD <sup>2</sup> Application Server Framework, PD <sup>2</sup> Document Transfer Utility, PD <sup>2</sup> Archiving Utility, Cognos, Adobe Reader, PDS Extraction Utility, Web Methods	
<b>Database Software:</b> Sybase ASE 16.0 SP03	
<b>System Development Language(s):</b> Java JRE, JavaScript, .NET Framework	
System Hardware	
<ul style="list-style-type: none"> <li>• MITSC NCR Dell R730 (3) models</li> <li>• MITSC West SuperMicro SYS-2049U (1) model and SYS-2028R (3) models</li> <li>• MITSC West-Pac Dell PowerEdge R720 (2)</li> </ul> <p>NOTE: These servers provide the infrastructure for SPS system that are property, transferred to the hosting facilities.</p>	

**Table 1: Standard Procurement System Overview**

## 1.4 Production Support System (PSS)

### 1.4.1 SPS

The SPS PSS Pre-Production is a virtualized instance of SPS that resides in HCS Data Center. The PSS system is used to conduct validation of JPMO-released updates before applying these to the Production system and to conduct testing with interface partners. There is an instance at three of the Marine Corps' regional datacenters located at Quantico, Virginia; Camp Pendleton, California; and Camp Butler, Okinawa Japan.

## 1.5 PM APPs Management Plans

Table 4 identifies the PM APPs Management Plans that provide overarching guidance for PM APPs managed projects. These documents form the foundation for the baseline for PM APPs' common best business practices.

Document / Reference	Intended Use
PM APPs Systems Engineering Plan (SEP)	Describes the systems engineering approach for PM APPs' projects.
PM APPs Configuration Management Plan (CMP)	Describes the processes the PM APPs Program Management Office follows to define, document, implement, account for and audit changes to requirements and baselines, supporting processes and documents for each of the projects in its portfolio.
PM APPs System Test & Evaluation Strategy (STES)	Defines the Test & Evaluation (T&E) approach for the PM APPs Program Management Offices.
PM APPs Performance Measurement Plan	Provides all managed projects with a framework for reporting a set of core and specialized metrics to baseline



Document / Reference	Intended Use
	system element performance and report a standardized set of Key Performance Indicators (KPIs) to stakeholders.
PM APPs Risk Management Plan	Provide all managed projects with a framework to identify, assess and mitigate/escalate risks
PM APPs Requirements Management Plan	Provide all managed projects with information on the systems engineering process to manage and control requirements changes. It is the process of documenting, analyzing, tracing, prioritizing, and agreeing upon all requirements received or generated, including technical/performance (non-functional) and operational (functional) requirements.

**Table 2: PM APPS Management Plans**

During the performance of this contract, the Contractor may be required to coordinate certain efforts with other Contractors hired by the Government to assist with program management support.

#### 1.6 Contractor Performance

The contract shall be performed in accordance with this PWS, the Government's Quality Assurance Surveillance Plan (QASP), and PM APPs Management Plans. Additionally, the contract shall be performed in accordance with the processes and standards in the Contractor's Post Deployment Software Support (PDSS) Plan (P001), Project Management Plan (PMP) (P003), and Quality Assurance Program Plan (QAPP) (P004).

#### **Post Deployment Software Support (PDSS) Plan (Deliverable P001)**

#### **Project Management Plan (PMP) (Deliverable P003)**

#### **Quality Assurance Program Plan (QAPP) (Deliverable P004)**

#### 1.7 Objectives

The Contractor shall provide the SPS/PD2 with PDSS services, including development and implementation of system enhancements and updates introduced by Engineering Change Proposals (ECPs) via the System Engineering Technical Review (SETR) process. In addition, the Contractor shall address system Cybersecurity issues and manage technical documentation identified as deliverables, including user guides and system manuals. The system is primarily comprised of Government off-the Shelf (GOTS) software, which includes some components developed by the Contractor as necessary to integrate commercial-off-the-shelf (COTS) components or to provide additional custom capabilities.

PDSS, system maintenance, and performance upgrades shall be performed, managed, and monitored to ensure that the Government's price, schedule, and performance requirements are



met. An integrated and defined set of project processes tailored from Capability Maturity Model Integration (CMMI) Level III equivalent or higher set of standard processes (or equivalent) will be used in the performance of this effort.

SPS Help Desk shall be available for all users Monday - Friday 0800 to 1630.

Accurate and complete system documentation (configuration baselines, technical documentation, cyber security documentation, user documentation, etc.), updates, and any required assessments and authorizations shall precede the deployment of any capabilities, where available, in the Government SharePoint site.

## **2 Transition**

To minimize any decrease in system operational availability and to prevent possible negative impacts on PDSS services, the Government will require a transition period where any incumbent and any incoming Contractors shall transition knowledge and understanding of SPS PDSS efforts and processes. The Contractor for this effort (also referred to as “Incoming Contractor” in this section) will have transition responsibilities both as it transitions in as a new contractor and if and when it transitions out and transfers support responsibilities to a replacement contractor. References herein to responsibilities of any “incumbent Contractor” will also apply to the Incoming Contractor if a new contractor assumes responsibilities for performance when this effort ends. The Transition-Out period will occur at the end of the last option year.

### **2.1 Objectives of the Transition**

The objectives of the transition period are to ensure the Incoming Contractor is equipped with the knowledge and resources necessary to perform PDSS. This means that the Incoming Contractor has a complete understanding of PA Systems in order to commence performance of critical services at the end of the Transition period. The Government will require any incumbent Contractors to turn over all system documentation to the Incoming Contractor for this effort. The Incoming Contractor shall accept turnover of all system documentation. The Government will also require any incumbent Contractors to deliver to the Government all source code data, systems administration, and software development documentation; access to these materials by the Incoming Contractor shall be coordinated with the Government.

### **System / Software Source Code (Deliverable P020)**

### **2.2 System Knowledge Transfer**

At a minimum, the Incoming Contractor shall demonstrate an understanding of the following at the Transition Readiness Review: existing engineering and technical documentation, existing user documentation, and Contractor System Instantiation.

The Incoming Contractor shall have the capability to conduct defect management, which includes the ability to replicate system failures, test software patches prior to production release, and test system development efforts. At a minimum, Contractor System Instantiation includes:

146 2.3 Production System Software

147 A current copy of the production system software, including source code, will be provided as  
148 part of the transition process to support PDSS activities and instantiation of a production  
149 representative system in the Contractor's Development and Contractor Test Hosting  
150 Environment.

151 **System / Software Source Code (Deliverable P020)**

152 2.4 Transition-Out Period

153 The Contractor shall, at the completion of the period of performance, engage in the following  
154 transition activities with the incoming contractor:

155 2.5 Baseline

156 2.5.1 The incumbent Contractor shall baseline the system and system documentation.

157 2.5.2 Baseline activities shall, at a minimum, consist of the following:

158 2.5.2.1 Physical Configuration Audit (PCA) or Validation of the PCA deltas.

159 2.5.2.2 The incumbent Contractor shall support the Government PCA in accordance with  
160 Marine Corps System Command Technical Review (TR) Handbook v1-04, and all PM  
161 APPS Management Plans in Table 4.

162 2.5.2.3 Closure of all critical Action Items or critical Requests for Action (RFA).

163 2.5.2.4 Baseline documentation shall, at a minimum, consist of the following:

164 2.5.2.4.1.1 Configuration Item Technical Database (CITDB). The CITDB is the Government's  
165 tool for the management of the product baseline.

166 2.5.2.4.1.2 All deliverables as identified in the system(s) CITDB, system(s) contract, and PWS.

167 2.5.2.4.1.3 When applicable, regression test driver codes and test scripts, test data, and benchmark  
168 results matched to software release version number.

169 2.5.2.4.1.4 Government data in Contractor licensed tools.

170 2.5.2.5 The incumbent Contractor shall transfer, to the Government, ownership of all  
171 hardware and software items that were purchased by the incumbent contractor on  
172 behalf of the Government. The transfer process shall include re-registering all  
173 hardware and software components as PFM SES PM APPS.

174 2.5.2.6 The incumbent Contractor shall implement all applicable Information Assurance  
175 Vulnerability Alert (IAVA) patches, as well as Government funded ECPs. Open

IAVA patches and ECPs designated in the Transition Readiness Review will be the responsibility of the incoming Contractor. The incumbent Contractor shall update the system Cyber Security Plan of Action and Milestones (POA&M) with all of the applied patches and ECPs.

2.5.2.7 Assist incoming Contractor with getting required access to support SPS; for example, administrator user Identification (IDs) and passwords, database user IDs and passwords, and all system(s) interfaces.

2.5.2.8 Provide incoming Contractor with all established and current Points of Contact (POCs) and stakeholders, to include phone number and email address for the system Stakeholders, programmatic and technical POCs for interfacing system(s), and POCs for current hardware and software maintenance agreements.

2.5.2.9 Provide up to five days of allowing incoming Contractor to observe the incumbent Contractor during the conduct of system maintenance and administration during regular business hours, i.e. 0800 - 1700. Days can be, but are not required to be consecutive. One day is equivalent to a minimum of eight hours, not including lunch.

2.5.2.10 Provide up to five days of incumbent Contractor observing the incoming Contractor during the conduct of system maintenance and administration during regular business operations, i.e. 0800 - 1700. Days can be, but are not required to be consecutive. One day is equivalent to a minimum of eight hours, not including lunch.

2.5.2.11 Attend up to five days of working sessions, meetings or both with the incoming Contractor to facilitate knowledge transfer on system functionality, to include existing automated and manual interfaces. Days can be, but are not required to be consecutive. One day is equivalent to a minimum of eight hours, not including lunch.

2.5.2.12 Allow incoming Contractor access to all system hardware and software within the Authority to Operate (ATO) boundary or Government owned equipment for inspection and audit. The incumbent Contractor shall clarify any discrepancies in hardware and software assets.

2.5.2.13 The incumbent Contractor shall assist the incoming Contractor in preparing for and holding a Transition Readiness Review to support the transition of responsibilities to the incoming Contractor.

### **Closeout Report (Deliverable P024)**

## **3 PDSS and ECPs**

The Contractor shall execute and manage their service support, service delivery, and sustainment logistics in accordance with the submitted PDSS Plan (PDSSP). The Contractor shall provide updates to the PDSSP as needed or as directed by the Government. (P001)

211 The Contractor shall provide a PDSS Support Schedule that shows the anticipated activities the  
 212 Contractor plans to perform in executing PDSS.  
 213 ECPs impact the system baseline and are governed by the ECP process as defined in the SDP,  
 214 PM APPS Management Plans, and Supporting Establishment Systems (SES) System  
 215 Engineering Plan (SEP) and Change Management Plan (CMP). ECPs are designated with  
 216 Integer levels defined by the Government. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> integer changes are optional CLINS  
 217 and will only be exercised if a respective release is required and funding is available. The  
 218 contractor shall implement all required 2<sup>nd</sup> and 3<sup>rd</sup> integer software upgrades and 4<sup>th</sup> integer patch  
 219 release changes as part of the base and optional PDSS awards.

220 The contract line items will identify the required number of ECPs in optional, separate CLINS  
 221 for each ECP Category and year of expected work in the contract. While the specific description  
 222 of work for each ECP will be determined at the time of option exercise, each ECP is expected to  
 223 fit into one of the categories below. Each exercised ECP will be considered FFP for a specific  
 224 outcome defined at option exercise.  
 225

ECP Category	Category Description	Estimated Hours of completion
ECP I	Maintenance Release	1000 Hours
ECP II	Maintenance Release	1500 Hours
ECP III	Minor Release	2000 Hours

226 **Table 3: ECP Categories (Optional)**

227 3.1 Integer Definitions:

Integer	X.0.0.0	1.X.0.0	1.2.X.0	1.2.3.X
Release Definition	Major Release A system change driven by changes in capabilities. Can be predicated by a formal requirements documents from the capabilities sponsor. (SON,CPD,UNS)	Minor Release. A significant change driven by enhancement or multiple hardware and/or software upgrades.	Maintenance Release Change driven by limited enhancements, a hardware / software refresh, or bug fix	Patch Release No change to baselines. Documentation update or security vulnerability. (e.g. IAVA/IAVB patches).

System Version Definition	<ul style="list-style-type: none"> <li>- Initial System release</li> <li>- Capability change</li> <li>- Advances in number as additional program/ system level baselines emerge</li> <li>- Changes to an underlying DB engine or operating system change that introduces a new capability</li> <li>- Functional addition(s) that did not previously exist as documented in the applicable system specification</li> </ul>	<ul style="list-style-type: none"> <li>- System update</li> <li>- New features</li> <li>- Improves functionality/capability and is within the approved baseline</li> <li>- New features</li> <li>- Database engine operating system change that does not introduce a new capability or add requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Updates without functional additions proposed to resolve known bug fixes/ issues, plug-in packages, patches</li> <li>- Improvements to stability and usability</li> </ul>	<ul style="list-style-type: none"> <li>- incorporation of site or application specific files or data</li> <li>- SW changes due to IAVA compliance.</li> <li>- Device driver (new/updates)</li> <li>- SW configuration updates.</li> <li>- SW corrections found during 1st/2nd digit testing to meet design requirements.</li> <li>- Firmware updates</li> </ul>
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**Table 4: Release Definition**

## 230 3.2 Service Desk

231 The SPS Service Desk is the front facing customer point of contact for worldwide user support.  
 232 On average, the Service Desk processes more than 800 help requests each month for the SPS.  
 233 The Service Desk shall be responsible for managing all web, email, phone, voicemail, and  
 234 ticketing system submitted customer inquiries from receipt to resolution using Government  
 235 approved tools and ticketing systems such as Remedy. The Contractor shall operate the service  
 236 desk by employing industry best practices. At minimum the contractor shall adhere to the  
 237 following subsections:

238 3.2.1 Manage the Service Desk, which is the single point-of-contact for users requesting  
 239 support and for the reporting of incidents. The Contractor is responsible for the  
 240 following Service Desk functions:

241 3.2.2 Disseminating information regarding planned outages or incidents impacting production  
 242 services.

243 3.2.3 Providing information to users regarding the status and closure of their respective  
 244 service requests.

245 3.2.4 Upon closure of service requests, the service desk shall solicit user feedback regarding  
 246 the quality of service provided by the service desk

247 3.2.5 Resolving system access issues.

248 3.2.6 At a minimum, the Service Desk shall provide and consist of the following:

System	Helpdesk Tiers Required	Hours of Operation
PA Systems SPS/PD2 (National Capital Region (NCR) and Marine Corps Installations (MCI)-West Region)	I, II, III	0800-1630 Eastern Time; Monday-Friday; Excludes Federal holidays for NCR.  0800-1630 Pacific Time; Excludes Federal holidays for MCI-West Region.
PA Systems SPS/PD2 (All other locations)	II, III	0800-1630 Eastern Time; Monday-Friday; Excludes Federal holidays
PA Systems SPS-C	I, II, III	0800-1630 Eastern Time; Monday-Friday; Excludes Federal holidays

249

250

251 3.2.6.1 Provide Tier 1 Service Desk support to users worldwide. The Service Desk shall be  
252 available Monday – Friday, 0800 - 1630.

253 3.2.6.2 Establish Service Level Agreements (SLAs) and metrics for its Tier 1, 2, and 3 Service  
254 Desks.

255 3.2.6.3 Tier 1 support shall provide first contact support to users and be capable of resolving  
256 basic system access issues such as password resets, routing documents, and assisting  
257 in basic system functions.

258 3.2.6.4 Tier 1 shall collect information, to include: the caller's name; organization; work  
259 location; time of receipt of the call; the nature of the call; the time of resolution; and a  
260 brief statement of how the problem was resolved to record each user's Service  
261 request/trouble call. The Contractor has the ability to add data it feels is needed to  
262 improve its ability to manage help requests.

263 3.2.6.5 Conduct, track, and monitor the resolution process. This includes capturing, tracking,  
264 investigating, escalating, resolving, closing, and reporting user Service requests.

- 265 3.2.6.6 Make every effort to resolve Service Desk requests in an expedient manner at the  
266 lower Tier support level. However, Tier 1 Service requests shall be elevated to Tier 2  
267 if not resolved within 4 hours. Tier 2 support serves as the first level of escalation from  
268 Tier 1 and provides more advanced user support including User Administrator issues  
269 and basic reporting.
- 270 3.2.6.7 Tier 3 support involves escalation to program developers and provides support such as  
271 advanced reporting, manual database and code changes, and advanced user support. If  
272 Tier 3 support cannot identify a solution within 48 hours of a ticket's creation, the  
273 Government Program Office will be notified and a new Change Request/Engineering  
274 Change Proposal (ECP) will be created and maintained in the ECP Government  
275 approved tracking tool (i.e., SharePoint). (Note: A Common Access Card (CAC) is  
276 required to access)
- 277 3.2.6.8 Document and maintain answers for common support requests.
- 278 3.2.6.9 Provide a weekly Customer Support Update, to include metrics, as part of the Monthly  
279 Status Report (MSR)

#### **Monthly Status Report (MSR) (Deliverable P007)**

### **3.3 Incident Management**

282 The primary focus of Incident Management is the restoration of services following an incident.  
283 Incident Management is primarily a reactive process; its processes provide guidance on  
284 diagnostic and escalation procedures required to quickly restore services. Incident Management  
285 processes are closely integrated with Service desk, problem management, and change  
286 management processes. At minimum the contractor shall adhere to the following subsections:

- 287 3.3.1 Provide an Incident and Problem Management Plan (P005) that details the processes on  
288 diagnostic and escalation procedures required to quickly restore services.

#### **Incident and Problem Management Plan (Deliverable P005)**

- 289 3.3.2 Detect and record incident details.
- 290 3.3.3 Perform incident management including performance monitoring, incident  
291 identification, diagnosis, isolating, containment, eradication, recovery, and lessons  
292 learned.  
293
- 294 3.3.4 Track incidents reported from the users, the host site, and external interfacing systems.
- 295 3.3.5 Ensure all availability issues are communicated to the Government team within one hour  
296 of discovery.
- 297 3.3.6 Prioritize incidents in terms of impact and urgency with the objective to minimize user  
298 impact.



- 299 3.3.7 Assess type and severity (e.g., number of users effected) of incident.
- 300 3.3.8 Identify incident impact to the Government.
- 301 3.3.9 Recommend ratings for the priority and the urgency of each incident.
- 302 3.3.10 Inform the Government of the restoration of services and effects of the incident to the  
303 user community.
- 304 3.3.11 Immediately escalate incidents that require expertise not available in the currently  
305 assigned Tier.
- 306 3.3.12 Provide Service desk verification that the incident is closed, and the user is satisfied with  
307 the solution.

#### 308 3.4 Problem Management

309 The primary focus of Problem Management is to identify the causes of service issues and  
310 conduct corrective work to prevent recurrences. Problem Management processes are reactive in  
311 responding to incidents and proactive in identifying and preventing future incidents. Ensure that  
312 the Contractor's processes are closely integrated with Incident Management, Change  
313 Management, and Availability Management. Although Availability Management performs the  
314 lead role in component failure and system outage analyses, Problem Management performs an  
315 important role in obtaining data and analyzing data in support of the analyses. At a minimum, the  
316 contractor shall adhere to the following subsections:

#### 317 **Incident and Problem Management Plan (Deliverable P005)**

- 318 3.4.1 Record, manage and escalate service problems as appropriate.
- 319 3.4.1.1 Record the escalation, progress status, and final resolution in the established trouble  
320 ticketing system.
- 321 3.4.1.2 Make every attempt to resolve the service issue at the Tier II level.
- 322 3.4.1.3 Escalate the service problem to the Tier III level for resolution if it cannot be resolved  
323 at Tier II within 24 hours.
- 324 3.4.1.4 Report a summary of service issues in the Monthly Status Report (MSR) (P007).  
325 Summary information to include how the issue was initially identified, what system  
326 service(s) were affected, how long it took to restore service(s), and lessons learned.

#### 327 **Monthly Status Report (MSR) (Deliverable P007)**

- 328 3.4.1.5 Analyze historical data to support predictive analysis to eliminate potential incidents  
329 before they occur and to identify work-arounds. At minimum the contractor shall  
330 adhere to the following subsections:

- 331 3.4.1.6 Maintain historical data in a Government approved format for all service problems.
- 332 3.4.1.7 Use a trouble ticket log to develop an analysis of trends to identify potential problems.
- 333 3.4.1.8 Provide the Government the results of problem trends in the MSR (P007)
- 334 **Monthly Status Report (Deliverable P007)**
- 335 3.4.1.9 Diagnose root cause and eliminate recurrences.
- 336 3.4.1.10 Provide the Government the potential causes of problems in its historical data.
- 337 3.4.1.11 Using historical data, provide the Government with the Contractor's approach for
- 338 preventing problems from recurring.
- 339 3.4.1.12 Prioritize problems, in terms of impact and urgency, to minimize system user impact.
- 340 3.4.1.13 Assess and provide type and severity (e.g., number of users affected) of problem.
- 341 3.4.1.14 Assess and provide impact to data integrity.
- 342 3.4.1.15 Reduce unplanned downtime hours.
- 343 3.4.1.16 Identify problem impacts to the Government.
- 344 3.4.1.17 Recommend the priority and the urgency to be assigned to each problem.
- 345 3.4.1.18 Inform the Government of the restoration of services and effects of the incident to the
- 346 user community.
- 347 3.4.1.19 Develop workarounds or other solutions to incidents.
- 348 3.4.1.20 Identify potential problems from the analysis of historical data.
- 349 3.4.1.21 Develop innovative workarounds and solutions to problems.
- 350 3.4.1.22 Present workarounds to the Government for consideration and approval for
- 351 implementing an ECP.
- 352 3.4.1.23 Identify, develop and submit ECPs to Configuration Control Board (CCB) to eliminate
- 353 known problems.
- 354 3.5 Configuration Management
- 355 3.5.1 Configuration Management (CM) processes guide the collecting, archiving, and
- 356 reporting of individual infrastructure component specifications. The CITDB is the
- 357 single repository of configuration information. In addition to Configuration Item (CI)

information, the database contains information regarding the relationships and dependencies among infrastructure components. CM databases are also used by Capacity Management, Availability Management, and IT Service Continuity Management processes to accurately perform their work.

- 3.5.2 The Government seeks a CM environment that will ensure the baselines are maintained and that only controlled changes are implemented. The Contractor shall implement a CM program and develop and deliver a Configuration Management Plan (CMP) (P008) that will align with the PM APPS CMP, in order to provide the basis for performing and managing CM activities for SPS. At minimum the contractor shall adhere to the following subsections:

**Configuration Management Plan (CMP) (Deliverable P008)**

- 3.5.2.1 Maintain the CITDB utilizing the approved PM APPS CITDB format.
- 3.5.2.2 Maintain the current database containing the details of each system component. Configuration Items (CI) contained within the CITDB include Hardware, Software, Interfaces, Trace links and Documentation. (Note: A Common Access Card (CAC) is required to access the CITDB).
- 3.5.2.3 Identify new Configuration Items (CIs) and enter them into the CITDB.
- 3.5.2.4 Provide identification, collection, tracking, and maintenance of each unique CI comprising the system and sub-systems.
- 3.5.2.5 Perform change control processes that enable definition of the functional and physical characteristics of CIs in sufficient detail that they may be categorized.
- 3.5.2.6 Enable and implement the identification of the system items, components, and related work products that will be placed under CM.
- 3.5.2.7 Record, track, and maintain Government submitted CIs in the CITDB.
- 3.5.2.8 Propose CIs which the Contractor deems necessary or offer significant benefits to the Government.
- 3.5.2.9 Establish and implement configuration control and approval processes required to change a CI's attributes and re-baseline the CIs.

**3.6 Change Management**

- 3.6.1 Change Management assesses risks of individual changes, uses configuration information to identify dependencies and other impacted applications and systems, and after analyzing the information, authorizes or denies change requests. The goal of Change Management is to identify application code, functional and performance defects,

- 391 and intercept them before Users are impacted.
- 392 3.6.2 SPS infrastructure instances are located at three different sites: MITSC Quantico, MCB  
393 Camp Pendleton, and MCB Butler. Assessment of changes to the infrastructure requires  
394 coordination between the host site, the user community, MARCORSYSCOM, MCCOG,  
395 and the Contractor. At minimum the contractor shall adhere to the following  
396 subsections:
- 397 3.6.3 Prepare written system change approaches, estimated costs, and schedules for the CCB.  
398 The authoritative source of all system ECPs is the Government's ECP Tracker System.  
399 (Note: Requires a CAC). The Contractor may propose changes but must receive  
400 approval from the CCB and written direction from the Contracting Officer to execute  
401 ECPs.
- 402 3.6.4 Provide and ensure that its change management processes align with the PM APPS  
403 Management Plans listed in Table 4.
- 404 3.6.5 Contribute and record decisions and updates to any relevant products in tailored SETR  
405 events, Functional Review Boards (FRBs), Engineering Review Boards (ERBs), CCBs,  
406 and all critical Requests for Action (RFAs). The Contractor shall ensure that all RFAs  
407 are adjudicated.
- 408 3.6.6 Perform ECP assessments for risk, complexity, and potential user benefits.
- 409 3.6.7 Maintain and update configuration items and data elements in the Government's ECP  
410 Tracker System. (Note: Requires a CAC).
- 411 3.6.8 Provide an estimate, which will include labor categories and specific life cycle hours for  
412 ECPs at the ERB. Provide a Rough Order of Magnitude (ROM), which will include  
413 labor categories and specific number of labor hours per category for those ECPs  
414 presented to the CCB for approval.
- 415 3.6.9 Identify application code defects as well as functional and performance defects and  
416 submit ECPs as appropriate.
- 417 3.6.10 Identify and resolve the defect and ensure the system is working as designed.
- 418 3.6.11 Use quality assurance processes to reduce software defects.
- 419 3.6.12 Utilize software development processes to reduce software defects.
- 420 3.7 Release Management
- 421 3.7.1 Release Management is closely integrated with Change Management. Release  
422 Management manages changes to the environment such as installing vulnerability  
423 patches, software changes, and refreshing technology. At minimum the contractor shall

424 adhere to the following subsections:

425 3.7.1.1 Perform all technical and non-technical aspects of a release in accordance with the PM  
426 APPs SEP and Marine Corps Systems Command SETR Handbook, including the  
427 update and maintenance of system baselines, system documentation, Version  
428 Description Document (VDD) (P009) user documentation, training documentation,  
429 and supply support material.

430 **Version Description Document (VDD) (Deliverable P009)**

431 3.7.1.2 Provide technical aspects such as: regression testing; testing documentation;  
432 remediation of identified defects; the update of system documentation, configuration  
433 status, and accounting data; and information assurance system scanning.

434 3.7.1.3 Provide non-technical aspects such as: coordinating system changes with the host  
435 facility; identifying the needed training; updating user documentation including  
436 training documentation; and preparing release notes and version description  
437 document.

438 3.7.1.4 Plan and support the successful roll-out of software and related hardware including the  
439 required Contractor test and evaluation and Government Acceptance Testing (GAT)  
440 processes.

441 3.7.1.5 Provide a repeatable training, test, and deployment strategy and schedule for planned  
442 enhancements and upgrades.

443 3.7.1.6 Create and deliver Test Plans, Test Scripts, and Scorecards (P010 and P011) that are  
444 traceable to requirements.

445 **Gat Scorecard (Deliverable P010)**

446 **Test Report and Defects (Deliverable P011)**

447 3.7.1.7 Monitor GAT and collect Test Incident Reports (TIRs).

448 3.7.1.8 Create and deliver Developmental Testing (DT) Scorecards reflecting all completed  
449 test scripts, remaining test scripts, number passed, number failed, and status of failed  
450 tests.

451 3.7.1.9 Resolve all Severity 1 (Showstopper) and 2 (High) TIRs and other critical issues and  
452 update system documentation prior to test completion.

453 3.7.1.10 Manage, integrate, and deploy upgrades upon Government acceptance (including  
454 production environment regression testing).

455 3.7.1.11 Schedule releases in coordination with the Government Program Office to determine  
456 optimal release window to minimize impact to end users.

- 457 3.7.1.12 Design, implement, and support efficient procedures for the distribution, installation,  
458 and verification of changes including the client application.
- 459 3.7.1.13 Coordinate with and prepare the Stakeholders and system user community for new  
460 release capabilities.
- 461 3.7.1.14 Ensure implementations are traceable, secure, and that only correct, authorized, and  
462 tested versions are installed.
- 463 3.7.1.15 Coordinate and plan releases in accordance with Change Management processes.
- 464 3.7.1.16 Provide master copies of all software and update the CITDB.
- 465 3.7.1.17 Document release plans in a Release Deployment Plan (P012) that at a minimum  
466 contains anticipated changes to be deployed (e.g., vulnerability patches, software  
467 upgrades, defect patches), Program Of Action and Milestones (POA&M) leading up to  
468 deployment, configuration items that need to be updated (e.g., technical  
469 documentation, System Maintenance and System Administration Manual (P013),  
470 CITDB, and a contingency plan.

471 **Release Deployment Plan (Deliverable P012)**

472 **System Maintenance and System Administration Manuals (Deliverable P013)**

- 473 3.7.1.18 Support and participate in the Government Post Implementation Review (PIR) in  
474 accordance with PM APPS Management Plans.
- 475 3.8 Cybersecurity Management
- 476 3.8.1 The objective of Cybersecurity / Information Security Management is to protect Marine  
477 Corps critical information from internal and external threats and attacks, while ensuring  
478 the confidentiality, integrity, and availability of information.
- 479 3.8.2 SPS is augmented by select Information Technology (IT) controls as described in the PA  
480 Systems' Cybersecurity Strategy. The Risk Management Framework (RMF) Levels for  
481 SPS are Low, Moderate, Low as described in Department of Defense Instructions  
482 (DoDI) 8500.01 RMF for Defense Information Technology (IT) Systems).
- 483 3.8.3 To achieve cybersecurity objectives, the Contractor shall adhere to the requirements of  
484 Marine Corps Order (MCO) 5239.2B and DODI 8510.01 as appropriate for SPS. The  
485 Contractor shall have knowledge of and support all Assessment and Authorization  
486 (A&A) activities throughout the system lifecycle in accordance with the latest releases  
487 or revisions of the cybersecurity policies. At minimum the contractor shall adhere to the  
488 following subsections:
- 489 3.8.3.1 Maintain the system's ATO, review and update documentation (including, but not  
490 limited to, the Systems Security Plan (SSP) and the RMF for DoD IT), and fulfill all

- 491 annual cybersecurity requirements low, moderate, low for SPS.
- 492 3.8.3.2 Maintain and report the systems' A&A status and issues.
- 493 3.8.3.3 Ensure the Security Plan (SP) is developed and maintained for assigned systems.
- 494 3.8.3.4 Conduct the continuous monitoring of assigned systems and provide continuous  
495 monitoring artifacts and checklists.
- 496 3.8.3.5 Conduct system scans in the development environment (to include, but not limited to,  
497 Assured Compliance Assessment Solution (ACAS) and Security Content Automation  
498 Protocol (SCAP)) and conduct any manual STIG checklist items any time the system  
499 changes.
- 500 3.8.3.6 Ensure all DoD information system Cybersecurity-related documentation is current  
501 and accessible to properly authorized individuals.
- 502 3.8.3.7 Conduct automated static code review scans prior to delivery and implementation in  
503 production for any system code changes. The Contractor shall ensure static code  
504 review findings are remediated prior to delivery to the Government.
- 505 3.8.3.8 Provide awareness and prevention of cybersecurity risk through assessment and  
506 implementation of best practices (code reviews, system scans, vulnerability alerts,  
507 Contractor notifications, and Security Technical Implementation Guides (STIGs)).
- 508 3.8.3.9 Facilitate, participate in, and provide timely completion of Annual Security Reviews,  
509 Annual Security Control testing, Annual Contingency Plan testing, and quarterly  
510 update and submission of quarterly POA&M updates in compliance with the Federal  
511 Information Security Management Act (FISMA).
- 512 3.8.3.10 Use the Government's Cybersecurity tool, Marine Corps Certification and  
513 Accreditation Support Tool (MCCAST), to submit, maintain, and review A&A  
514 documentation and workflow. The Government will assist in gaining access to the  
515 tool, as well as training for the tool.
- 516 3.8.3.11 Work with the Government engineering team to register any software implemented on  
517 the systems for Marine Corps use in Department of the Navy Application and  
518 Database Management System (DADMS) prior to any system upgrade. The  
519 Contractor shall complete and submit DADMS questionnaire as required.
- 520 3.8.3.12 Facilitate the protection of United States Government sensitive unclassified and  
521 classified information by working closely with the Government Information Systems  
522 Security Manager (ISSM), Information Systems Security Officer (ISSO), and staff.
- 523 3.8.3.13 Implement vulnerability assessment remediation, tracking, and report per IAVA,  
524 Information Assurance Vulnerability Bulletins (IAVB), Information Assurance



- 525 Vulnerability Management (IAVM), and Operational Directives (OPDIRs).
- 526 3.8.3.14 Ensure annual Cybersecurity awareness training, located on MarineNet (Government  
527 provided access), is completed once a year. Report status of compliance to the  
528 Government.
- 529 3.8.3.15 Review vulnerability assessment scans, provide technical guidance on remediation  
530 (including use of STIGS), and develop POA&Ms.
- 531 3.8.3.16 Conduct cybersecurity risk analysis to include identification and mitigation of  
532 cybersecurity risks to Commercial off the Shelf (COTS) software.
- 533 3.8.3.17 Fully support Command Cyber Readiness Inspection events. This includes the review  
534 of systems security documentation, performance of pre-assessment scans, testing and  
535 application of patches to software and operating systems, review of vulnerability scan  
536 results, evaluation of test results, preparation and review of POA&Ms, support of  
537 IV&V events, and remediation of findings.
- 538 3.9 Service Delivery
- 539 Service Delivery processes assist in the identification of delivered or provided services, tailoring  
540 of services, and the timely provision of services, resources, capabilities, and capacities to meet  
541 SPS's needs.
- 542 3.9.1 Service Level Management (SLM) processes provide a framework by which services are  
543 defined, levels of service required to support business processes agreed upon, and SLAs  
544 developed to satisfy the agreements. SLM processes can clearly define IT and business  
545 roles and responsibilities and establish clear goals for service delivery so success factors  
546 can be established, measured, and reported. At minimum the contractor shall adhere to  
547 the following subsections:
- 548 3.9.2 Manage and provide system performance in support of Service Level Agreements  
549 (SLAs), Interface Control Documents (ICDs), and System Interface Agreements (SIAs).
- 550 3.9.3 Support the Government's Development and maintenance of SLAs, ICDs, and SIAs for  
551 new interfaces as required.
- 552 3.9.4 Plan for changes to SLA, ICDs, and SIAs when there is a change to the system or  
553 external interfacing systems.
- 554 3.9.5 Manage and provide performance of system interfaces including web services.
- 555 3.9.6 Measure performance, report results as part of the MSR.
- 556 **Monthly Status Report (MSR) (Deliverable P007)**
- 557 3.9.7 Perform the Contractor role and responsibilities per approved SLAs and participate in

558 the update of SLAs.

### 559 3.10 Data Interfaces, Transfers and Exchanges

560 SPS planning and execution functions are designed to interface with external data sources to  
 561 either obtain data, translate data, or a combination of both, as needed to perform the necessary  
 562 job function. The SIAs are established for each application interface to define the automated  
 563 interface and the specific data and data formats to be exchanged. Interfaces will be maintained in  
 564 the Government owned CITDB and presented in the System/Subsystem Design Description as  
 565 defined in the Marine Corps System Engineering Technical Review Handbook.

Number	Interface Transaction	Interface Frequency	Interface Description
1	Application Advice	Upon failure of SPS XPR	Upon a failed delivery of the SPS xProc document, a PD2 adapter will push a PD2 App Advice XML to UI, which contains the reason for the failure. The document is posted to Trading Networks and PR Builder is updated with the reason for the failure.
2	Award and Award Modifications	Real time	PD2 Award and Award Modifications XMLs are pushed to the UI from a PD2 Adapter. The Award/Award Modification is locally published in Trading Networks. Information is extracted from the award to form three other file types: PDS Award, Global Exchange (GEX) Electronic Data Access (EDA) Award, and Standard Accounting, Budgeting and Reporting System (SABRS) Computerized Accounts Payable System-Windows (CAPSW) obligation. Those files are posted to Trading Networks and pushed to their respective Trading Partners (GEXEDA and SABRS). PR Builder is updated with information from the Award/Modification.
3	Contract Closeout Notifications	Real time	A DD1594 XML is pushed to the UI from a PD2 Adapter. The file is posted in Trading Networks and pushed to the Trading Partner GEXEDA.

			A DD1594 XML is pushed to the UI from the Procurement Integrated Enterprise Environment (PIEE) via the Global Exchange (GEX) to a PD2 Adapter. The file is posted in Trading Networks and pushed to the SPS PD2 Adapter.
4	PD2 Pre-Release Award and Award Modifications	Sixty second intervals	PD2 Pre-Release Award and Modification XMLs are pushed to the UI from a PD2 Adapter. The Pre-Release Award/Award Modification is locally published in Trading Networks. Information is extracted from the award to form another file type: Pre-Release Award PDS. These files are posted to Trading Networks and pushed to GEX. A response is received synchronously from GEX as a Validation Response and pushed back to SPS.
5	PR Award Status	Hourly	PD2 Adapters run an extraction of award status updates of PRs and Awards every sixty seconds if there is a status available. The information is extracted into a PD2 PrAwardStatus XML and that data is pushed to the UI. The XML is posted in Trading Networks and the respective documents' statuses are updated in PR Builder.
6	Transfer Documents	Five minute intervals	A PS-IDX file pair or an attachment are pushed to the UI from a PD2 Adapter. The file pair or attachment is locally published in Trading Networks. These files are then posted to GEX.

**Table 5: SPS External Interface with UI**

## 3.11 Continuity Management

3.11.1 IT Service Continuity Management (ITSCM) provides a framework for developing IT infrastructure recovery plans in support of business continuity management. The Contingency Plan outlines the roles, responsibilities and processes to be enacted in the case of circumstances preventing the continuity of the system. Ensure RMF

572 Confidentiality, Integrity, and Availability Impact Levels for SPS systems meet the  
573 availability thresholds expectation following a downing event. In addition, the system  
574 has a Recovery Point Objective of 24 hours and a Recovery Time Objective of 72 hours.  
575 Information regarding system recovery plans is found in MCAST.

576 3.11.2 Maintain a system recovery plan that meets with Government approval.

577 3.11.3 Conduct risk assessment of IT services to identify the assets, threats, vulnerabilities and  
578 countermeasures for each service as part of the Risk Management Plan.

579 3.11.4 Evaluate options for recovery.

580 3.11.5 Conduct risk assessments in conjunction with Cybersecurity Management on a  
581 scheduled basis.

582 3.11.6 Identify and notify the Government of threats and vulnerabilities upon completion of  
583 the risk assessments as identified in the system recovery plan.

584 3.11.7 In the Risk Mitigation Plan, provide the Government with risk mitigation strategies for  
585 identified program risks. Monitor processes and include in the MSR an evaluation of  
586 the impact of mitigation efforts and the effectiveness of risk mitigation strategies.

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588 3.11.8 Review and revise the continuity section within the System Maintenance and System  
589 Administration Manuals as needed.

590 3.11.9 Utilize the results of the Government approved test in Cybersecurity as required by the  
591 DoDI 8500.2 and provide corrective actions for analysis to the Government.

592 **3.12 Capacity Management**

593 3.12.1 The Contractor shall be responsible for ensuring that IT infrastructure resources are in  
594 place or available to satisfy planned needs and that those infrastructure assets are  
595 effectively used. The Contractor shall be responsible for ensuring that Random Access  
596 Memory, Compute, and Storage are in place to ensure effective operations of the system.  
597 Where deficiencies are identified, the Contractor shall submit tickets to have the  
598 capacity increased / decreased where necessary. At a minimum, the Contractor shall:

599 3.12.1.1 Monitor the performance and throughput of the system.

600 3.12.1.2 Perform analysis of measurement data, including analysis of the impact of new  
601 releases on capacity and system performance. Provide the evaluation of the analysis in  
602 the MSR.

603 **Monthly Status Report (MSR) (Deliverable P007)**

- 604 3.12.1.3 Conduct performance analysis and monitoring activities to facilitate performance
- 605 tuning activities and to ensure the most efficient use of existing IT resources.
- 606 3.12.1.4 Monitor the demands on the Service and future plans for growth or reduction.
- 607 3.12.1.5 Respond when performance falls below acceptable performance levels.
- 608 3.12.1.6 Analyze demand on current computing resources and propose recommended change
- 609 requests to the Government to meet current and future needs.
- 610 3.12.1.7 Submit change proposals in support of modifications to system resources to meet user
- 611 demand.
- 612 3.12.1.8 Identify system software and network capacity and capability requirement thresholds
- 613 in order to sustain system usability and maintainability levels.
- 614 3.12.1.9 Conduct risk assessment of infrastructure and planned capacity needs to be integrated
- 615 into the Contractor's overall risk management process.
- 616 3.12.1.10 Integrate Capacity Management information within the Contractor risk processes.
- 617 3.12.1.11 Provide the Government with results of risk assessments in the MSR.

618 **Monthly Status Report (MSR) (Deliverable P007)**

619 3.13 Availability Management

- 620 3.13.1 Availability Management is responsible for ensuring application systems are up and
- 621 available. The process ensures Government system availability requirements are being
- 622 achieved and ensures the most cost-effective contingency plans are put in place and
- 623 tested on a regular basis to ensure Government availability needs are met. Availability
- 624 Management also provides a lead role in the Failure Reporting and Corrective Action
- 625 System (FRACAS) (P017).

626 **FRACAS (DELIVERABLE P017).**

- 627 3.13.2 SPS has a Production requirement for 98% Ao based on an operational time of 24/7/365.
- 628 In addition, based on the systems' ATO designation, the SPS applications must be
- 629 available within five days after an outage. Pre-production and Training Environments
- 630 must be operational when needed to support a particular event. At minimum the
- 631 contractor shall adhere to the following subsections:
- 632 3.13.2.1 Provide service (system) availability that meets User's expectations.
- 633 3.13.2.2 Maintain system operational availability at 98%.
- 634 3.13.2.3 After award, within the Systems Maintenance Plan and Administration Manual,

635 prepare and provide for planned outages and restoration after an unplanned outage.

636 3.13.2.4 Identify potential service availability issues.

637 3.13.2.5 Integrate information from other areas of the PWS effort to create a higher-level of  
638 understanding of potential availability issues.

639 3.13.2.6 Provide recommended resolutions to the Government.

640 3.13.2.7 Provide FRACAS (Deliverable P017): the examination of past outages to identify  
641 related CIs, the CI's impact on availability, and future corrective action(s).

642 **FRACAS (Deliverable P017)**

643 3.13.2.8 Collect outage data, rank the outages, determine causes, and provide resolutions to  
644 either eliminate or reduce outage frequency.

645 3.13.2.9 Escalate problematic CIs and recommended resolutions to the Government.

646 3.13.2.10 Provide Obsolescence Management. Comprehensive obsolescence management  
647 should integrate processes, methods, and procedures to ensure that products can be  
648 supported over their complete lifetime.

649 3.13.2.11 Conduct system maintenance in accordance with the System Maintenance and System  
650 Administration Manual.

651 3.13.2.12 Maintain the System Maintenance Plan. The System Maintenance Plan shall identify  
652 and ensure system software is maintained in accordance with manufacturer  
653 specifications. If manufacturer specifications do not exist, the Contractor shall perform  
654 maintenance in accordance with industry best practices.

655 3.13.2.13 Support the technical requirements of the System Maintenance Plan during the  
656 lifecycle of the system.

657 3.13.2.14 Support the maintenance of all software required for the system. This includes all  
658 technology refreshes, software upgrades, patch releases, and maintenance releases as  
659 defined in the PM APPS CMP 3<sup>rd</sup> and 4<sup>th</sup> integer changes.

660 3.14 Sustainment Logistics

661 Sustainment logistics requirements focus on lifecycle supportability. At minimum the contractor  
662 shall adhere to the following subsections:

663 3.14.1 Ensure the CITDB is maintained, this includes documenting the location, condition, and  
664 ownership of all GFE provided by this contract.

665 3.14.2 Maintain and update all logistical data elements within the CITDB.

666 3.14.3 Develop and maintain a comprehensive Hardware and Software Refresh Plan (P018) in  
667 the Government provided format. The plan shall cover a rolling five-year period for  
668 assets.

669 **Software / Hardware Refresh Plan (Deliverable P018)**

670 3.14.4 Track the lifecycle of hardware, software, warranties, and licenses; notify the  
671 Government PMO at least 180 days prior to any expiration date. The Contractor shall  
672 notify the Government PMO of announced product end of life, loss or impending loss of  
673 manufacturers of items or suppliers of items or raw materials date, expiring warranty, or  
674 software sun setting. The Contractor shall provide recommendations for upgrades or  
675 migrations to mitigate obsolescence issues.

676 3.14.5 Provide a monthly status in the MSR that includes expirations of licenses and warranties  
677 at intervals of 30, 60, 90, 120, and 180 days and recommended action plans.  
678 Assessments should at minimum include the following elements:

- 679 • Alternatives sources, parts, and materials
- 680 • Implementation costs
- 681 • Source data to support forecasting of obsolescence risks

682 **Monthly Status Report (MSR) (Deliverable P007)**

683 3.14.6 Assist the Government in disposal and disposition of assets.

684 3.14.7 Provide planned/un-planned outage data to satisfy external reporting  
685 requirements/taskers.

686 3.15 Sustainment and Difference Training

687 The Contractor shall provide a plan to develop and deploy an innovative solution that provides  
688 SPS users sustainment and difference training on the usage of USMC SPS.

689 **Training Plan (Deliverable P019)**

690 3.16 Sustainment Training

691 3.16.1 Sustainment training is required for SPS users. At a minimum the contractor shall adhere  
692 to the following subsections:

693 3.17 User Training Delivery

694 The objective of User Training is to provide quality training to enhance user performance that  
695 promotes efficiencies and effectiveness to help meet policies and requirements for the SPS User  
696 community. SPS currently has one course.

697 At a minimum, the contractor shall adhere to the following subsections:

698 3.17.1 Develop a Training Plan (P019) and schedule for delivering training materials via on-  
699 site and virtual. Provide the Government with proposed training material and a training  
700 schedule for review 60 days prior to first training event. The Government will verify and  
701 validate training materials and provide feedback to finalize training material  
702 development.

703 **Training Plan (Deliverable P019)**

704 3.17.2 Provide on-site training via Instructor Led Training, Interactive Courseware, Computer  
705 Based Training, and blended training solutions at the locations listed in Table 12 as  
706 requested by the Contracting Officer Representative (COR).

707 3.17.3 Be responsible for providing all necessary equipment and material to conduct training.

708 3.17.4 Develop, conduct, and maintain Virtual Training via Government Microsoft Teams by  
709 subject matter experts using Contractor developed and Government approved training  
710 materials that effectively communicate updates on the latest SPS releases in need of  
711 instruction (e.g., slide presentations, live demos, handouts). Live or Virtual demos will  
712 be dependent on completing SETR production readiness reviews.

713 3.17.5 Maintain attendance rosters and deliver training course completion certificates.

714 3.17.6 Provide the Government with a trip report that identifies actions of each training day,  
715 training attendance rosters, deviations from training schedule, plan and future plans to  
716 address training deviations as necessary. The Contractor shall provide recommendations  
717 to enhance future training evolutions in each trip report.

718 3.18 Audit Support

719 The prime objective of audit support is to ensure SPS complies with current Financial and IT  
720 Audit Readiness and Accountability.

721 The PM APPS Program Manager is responsible for improving program financial efficiency and  
722 accountability of system internal controls, business processes, and supporting documentation of  
723 financial statements. To enable SPS to perform effective DoD IG IT audit compliance, the  
724 Contractor shall describe their approach, in the proposal, to implementing audit compliance, and  
725 once implemented, sustaining financial and IT audit compliance. The Contractor shall include a  
726 description of the tools and processes used for audit compliance, performing audit readiness and  
727 reporting, and providing PA Systems applications with the ability to trace budgetary and  
728 contracting transactions and financial statements (capture and retain transaction data).

729 SPS is currently participating in the DOD IT Audit. On an annual basis, SPS Program Office  
730 manages responses to approximately 18 DON-Tracker taskers, 12 Corrective Action Plans  
731 (CAP), and 18 Provided by Client (PBC) requests related to the DOD IT Audit.



732 3.19 Audit Meetings and Documentation

733 At minimum the contractor shall adhere to the following subsections:

734 3.19.1.1 Participate in weekly SPS Audit status teleconference calls

735 3.19.1.2 Support the assessment of PBC requests, which includes:

736 3.19.1.3 Participate in scheduled PBC status teleconference calls (approximately 1 hour).

737 3.19.1.4 Review the PBC requests security controls to determine where the impact occurs.

738 3.19.1.5 Develop recommended responses to the PBC request.

739 3.19.1.6 Maintain a PBC Request Tracking log for capturing lessons learned.

740 3.19.1.7 Track response times per request (usually 5 working days turn around response time.

741 3.19.1.8 Support the responses to Follow-Up-Questions (usual response time is 1 – 2 business  
742 days).

743 3.19.1.9 Support the responses to Observation requests to include (usual response time is 1  
744 business day):

745 3.19.1.10 Participate in weekly Observation teleconferences (approx. 1 hour).

746 3.19.1.11 Support development of Government responses to Notice of Findings and  
747 Recommendations (NFRs) which includes:

- 748 • Assessing the NFR and provide recommended responses.
- 749 • Supporting the drafting of the CAP to include identifying key milestones for the plan.

750 3.19.2 Evaluation of assessments against identified PBC, Observation, and NFR Requests.

751 3.20 At minimum the contractor shall adhere to the following subsections:

752 3.20.1.1 Conduct an evaluation of the PBC, Observation, and NFR requests.

753 3.20.1.2 Prepare draft responses for approval by the Government.

754 3.20.1.3 Prepare CAPs for final NFR presented by the Audit team.

755 3.20.1.4 Deliver monthly metrics, in the MSR, which include, at a minimum, the number of  
756 PBCs, Observations, and NFRs responded to during the reporting period, and number  
757 of hours executed by contractor resources.

**Monthly Status Report (MSR) (Deliverable P007)****4 Software Development**

All development objectives shall be developed and fielded in accordance with the PM APPS Management Plans. Additional supporting documentation includes the Supplement Guidebook for Acquisition of Naval Software Intensive Systems and the MARCORSYSCOM Technical Review Handbook - SIAT-HDBK-001, 06 August 2014.

The ECPs CLINs are optional objectives and are subject to availability of funds.

Additionally, all software development initiatives impact the system baseline and are governed by the CM process as defined in the Configuration Management Plan, SDP, and PM APPs Management Plans. The SDP lays out the process required to develop, modify, or upgrade Government software and describes the details of each step along with any considerations that need to be addressed. The PM APPs SEP defines the 4-integer ECP classification system that is used to assign ECPs as either a capability change, major change, minor change, or a maintenance change; it details how the SETR process, as defined in the Marine Corps Systems Command SETR Handbook, is tailored based on this classification level.

The Contractor shall develop and maintain an SDP (Deliverable P002) that correlates with the processes, products, functions, and objectives described in the PM APPs SEP. This SDP is considered a living document that will be updated as necessary to support evolving PA Systems Portfolio applications User requirements and maturing products and processes. At a minimum, an update to the SDP will be reflected for each system maintenance and performance upgrade (classified as either a second integer/major or third integer/minor change). New capability requirements (classified as a first octet capability change) shall provide the following in accordance with the specified level of SETR tailoring based on the ECP classification level.

**Software Development Plan (Deliverable P002)**

At a minimum, the SDP shall provide the Contractor's approach to:

4.1.1 Provide derived requirements.

4.1.2 Development schedule.

4.1.3 Design software.

4.1.4 Develop software.

4.1.5 Test software.

4.1.6 Deploy Software.

4.1.7 How the SDP can produce supporting artifacts that are based on the recommended

794 methodology in the Supplement to Guidebook for Acquisition of Naval Software  
795 Intensive Systems: Software Criteria and Guidance for Systems Engineering Technical  
796 Reviews; PM APPs Management Plans; and the Marine Corps Systems Command  
797 SETR Handbook, v1.4 dated April 2009.

798 4.1.8 Areas where cost savings will be realized through reusability, reliability, and  
799 maintainability.

800 4.1.9 A strategy for integrating CM, Human Systems Integration (HSI), Logistics, and  
801 Cybersecurity into each stage of the software development process.

## 802 4.2 Requirements Analysis Phase

803 The key objective of the Requirements Analysis Phase is to transform the SPS user's needs into a  
804 technical view of a required product that could deliver those needs. Efforts involve defining SPS  
805 User needs and requirements in the context of planned use environments and identified system  
806 characteristics to determine requirements for system functions.

807 The Contractor shall elicit derived requirements and produce and maintain a Requirements  
808 Traceability Matrix (RTM) (Deliverable P022) that establishes a hierarchy of requirements and  
809 traceability to design and test plans, documents, and artifacts. The RTM shall contain the title of  
810 each requirement and a reference to the document and section where the details can be found.  
811 The relevant design document and test plans shall be listed along with the relevant section and  
812 title within the design document and test plans. At minimum the contractor shall adhere to the  
813 following subsections:

### 814 **Requirements Traceability Matrix (RTM) (Deliverable P022)**

815 4.2.1 Conduct requirements elicitation with system stakeholders to support requirements  
816 analysis activities.

817 4.2.2 Perform an iterative process of decomposing requirements into system functional  
818 requirements and establishing traceability.

819 4.2.3 Maintain traceability between the derived and Government-provided requirements.

820 4.2.4 Align requirements analysis efforts with MARCORSYSCOM acquisition requirements  
821 (PM APPs Management Plans and SETR process).

822 4.2.5 Provide documentation needed to support the MARCORSYSCOM SETR process for  
823 System Requirements Reviews (SRR) and System Functional Reviews (SFR), or  
824 Requirements Review (RR) brief to gain Government approval of the requirements at  
825 the identified Technical Review (TR).

826 4.2.6 Document the functional baseline.

## 827 4.3 System Design Phase

828 The objective for the System Design Phase is the on-time delivery to the Government of  
829 Government-approved documentation that provides the detailed design of each configuration  
830 item in the approved product baseline. The System Design phase produces a design that is based  
831 on the functional descriptions and products developed during the Requirements Analysis phase.  
832 The design is reflected in the System Design Document (SDD) (P023) and Sub-System Design  
833 Document (SSDD) (P023) products developed and delivered by the Contractor.

834 **System/ Subsystem Design Document (SDD/SSDD) (Deliverable P023)**

835 At a minimum, the Contractor shall develop and document a system design for review at the  
836 Preliminary Design Review (PDR), Critical Design Review (CDR), or Design Review (DR) to  
837 gain Government approval at the identified SETR event. At minimum the contractor shall adhere  
838 to the following subsections:

839 4.3.1 Describe the Contractor's design process, including the use of design and modeling  
840 tools, analyses, and tradeoffs.

841 4.3.2 Conduct design demonstrations prior to the PDR, CDR, or DR in order to demonstrate  
842 system designs and gain Government feedback.

843 4.3.3 Align the Contractor's process with the PM APPs Management Plans and the  
844 MARCORSYSCOM SETR process for design reviews. The required technical design  
845 reviews are specified for each change.

846 4.3.4 Provide inputs to the TR brief in support of the Government PDR, CDR, or DR.

847 4.3.5 Provide documentation needed to support the required technical design reviews.

848 4.3.6 Provide a draft software test plan and software test description to support follow-on  
849 planning.

850 4.3.7 Provide new or update existing system design documentation to address new system  
851 changes.

852 4.3.8 Document the Allocated and Product baselines.

## 853 4.4 Development Phase

854 The prime objective for the Development Phase is the on-time delivery of a Government-tested  
855 and accepted capability solution. At minimum the contractor shall adhere to the following  
856 subsections:

857 4.4.1 Develop, integrate, assemble, and test capability.

858 4.4.2 Conduct unit testing to verify the parts and components of each system change functions

- 859 prior to system or software integration.
- 860 4.4.3 Conduct software integration to compile system code into a functional product.
- 861 4.4.4 Generate software test scripts to prepare for overall system integration and Government  
862 Acceptance Testing (GAT).
- 863 4.4.5 Provide In-Process Reviews.
- 864 4.4.6 Align to the MARCORSYSCOM SETR process and the PM APPs Management Plans  
865 process for technical reviews.
- 866 4.4.7 Provide documentation (Software Test Plan with System/ Software Test Description  
867 with Test Scripts 24)) needed to support the required technical reviews.
- 868 **Software Test Plan with System/ Software Test Description with Test Scripts**  
869 **(Deliverable P021)**
- 870 4.4.8 Support the Government in conducting GAT to review the final software product in  
871 support of a deployment decision.
- 872 4.4.9 Conduct cyber security scans, IV&V, HSI reviews and testing, code review, and cyber-  
873 penetration testing (Software Metrics (P006)).
- 874 **Software Metrics (Deliverable P006)**
- 875 4.5 Test and Evaluation
- 876 4.5.1 The Contractor shall plan and support the successful roll-out of software and related  
877 hardware including the required Contractor test and evaluation and GAT processes.
- 878 4.6 Deployment Phase
- 879 The prime objective for the Deployment Phase is the deployment of the approved capability into  
880 the production environment in accordance with the established performance standards. At  
881 minimum the contractor shall adhere to the following subsections:
- 882 4.6.1 Document the Contractor's deployment process.
- 883 4.6.2 Ensure all system user support materials are updated to reflect the changes being  
884 introduced.
- 885 4.6.3 Validate that all assessments and authorizations are in place prior to deployment.
- 886 4.6.4 Prepare the user community to receive and use capability.
- 887 4.6.5 Warranty the software for 90 days from any defects.

- 888 4.6.6 Support a System Verification Review (SVR) demonstrating verification that the  
889 developed solution meets requirements.
- 890 4.6.7 Coordinate and deliver the deployment package within the PDSS Release Management  
891 process.
- 892 4.6.8 Provide input to the release management team for the VDD that identifies final  
893 Configuration Item change
- 894 4.6.9 Support a Post Implementation Review (PIR) to gain Government approval to close the  
895 release.

## 896 **5 Project Management**

### 897 5.1 Project Management

898 The Contractor shall execute and manage their project management plan when planning,  
899 acquiring staff and other resources, training staff, designing and implementing process  
900 improvement, managing risk, and related processes inherent with the requirements in this PWS.  
901 The Contractor shall provide updates to the Project Management Plan (PMP) as needed or as  
902 directed by the Government.

#### 903 5.1.1 Project Management Plan (PMP)

904 The Contractor shall prepare a PMP (Deliverable P003). The Government approved PMP serves  
905 as the common understanding between the Government and the Contractor on how the contract  
906 will be managed. The Government fully realizes that the Contractor shall need to periodically  
907 revisit and update the PMP to ensure that it accurately reflects the dynamics of managing a  
908 contract of this magnitude. At a minimum, the PMP shall be updated as necessary and  
909 resubmitted to the Government for approval. The Contractor has the latitude to build upon the  
910 document content to ensure all aspects of the Contractor's collaborative project management  
911 processes are addressed. All additional updates will require approval from the Government.

912 At a minimum, the PMP shall define and describe the Contractor's processes:

#### 913 **Project Management Plan (Deliverable P003)**

##### 914 5.1.1.1 Processes

915 5.1.1.2 Identify the types of skill sets and skill levels that will be needed and provided and the  
916 strategies that will be used to ensure that the right amount of the right skills will be  
917 available when needed.

918 5.1.1.3 Describe the process for periodically assessing the contract, determining areas for  
919 improvement, gaining Government approval, and implementing improvement plans  
920 (Process Improvement).

921 5.1.1.4 Describe the process to develop, update, and monitor the project schedule using  
922 Microsoft Project 2010 and to provide an Integrated Master Schedule (IMS) (P014)  
923 derived schedule and supporting data to the Government.

924 **Integrated Master Schedule (IMS) (Deliverable P014)**

925 5.1.1.5 The Contractor shall have, and provide evidence of, individual clearances of team  
926 members as necessary and appropriate for work those team members are required to  
927 perform.

928 5.2 Risk Management

929 The contractor shall prepare a Risk Management Plan (RMP) (P015). The RMP shall describe  
930 the Contractor's approach to determining, reporting, rating and monitoring risks within the  
931 project. At minimum the contractor shall adhere to the following subsections:

932 **Risk Management Plan (RMP) (Deliverable P015)**

933 5.2.1 Execute risk management in accordance with the PM APPs RMP.

934 5.2.2 Develop, and include in the MSR (P007), risk reports summarizing the risks and  
935 identifying the likelihood and consequence of each risk.

936 **Monthly Status Report (MSR) (Deliverable P007)**

937 5.3 Reporting and Monitoring

938 The Contractor shall describe the metrics, reporting mechanisms, and control procedures it will  
939 use to measure, report, and manage requirements, the schedule, resources, and quality assurance.  
940 Information gathered will be presented to the COR via the MSR, or other reporting requirements  
941 (P016). At minimum the contractor shall adhere to the following subsections:

942 **Other reports, analysis, papers, trip reports and presentations including (Deliverable**  
943 **P016)**

944 **Monthly Status Report (MSR) (Deliverable P007)**

945 5.3.1.1 Include in the MSR, performance monitoring efforts (e.g., performance metric  
946 monitoring, risk analysis) that shall identify and support the determination of  
947 performance variances within sufficient time to allow the Contractor the ability to  
948 implement corrective action before Contractor and/or system performance falls below  
949 acceptable thresholds.

950 **Monthly Status Report (MSR) (Deliverable P007)**

951 5.3.1.2 Include in the MSR, all Priority 1 metrics from the PM APPs Performance  
952 Measurement Plan, previous month's activities, updated risk register, upcoming  
953 activities, all incidents, summary of service issues, problem trends, progress towards  
954 the Performance Standard and Acceptable Quality Levels (AQLs), and anticipated

travel (with a justification for the travel). The metrics submitted for the MSR shall be in accordance with the PM APPs Performance Measurement Plan.

### Monthly Status Report (MSR) (Deliverable P007)

- 5.3.1.3** Participate in SPS Integrated Product Team (IPT) meetings and Working Groups where program status will be reported. The Contractor shall aid in the development of meeting materials such as the Meeting Agenda and Meeting Minutes for the meetings listed in Table 7 below.

Production and Development Meetings	Frequency
Engineer Review Board	Quarterly
Configuration Control Board	Quarterly
Cyber Security Status Review	Weekly
Cyber Security Document Review	Semi-annually
System Engineering Technical Interchange Meetings	Weekly (as determined by the IPT SE)
SETR Reviews	For each Production release / upgrade
Requirements Elicitation	For each Production release / upgrade
Monthly Status Review Meeting	Monthly
SPS IPT Meeting	Bi-Weekly
Audit Status Meeting	Weekly
Audit Observation Meeting	Weekly

**Table 6 Meeting Requirements**

## 5.4 Quality Assurance and Control

- 5.4.1** Within the PMP, the Contractor shall prepare a QAPP. The QAPP shall describe the Contractor's approach to ensuring quality performance for all aspects of the contract. The Government shall evaluate the Contractor's performance under this contract in accordance with the QASP. The QASP is a Government plan that focuses on what the Government will do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the AQLs. The AQLs are also listed in Section 9 below.

The QAPP shall include:

- 5.4.2** The Contractor's quality assurance program shall provide a total quality management system approach to the SPS efforts and shall include program and technical management, quality assurance, quality control, and performance management to achieve the control of product and service quality to the DoN, inclusive of the Marine



976 Corps, throughout contract performance.

977 5.4.3 The Contractor's systems engineering, quality assurance, and quality control efforts  
978 shall comply with Government policy and instructions. These efforts shall be reflected  
979 in the Contractor's PDSS, System Maintenance, and Performance and will ensure both  
980 existing and new/enhanced capabilities meet the Government's objectives for quality, as  
981 defined in the AQLs.

## 982 5.5 Performance Management

983 The Contractor shall attend all Interim Program Reviews (IPR) convened by the contracting  
984 activity or contract administration office in accordance with Federal Acquisition Regulation  
985 Subpart 42.5. The Contracting Officer, COR, and other Government personnel may meet  
986 periodically with the Contractor to review the Contractor's performance. At these meetings, the  
987 Contracting Officer will apprise the Contractor of how the Government views the Contractor's  
988 performance and the Contractor will apprise the Government of any problems being experienced.  
989 Appropriate action shall be taken to resolve outstanding issues.

## 990 6 Contract Closeout

991 Provide orderly closeout of the contract including final delivery of any remaining Government  
992 products, hardware, software, and preparation of a final closeout report to (P024) include lessons  
993 learned and analysis of the task. The Contractor shall provide a migration plan for any open  
994 service desk tickets not already contained within the Government provided tool.

### 995 Closeout Report (Deliverable P024)

## 996 7 Integrated Master Schedule (IMS)

997 The Contractor shall develop and maintain an overall PA Systems IMS (P014) throughout the  
998 period of performance of the contract. The PA Systems IMS shall provide information sufficient  
999 to the Government to demonstrate how the Contractor intends to manage the proposed effort.

### 1000 Integrated Master Schedule (Deliverable P014)

1001 The Contractor shall incorporate PDSS and ECP tasks into the Contractor IMS for SPS and shall  
1002 provide the ability to understand how it intends to manage PDSS and ECPs with visibility of:

- 1003 • Tasks.
- 1004 • Activities.
- 1005 • Schedule.
- 1006 • Deliverables.

1007 At a minimum, the Contractor shall develop an IMS using Microsoft Project version 2010  
1008 compatible or a version otherwise approved by the Government.

1009 **Integrated Master Schedule (Deliverable P014)**

1010 **8 Performance Standards**

1011 8.1.1 Contractor performance shall be monitored against the following performance standards  
1012 and AQLs:

Performance Standard	Methods of Surveillance	Acceptable Quality Levels
Service desk support will be available M – F, 0800 - 1630 hours a day  Available is defined as service desk being available M-F 0800 - 1630	<ul style="list-style-type: none"> <li>• Service desk ticket logs</li> <li>• Weekly Technical Interchange Meeting (TIM)</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Greater than or equal to 99%</li> <li>• Satisfactory: Greater than or equal to 98%</li> <li>• Unsatisfactory: Less than 98%</li> </ul>
Service Desk tickets resolved at Tier I within 15 minutes.	<ul style="list-style-type: none"> <li>• Service desk ticket logs.</li> <li>• Weekly TIM</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory: Greater than or equal to 95%</li> </ul>
Timely delivery of specified deliverable.	<ul style="list-style-type: none"> <li>• MSR</li> <li>• Deliverable</li> <li>• Transmittals</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: On time or earlier than the identified date</li> <li>• Unsatisfactory: More than 24 hours past the identified date</li> </ul>
All availability issues are communicated to Government within 1 hour of discovery.	<ul style="list-style-type: none"> <li>• Service desk ticket logs</li> <li>• Weekly TIM</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory: Communicated in 1 hour or less</li> <li>• Unsatisfactory: Not Communicated within 1 hour</li> </ul>
CITDB is updated within 10 business days of a change.	<ul style="list-style-type: none"> <li>• Periodic Government PCAs based on the CITDB</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Updated within 7 days</li> <li>• Satisfactory: Updated within 8 – 10 days</li> <li>• Unsatisfactory: Not updated within 10 days</li> </ul>

Performance Standard	Methods of Surveillance	Acceptable Quality Levels
ATO is maintained	<ul style="list-style-type: none"> <li>IAM Cybersecurity Status Reports</li> </ul>	<ul style="list-style-type: none"> <li>Exceptional - 100% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un-remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&amp;M</li> <li>Satisfactory - 98% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un-remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&amp;M.</li> <li>Unsatisfactory – Less than 98% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un-remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&amp;M</li> </ul>
<p>Minimize unplanned downtime.</p> <p>Any down-time on weekends or attributed to the Government will not count as unplanned down-time.</p> <p>Planned down-time that exceeds the agreed upon window will count as unplanned down-time</p>	<ul style="list-style-type: none"> <li>Service desk ticket logs</li> <li>FRACAS</li> <li>MSR</li> </ul>	<ul style="list-style-type: none"> <li>Exceptional: Operational Availability is greater 98%</li> <li>Satisfactory: Operational Availability equal to 98%</li> <li>Unsatisfactory: Operational Availability less than 98%</li> </ul>



Performance Standard	Methods of Surveillance	Acceptable Quality Levels
Ensure timely restoration of services. Mean Time to Restore: 24 hours after downtime.	<ul style="list-style-type: none"> <li>• Service desk ticket logs.</li> <li>• FRACAS</li> <li>• MSR</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Operational Availability is greater 97%</li> <li>• Unsatisfactory: Operational Availability less than 97%</li> </ul>
Execution of Government Assessment Testing The software has no Severity 1 and 2 defects as defined in the PM APPs System Test and Evaluation Strategy.	<ul style="list-style-type: none"> <li>• GAT Scorecard</li> <li>• SETR results</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional: Zero severity 1 defects <ul style="list-style-type: none"> <li>○ Two or fewer severity 2 defects</li> </ul> </li> <li>• Satisfactory: <ul style="list-style-type: none"> <li>○ Zero Severity 1 defects</li> <li>○ Three severity 2 defects</li> </ul> </li> <li>• Unsatisfactory: <ul style="list-style-type: none"> <li>○ Any severity 1 defect</li> <li>○ Four or more severity 2 defects</li> </ul> </li> </ul>

1013 **Table 7: Performance Standards**

1014 **9 Applicable Documents and References**

1015 The following tables provide programmatic and technical information for the Contractor to  
1016 consider in preparation of a response to this PWS at the solicitation phase and during contract  
1017 performance post-award.

Document / Reference	Intended Use
SLA with Hosting Environment; Operational Document MOC-033 HCS Service Level Agreement	Identifies agreements and coordination POCs with the system hosting environment.
Interface Control Documents and/or System Interface Agreements	Documents the roles/responsibilities and data exchange information between this and other
Contingency Plan	Provides guidance on the decision-making process and its timely response to any disruptive or extended interruption of normal business operations and services.
Risk Register	Contains all risks.

Document / Reference	Intended Use
ECP Tracker Database	Contains tracking of all system ECPs
Trouble Ticket Database	Contains all system Trouble Tickets.
Requirements Traceability Matrix	Government requirements document.

1018

**Table 8: Program Documentation**

Document Reference	Intended Use
System Maintenance and Administration Manual	Describes the administrative functions to maintain the system.
Configuration Item Technical Database	Describes the hardware and software configuration items.
Database Architecture	Describes the system database architecture.
Training Material	Instructor training material to support classroom training.
Test Scripts	Set of instructions executed by a person to ensure the system is functioning correctly.
Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170.01G / Joint Capabilities Integration and Development System	Requirements Guidance
CJCSI 6510.01F, Information Assurance (IA) and Support to Computer Network Defense (CND), 9 Feb 11	Cybersecurity
MARADMIN 657/13 Requirements for Network Security Source Code Review dated 13 December 2013	Cybersecurity
Department of the Navy, DoD Information Assurance Certification and Accreditation Process (DIACAP), dated 28 November 2007	Cybersecurity
Department of Defense Instruction (DODI) 8510.01 Risk Management (RMF) for DoD Information Technology, dated 12 March 2014	Cybersecurity



Document Reference	Intended Use
DoD 5200.2-R, Personnel Security Program dated January 1987, Incorporating Change 3, dated 23 February 1996	Cybersecurity
DoD 8570.01-M, Information Assurance Workforce Improvement Program, Incorporating Change 4, 10 November 2015	Cybersecurity
DoD Memorandum, Department of Defense Guidance on Protecting Personally Identifiable Information, 18 August 2006	Cybersecurity
DoD Regulation 5200.1-R, Information Security Program, Volume 1, dated 24 February 2012	Cybersecurity
Dept. of Defense Directive (DoDD) 5000.01 / Defense Acquisition System dated, 20 November 2007	Acquisition Guidance
DoDD 8000.01, Management of the DoD Information Enterprise, dated 10 February 2009	Cybersecurity
DoDD 8500.01E, Information Assurance (IA), dated 23 April 2007	Cybersecurity
DoDI 5000.02 / Operation of the Defense Acquisition System, dated 7 January 2015	General Acquisition Execution Guidance
DoDI 8500.2, Information Assurance Implementation, dated 6 February 2003	Cybersecurity
Federal Acquisition Regulation (FAR)	Contracting
Federal Information Security Modernization Act (FISMA), dated 18 December 2014	Cybersecurity

Document Reference	Intended Use
IEEE/EIA 12207 / Standard for Information Technology Software Life Cycle Processes	Industry Standard for Software Support
Marine Corps Systems Command Technical Review Handbook, v2, October, 2014	Systems Engineering Technical Review (SETR)
MCO 5239.2, Marine Corps Cybersecurity Program (MCCSP), dated 18 July 2012	Cybersecurity
Marine Corps Systems Command Order (MARCORSYSCOMO) 4130.1 / Configuration Management Policy	CM Policy
MARCORSYSCOMO 5400.5 / Naval SYSCOM Systems	SETR
MIL-HDBK-61 / Configuration Management	CM Guidance
MIL-STD-881 / Work Breakdown Structures	Guidance on building WBS
National Defense Authorization Act for Fiscal Year 2016, S. 1356, 25 November 2015	Requirements Guidance.
OMB Circular A-130 Appendix III, Security of Federal Automated Information Resources, dated November 28, 2000	Cybersecurity
SECNAV Instruction 5211.5E, DoN Privacy Program, 28 December 2005	Cybersecurity
SECNAVINST 5000.2E, Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System, 01 Oct 2011	Cybersecurity



Document Reference	Intended Use
SECNAVINST 5000.36A, Department of the Navy Information Technology Applications and Data Management, 19 December 2005	Cybersecurity
USMC Enterprise Cybersecurity Directive (ECSD) 018, Marine Corps Certification and Accreditation Process Version 3.0, dated 7 December 2012	Cybersecurity
USMC ECSD 011, Personally Identifiable Information Version 4.0, dated 30 November 2013	Cybersecurity
USMC ECSD 021, Ports, Protocols, and Services Management version 1.0, 15 May 2012	Cybersecurity
USMC ECSD 008, Secure Data Transfer Version 2.0, 17 December 2012	Cybersecurity
USMC ECSD 026, Concept of Operations for Host Based Security System Version 1.0, 15 October 2012	Cybersecurity
MCSCO 5530.2A - Access Control Order	Security Requirements

1019

**Table 9: System Documentation****1020 10 Deliverables**

1021 All Deliverables shall be delivered to the Government's electronic repository (SharePoint) with a  
 1022 notification to the Contracting Officer, Contracting Officers Representative (COR), and the SPS  
 1023 Project Officer. (Note: SharePoint requires a CAC for access)

1024 Table 11 provides a comprehensive list of the deliverables:



1025

<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>Format</b>	<b>Date of first submission</b>	<b>Subsequent Submission</b>
P001	Post Deployment Software Support (PDSS) Plan	Government approved Contractor Format	60 days after Contract award.	ASREQ
P002	Software Development Plan (SDP)	Government Approved Contractor Format	Ten business days before design review.	Five business days after receipt of Government
P003	Project Management Plan (PMP)	Government approved Contractor Format	60 days after Contract award.	ASREQ
P004	Quality Assurance Program Plan (QAPP)	Government approved Contractor Format	30 Days after Contract Award	ASREQ
P005	Incident and Problem Management Plan	Government approved Contractor Format	60 days after Contract award.	ASREQ
P006	Software Metrics	Government approved Contractor Format	Ten business days prior to the SETR event.	Ten business days after receipt of Government comments.
P007	Monthly Status Report (MSR)	Government Approved	15 days after completion of the first calendar month.	15 <sup>th</sup> of Every month thereafter.
P008	Configuration Management Plan (CMP)	Government approved Contractor Format	60 days after Contract award.	ASREQ
P009	Version Description Document (VDD)	Government Approved Contractor Format	Five business days before Deployment.	ASREQ
P010	GAT Scorecard (To include a summary to the	Government Approved Contractor Format	Weekly scorecards for Integration testing, daily scorecards for	ASREQ

<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>Format</b>	<b>Date of first submission</b>	<b>Subsequent Submission</b>
	Government)		GAT.	
P011	Test Report and Defects	Government Approved Contractor Format	Ten business days prior to TRR.	Ten business days prior to update at SVR.
P012	Release Deployment Plan	Government Approved Contractor Format	Ten business days after the start of the contract quarter.	Each quarter thereafter.
P013	System Maintenance and System Administration Manuals	Government Approved Contractor Format	AS REQ, depending upon the release and ECP at TRR.	Two working days after receipt of Government comments.
P014	Integrated Master Schedule (IMS)	Government Approved Contractor Format Microsoft Project 2010 or newer version	45 days after Contract award.	NLT 15th of each month for previous month or after each release and ECP award.
P015	Risk Management Plan (RMP)	Government approved Contractor Format	60 days after Contract award.	N/A
P016	Other reports, analysis, papers, trip reports and presentations including (SETR briefs)	Government Approved Contractor Format	ASREQ	ASREQ
P017	FRACAS	Government Approved Contractor Format	ASREQ	Ten working days after receipt of Government comments.
P018	Software /	Contractor Format	90 days after contract	10 working



<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>Format</b>	<b>Date of first submission</b>	<b>Subsequent Submission</b>
	Hardware Refresh Plan (5 Years)		award.	days after receipt of Government comments.
P019	Training Plan	Government approved Contractor Format	45 business days after contract award.	N/A
P020	System / Software Source Code	Government-provided Format	Within five (5) days following scheduled release.	Final 15 working days before the end of the period of performance .
P021	Software Test Plan with System/ Software Test Description with Test Scripts	Government Approved Contractor Format	Ten business days before design review.	Five business days after receipt of Government comments.
P022	Requirements Traceability Matrix (RTM)	Government-provided format	Final due ten days before each SSR, SFR and contract closure.	Update for design reviews and for contract closure.
P023	System/ Subsystem Design Document (SDD/SSDD)	Government-provided format	Delivery as required by PM APPS and based upon the complexity of the subject changes. Otherwise no less than thirty business days before the end of the TO.	Five business days after receipt of Government comments.

Deliverable Number	Deliverable Title	Format	Date of first submission	Subsequent Submission
P024	Closeout Report	Government Approved Contractor Format	30 days prior to Contract Closeout date	ASREQ

**Table 10: Deliverables**

1026

1027 Submission dates above that show “ASREQ” (“As Required”), will be based on dates assigned  
 1028 and mutually agreed upon at the time the requirement for the deliverable arises since it is  
 1029 difficult to predict when the need to create/update these artifacts will occur.

1030 10.1 Inspection and Acceptance

1031 The COR shall inspect all services and deliverables. Final acceptance of deliverables is the  
 1032 responsibility of the COR.

## 1033 11 Government Furnished Information (GFI) and Government Furnished 1034 Equipment (GFE)

1035 The Government will provide other necessary GFI which will include: system documentation,  
 1036 system manuals, and web-based training source code.

1037 Government furnished property (GFP) will be issued and managed in accordance with  
 1038 MCO 4400.203. A list of Government furnished property will be provided with each task order.

1039 The contractor shall verify the quantity and condition of the property identified immediately  
 1040 upon receipt. Shortages and/or damaged or defective property shall be properly reported to the  
 1041 KO after verification made by a designed representative of the KO. When deemed necessary, a  
 1042 representative of the KO will be present to inspect the condition of the property prior to  
 1043 packaging thereof for return to the Government. In order to accommodate this inspection  
 1044 requirement, the contractor shall provide the KO with at least 24 hour prior notice so that  
 1045 personnel may be assigned for these examinations. The contractor shall maintain records which  
 1046 indicate a complete and verifiable cost and accountability audit trail for all GFE, and any other  
 1047 items that may come under the accountability of the contractor.

1048 Contractors will utilize the DoD Wide Area Workflow (WAWF) Government property transfer  
 1049 system for GFP receipt acknowledgement, subsequent transfer of GFP to other  
 1050 contracts/Contractors (if authorized in the contract), or return of GFP to the Marine Corps in

1051 order to ensure Government property transfers are conducted in accordance with the Defense  
1052 Logistics Manuals 4000.25-1 MILSTRIP, and 4000.25-2 MILSTRAP; and applicable  
1053 FAR/DFAR clauses.

1054 The Government provides the shared data environment where all SPS Information resides. The  
1055 shared data environment includes repositories to support the SPS's configuration control process,  
1056 baseline documentation, CITDB, action items, risk management, etc.

1057 HCS provides the hosting facility for SPS Pre Production instances in a virtual environment.

1058 The Government will supply the necessary licenses for the following: The JPMO provides the  
1059 Sybase licenses for SPS and access is coordinated with Deputy Assistant Secretary of the Navy  
1060 (DASN).

1061 The Government will provide the Contractor with laptops for system integration, maintenance,  
1062 software development, testing, and training.

## 1063 **12 Access to Government Facilities**

1064 The Contractor must seek prior approval of the COR for access to 51 Barrett Heights or 1000  
1065 Quantico Corporate Center in the execution of their duties. Any unclassified contractor-  
1066 furnished laptops must be logged with the laboratory entry control point sentry.

## 1067 **13 Marine Corps Enterprise Network (MCEN)**

1068 Contractor personnel performing IT sensitive duties are subject to investigative and assignment  
1069 requirements. DoDD 8570.01, and DoD 8570.01-M requires DoD civilian, DoD consultants,  
1070 and Support Contractor Personnel performing work on sensitive automated information systems  
1071 to be assigned to positions that are designated at one of three sensitivity levels (IT-I, IT-II, or IT-  
1072 III).

1073 MCEN IT resources, if provided, are designated For Official Use Only (FOUO) and other  
1074 limited authorized purposes. DoD military, civilian personnel, consultants, and contractor  
1075 personnel performing duties on MCEN information systems may be assigned to one of three  
1076 position sensitivity designations.

1077 MCEN Computer Access - Contractor personnel accessing Marine Corps Systems Command  
1078 Computer systems, shall maintain compliance with United States Marine Corps Enterprise  
1079 Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD  
1080 2875, and completion certificates for the CYBERC course located on MarineNet located at  
1081 <https://www.marinenet.usmc.mil> The CYBERC course consist of the DOD Cyber Awareness  
1082 Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have  
1083 to create a MarineNet account in order to acquire the required training.

1084 MCEN IT resources, if provided, are designated FOUO and other limited authorized purposes.

1085 DoD military, civilian personnel, consultants, and contractor personnel performing duties on  
1086 MCEN information systems may be assigned to one of three position sensitivity designations.

1087 MCEN Official E-mail usage— MCEN IT resources are provided FOUO and other limited  
1088 authorized purposes. Authorized purposes may include personal use within limitations as  
1089 defined by the supervisor or the local Command. Auto forwarding of e- mail from MCEN-N to  
1090 commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail  
1091 messages requiring either message integrity or non-repudiation are digitally signed using DoD  
1092 PKI. All e-mail containing an attachment or embedded active content must be digitally signed.

1093 MCEN users will follow specific guidelines to safeguard Controlled Unclassified Information  
1094 (CUI), including PII and FOUO. Non-official e-mail is not authorized for and will not be used to  
1095 transmit CUI to include PII and Health Insurance Portability and Accountability Act (HIPAA)  
1096 information. Non-official e-mail is not authorized for official use unless under specific situations  
1097 where it is the only mean for communication available to meet operational requirements. This  
1098 can occur when the official MCEN provided e-mail is not available but must be approved prior  
1099 to use by the Marine Corps Authorizing Official (AO).

1100 All Contractor personnel shall read, understand, and comply with policy and guidance to protect  
1101 classified information and CUI, and to prevent unauthorized disclosures in accordance with  
1102 United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and  
1103 CJCSI 6510.01F.

## 1104 **14 Security Requirements**

1105 This contract will require the contractor to have a Secret Facility Clearance and will require  
1106 certain contractors to obtain and maintain classified access eligibility. The contractor shall have  
1107 a valid Secret Facility Clearance prior to classified performance. The prime contractor and all  
1108 sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive  
1109 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this  
1110 contract shall maintain compliance with Department of Defense, Department of the Navy, and  
1111 Marine Corps Information and Personnel Security Policy to include completed background  
1112 investigations (as required) prior to classified performance. This contract shall include a DoD  
1113 Contract Security Classification Specification (DD-254) as an attachment. Certain contractors  
1114 will be required to perform IT-I/II duties that will require favorably adjudicated Tier 5/3 Level  
1115 investigations. The Defense Counterintelligence Security Agency (DCSA) will not authorize  
1116 contractors to submit the necessary Tier Level investigations solely in support of IT level  
1117 designation requirements, but are required to submit investigations for those employees requiring  
1118 both Secret access and IT-II designation. The Government Contracting Activity Security Office  
1119 (GCASO) is required to submit any required investigations in support of IT-I level designations.  
1120 The contractor is required to provide a roster of prospective contractor employees performing IT-  
1121 I duties to the MCSC COR. This roster shall include: full names, Social Security Numbers, e-  
1122 mail address and phone number for each contractor requiring investigations in support of IT  
1123 Level designations. The COR will verify the IT-I requirements and forward the roster to the

GCASO. Contractors found to be lacking required investigations will be contacted by the GCASO.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to [MCSC\\_Security@usmc.mil](mailto:MCSC_Security@usmc.mil) or 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 granted an IT designation, issued a Common Access Card (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 granted IT designations, issued a CAC and/or a MARCORSYSCOM Building badge/access.

## 15 Common Access Card

The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with 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, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor 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 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. Contractors issued a CAC **are prohibited** from "auto-forwarding" e-mail from 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 CAC will also 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



1165 FOUO government business. The use of a contractor or personal e-mail account for contractor  
1166 business or personal use is allowed, but only when using cellular or a commercial internet  
1167 service provider.

1168 If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have  
1169 also lost their eligibility to perform on MARCORSYSCOM contracts.

## 1170 **16 Place of Performance**

1171 For cost-efficiency reasons, the Government expects the Contractor management team and lead  
1172 engineers to be located within a 50 mile commuting distance from Marine Corps Base Quantico,  
1173 VA. The Government will not pay travel costs for Contractor staff to commute to the Contractor  
1174 facility or for any travel within a 50-mile radius of the Contractor's facility. Any reimbursable  
1175 travel costs incurred during the performance of the contract shall not include travel for day-to-  
1176 day work activities.

1177 The work to be performed under this contract shall be performed at the Contractor's facility.

1178 The Contractor is expected to attend meetings and participate in telephone conferences in the  
1179 Quantico, Virginia area.

## 1180 **17 Hours of Work**

1181 Contract support is required to be available at minimum during core hours Monday through  
1182 Friday, 0900 to 1500 EST daily for contractor personnel not supporting the Service Desk.

1183 The exceptions include Office of Personnel Management (OPM) US Federal Holidays, and as  
1184 directed by the Government due to closing of Government facilities (i.e., administrative closings  
1185 or similar Government directed facility closings). The Contractor shall provide Service Desk  
1186 support Monday through Friday, 0800 - 1630.

## 1187 **18 Contractor Employee Identification**

1188 All contractor personnel working on a Government installation shall possess and wear an  
1189 identification badge that displays his or her name and his or her "contractor" status. The  
1190 contractor shall ensure that contractor personnel identify themselves as contractors when  
1191 attending meetings, sending emails, answering Government telephones, providing any written  
1192 correspondence, or working in situations where their actions could be construed as official  
1193 Government acts. All documents or reports produced by contractors are to be suitably marked as  
1194 contractor-produced products or that contractor participation is appropriately disclosed. While  
1195 performing in a contractor capacity, contractor personnel shall refrain from using their retired or  
1196 reserve component military rank or title in all written and verbal communications.

## 1197 **19 Period of Performance**

1198 The Period of Performance (POP) will be 18 months (including options). The Base is a six-  
1199 month POP. Option 1 is a six-month POP. Option 2 is a six-month POP. Each POP, if awarded,  
1200 will require PDSS support services. ECPs that arise during those POPs, if any, will be exercised  
1201 as options at that time, subject to the availability of funding.

## 1202 **20 Travel and Other Direct Costs (ODC)**

1203 No travel is authorized without the KO's or COR's preapproval. The KO or COR will be the  
1204 approval authority for all contractor travel request, submitted in writing and in advance of all  
1205 travel. Travel details, including estimated costs, must be provided to the COR for approval prior  
1206 to the commencement of any travel. Travel shall be in direct support of tasks assigned within  
1207 this PWS. Local travel to or within the Quantico commuting area as defined in Marine Corps  
1208 Base Order 7220.1C is not reimbursable. Local travel is considered travel within a 50-mile  
1209 radius from the home station to perform official duties such as attending meetings, conferences,  
1210 etc. Continental United States (CONUS) and Outside Continental United States (OCONUS)  
1211 travel (transportation, per diem, air fare, auto rental, out of pocket expenses, and other allowable  
1212 expenses) is reimbursable in accordance with FAR 31.205-46 and within the limitation of funds  
1213 specified in the contract. Any travel or per diem costs that exceed the rates in the Joint Travel  
1214 Regulations will be found unreasonable. No profit shall be allowed on travel or other direct  
1215 costs (ODCs). Relevant information can be found at the JTR web site:  
1216 <https://secureapp2.hqda.pentagon.mil/perdiem/>.

1217 ALL OCONUS travelers must comply with DoD, Department of the Navy and  
1218 MARCORSYSCOM travel regulations to include completing required training, endorsements,  
1219 and authorizations prior to travel. Except in unusual circumstances, the contractor shall provide,  
1220 no later than 10 working days from the proposed Temporary Additional Duty (TAD), a travel  
1221 TAD request for approval through the COR. The contractor shall provide within five working  
1222 days, a written EXSUM (Executive Summary) or AAR (After Action Review) on all meetings  
1223 and conferences attended on behalf of the Government to the COR. Contractor personnel are  
1224 required to complete the Synchronized Pre-deployment Operational Tracker (SPOT) training.

1225 Other Direct Costs: In the course of performance, pursuant to this contract, the Contractor may  
1226 be required to purchase incidental items at the request of the Government. The Contractor shall  
1227 acquire necessary items of other direct costs associated with the services on the contract only  
1228 with written, advanced, approval of the COR. Notional Travel locations are listed in Table 11.

1229 **Table 11: Notional Travel Locations**

LOCATION	Projected # of Training Events Jan 1 2021 thru Jun 30 2021	# of TRG Days for each TRG Event	Projected # of Training Events Jul 1 2021 thru Dec 31 2021	# of TRG Days for each TRG Event	Projected # of Training Events Jan 1 2022 thru Jun 30 2022	# of TRG Days for each TRG Event
MCB Quantico, VA			1	5	1	5
MCB Camp Lejeune, NC			1	5		
MCAS Cherry PT, NC			1	3		

LOCATION	Projected # of Training Events Jan 1 2021 thru Jun 30 2021	# of TRG Days for each TRG Event	Projected # of Training Events Jul 1 2021 thru Dec 31 2021	# of TRG Days for each TRG Event	Projected # of Training Events Jan 1 2022 thru Jun 30 2022	# of TRG Days for each TRG Event
MCRD Parris Island, SC			1	3		
MARFORRES New Orleans, LA			1	4		
MCB Camp Pendleton, CA			1	5		
MCB Kaneohe Oahu, HI					1	5
MCAS Okinawa, JA					1	5
MCAS Iwakuni, JA					1	5

1230

1231 **21 Organizational Conflict of Interest (OCI)**

1232 To the extent that the work under this contract requires access to proprietary, business  
 1233 confidential, or financial data of other companies, and as long as these data remain proprietary or  
 1234 confidential, the Contractor shall protect the data from unauthorized use and disclosure and  
 1235 agrees not to use it to compete with those other companies.

1236

1237 (a) “Organizational Conflict of Interest” means that because of other activities or relationships  
 1238 with other persons, a person is unable or potentially unable to render impartial assistance or  
 1239 advice to the government, or the person’s objectivity in performing the contract work is or might  
 1240 be otherwise impaired, or a person has an unfair competitive advantage. “Person” as used herein  
 1241 includes corporations, partnerships, joint ventures, and other business enterprises.

1242

1243 (b) The contractor warrants that to the best of its knowledge and belief, and except as otherwise  
 1244 set forth in the contract, the contractor does not have any organizational conflict of interest(s) as  
 1245 defined in paragraph (a).

1246

1247 (c) It is recognized that the effort to be performed by the Contractor under this contract may  
 1248 create a potential organizational conflict of interest on the instant contract or on a future  
 1249 acquisition. In order to avoid potential conflict of interest, and at the same time to avoid  
 1250 prejudicing the best interest of the government, the right of the contractor to participate in future  
 1251 procurement of equipment and/or services that are the subject of any work under this contract  
 1252 shall be limited as described below in accordance with the requirements of FAR 9.5.

1253

1254 (d)(1) The contractor agrees that it shall not release, disclose, or use in any way that would  
 1255 permit or result in disclosure to any party outside the government any information provided to  
 1256 the contractor by the government during or as a result of performance of this contract. Such  
 1257 information includes, but is not limited to, information submitted to the government on  
 1258 confidential basis by other persons. Further, the prohibition against release of government  
 1259 provided information extends to cover such information whether or not in its original form, e.g.,  
 1260 where the information has been included in contractor generated work or where it is discernible  
 1261 from materials incorporating or based upon such information. This prohibition shall not expire  
 1262 after a given period of time. See also, DFARS 252.204-7000, Disclosure of Information,  
 1263 incorporated by reference in this included in the contract.

(2) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure or any party outside the government any information generated or derived during or as a result of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the contractor, any subcontractor, consultant, or employee of the contractor, any joint venture involving the contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the contractor.

(e) The contractor further agrees that during the performance of this contract and for a period of three years after completion of performance of this contract, the contractor; any affiliate of the contractor; any subcontractor, consultant, or employee of the contractor; any joint venture involving the contractor; any entity into or with which it may subsequently merge or affiliate; or any other successor or assign of the contractor, shall not furnish to the Marine Corps, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or as a subcontractor, any system, component, or services which are the subject of the work to be performed under this contract. During the course of performance of this contract or before the three year period following completion of this contract has lapsed, the contractor may, with the authorization of the cognizant contracting officer, participate in a subsequent procurement for the same system, component, or service. In other words, the contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest; it shall make immediate and full disclosure in writing to the contracting officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action, which the contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the contracting officer in making a determination on this matter. Notwithstanding this notification, the government may terminate the contract for the convenience of the government if determined to be in the best interest of the government.

(g) Notwithstanding paragraph (f) above, if the contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the contracting officer, the government may terminate this contract for default.

(h) If the contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the government may terminate this contract by default.

(i) The contracting officer's decision as to the existence or nonexistence of the actual or potential organization conflict of interest shall be final and is not subject to the clause of this contract entitled "DISPUTES" (FAR 52.233.1).

(j) Nothing in this requirement is intended to prohibit or preclude the contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the contractor from participating in any research and development. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The contractor shall promptly notify the contracting officer, in writing, if it has been tasked to evaluate or advise the government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the government's interest.

(l) The contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

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## Appendix A. Acronyms

Acronym	Definition
A&A	Assessment & Authorization
ACAS	Assured Compliance Assessment Solution
Ao	Operational Availability
AQL	Acceptable Quality Level
ATO	Authority to Operate
CAC	Common Access Card
CAP	Corrective Action Plan
CCB	Configuration Control Board
CDR	Critical Design Review
CI	Configuration Item
CITDB	Configuration Item Tracking Database
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CLIN	Contract Line Item Number
CM	Configuration Management
CMMI	Capability Maturity Model Integration
CMP	Configuration Management Plan



Acronym	Definition
COR	Contracting Officers Representative
COTS	Commercial Off the Shelf
CUI	Controlled Unclassified Information
DADMS	Department of the Navy Application and Database Management System
DASN	Deputy Assistant Secretary of Navy
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DR	Design Review
DoN	Department of the Navy
DCSA	Defense Counterintelligence Security Agency
ECP	Engineering Change Proposal
ECSD	Enterprise Cybersecurity Directive
EDA	Electronic Document Access
ePS	electronic Procurement System
ERB	Engineering Review Board
FAR	Federal Acquisition Regulation
FISMA	Federal Information Security Management Act
FPDS-NG	Federal Procurement Data System – Next Generation
FRACAS	Failure Reporting and Corrective Action System
FRB	Functional Review Board
FSO	Facility Security Officer
GAT	Government Acceptance Test
GCASO	Government Contracting Activity Security Office
GEX	Global Exchange
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GOTS	Government Off the Shelf
HSI	Human Systems Integration
HSPD	Homeland Security Presidential Directive
HQST	Headquarters, Sustainment and Training
IA	Information Assurance
IAVA	Information Assurance Vulnerability Alert
IAVB	Information Assurance Vulnerability Bulletins
IAVM	Information Assurance Vulnerability Management

Acronym	Definition
ICD	Interface Control Document
IMS	Integrated Master Schedule
IPT	Integrated Product Team
ISSM	Information Systems Security Manager
ISSO	Information Systems Security Officer
IT	Information Technology
ITIL	Information Technology Infrastructure Library
ITSCM	IT Security Continuity Management
IV&V	Independent Validation and Verification
JPAS	Joint Personnel Adjudication System
JPMO	Joint Program Office
JTR	Joint Travel Regulations
KPI	Key Performance Indicator
MARCORSYSCOM	Marine Corps Systems Command
MCCAST	Marine Corps Certification and Accreditation Support Tool
MCCSP	Marine Corps Cybersecurity Program
HCS	Hybrid Cloud Services
MCNOSC	Marine Corps Network Operations Service Center
MCO	Marine Corps Order
MITSC	Marine Air Ground Task Force Information Technology Support Center
MSR	Monthly Status Report
NACI	National Agency Check with Written Inquiries
NAVMC	Navy Marine Corps
NFR	Notice of Findings and Recommendations
ODC	Other Direct Costs
OPDIR	Operational Directive
PA	Paperless Acquisition
PBC	Provided By Client
PCA	Physical Configuration Audit
PD2	Procurement Desktop Defense
PDR	Preliminary Design Review
PDS	Procurement Data Standard
PDSS	Post Deployment Software Support
PDSSP	Post Deployment Software Support Plan
PERSEC	Personnel Security Office
PER	Performance Evaluation Review



Acronym	Definition
PKI	Public Key Infrastructure
PIR	Post Implementation Review
PIEE	Procurement Integrated Enterprise Environment
PjM	Project Manager
PIV	Personal Identification Verification
PM	Program Manager
PM APPS	Program Manager Applications
PMP	Project Management Plan
POA&M	Program of Action and Milestones
PR	Purchase Request
PRDS	Purchase Requirements Data Standard
PSI	Personnel Security Investigation
PSS	Production Support System
PWS	Performance Work Statement
QAPP	Quality Assurance Program Plan
QASP	Quality Assurance Surveillance Plan
RFA	Request for Action
RMF	Risk Management Framework
RMP	Risk Management Plan
ROM	Rough Order of Magnitude
RR	Requirements Review
SABRS	Standard Accounting, Budgeting and Reporting System
SAM	System for Award Management
SCAP	Security Content Automation Protocol
SDD	System Design Document
SDP	Software Development Plan
SE	Systems Engineering
SEP	System Engineering Plan
SETR	Systems Engineering Technical Review
SFR	System Functional Review
SIA	System Interface Agreement
SLA	Service Level Agreement
SLM	Service Level Management
SPS	Standard Procurement System
SR	Service Release
SRR	System Requirements Review

Acronym	Definition
SSDD	Sub-System Design Document
SSP	Systems Security Plan
STES	System Test & Evaluation Strategy
STIG	Security Technical Implementation Guide
SVR	System Verification Review
T&E	Test and Evaluation
TIM	Technical Interchange Meeting
TR	Technical Review
TRR	Test Readiness Review
UI	Universal Interface
USMC	United States Marine Corps
USN	United States Navy
WAWF	Wide Area Workflow

1328