

PERFORMANCE WORK STATEMENT (PWS)
Program Manager (PM) Medium and Heavy Tactical Vehicles (MHTV)
Program Support Services

18 May 2021

1.0	Introduction.....	1
1.1	Background	1
2.0	Applicable Documents.....	1
2.1	Department of Defense (DoD)	2
2.2	Department of Navy (DON).....	2
2.3	Marine Corps (USMC).....	2
2.4	Other Documents.....	2
3.0	Requirements	2
3.1	Program Management	3
3.2	Post Award Conference (PAC).	3
3.3	Contractor Performance Reviews.....	3
3.4	Data Rights.	4
3.5	Program Management Plan (PMP).	4
3.6	Monthly Status Report (MSR).	4
4.0	Acquisition Support	4
4.1	Acquisition Document Reviews.....	5
4.2	Business Analysis.....	5
4.3	Business Facilitation	6
5.0	Logistics Support	6
5.1	Logistics Documentation.....	7
5.2	Logistics Equipment Support.....	7
6.0	Financial Management Services	8
7.0	Engineering Services	9
7.1	Configuration Management.....	12
8.0	Operations and Support Development Analysis	12
9.0	Government Property.....	13
9.1	Government Furnished Equipment (GFE)	13
9.2	Inventory and Property Records.....	14
9.3	DODAAC Assigned.....	14
10.0	Security Requirements	14
10.1	Common Access Card (CAC) Requirement.....	15
10.2	Cyber Security Requirements	16

11.0	TRAVEL AND OTHER DIRECT COSTS	18
11.1	Travel	18
11.2	OCONUS Deployment Requirements	18
11.3	Other Direct Cost (ODC) / Miscellaneous Expense	19
12.0	Personnel Qualifications	19
13.0	Period and Place of Performance (PoP)	19
14.0	Facility Requirements	20
14.1	Primary Contractor Facility	20
14.2	Storage Facility	20

1.0 Introduction

The purpose of this Performance Work Statement (PWS) is to outline the requirements to support Program Manager, Medium and Heavy Tactical Vehicles (PM MHTV) in the management of MHTV's ground transportation equipment portfolio. The work under this PWS is being done principally for PM MHTV. PM MHTV's organizational structure is staffed by the following functional competencies: program management (project, acquisition, and business management), financial management, contracts, systems engineering, logistics, and sustainment (Albany, GA). The Contractor shall be capable of providing quality support to PM MHTV to include the following:

- Program Management
- Acquisition Support
- Logistics Support
- Financial Management Support
- Engineering Support
- Liaison Officer Support

1.1 Background

There are over 16 thousand vehicles and trailers with additional supporting equipment and tool kits that reside under the PM MHTV portfolio at various stages of support in the Operations and Sustainment Phase. The portfolio includes the following vehicle and trailer platforms:

- Medium Tactical Vehicle Replacement (MTVR)
- Logistics Vehicle System Replacement (LVSr)
- Mine Resistant Ambush Protected (MRAP) Cougar, Buffalo and Mine Resistant Ambush Protected All-Terrain Vehicle (M-ATV)
- Truck, Firefighting, Aircraft, Crash and Structure Fire, A/S32P-19A Replacement (P-19R)
- Family of Tactical Trailers, which includes the M1102-H (Cargo) and M1102-MCC (Marine Corps Chassis) Light Tactical Trailers (LTT), the M1076 PLS (Palletized Load System) Trailer, the MK1077 PLS Trailer Flatrack, the MK593 MTVR 6 Ton Cargo Trailer, the MK970 5,000 Gallon Refueler, the MK149A2 400 Gallon Water Tank Trailer, the MK353 General Purpose 3 ½ Ton Chassis Trailer, the MK38 HIMARS Re-Supply Trailer, the M1095 HIMARS 5 Ton Cargo Re-Supply Trailer, the Flatrack Refueling Capability (FRC) and the M870 Heavy Equipment Trailer (HET)

2.0 Applicable Documents.

The following documents form a part of the PWS to the extent specified herein. The most recent revision of the referenced documents at the time of contract shall be used unless otherwise specified herein. In the event of conflict between the applicable documents and this PWS, the PWS shall take precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

2.1 Department of Defense (DoD)

- DoD Instruction 5000.2, Defense Acquisition Management Policies and Procedures
- DoD 5000.2-M, Defense Acquisition Management Documentation and Reports
- DoDM 5105.21-Vol 1-4 Sensitive Compartmented Information
- DoDM 5205.07- Vol 1-4 Special Access Program (SAP) Security Manual
- Defense Instruction 5000.64 “Accountability and Management of DoD Equipment and Other Accountable Property”
- Department of Defense Financial Management Regulations (DoD FMR) 7000.14-R
- Volume 9 of DoD Manual 4140.01 “DoD Supply Chain Materiel Management Procedures: Materiel Programs”
- NISPOM, DoD 5220.22-M, National Industrial Security Policy Manual

2.2 Department of Navy (DON)

- SECNAVINST 5000.2, Implementation of Defense Acquisition Policies, Documentation and Reports
- SECNAVINST 5510.30 Department of the Navy (DON) Personnel Security Program (PSP)
- SECNAVINST 5510.36 Department Of The Navy (DON) Information Security Program (ISP) Instruction
- NAVMC 1553.1A “Systems Approach to Training (SAT)”

2.3 Marine Corps (USMC)

- MCO 5000.22, Implementation of Defense Acquisition Policies, Documentation and Reports.
- MARCORSYSCOM Acquisition Guidebook
- Marine Corps Order 4400.201 Volume 10 “FURNISHING GOVERNMENT PROPERTY TO EXTERNAL ORGANIZATIONS”
- MCO 4400.201-V2 Management Of Property In The Possession Of The Marine Corps Volume 2

2.4 Other Documents

- ICD/ICS 705, Technical Specifications For Construction and Management of Sensitive Compartmented Information Facilities
- Institute of Electrical and Electronics Engineers (IEEE) 12207
- Defense Acquisition Guidebook Chapter 4 and IEEE 1220
- Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6219, capabilities document CJCSI 6212, CJCSI 3170 and all future iterations

3.0 Requirements

The contractor shall possess the requisite technical expertise and deliver the following services and technical data:

3.1 Program Management

PM MHTV is responsible for planning, coordinating, and executing the comprehensive acquisition, engineering, and lifecycle management of its program portfolio inclusive of product support for the USMC ground transportation programs and fielded assets. Operational tempo, lifecycle, and force protection requirements of emerging threats continue to necessitate upgrades to the PM MHTV ground transportation equipment portfolio. Further, portfolio design decisions are required to improve on vehicle and trailer capabilities and survivability. As these lifecycle efforts and upgrades are executed through Engineering Change Proposals (ECPs), it is critical that PM MHTV ensures occupant protection remains compliant with specification requirements. The Contractor shall deliver support services to PM MHTV for both system sustainment and system upgrades which can have significant impacts on fuel efficiency and occupant survivability.

In support of PM MHTV efforts, the Contractor shall provide a Program Manager and deliver program management services to include management of cost, schedule, performance, and contract administration at its own Continental United States (CONUS) facility. The Contractor shall establish and maintain program management best practices throughout the period of performance.

3.2 Post Award Conference (PAC).

The contractor shall host and lead a Post Award Conference (PAC) within seven (7) calendar days of the start of performance. The contractor shall schedule and conduct this meeting, in coordination with the Contracting Officer's Representative (COR). The purpose of the PAC is to: 1) discuss any unique characteristics of the requirement(s); 2) discuss any changes or updates to teaming strategies and transition; 3) identify stakeholders' roles and responsibilities; 4) review the transition-in to full performance as proposed; and 5) establish a common understanding of cost, schedule, and performance expectations. The contractor shall deliver the following:

CDRL A001 – Conference Agenda
CDRL A002 – Conference Minutes

3.3 Contractor Performance Reviews.

In support of PM MHTV efforts, the Contractor Program Manager shall attend and participate in the Contractor Performance Reviews to assess the Contractor's performance during the reporting period. There shall be no more than four (4) reviews per contract year, which shall begin three (3) to four (4) months after contract award, and shall last less than 1 (one) hour. The reviews shall be conducted at the Government's facility. At these meetings, the COR will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of all concerns, if any, being experienced. The Government may take action to resolve these concerns as appropriate. The contractor shall deliver the following:

CDRL A001 – Conference Agenda
CDRL A002 – Conference Minutes**3.4 Data Rights.**

Any documents produced or delivered under this contract shall not be marked as proprietary, confidential or the like. Reference DFARS 252.227-7013(f). The Government has unlimited rights to all technical data and documentation produced under this contract. The contractor is not allowed to make any unilateral decision to fund any portion of the contract effort exclusively at private expense; any proposal to that effect must be the subject of discussion, negotiation and agreement with the government, which will have the final say in such decision.

3.5 Program Management Plan (PMP).

In support of PM MHTV efforts, the Contractor shall deliver a Program Management Plan (PMP). The PMP shall provide a resource-loaded schedule that outlines the steps to take, risks, and the timeline to completion for the program. The PMP shall include any anticipated Other Direct Costs (ODCs). The PMP shall identify how the contractor shall facilitate the accomplishment of a seamless transition. Transition-In services shall begin on the effective date of the award and shall be in alignment with the offerors proposed transition plan.

CDRL A003 – Program Management Plan**3.6 Monthly Status Report (MSR).**

In support of PM MHTV efforts, the Contractor shall deliver a Monthly Status Report (MSR). The MSR shall provide project status as described within the PMP and Contract Data Requirements List (CDRL), and shall provide an overall status of the program. The MSRs delivered by the Contractor shall report cost, schedule, and performance against PMP requirements and identify the status of funding, planned versus actual expenditures per project, status of known risks, risk mitigation efforts, technical progress made and schedule status per deliverable, deliverable titles and numbers completed within the previous month, and the deliverables scheduled to be delivered during the upcoming month. The MSR shall identify travel that occurred during the reporting period along with details of the work accomplished during the trip. The MSR shall also include any material purchase updates, quantity on hand, as well as identify the status of any GFE.

CDRL A004 – Contractor's Progress and Status Report**4.0 Acquisition Support**

In support of PM MHTV efforts, the Contractor shall deliver acquisition support services that achieve close interaction with all assigned functional and competency area personnel within the Program Management Office (PMO) and shall consist of reviewing and updating existing program acquisition documents and development and delivery of original program acquisition

documents. The contractor shall provide acquisition analysis to support the requirements mandated by the documentation in section 2 of the PWS.

4.1 Acquisition Document Reviews.

In support of PM MHTV efforts, the Contractor shall prepare and deliver updates and/or revisions to existing program acquisition documents. The Contractor shall not make final decisions regarding the contents of any of Acquisition Documents; Contractor will need to have a non-disclosure agreement (NDA) on file. The updated documents delivered by the contractor shall include changes to reflect new or updated Government policies, regular program progress, regular program reviews, upcoming program milestones, delivery schedules, and quarterly vendor in-process reviews. In support of PM MHTV, efforts the contractor shall update and/or review and deliver the following as required by the program office:

- Acquisition Strategy (AS)
- Acquisition Plan (AP)
- Analysis of Alternatives (AoA)
- Affordability Analysis
- Feasibility Studies
- Intellectual Property (IP) Strategy
- Contractor Cost Data Report (CCDR)
- Business Case Analysis (BCA)
- Cost Analysis Requirement Document (CARD)
- Statements of Work (SOW)/Statements of Objectives (SOO)/Performance Work Statements (PWS)
- Contract Data Requirements List (CDRLs)
- Requests for Proposal (RFP)/Requests for Information (RFI)
- Quarterly Vendor In-Process Reviews
- Program Portfolio Master Schedule and Updates
- Quarterly Program Management Reviews (PMR)
- Integrated Master Schedule (IMS)
- Life Cycle Cost Estimate (LCCE)

CDRL A004 – Contractor’s Progress and Status Report

4.2 Business Analysis.

In support of PM MHTV efforts, the Contractor shall provide and deliver business analysis services for the MHTV program office. The contractor shall deliver research, analysis and coordination at the interface between acquisition management and financial management in support of PMO program objectives. In support of PM MHTV efforts, the contractor shall perform the following tasks:

- Coordination of program procurement schedules to financial execution data and reporting of program risks.
- Perform program schedule analysis to forecast PMO progress with respect to financial execution goals.
- Conduct reviews of PM MHTV programs to determine what Better Buying Initiatives can be applied to improve the program.
- Perform project-finance interface and project-contracts interface process improvements from independent and team-developed program evaluations.
- Evaluate and deliver recommendations for improved programmatic cost/benefit initiatives, including Program Objective Memorandum (POM) support.
- Develop and deliver project schedules for timely award of procurement requests following submission by Project Officers to ensure consistency with DoD and SECNAV 5000 objectives.
- Prepare and deliver recurring reports utilizing program schedules as well as budget and execution data to convey program progress to high-level personnel internal and external to the PMO.
- Conduct market research to determine which commercial products may meet requirements and document findings.
- Shall conduct research and analyze business processes and recommend improvements for optimal business operations. As a result, the contractor draft, update and maintain PM MHTV Standard Operating Procedures (SOP) based on business process analysis.

CDRL A004 – Contractor’s Progress and Status Report**CDRL A005 – Presentation Materials****4.3 Business Facilitation**

The Contractor shall be responsible for providing and maintaining a viable workforce possessing the skills, knowledge, and abilities to, and shall perform the following:

- Manage events (meetings, conferences, demonstrations) associated with use of the contractor’s facility. Provide monthly event projections and conference room usage reports associated with use of the contractor facility for coordination and de-confliction.
- Provide support, including routing documentation, assisting contractor team members with working groups, scheduling meetings, and demonstrations, preparation of deployment packages, and report development.
- Plan, coordinate, and host program management meetings with the Government and Government-appointed personnel.
- Coordinate and host Program Management Reviews (PMR), Deep Dives and user engagements, which provide information regarding status, risk, schedule, cost, expenditures, and programmatic issues.

5.0 Logistics Support

In support of PM MHTV efforts, the Contractor shall assist with planning, coordinating, and executing comprehensive lifecycle support for projects assigned to PM MHTV.

5.1 Logistics Documentation.

In support of MHTV efforts, the Contractor shall deliver acquisition lifecycle support services including, but not limited to, development, update, evaluation and delivery of the following logistics documentation:

- Life Cycle Sustainment Plan (LCSP)
- Configuration Management Plan (CM)
- Independent Logistics Assessment (ILA) Brief
- Total Force Structure Management System (TFSMS) Analysis Reports
- Table of Organization and Equipment Change Requests (TOECRS) submission
- Technical Manuals (including Modifications Instructions (MI), Supply Instructions (SI), and Technical Instructions (TI))
- Technical Manual Contract Requirements (TMCR)
- Supportability Analysis
- Logistics Requirement Funding Analysis Report (LRFS)
- Life Cycle Cost Estimate (LCCE)
- Disposal Plan (DP)
- Enterprise-Lifecycle Maintenance Planning (ELMP) and Reset SOWs Lifecycle Modeling Integration Data (TLCM-OST, TFSMS, GCSS-MC) Research
- Product Support Strategy resulting from Business Case Analysis (BCAs) and Maintenance Plan updates
- Depot Source of Repair (DSOR) Recommendation
- Performance-Based Agreements
- Facilities Plan (Facilities Impact Report (FIR))
- Business Case Analyses (BCA) Reviews
- Shipping Reports
- Messages (Safety of Use and Maintenance Advisory)
- Program Environment, Safety and Occupational Health Evaluation (PESHE)
- Logistics briefs and other executive level documents/products for recurring and stand-alone PM MHTV and PfM LCES reviews and meetings

CDRL A004 – Contractor’s Progress and Status Report

5.2 Logistics Equipment Support.

In support of PM MHTV efforts, the Contractor shall develop, monitor, update, and deliver supply chain management and system spares program data and documentation as follows:

- Update the Total Force Structure Management System (TFSMS).
- Update Technical Manual (MIs, TI, SIs) IAW MIL-STD-38784, MIL-DTL-87268, and MIL-STD-40051 (Standard Practices for Technical Manuals), and conduct reviews, Validations/Verifications (V/V), and report findings to ensure the system is properly

documented for Marine Corps Operators and Maintainers.

- Conduct research and analysis, and develop and deliver a report on support equipment requirements, e.g., MHTV special tools, tool kits, and equipment maintenance tools.
- Review and analyze program Business Case Analyses (BCA), Facilities Plans, and Maintenance Plans and report results.
- Review and correct maintenance documents for technical, architectural, accuracy, adequacy, completeness, to ensure that they stay within doctrine and compliance with current Marine Corps, Navy, and Joint requirements.
- Prepare, modify, review, and/or recommend changes to logistics documentation that may pertain to product development or procedures.
- Update program provisioning plans. Update the provisioning technical data and engineering data for provisioning.
- Support logisticians with Military Equipment Valuation (MEV) workbook for each project within the PM MHTV portfolio. Upload MEV key supporting documents to the DON TRACKER website.
- Develop, deliver and update the Integrated Master Schedules (IMS) and Integrated Master Plans (IMP) for each project and competency within the PM MHTV portfolio using Microsoft Project.

CDRL A004 – Contractor’s Progress and Status Report

6.0 Financial Management Services

The contractor shall deliver management support services that focus on budgetary analysis directly related to the performance in relation to the defense systems projects within the PM MHTV portfolio. The contractor shall notify the Government to any potential trend that causes for concern, which can in turn lead to revised and/or improved budget plans. The contractor shall provide metrics criteria for performance evaluations in order to monitor and improve efficiency. The services provided by the contractor shall include, but are not limited to:

- Perform research and analysis of the appropriations for Research, Development, Test, and Evaluation (RDT&E); Procurement (PMC); and Operations and Maintenance (O&M) appropriations.
- Develop and draft reports, documents and briefs with program inputs per programmatic requirement using Program Budget Documentation Database (PBDD), Program Budgeting Information System (PBIS), Standard Accounting Budgeting Reporting System (SABRS), and NAVSEA Headquarters System (NHS).
- Deliver reports on Unliquidated Obligations.
- Update and deliver Budget Execution Summaries reflecting real-time status of commitments, obligations, and expenditures for multi-year appropriations at the Budget Line Item (BLI) and subhead level.

- Evaluate and deliver analysis and recommendations on the Planning, Programming, Budget and Execution (PPBE) process and the tri-annual research and closeout process.
- Prepare budget graphs, metrics, spreadsheets, analytical reports, and upload all information onto the PM MHTV SharePoint portal for tracking. Update the Budget Execution Reporting Tool Hybrid Analyst (BERTHA) tool.
- Provide recommendations based on program input in response to Tactical Wheeled Vehicle (TWV) reporting requirements, funding taskers, external taskers, and PM reviews.
- Recommend, update, draft, and deliver funding execution variance explanations for phasing plans for the USMC Comptroller.

CDRL A004 – Contractor’s Progress and Status Report

7.0 Engineering Services

The contractor shall deliver technical and engineering services that shall include conducting research, studies and analyses to inform equipment development, maintenance and modifications and to develop report deliverables associated with the results of such efforts. The services delivered by the contractor shall also include system design, system integrations, system test and evaluation for current and future MHTV systems to enhance the capabilities of existing tactical ground logistics and tactical ground transportation systems. The Engineering services delivered by the contractor shall include, but are not limited to:

- 7.0.1 Conduct research and analysis to develop and update Systems Requirements Specifications (SRS). The contractor shall deliver SRS that contain a list of system functional and security requirements. The requirements shall be presented as requirements traceability matrices, identifying the requirement, description of the requirement, and the source of the requirement. Documentation shall include requirements definition for emerging or follow-on systems or variants of systems.
- 7.0.2 Conduct research and analysis to develop, update, and deliver Systems Design Description (SDD) for systems engineering. The SDD shall serve as a preliminary description of the system design to diagram the system architecture.
- 7.0.3 Conduct research and analyze evolution of the system platform design from architecture to detailed design to implementation, and identify technical issues with equipment interoperability, integration, testing, and system performance for Marine Corps, Joint, and Motor Transportation community systems. The contractor shall develop and deliver concept documents (e.g. Concept of Operations (CONOPS)).
- 7.0.4 Conduct research to design, document, analyze, and update architectures, conceptual system design, Interface Control Documents (ICDs), planned systems(s) documentation, requirements, and Human Systems Engineering (HSE).

- 7.0.5 Develop and/or modify plans, architectures, frameworks, protocols, tactics, policies, procedures, manuals, guides, or strategies.
- 7.0.6 Prepare Systems Engineering Plans (SEP) tailored to the projects per Defense Acquisition Guidebook.
- 7.0.7 Conduct research and analysis to develop plans for and assist with rapid technology insertion into system end items for reliability and maintainability improvements and reduction in cost and/or minor performance enhancements in conjunction with field level maintenance. The contractor shall develop and deliver safety plans, assessments and certifications of the technology insertion efforts to enhance system performance and allow interoperability between Marine Corps and other DoD Ground Transportation community systems.
- 7.0.8 Analyze, review, validate, and test system design methods used in the change proposal process and document findings and develop verification and validation instructions and criteria for ECPs installation.
- 7.0.9 Develop and deliver Operational Test (OT) Plans, Developmental Test (DT) Plans and Field User Evaluation (FUE) plans, ensuring that system requirements are met by timely upgrades to hardware (HW) and software (SW). Review and draft DT, OT, FUE results. Provide analysis of available test data.
- 7.0.10 Conduct research and analysis to develop, conduct or facilitate training, instructions, tutorials, briefings, exercises, workshops or formal courses for engineering changes to the vehicle and trailer platforms, to support project testing and development.
- 7.0.11 As a result of vehicle and/or trailer accidents, provide assistance in the assessment analysis and investigations of these accidents. Draft and review safety, hazard, and environmental analyses, assessments and documentation.
- 7.0.12 Conduct research and analysis of operations and support. This includes analysis of systems (even those in the operational and support phase of their lifecycle) and processes. Identify and document potential improvements.
- 7.0.13 Review and update the PM MHTV risk management program, risk registries, risk mitigation plans, and documentation. The contractor shall provide analysis and recommendations to support to the risk assessments effort by coordinating with the Project Officers to collect the assessments and provide recommendations on schedule, cost, and technical risk to the projects as well as impact assessments to PM MHTV.
- 7.0.14 Conduct research and analysis in the review engineering documents. This includes a technical analysis and assessment of the information contained in the document provided. The contractor's review shall include a completed comment resolution matrix, summary conclusions, and final recommendations. Typical

engineering documents to be reviewed include:

- Feasibility Study
 - Test Incident Reports (TIRs) - collection generated during a test series
 - Engineering Change Proposal (ECP) supporting documentation
 - Technical Data Packages (TDPs) to include engineering drawings
 - Test Reports
 - Failure Analysis and Corrective Action Reports (FACARs) generated by the Original Equipment Manufacturer (OEM) Product Quality Deficiency Reports (PQDRs) and Test Plan Strategy.
- 7.0.15 Update engineering documents. This includes making changes to reflect new or updated Government policies, regular program progress, regular program reviews and upcoming program milestones. Typical engineering documents include:
 - Systems Engineering Plan (SEP)
 - Configuration Management Plan (CMP)
 - Test & Evaluation Management Plan (TEMP) or test strategy
 - Performance Specifications
 - Statements of Work (SOW)
 - Requirements traceability matrix (RTM) and
 - Program Protection Plan (PPP)
 - 7.0.16 Conduct research and analysis to develop engineering documents. This includes preparing strategies, plans, briefing materials, engineering related schedules, engineering tasking and action item lists, meeting minutes, and technical summaries or memorandums, as required. Documents developed shall be in accordance with current Government policy and handbook guidance. Engineering documents to be developed include:
 - Field User Evaluation (FUE) plan
 - System Requirements Review (SRR) brief
 - Preliminary Design Review (PDR) brief
 - Critical Design Review (CDR) brief
 - Test Readiness Review (TRR) brief
 - Production Readiness Review (PRR) brief
 - System Verification Review (SVR) brief
 - Physical Configuration Audit (PCA) report
 - 7.0.17 Conduct research and analysis related to maintenance and sustainment operations and develop, review, assess, and provide recommendations. This includes addressing alternate parts and sources assessments, review manufacturing data, and evaluating surplus material activities. The contractor shall deliver Engineering Sustainment Document Development support services that shall include processing and submitting Defense Logistics Agency Form 339s – Requests for Engineering Support (DLA 339) in

support of the following actions:

- Alternate Parts / Sources assessment
 - Manufacturing Data review
 - Surplus Material evaluation
-
- 7.0.18 Conduct research and analysis related to acquisition documents associated with survivability improvement initiatives and develop, review, assess and provide recommendations. This includes conducting technical analysis, completing comment resolution matrix, summary conclusions and final recommendations. Survivability documentation to be reviewed or developed by the contractor includes:
 - Technical /Test Report review
 - Feasibility Study review
 - Event Design Plan (EDP) development
 - Technical Brief development
 - Test Report development

These services require viewing, handling, and managing information at the SECRET classification level in accordance with the most current versions of the MTRV and LVSR Security Classification Guides.

CDRL A004 – Contractor’s Progress and Status Report

7.1 Configuration Management

In support of PM MHTV efforts, the Contractor shall deliver the following configuration management services

- Update the PM MHTV CM Plan (CMP)
- Collect, review, track, and archive configuration control documents and hierarchical components
- Support Configuration Control Boards (CCB)
- Provide recommendations to the Project technical staff regarding CM issues
- Process ECPs using CMPPro
- Support the creation, update, implementation and maintenance of CMPs on all projects
- Provide and maintain CM Reports
- Track, review, and comment on ECPs
- Coordinate technical details and issues with other agencies

8.0 Operations and Support Development Analysis

In support of PM MHTV efforts, the Contractor shall provide Liaison Support Officers (LSO) to support the MHTV Program Office, FMS cases, and other U.S. Government Agencies (OGA) as directed by the COR. Any direction from the Marine Expeditionary Forces (MEFs)

thought to be outside the scope of the contract shall be forwarded to the PM MHTV COR for review and direction prior to contractor execution.

The Contractor Liaison Support Officers (LSO) shall provide technical assistance, conduct analysis and make recommendations, to orient and instruct key maintenance personnel with respect to operation, maintenance, repair, and parts supply. LSOs shall provide the following services:

- Analysis and technical assistance in failure diagnosis.
- Analysis of organizational and field level of maintenance.
- Perform extensive suspension inspections to determine maintenance trends.
- Analysis of MHTV electrical, HVAC and fire suppression system and assist in troubleshooting.
- Analyze and assist in troubleshooting organizational maintenance discrepancies through major component removal/replacement.
- Check vendor cab reconditioning effort, determine level of corrosion repair required by the vendor, performs inspections of incoming LVSRs, conduct production quality inspections and assist on the final inspections on vendor cab recondition efforts prior to delivery to the Fleet Marine Forces. Approval of the final inspections and acceptance shall be the responsibility of the Government.
- Provide technical guidance to Marine maintenance personnel engaged in repairs.
- Analysis of Government approved engineering changes/retrofits to serialized fielded MHTV assets.
- Provide subject matter expertise on vehicle configuration, maintenance and operations during training exercises and training for deployment to Outside the Contiguous United States (OCONUS) contingencies.
- Research and analyze all warranty repair issues after being contacted by the using unit's Warranty Coordinator to assist in determining extended warranty coverage.
- Provide guidance in the installation of SL-3 Government Furnished Equipment.
- Deliver a monthly report to the MHTV Program Office listing all vehicles and/or trailers and units assisted, support provided, and actions taken by the contractor.

CDRL A004 – Contractor's Progress and Status Report

9.0 Government Property

9.1 Government Furnished Equipment (GFE)

In support of PM MHTV efforts, the Contractor shall adhere to FAR Part 45 – “Government Property.” For the purpose of this contract and unless otherwise specified, all references to GFP include Government Furnished Equipment, Government Furnished Information (GFI) Government Furnished Material, and Contractor Acquired Property (CAP) provided by the Government for temporary use by the Contractor during contract performance. GFI includes technical data and computer software provided to the Contractor.

The Government will furnish the GFP items identified in the notional GFP Listing provided in Section J of the subject contract when the GFP is necessary to complete the tasking under this PWS. The Government will furnish the GFP identified in Section J of the subject contract upon written request from the Contractor to the Procuring Contracting Officer (PCO). GFP items requested from Section J shall be shipped to the storage facility (see Section 14.0) for contract use. Adjustments of the GFP Listing may be required as the needs of the contract change. All adjustments to the GFP Listing will be made through a modification to the contract. The Contractor shall notify the Government of any deficiencies in the GFP and or GFI received.

CDRL A006 – Status of Government Furnished Equipment (GFE) Report

9.2 Inventory and Property Records

In support of PM MHTV efforts, the Contractor shall provide for accountability, security, and storage for the GFP. The Contractor shall furnish appropriate storage and accountability for GFP. The Contractor shall inspect and inventory all GFP received and identify and report any discrepancies, deficiencies, or damages to the Government.

In support of PM MHTV efforts, the Contractor shall develop and maintain property records in support of its stewardship responsibilities for the management of the GFP. The contractor shall provide a copy of the property records in the Contractor's Progress and Status Report. The Contractor shall notify the PCO and COR in writing to report property losses.

CDRL A006 – Status of Government Furnished Equipment (GFE) Report

9.3 DODAAC Assigned

The Contractor shall submit a NAVMC 11718 USMC DODAAC / RIC Request to obtain a Department of Defense Activity Address Code (DoDAAC) which is a six position code that uniquely identifies a Department of Defense unit, activity, or organization. The contractor shall not be able to receive, have custody of, issue, or ship Government Furnished Property (GFP) until a DoDAAC is assigned to the contractors storage location.

10.0 Security Requirements

This contract will require the Contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The Contractor shall have a valid Secret Facility Clearance prior to classified performance at the contractor's facility on the effective date when the contractor assumes full responsibility of the contract. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance.

This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to 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 issued a CAC, a Government Building Access Badge and/or granted classified access. The FSO shall notify the Government (written notice) within 24 hours of any contractor personnel added or removed from the contract that have been issued a Common Access Card (CAC) and/or a Government Building Access Badge

10.1 Common Access Card (CAC) Requirement.

The COR will identify and approve those contractor employees performing on this contract that require Common Access Cards (CAC) 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.

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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 **are prohibited** from "auto-forwarding" their .mil e-mail account to their .com e-mail account. If the ctr.usmc.mil e-mail account is not kept active, the G-6 will deactivate the account and CAC will lose its functionality.

CACs will only be issued to those contractors supporting this contract that have been authorized by the COR. The COR will only authorize CACs for those contractors that meet current Homeland Security Presidential Directive – 12 (HSPD-12) criteria and have a definitive requirement.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MARCORSYSCOM contracts. CACs are not issued for convenience.

10.2 Cyber Security Requirements

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

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

- ADP-I (IT-1): Favorably adjudicated T-5, T5R, Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR)
- ADP-II (IT-2): Favorably adjudicated T-3, T3R, Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR)
- ADP-III (IT-3): Completed T-1, National Agency Check with Inquiries (NACI)

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

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

and CJCSI 6510.01F.

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

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

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

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

Contractor Assets Connectivity to the MCEN – The contracting company will comply with MCENMSG-Unification 003-14 ENABLING CONTRACTOR ASSET CONNECTIVITY TO THE MCEN. The Contractor representative will transfer the contractor owned laptops to the MCSC G-6, Information Technology Asset Management (ITAM) department to have the MCEN images placed on each laptop before it is authorized to connect to the MCEN.

All Contractor owned laptops must meet or exceed the USMC laptop specifications. A list of laptops authorized to be attached to the MCEN can be obtained from MCSC G-6 upon request.

Upon completion of the contract or at such time as the contractor reclaims the asset from the USMC, non-Government owned internal\external hard drives shall become the property of the U.S. Government. Once the hard drives have been removed, the laptops\assets will be

returned to the Contractor. For additional questions regarding current system specifications contact the MCSC, ITAM lead at (703) 432-4396.

11.0 TRAVEL AND OTHER DIRECT COSTS

11.1 Travel

Travel may be required to DoD/Government facilities, contractor facilities, and conferences, CONUS and OCONUS. The contractor will be notified in advance by the PCO or COR of when travel is required. If travel is required, the contractor shall comply with the Joint Travel Regulation (JTR). The FAR and JTR shall provide the basis for the determination as to reasonableness of the contractor's travel costs. The contractor shall submit travel requests to the PCO or COR 10 days in advance for OCONUS travel, 5 days in advance for CONUS travel and 2 days in advance for local travel. The PCO or COR shall approve required travel in advance and prior to traveling on behalf of the Government for performance of this contract. The contractor shall request approval from the PCO for exceptions to the JTR requirements in advance of the travel. Travel must be approved by the COR in writing prior to actual travel.

The following travel destinations are not all inclusive and may vary between Government facilities and contractor facilities:

- Storage space, VA
- Camp Pendleton, CA
- Camp Lejeune, NC
- Fort Worth, TX
- Redbank, NJ
- Jacksonville, FL
- Aberdeen, MD
- Yuma, AZ
- Charleston, SC
- Aurora, WI
- Albany, GA
- Barstow, CA
- Red River, TX
- Okinawa, Japan
- Kaneohe Bay, HI
- MCPP-N, Norway
- MAP-K Kuwait

CDRL A004 – Contractor's Progress and Status Report

11.2 OCONUS Deployment Requirements

As required, Contractor LSOs and SMEs identified to deploy OCONUS shall report to the

Deployment Processing Command / Reserve Support Unit – East (DPC/RSU – East), Contractor Replenishment Cell (CRC) at Camp Lejeune, North Carolina. The Contractor shall contact the COR for information regarding CRC processing. Additionally, LSOs and SMEs shall comply with all guidance, instructions and general orders applicable to U.S. Armed Forces and DoD civilians issued by the Base Commander while attending CRC.

11.3 Other Direct Cost (ODC) / Miscellaneous Expense

Expected ODCs include, but are not limited to, miscellaneous items (tools, work gloves, safety equipment, etc.) to support LSO, Engineering, and Logistics efforts necessary for the contractor to perform the PWS.

If in the execution of the PWS it becomes necessary to procure any miscellaneous items that will be required by the contractor to perform the PWS tasks, a description and cost of these items shall be submitted to the PCO/COR for advanced approval. The PCO/COR must approve in writing purchases of such items prior to the contractor executing a subcontract for such items, purchasing such items, and invoicing these items to the Government. Such purchases by the contractor shall adhere to the terms and condition of the contract. Individual miscellaneous items below the total value of \$5,000 do not require advanced PCO/COR approval; however, the PCO/COR shall be notified of all such items procured. ODCs are contractor-acquired property, a type of Government Property for which the Government reimburses the contractor, and to which the Government takes ownership during or after contract completion.

CDRL A004 – Contractor’s Progress and Status Report

12.0 Personnel Qualifications

The contractor shall possess the necessary training, qualifications, experience, and clearances to accomplish all tasks identified in this PWS. Minimal tradeoffs between education, experience or skills listed for LSO’s may be accepted by the Government on a case by case basis.

Contractors serving as an LSO must have:

- A minimum of five years’ diesel mechanic experience
- Basic understanding of Microsoft Word, PowerPoint, and Excel
- Prior service as a field service representative supporting any branch of the DoD
- Fault isolation, diagnostics, and repair of diesel engines
- Working knowledge and ability to read and interoperate maintenance instructions and technical instructions

13.0 Place of Performance

The contractors primary work day-to-day facility for providing support shall be located within twenty (20) road miles of Tech Pkwy, Stafford, VA 22556.

Additional personnel shall be located at:

Marine Corps Logistics Base (MCLB) – Albany
814 Radford Blvd
Suite 20343
Albany, GA 31704

Examples of possible places of performance for LSO duties include Storage facility, VA, Camp Lejeune, NC; Camp Pendleton, NC; Aurora, WI; and Okinawa, Japan.

14.0 Facility Requirements

14.1 Primary Contractor Facility

The Contractor shall provide facilities for simultaneous meetings and IPTs throughout the course of performance of the contract in addition to the office and workspaces for performance by its personnel. Each of the meeting spaces within the facility shall be capable of hosting 10-75 personnel in order to be able to accommodate two simultaneous meetings such as an IPT in one space and another meeting in the other space. This facility shall be sufficient to host quarterly All Hands and/or Program Management Review meeting that shall accommodate a maximum of 75 people. The Contractor shall provide a secure space sufficient to conduct Secure Video Teleconference at the secret level and space to accommodate 20 or less participants in this secure space which can be a third space or part of the aforementioned meeting spaces. These facilities must be within twenty (20) road miles from Tech Parkway Stafford, VA. These meetings shall largely be unclassified, but on rare occasions, not more than 4 times per year, classified meetings of 10-20 people shall be required.

14.2 Storage Facility

The Contractor shall provide a storage facility of no more than 8,000 square feet of storage space that shall be used for staging, that is capable of holding one LVSR of any variant or one MTRV of any variant. The tallest vehicle height and width is Armored Tractor/ AMK31 at 142 inches (height) X 100 inches (width) X 297 inches (length) which will need to be driven in & out of the warehouse facility. This Contractor's storage facility shall be secured so as to ensure the storage space and GFP shall not be accessed by unauthorized people. The facility shall have space to perform installation of ECPs, verifications of technical manuals, and removal of vehicle components. This facility shall have the ability to store and dispose of hazmat materials such as Petroleum, Oil, Lubricants, batteries, (as part of the operation of vehicles) and provide for adequate ventilation of exhaust from vehicles operating within the storage space (e.g., through opening bay doors). The Contractor's facility shall provide for and be able to facilitate the use of a 6K forklift with a 4,000 lb vertical lift capability around the vehicles staged within the storage space. The Contractor's facility shall be within fifty

(50) road miles of Transportation Demonstration Support Area (TDSA) located on Marine Corps Base Quantico.