


ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 22		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7654			2. DELIVERY ORDER/CALL NO. M6785422F3000		3. DATE OF ORDER/CALL (YYYYMMDD) 2022MAR31		4. REQUISITION/PURCH REQUEST NO. M6785422R3000		5. PRIORITY Unrated			
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050			CODE M67854		7. ADMINISTERED BY (If other than 6) SCD: C			8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)				
9. CONTRACTOR NAME AND ADDRESS First Division Consulting, Inc 5641 Burke Centre Parkway, Suite 120 Burke, VA 22015-2259			CODE 63WN8		FACILITY 961829863		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
12. DISCOUNT TERMS Net 30 Days WAWF							13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G					
14. SHIP TO SEE SECTION F			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
First Division Consulting, Inc NAME OF CONTRACTOR			 SIGNATURE			Ruehl Flores, President TYPED NAME AND TITLE			20220331 DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
		SEE SCHEDULE										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA /s/Jeaninne Riffe BY:					03/31/2022 CONTRACTING/ORDERING OFFICER		25. TOTAL \$6,930,836.00	
				26. DIFFERENCES								
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.								34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

**PERFORMANCE WORK STATEMENT (PWS)
PROGRAM MANAGER (PM) INTELLIGENCE SYSTEMS (IS)**

PROGRAM SUPPORT SERVICES

1.0 Background

The mission of Marine Corps System Command (MARCORSYSCOM) is to serve as the Department of the Navy's (DoN) systems command for Marine Corps (MC) ground weapon and information technology system programs in order to equip and sustain Marine forces with full-spectrum, current and future expeditionary and crisis response capabilities. This is inclusive of the synergistic integration of all service Intelligence, Surveillance, and Reconnaissance (ISR) elements into a single capability that is networked across all echelons and functional areas including the operating forces, supporting establishment, systems, and personnel in order to achieve superior decision-making and enhance lethality.

As such, MARCORSYSCOM has the unique mission to equip and support MC Intelligence & ISR needs. These tasks support the Program Manager Intelligence Systems (PM IS) portfolio of programs consisting of cutting-edge tactical intelligence capabilities in order to conduct collection, processing, and dissemination of intelligence solutions as well as ground electronic warfare and Identity Operations (IdOps) systems.

1.1 Scope

The scope of this effort is to provide PM IS program office support within the areas of program management; logistics; engineering; test and evaluation; manpower, training, and personnel; equipment specialist; equipment fielding and new equipment training; financial management; information assurance; security; etc. as described in the following paragraphs and in accordance with (IAW) the Marine Corps Systems Command Concept of Operations, the MARCORSYSCOM Acquisition Guidebook (MAG), and the Defense Acquisition Guidebook (DAG).

The scope of this effort may involve current teams, programs, or systems encompassed within PM IS cognizance as well as future teams, programs, or systems that have not yet been formally initiated by PM IS.

2.0 Description of Programs

The contractor shall provide direct support to all PM IS teams as they plan and execute their current and future programs of record. PM IS Teams include Electronic Warfare Systems (EWS), IdOps, Terrestrial/Human Intelligence (T/HUMINT), Signal Intelligence (SIGINT) and Distributed Common Ground/Surface System (DCGS). Activities described in this PWS encompass the scope of responsibilities for the PM IS programs which are executed under Command Element Systems (CES) stated priority of affordably and efficiently developing and

sustaining world-class systems capable of operating in Marine Air-Ground Task Force (MAGTF), Joint, and coalition environments.

PM IS is responsible for the research and development, production, fielding, life cycle support, sustainment, and enhancement/refreshment of programs which encapsulates establishing near and long-term strategic planning to ensure assets are maximally interoperable and mission effective, implementing timely and affordable technical improvements, and guarding against premature obsolescence. PM IS is dedicated to delivering integrated and interoperable force protection capabilities and developing modular and scalable force protection system capabilities, which provide our Marine operating forces with a smaller, more adaptable footprint, capable of responding to any crisis environment to accomplish their war-fighting mission. PM IS is also responsible for providing material solutions for urgent warfighting requirements. Additionally, PM IS is a key stakeholder and participant in the Joint development, procurement, and fielding of future intelligence systems.

2.1 Overview of Programs

PM IS is dedicated to delivering integrated and interoperable intelligence capabilities to the Fleet Marine Force (FMF)/MAGTF in order to accomplish their mission. PM IS is committed to developing modular, scalable, and cyber secure intelligence capabilities that provide our operating forces with a smaller, more adaptable footprint, capable of responding to any crisis environment. There are currently five sub portfolio teams that fall within different acquisition life cycles. These teams are listed below:

1. EWS
2. IdOps
3. T/HUMINT
4. DCGS
5. SIGINT

Some examples of the above teams weapon systems and programs include:

- DCGS-MC All Source
- DCGS-MC GEOINT
- DCGS-MC SIGINT
- Cross Domain Solution (CDS)
- Communications Emitter Sensing and Attacking System (CESAS)
- Tactical Signals Intelligence (SIGINT) Collection Systems (TSCS)
- Counterintelligence and Human Intelligence Equipment Program (CIHEP)
- Marine Air-Ground Task Force (MAGTF) Secondary Imagery Dissemination System (MSIDS)
- Ground-Based Operational Surveillance System (G-BOSS)
- Mobile All-Domain Observation & Sensing System (MA-DOSS)
- Terrestrial Collection System (TCS)
- Tactical Multi-Function Electronic Warfare Systems (MFEW) FoS – Mounted and Dismounted Systems
- Counter Radio-Controlled Improvised Explosive Device Electronic Warfare (CREW) Vehicle Receiver Jammer (CVRJ)(V)2

- Identity Dominance System-Marine Corps Increment 2 (IDS-MC Inc 2)
- Forensics Dominance System-Marine Corps (FDS-MC)
- Expeditionary Identity Intelligence (EI2)
- Intelligence Broadcast Receiver (IBR) - Joint Program
- Sensitive Compartmented Information Communication (SCI COMMS)
- Spectrum Services Framework (SSF)
- Modi Vehicle Power Amplifier II (MVPA II)

The above systems and programs are listed for the purpose of illustrating the type of programs and systems handled by PM IS and in no way limits or defines the scope of work encompassed by this PWS.

The Government's organization structure includes Assistant Program Managers (APMs) – APM Program Management, APM Engineering (ENG), APM Life Cycle Logistics (LCL), APM Finance (FM), and APM Contracts (CT) -- directly support PM and program teams and coordinate with the Portfolio Manager (PfM) and Assistant Portfolio Managers (APfMs). PM IS Technical Support Staff (TSS) is comprised of Security, Safety, Architecture, Advanced Technology Integrator, Lead Developmental Tester, Cybersecurity, Senior Sustainment Logistician, Manpower Training, & Personnel and Equipment Specialists. PM IS TSS directly supports the PM and the PM IS program teams and coordinate with PfM-level TSS. Each team within PM IS has a Product Manager (PdM) or Team Lead responsible for the development, acquisition, and life cycle management of the programs or projects within that team. The Government's organization and program subjects are subject to change during performance. A brief overview of each team is provided below.

Electronic Warfare Systems (160.1). The EWS Team is separated into two four projects: Lunar Locust, CESAS, MEGFoS and MFEW. These projects contain Mounted and Dismounted systems. Current products managed by United States Marine Corps (USMC)the Product Manager for EWS include: Mounted are the EWS Vehicle Receiver Jammer (CVRJ) (V)1CVRJ (V)2, CVRJ Augmentation Program (CAP), MFEW Mounted, and the Universal Test Set CESAS (CESAS Increment I and II contains the Team Portable and a Maintenance Training Kit), and the developmental program MEGFoS; Current products managed by USMC EWS Dismounted are Thor III, Modi, Modi IIMFEW Dismounted, and the EWS CREW Laptop Kit, Universal Test Set, CESAS Back-Packable Kit, and also MEGFoS. Activities conducted by the EWS Portfolio include the procurement, fielding, and sustainment of USMC EWS Systems employed by the MC.

Distributed Common Ground/Surface Systems (160.2). DCGS-MC plays a vital role in our national security by providing America's leaders with critical information they need to defend our country, save lives, and advance U.S. goals and alliances globally. DCGS-MC is comprised of servers, storage devices, network switches, and Uninterruptible Power Supply (UPS) devices that collectively provide an integrated, intelligence/information management and dissemination suite (hardware and software) capable of operating at the three MC ISR Enterprise tiers of employment (Fixed Site, Garrison, and Expeditionary).

Terrestrial/Human Intelligence (160.3). Within the T/HUMINT Team, there is an overarching Integrated Product Team (IPT) responsible for management of multiple programs falling within the T/HUMINT Portfolio that require Team-level support. Specific IPTs include G-BOSS variants and future MA-DOSS capabilities, MSIDS, CIHEP, and TSC. Activities conducted include the research and development, test and evaluation, procurement, fielding, and sustainment of USMC T/HUMINT capabilities employed by the MC.

Signals Intelligence (160.4). SIGINT plays a vital role in our national security by providing America's leaders with critical information they need to defend our country, save lives, and advance U.S. goals and alliances globally. SIGINT is intelligence derived from electronic signals and systems used by foreign targets, such as communications systems, radars, and weapons systems. SIGINT provides a vital window for our nation into foreign adversaries' capabilities, actions, and intentions.

Identity Operations (160.5). Within the IdOps Team, there are currently two product lines, each led by a Program Analyst, with matrixed support for the other competencies. Current programs managed by the Biometrics IPT are IDS-MC Inc 2 and EI2, which provide a means to identify persons of interest encountered in the battle space. IDS-MC Inc 2 is an Abbreviated Acquisition Program (AAP) in the Operations and Sustainment Phase. EI2 is currently in prototype development. FDS-MC is currently managed by the Forensics IPT, which enables Marines to process and analyze collected exploitable material in an expeditionary forensics laboratory. It is currently post Milestone C in the production and deployment phase of the life cycle.

Many of the existing teams perform work under event-driven schedules using a traditional “Waterfall” acquisition approach. However, some projects within PM IS are implementing Agile methods which include increased stakeholder engagement, the inclusion of digital twin concepts, and improved use of existing acquisition data through artificial intelligence (AI)/machine learning (including big data analytics). Understanding of Agile concepts and supporting the Scaled Agile Framework (SAFe) methodology are addressed with the requirements stated below.

3.0 General Requirements

3.1 Places and Period of Performance (PoP). Performance will take place at contractor and/or Government facilities in Stafford, VA, Charleston, SC and Albany, GA. The contractor shall provide the necessary resources and infrastructure to manage, perform, deliver and administer the task order. The contractor must have a facility located within 15 miles distance from 105 Tech Parkway, Stafford, VA, and it must be capable of hosting Government meetings of 5 to 30 personnel. The Contractor facility shall include audio teleconferencing and briefing projection capability. The Contractor shall provide meeting space for multiple meetings per week. The task order PoP includes a one-year base period and four, one year option periods. The total PoP shall not exceed five years.

Normal workdays are Monday through Friday, except U.S. Federal Holidays. The Contractor shall work eight hours per day. Core hours are from 0900 to 1500 daily. The contractor shall

support PM IS during these core hours. Contractors supporting this task order are not considered "Mission Essential" personnel during an emergency or reduced operation. Contractors are expected to attend meetings at Government workspaces, as required by the terms of this task order. Contractors working within Government workspaces are allowed access during regular working hours if Government or military personnel are present. Standard contractor access badges to Tech Parkway will operate from 0700 to 1700 on normal workdays. Occasionally, support may be required outside of standards hours to support Outside the Continental U.S. (OCONUS) units or units in different time zones. The Government will not reimburse the payment of overtime premiums.

3.2 The Contractor shall organize a Post Award Task Order Kick-Off Meeting no later than three business days after task order award. The Contracting Officer, Contracting Officer's Representative (COR), and contractor personnel shall be in attendance to reconcile performance requirements including: detailed Work Breakdown Structure (WBS), staffing plan, use of team members/subcontractors, security requirements, funding and management of funds, and quality control measures to ensure performance that fully complies with all requirements. At all times during the performance of this task order, contractor employees shall identify themselves as contractor personnel by introducing themselves, or being introduced, as contractor personnel and by displaying distinguishing badges identifying them as a "Contractor" at all times during the performance of this task order. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in both formal and informal written correspondence, including email and text messages.

Services Contract Reporting (SCR) requirements apply to this task order. The contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address: <https://sam.gov/SAM/>. Reporting inputs will be for the labor executed during the PoP during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://sam.gov/SAM/>.

3.3 The Contractor shall perform all tasks as outlined in this Task Order. All deliverables shall be submitted to the Contracting Officer's Representative (COR). The COR is responsible for tracking and accepting all deliverables.

3.4 Transition-In Activities. All Transition-In activities, excluding the warehouse equipment transition, will be based on a transition period of no more than 30 calendar days from the date of task order award. The Contractor shall be responsible for the transition-in of operational responsibilities to start Task Order performance. Transition ensures the incoming Contractor the opportunity to maximize capture of the existing pool of expertise, develop a thorough understanding of the existing management processes and requirements, as well as allow for knowledge transfer with the incumbent Contractor. Within three business days after the task order award kick-off meeting, the Contractor shall provide a final Transition-In Plan that discusses the Contractor's methodologies used for ensuring seamless transition and techniques used to endure the cooperative transfer of task execution between Contractors. This plan should specifically identify the transfer of equipment in the current warehouse to include the removal of equipment from current location, transportation to new location, and receiving of equipment with

Government representative. The warehouse equipment transition will be based on a transition period of no more than 60 calendar days from the date of task order award. The warehouse equipment transition shall ensure minimum disruption to operations and shall not be conducted without prior Government approval, is subject to change, and may be adjusted to support Government requirements.

CDRL B001: Transition-In Plan

3.5 Transition-Out Activities. During the winding down period leading up to the end of the PoP, the Contractor shall continue to perform services in the Task Order without reducing manpower reducing quality of services, and with no interruption to customers. Also, additional optional transition-out services may be required at the end of any respective PoP not to exceed 30 days in order to transition services from the current contractor to a successor contractor. This support will enable the successor contractor to learn the procedures and processes associated with the requirements of this acquisition.

3.6 At no time will the Contractor perform work designated as an inherently governmental function. Examples of work that might constitute an inherently governmental function include: (a) determining what supplies or services are to be acquired by the government; (b) participating as a voting member on any source selection board; (c) approving of any contractual documents, including documents defining requirements, incentive plans, and evaluation criteria; (d) determining that prices are fair and reasonable; (e) awarding contracts; (f) administering contracts (including ordering changes in contract performance or contract quantities, making final determinations about a contractor's performance, including approving award fee determinations or past performance evaluations and taking action based on those evaluations, and accepting or rejecting contractor products or services); (g) terminating contracts; (h) determining whether contract costs are reasonable, allocable, and allowable; and (i) participating as a voting member on performance evaluation boards. The Contractor will not be granted technical authority at any time during this contract and shall take no actions contrary to this understanding. However, the tasks described within this PWS constitute closely associated inherently governmental functions, therefore, all work encompassed within this PWS shall be subject to Government review and approval.

3.7 Contractor Knowledge and Experience. The contractor shall support the program with an efficient mix of personnel utilizing employees with an effective combination of the knowledge, skills and experience required to successfully perform the stated work outlined in this PWS. The contractor shall provide an adaptable, flexible team structure best suited to accomplishing both planned and unplanned (emergent) tasks. Emphasis shall be placed on a team structure maximizing productivity, efficiency and accountability.

3.9 Potential Organizational Conflicts of Interest (OCI). All functions related to Acquisition Support shall be on an advisory basis only. Please be advised that since the awardee of this Task Order shall provide technical, engineering, program management acquisition support and various other technical skills, some restrictions on future activities of the awardee may be required IAW FAR 9.5 and the Clause, Organizational Conflict of Interest. All Contractor personnel shall be required to sign a Non-Disclosure Agreement (NDA) in order to have access to any information necessary to perform the requirements outlined in this PWS and their

participation may result in the contractor's disqualification from future contractor opportunities related to efforts pursuant to this PWS.

3.10 Non-Personal Services. The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. It shall be the responsibility of the contractor to effectively manage its employees to accomplish the tasks assigned within the PWS and deliver assigned tasks and deliverables by the due date established by the terms of this task order. Government representatives shall not direct the means and methods by which the contractor's employees shall perform their day-to-day work assignments nor assign individual tasks to contractor employees. If the contractor's employees believe that they are being directed to perform tasks by Government employees that are outside the scope of this task order or being supervised or otherwise managed by Government employees, the contractor shall notify the Contracting Officer immediately.

3.11 Unless otherwise specified, all tasks described within this PWS shall be performed continuously throughout the PoP.

3.12 The efforts performed under this Task Order may require different funding types based upon the requirements set forth in this PWS.

3.13 Government Property. Government Furnished Property (GFP) is applicable under this task order. In addition to the Contractor housing Government equipment, it is anticipated that GFP will be provided under this task order to support testing of the suite of systems housed at the warehouse. The Contractor shall meet applicable FAR/DFARs requirements for the use of GFP and Government equipment. The Contractor shall have the means to provide an effective and efficient stewardship of GFP and Government equipment. A Consolidated GFP Form listing GFP items will be incorporated under the task order when GFP items are approved and authorized for Contractor use.

4.0 Specific Performance Requirements

4.1 Overarching PM IS Support

4.1.1 The contractor shall perform activities necessary for successful execution of AAPs, Acquisition Category (ACAT) programs, middle tier acquisition efforts, future acquisition pathways, and Other Transaction Authorities (OTAs), including a wide variety of vital functions as described within program Integrated Master Schedules (IMs), program Acquisition Decision Memorandum (ADM) documents, and Department of Defense (DOD) 5000 guidelines.

4.1.2 The contractor shall provide all the continuous support needed to schedule, facilitate, and participate in working groups (WG), IPT meetings, technical reviews, and decision briefings that occur both physically and virtually. For example, providing meeting scheduling and coordination, preparing and sending invitations and all written items, such as minutes, read-ahead materials, action items, briefs, or other written materials necessary to prepare meeting participants.

4.1.3 The contractor shall provide support to the Government in the development of briefings and presentation materials for cross-functional IPTs and periodic systems acquisition and sustainment updates including, but not limited to: Change Initiation Briefs, Implementation Decisions, Procurement Decisions, quarterly Program Management Reviews (PMRs), Probability of Program Success assessments, and Risk Management reviews.

4.1.4 The contractor shall develop and deliver a monthly status report that includes a summary of activities completed during the month, meetings attended, travel taken, taskers answered, and Contract Data Requirements List (CDRL) status.

CDRL B002: DI-MGMT-80368A, Status Reports

4.1.5 The contractor shall review taskers assigned in Department of Navy (DoN) Tasking, Records, and Consolidated Knowledge Enterprise Repository (DoN Tracker); provide recommendations for Government review and approval; perform any edits requested pending approval; and, once Government approval is granted, deliver and distribute the final response.

4.1.6 The contractor shall review requests for information (RFIs) and non-DoN Tracker taskers for the applicable Program office and support by distributing requests to the appropriate team for response. Supporting activities also include organizing, collecting responses, and providing recommendations as necessary for Government approval.

4.1.7 The contractor shall organize the receipt and review of all data deliverables from Prime System Contractors (PSCs), Lead System Integrators (LSIs), Original Equipment Manufacturers (OEMs), and Other Government Agencies (OGAs). The contractor shall consolidate all comments and recommend acceptance or rejection of deliverables.

4.1.8 The contractor shall update programmatic, logistic, contractual, engineering, and technical information in The Online Project Information Center (TOPIC) and other approved data source database at least quarterly or when the Government requests due to events such as a milestone achievement, significant change to status, or completion of a key acquisition document.

4.1.9 The contractor shall draft, review, and edit correspondence and documentation for grammar, spelling, punctuation, and format. Edited documents shall comply with the Navy Correspondence Manual (SECNAV M-5216.5) and the Government Publishing Office (GPO) Style Manual.

4.1.10 The contractor shall draft Automated Message Handling System (AMHS) Naval messages and correspondence as required for Government approval.

4.1.11 In the event there is no template available, the contractor shall draft correspondence IAW the most recent version of the DoN Correspondence Manual.

4.1.12 Contractor support shall use either an Agile or Waterfall methodology as used by the applicable project being supported. Projects and work teams use a blend of Kanban Agile and Scrum Agile methodologies as well as traditional Waterfall techniques and shall address key

elements of the DOD Acquisition framework (DODD 5000.01)

4.1.13 The contractor shall develop, establish, track, monitor and manage PM IS's program and project IMSs using Microsoft Project and other presentation tools, as required. Contractor staff supporting all PM IS competencies are responsible for ensuring tasks/actions are captured accurately in the supported program's IMS and updated and reported to program leads.

CDRL B003: DI-MISC-80508B, Technical Report-Study/Service

4.1.14 The contractor shall use a .mil e-mail domain to communicate with the Government. In addition, the contractor must possess Secure Internet Protocol Routing (SIPR) email accounts as identified by the supported program, specifically the Equipment Specialist role. Some roles support programs that are sensitive in nature and will be identified by the Government. These roles will require Top Secret/Sensitive Compartmented Information (TS/SCI) permissions in order to complete required tasks associated with those programs.

4.2 Programmatic Support

4.2.1 The contractor shall provide continuous program management support to PM IS and/or its teams for the development of statutorily required, regulatory, or policy-based acquisition documentation. Contractor support shall include drafting documents, providing comments and edits to documents pertaining to these items, participation in meetings, and providing input. The contractor shall deliver all support necessary to perform functions IAW guidance provided by the most current versions of MAG, DAG, approved templates or other form of authoritative acquisition guidance. The contractor shall assist the appropriate competency in the drafting of statutorily required and acquisition documentation listed in, but not limited to, Attachment 5 under this task order.

4.2.2 The contractor shall conduct document reviews and apply comprehensive and meticulous reviews of acquisition documentation identified in, but not limited to, Attachment 5. The Contractor's review shall include, but is not limited to grammar, technical, accounting and engineering corrections. Any recommendations delivered to the Government developed from reviews are subject to approval or rejection by the Government. The contractor shall remediate any noted deficiencies or corrections requested by the Government.

4.2.3 The contractor shall provide technical review of final draft versions of documentation listed in, but not limited to, Attachment 5. Any recommendations delivered to the Government developed from this review shall be subject to approval or rejection by the Government. The contractor shall remediate any noted deficiencies or corrections requested by the Government.

4.2.4 The contractor shall perform all tasks needed to manage and update the PM IS portfolio of systems Risk Management Plans as required. Such work shall include, but not be limited to, distributing for review, commenting on drafts, and incorporating changes necessary to support the Government's implementation of risk approaches. The contractor shall conduct

PM IS program risk identification, develop risk description and appropriate risk response strategies, and report and track risks in accordance to the Risk Management Plan. This includes risk management, preparing agendas and presentation materials, action item tracking, and organizing and participating in team risk reviews, bi-weekly Risk Working Groups (RWGs), monthly Risk Review Boards (RRBs), and quarterly Risk Management Boards (RMBs).

4.2.5 The contractor shall develop, maintain, and deliver (IMSs for applicable PM IS programs and projects to cover tasks and activities for all competencies and technical areas using the current MARCORSYSCOM approved version of Microsoft Project and in conformance with the DOD IMS Integrated Master Plan (IMP) Guide. There are currently an estimated +30 programs with sub-projects at various stages of the acquisition lifecycle. Events that must be included for incorporation in the documents include, but are not limited to:

- System Engineering Technical Reviews (SETR)
- Milestone Assessment Team (MAT)
- Independent Logistics Assessments (ILAs)
- Technical Readiness Assessments (TRA)
- Operational Test Readiness Review (OTRR)
- Procurement and Fielding Decisions

Additionally, activities include schedule analysis of the critical path, assessment of schedule risk, and recommendations to the Government for guidance.

CDRL B003: DI-MISC-80508B, Technical Report-Study/Service

4.2.6 The contractor shall provide support to PM IS programs in their efforts to identify and evaluate technical solutions in order to create an overlay of program schedules that inform the PM or portfolio management leads of the PM IS program status. This involves providing guidance and input on potential solutions to the Government to establish viable, clear views or graphics that help communicate data.

4.2.7 The contractor shall develop and deliver IMS reports including 30-60-90 day outlooks, variance reports, past-due task reports, and schedule milestone snapshots to include updating Integrated Master schedules for all Portfolio systems monthly.

CDRL B003: DI-MISC-80508B, Technical Report-Study/Service

4.2.8 The contractor shall provide technical input and support to the Government leads for the development of briefings and presentation materials for cross-functional IPTs and periodic systems acquisition and sustainment updates including, but not limited to, Program Management Reviews, Interim Progress Review, and Decision Review briefs. Additionally, the contractor shall provide administrative support for these activities including, but not limited to, the development of briefs, meeting participation, and event coordination activities.

4.2.9 The contractor shall provide updates to the established PM IS Fact Book for all

applicable PM IS systems at least annually or upon request by the Government as needed to incorporate new or updated program and system information.

4.2.10 The contractor shall develop and update the Naval Systems Engineering Resource Center (NSERC) classified SharePoint site known as the PdM Force Protection Systems classified SharePoint.

4.2.11 The contractor shall have access to, and have advanced knowledge and understanding of, populating, extracting, and reporting data from the relevant Government data repositories and management tools (e.g. SharePoint, TEAMS) for PM IS to include APM, TSS, and Program-specific documentation in order to administratively manage, update, and review content. Activities include, but not limited to, consolidating Program status reports for submission, posting approved documentation, supporting workflows of documentation for review, sharing repository locations and updating front end data on portal or websites such as point of contact name and emails.

4.2.12 The contractor shall develop a Program Management correspondence tracking system in SharePoint.

4.3 Engineering Support

4.3.1 The support described in this sub-paragraph shall be provided to all tasks listed in sub-paragraphs under paragraph 4.3. The contractor shall provide continuous technical engineering support to the Engineering competency's development of documentation that supports the Systems Engineering Technical Process and Systems Engineering Technical Management Process IAW DOD 5000-series Acquisition polices, DON systems engineering policies, and other applicable MARCORSYSCOM guidance, MARCORSYSCOM SETR Handbook (SIAT-HDBK- 001, 6 Aug 2014). Contractor support shall include drafting documents, providing comments and edits to documents pertaining to these items, participation in meetings, and providing input. Contractor shall deliver all support necessary to the activity in order to conduct functions IAW guidance provided by the most current version of MARCORSYSCOM SETR Handbook, DOD and DON policies and guidelines. Support includes, but is not limited to, leveraging approved templates or other form of authoritative acquisition guidance in the drafting of statutorily required and acquisition documentation listed in Attachment 5 under this task order.

4.3.2 The contractor shall provide continuous technical engineering support to the Program Engineering leads for development and facilitation of SETR event preparation, execution, and closure to the Government, to include development, review and updating required documentation for all phases of SETR events. This support shall include, but is not limited to, updating SETR projection calendar and Technical Review event information weekly on the Government-specified websites as well as the development of Technical Review Action Plans (TRAPs).

4.3.3 The contractor shall collect and upload Technical Review Data Package (TRDP) artifacts in support of SETR events to Government-specified websites and input, track, and maintain critical actions and results from SETRs by using Government-specified

websites/tools.

4.3.4 The contractor shall provide Systems Engineering and Test & Evaluation (T&E) knowledge, technical guidance, and data input to the program's IMS development and maintenance activities. This includes detailed tasks in support of key engineering events, documentation development, and communicate expected durations and dependencies to other competency activities in order to support the Program leads cross-functional awareness.

4.3.5 The contractor shall provide technical input concerning overall systems engineering, development, and T&E activities and test programs to include providing support to review and make recommendations to the Government on systems engineering and test plans, procedures, and test reports, and attending adjudication sessions ensuring final product adequacy.

4.3.6 The contractor shall collect and file all required safety documentation in identified physical (safety binders) or electronic (SharePoint) mediums for all the PM IS Portfolio of systems. The contractor shall coordinate the staffing of safety documents with the MARCORSYSCOM Safety Office for the PdM's Environmental, Safety, and Occupational Health (ESOH) Process.

4.3.7 The contractor shall support the Systems Engineering Working-level Integrated Product Teams (WIPTs) by collaborating with relevant stakeholders to define, develop, and maintain the strategy, plans, and schedule.

4.3.8 The contractor shall analyze user requirements; provide inputs into the development of system specification documents; and, provide input subject to Government approval regarding alignment of requirements and specifications with the applicable Requirements Traceability Matrices (RTM) which shall include remediation to correctly reflect system requirements and test results completed in accordance to the PM IS Change Management Plan.

4.3.9 The contractor shall provide engineering support to the Engineering leads for updating the RTM input following test report completion for each test event, providing post-test data reduction updates and analysis of requirements identified in associated products.

4.3.10 The contractor shall provide technical support and input to the Engineering leads regarding applicable Systems Engineering concepts such that Government personnel will be able to incorporate that input into applicable program activities.

4.3.11 In support of the Spectrum Management Office, the contractor shall draft any documentation required for obtaining and maintaining frequency allocations for all systems, shall make any corrections to the documents necessary for final Government approval, and track the progress of the documentation through routing until final approval.

4.3.12 The contractor shall provide technical support to the Government lead for the development, review, analysis, update, and management of technical documentation such as Systems Requirements Document, Work Breakdown Structure (WBS) and all lower-level system

requirements documentation such as Hardware Requirements Specification, Software Requirements Specification (SRS), Interface Requirements Specification, Hardware Design Description, Interface Design Description, Interface Control Document, performance specification and Systems/sub-systems specification.

4.4 Configuration Management

4.4.1 The contractor shall support continuous Configuration Management activities IAW the approved PM IS Configuration Management Plan to include drafting baseline documentation, Engineering Change Proposals (ECPs), and Configuration Management Plan annexes, as well as participating in configuration review boards, configuration control boards, and configuration audits. This includes, but is not limited to, providing logistical support regarding the identification and tracking of hardware, software, and documentation; and providing logistical support the defining, documenting, and implementing change control processes IAW MARCORSYSCOM policies.

4.4.2 The contractor shall support the Configuration Management of documentation, procedures, baselines, and Standard Operating Procedures IAW the PM IS's Configuration Management Plan.

4.4.3 The contractor shall manage the security, receipt and distribution of data as required IAW PM IS Configuration Management Plan to include classified documents utilized for system upgrades or replacements.

4.4.4 The contractor shall utilize the configuration tool specified by each program to track and manage configuration items. Tools include, but are not limited to, Configuration Management Professional (CMPRO), and Jira.

4.4.5 The contractor shall provide engineering expertise and maintain knowledge of defense standardization documents (e.g., MIL-STD-961, MIL-STD-963 and MIL-STD-3100), American Society of Mechanical Engineers Y14 series standards on Engineering Drawing and Related Documentation Practices, and industry best practices on acquisition of design documentation to provide technical editing to a design documentation handbook and training package for use by program management teams and to participate in drawing reviews and/or configuration audits as needed.

4.5 Test and Evaluation Support

4.5.1 The contractor shall provide continuous T&E support to the T&E program leads for development and analysis of PM IS program T&E documentation IAW the U.S. MC Integrated T&E Handbook and PM T&E policy and Standard Operating Procedures (SOPs). T&E support shall include development of and updates to artifacts identified in Attachment 5 and includes but is not limited to Test and Evaluation Master Plans (TEMPs), electronic TEMPs (eTEMPs), and Annexes test strategies, detailed test plans, test procedures and test schedules. Support shall include assisting the government with drafting documents, providing comments and edits to documents pertaining to these items, participation in

meetings, and providing input.

4.5.2 The contractor shall support the T&E WIPTs by collaborating with stakeholders to define, develop, and maintain the test strategy, plans, and schedule.

4.5.3 The contractor shall provide continuous support during the period's performance to the program test lead for all Systems Engineering and Test Coordination and Test Readiness Review (TRR) meetings and activities by hosting and facilitating events and preparing agendas and meeting minutes.

4.5.4 The contractor shall provide technical input concerning overall systems engineering, development, and T&E activities and test programs.

4.5.5 The contractor shall administratively coordinate with Government and non-Government test agencies to schedule appropriate facilities (such as test chambers), materiel, and personnel in order to facilitate program planning. In the course of doing so, the contractor shall not commit nor obligate funds on behalf of the Government.

4.5.6 The contractor shall provide inputs into the preparation, execution, and closure of TRRs. The contractor shall develop, review, and update the required documentation.

4.5.7 The contractor shall provide continuous support throughout test events and act as a safety observer as required to the program test lead's development of Test Incident Reports (TIR), supporting documentation, post-test data reduction and analysis, and input to RTM following test report completion for each test event.

4.5.8 The contractor shall host the Technical Review Boards (TRBs) daily using virtual or physical meeting capabilities during a test event to review TIRs.

4.6 Logistics Support

4.6.1 The contractor shall provide continuous Logistics support to the Logistics leads by developing or updating Logistics acquisition documentation, and sharing knowledge of DON, USMC and MARCORSYSCOM Acquisition Logistics of various ACAT programs and information necessary to support the Government's assessment activities. Documents are identified in Attachment 5 and include but not limited to Lifecycle Sustainment Plans, Independent Logistics Assessments, Fielding Plans, Item Unique Identification (IUID) Implementation Plans, Corrosion Control and Implementation Plans, Facilities Impact Reports (FIR), Stock-List 3 (SL-3), Technical Manuals, supply and equipment instructions (e.g. technical, supply, and modifications), fielding plans, and disposal plans. Support shall include drafting documents, providing comments and edits to documents pertaining to these items, communication of these items, participation in meetings, and providing input.

4.6.2 Contractor shall provide input and logistics support necessary for PM IS teams to conduct the functions in 4.6.1 by applying knowledge of the 12 Integrated Product Support Elements of Logistics into the support activities. Independent Logistics Assessments (ILAs) are IAW SECNAVINST 4105.1C and Pfm CES ILA Memo, "Guidance and Procedures for

the Conduct of Independent Logistics Assessments.” This includes an abbreviated Logistics Assessment (LA) conducted for PM IS programs, Supply Chain management implementation, the MARCORSYSCOM Birth Record Guidebook, sparing levels, reorder points, Just in Time (JIT) process, and Total Quality Management (TQM) in order to support the Government when new and existing variants for Programs are received.

4.6.3 The contractor shall have knowledge of, and possess active accounts for, Total Force Structure Management System (TFSMS), Total Life-cycle Cost Tool Operational Support Tool, and Global Combat Support System - Marine Corps (GCSS-MC) to support new and existing PM IS Systems. Additionally, the contractor shall possess active accounts for the MARCORSYSCOM Vital Information Portal for Enterprise Resources (VIPER), Defense Logistics Agency (DLA) Logistics Information Services Web Federal Logistics Information System, DLA Federal Logistics, USMC Logistics Command Logway site, Intel Link on the Secret Internet Protocol Router (SIPR) Network and the MC Technical Publications Site in order to support systems.

4.6.4 The contractor shall provide continuous logistics support to the Logistics leads in the development of program readiness assessments by analyzing supply and maintenance readiness for PM IS-managed equipment, evaluating historical data, identifying readiness issues and recommending possible corrective actions or changes to reduce logistics-related total ownership cost or improve material readiness. Activities may include, but not limited to assessments of documentation such as Diminishing Manufacturing Sources and Material Shortages (DMSMS) plans, Material Readiness Reports, Depot Source of Repair (DSOR) recommendation letters, Maintenance Task Analyses (MTA), and Level of Repair Analysis (LORA) products.

4.6.5 The contractor shall provide continuous support to Logistics Lead in the development, review, and updating of Technical Manuals as required by the Government.

4.6.6 The contractor shall review and monitor the program Failure Reporting, Analysis, and Corrective Action System (FRACAS). Additionally, the contractor shall analyze and deliver FRACAS data in the form of a FRACAS Report quarterly.

CDRL A001: MIL-HDBK-2155, Failure Reporting, Analysis and Corrective Action Taken

4.6.7 The contractor shall provide continuous training support to the Logistics leads in the development, maintenance, and support of training such as New Equipment Training associated with the fielding and sustainment of a solution. Documentation includes Program of Instruction (POI), lesson plans, student handouts, and additional curriculum for New Equipment Training in the Systems Approach to Training (SAT) format. Packages include New Equipment Training Plans, Lesson Plans, Instructor Guides, and Student Outlines and require a thorough understanding of SAT, curriculum development, Job and Task analysis, and the development of training aids (Computer based training, interactive training, Quick reference cards, and Surrogate development) to support Program systems and enable the government to deliver operator and maintainer training instructions as part of New Equipment Training (NET) to Marine Forces. This level of effort will require travel to all Marine

Expeditionary Force (MEF) and Marine deployment locations.

4.6.8 The contractor shall provide logistics support to Property Custodians (PC) and Responsible Individuals (RI) in order to assist with the inventory and reconciliation of Custodian Assets Reports (CAR) and Consolidated Memorandum of Record (CMR). Activities may include consolidating data, physical assessment of components, coordinating onsite visits where inventory assessment occurs, or analyzing deltas that arose between events. Inventory is conducted quarterly but activities occur in order to support resolution and preparation actions.

4.7 Equipment Specialist Support

4.7.1 The contractor shall provide dedicated equipment specialist support in Albany, GA to the programs in order for the Government to accomplish the following requirements: Collecting, analyzing, interpreting, and developing specialized equipment-specific and supply chain information for PM IS programs for use on life cycle management decisions. Documents are include in Attachment 5 and include activities to develop and submit Technical Instructions, Provisioning Technical Data (PTD) utilizing the Logistics Support Analysis 036 format and Marine Interactive Computer Aided Provisioning System (MICAPS). Support activities include participating in Provisioning Conferences, assessing installation procedures and provisioning publication projects, identifying observations to formulate a better understanding of the technical requirements and identification of tasks needed to implement corrective actions. An understanding of Albany Publication website and the TFSMS is necessary to support artifacts development, reviews, and updates.

4.7.2 The contractor shall provide dedicated equipment specialist support to the Program leads in the development of Supply Chain Management activities. Documentation includes but is not limited to Supply Chain Management Requests and Warranty Support procedures IAW Supply Instruction SI 10197B-12/1A. Activities include active participation in Systems Engineering Events and ECP reviews to ensure logistics equipment specialist concerns are considered, addressed and captured in providing updates to the applicable program products, such as IMS, risk development, logistics documents and engineering reviews.

4.7.3 The contractor shall develop and continuously maintain itemized inventory and shipment databases for PM IS Programs, subject to review by Government employees. These databases will be used for tracking inventory and shipments of Government Furnished Property including spare parts to and from the FMF and to and from OEM facilities for repair and calibration services.

4.7.4 The contractor shall develop and maintain a classified (Secret) database by equipment serial number for PM IS Programs in order to track all GCSS-MC Service Requests (SR) and fielded equipment covered by OEM warranty and/or requiring scheduled calibration services. Activities include managing efforts to ensure fielded equipment is calibrated on time as required by the calibration schedule and supporting the Programs response to all GCSS-MC SRs from the Fleet Marine Force within 72 hours.

Maintaining the database includes conducting an itemized inventory of all PM IS systems prior to fielding and maintaining documentation of any components that will not be delivered with the system.

4.7.5 The contractor shall maintain SIPR email accounts when required and must log into the system every 30 days or less to maintain access as required by the program supported. A contractor employee's failure to be able to perform tasks required by this PWS due to failure to maintain access or proper security credentials or appropriate clearance shall not excuse non-performance nor constitute excusable delay.

4.8 Warehouse Storage and Support

4.8.1 In order to facilitate integration efforts of PM IS systems, the contractor shall receive systems in the Charleston, South Carolina area, and ship them to a fielding location. The Charleston area is defined as no greater than 20 miles from Joint Base Charleston. The contractor shall provide a warehouse facility with access control over 70,000 square feet minimum to support an estimated 15,000 items of Government equipment that consist of a mix of items that are both stackable and unstackable (estimated 5,000 unstackable). The facility shall not share space with other organizations that do not have existing Classified Storage certifications. The contractor facility clearance shall be at the SECRET level at time of task order award to support the warehouse facility and equipment testing functions as described in section 4.8.2 to be fully operational. The contractor must be able to maintain a MAAP account to receive, store and ship systems that contain Global Positioning System (GPS) Selective Availability Anti-spoofing Module. A MAAP account is used to obtain GPS Directorate Authorization to Transfer equipment from one organization to another organization. A subset of the warehouse, estimated at a minimum 1,000 square feet, requires controlled access for storage/accountability of classified material up to the Secret level and temperature control is required for this subset as items stored in this subset must be stored within a 60-80 degree temperature controlled area. It can be both a storage facility and lab area where the programs can conduct system testing and corrective maintenance, plus be able to provide training to 14 Marines in a class, and system configuration activities. This subset or another subset of the warehouse shall be approved for the storage of classified material and use of classified material in conducting equipment status verification testing at time of task order award. It is not required that classified material be stored at the same location where testing is conducted, but verification testing should not be disrupted or delayed because of site locations.

4.8.2 The contractor shall provide sufficient personnel and equipment at the warehouse facility to receive, inventory, prepare for shipping, ship, conduct equipment status verification testing and perform preventative maintenance checks and services on program equipment. Activities may include the ability to update outgoing or incoming equipment for analysis or trouble-shooting and, therefore, will require contractor to have access to those systems as the system administrator. In order to perform the actions as the laptop administrator the contractor shall have at least one individual identified as the Administrator. The Administrator is required to be Information Assurance Level I certified IAW DOD Directive 8570.1 Information Assurance Training, Certification and Workforce Management.

4.8.3 The provided warehouse will not require environmental controls for the equipment except for the classified storage and lab area identified in section 4.8.1.

4.8.4 The contractor shall utilize a warehouse management tracking tool to support all tracking requirements for this Task Order. This tool shall be of the vendor's choosing. However, the contractor shall submit a Depot Maintenance and Sustainment Report monthly.

CDRL D001: DI-PSSS-81955A, Depot Maintenance Report

4.8.5 The contractor shall continuously record, track, and report the status of all Government Furnished Equipment to include fielded/issued system and software versions quarterly. The contractor shall anticipate no less than 200 systems and associated equipment per quarter to move in and out of the warehouse.

CDRL D002: DI-MGMT-80389B, Government Furnished Equipment (GFE) report

4.8.6 The contractor shall conduct an ongoing analysis of the USMC supply system as well as the contractor Logistics Support Supply System in order to ensure that equipment is fully supportable, cataloged, and that methods required to receive, store, transfer, issue and dispose of spares, repair parts and supplies. This shall be IAW DOD 5000.02, the DAG, MAG, and DODI 4140.01(DOD Supply Chain and Materiel Management Policy) as well as Marine Corps Order 4400.150 Consumer-Level Supply Policy, and Supply Instruction SI 10197B-12/1A.

4.9 Field Service Representative (FSR)

4.9.1 The contractor shall provide FSRs in order to accomplish the PM IS support activities described in this section, and includes training users on systems fielding by the Programs. Actions include providing training and maintenance support to users for PM IS systems located CONUS and OCONUS, as required, and the contractor shall have knowledge of and support PM IS solutions, both mechanically and technically (for example: Electronic Warfare systems) associated with implementation and troubleshooting to assist with PM IS deployed solutions installation activities such as system setup, configuration, functional check-out, fault identification, system conditioning as well as de-installation of equipment as needed. FSRs will also provide critical communication from field users, specifically informing the applicable Program Analyst and Lead and Contracting Officer Representative (COR) within 24 hours of any incidents that involve PM IS fielded equipment and/or FSR personnel.

4.9.2 The contractor shall conduct scheduled (quarterly) and unscheduled (as needed) preventative maintenance on the PM IS systems and communicate status to the applicable team responsible for sustainment of the system.

4.9.3 The contractor shall conduct operator and maintainer training of PM IS fielded solutions to identified USMC personnel in CONUS and OCONUS locations, as required at the direction of PM IS leads, typically in support of program office schedules or requested from Commands. The contractor shall be proficient in and knowledge of Electronic Warfare theory of operation in order to provide training of solution to both beginning and advanced

operators to enable those users to successfully operate said equipment.

4.9.4 The contractor shall provide continuous logistics support to the Government for support of inventory management at various locations and parts ordering to maintain equipment readiness. Activities include, but not limited to, assessing physical location of equipment, responding to data calls, and information the Responsible Officer, Logistician or other government representative of any identified changes to equipment status.

4.9.5 The contractor shall provide FSR support for PM IS OCONUS deployments IAW USCENTCOM deployment requirements per the USCENTCOM Individual Protection and Individual Unit Deployment Policy.

4.9.6 The Contractor shall provide New Equipment Training to provide a working knowledge of PMIS fielded solutions, specifically electronic warfare systems, and is responsible for coordination and delivery of new equipment training to MEF forces, to include schedule and planning activities, conduct onsite or virtual training as directed by the Government, collect feedback from attendees and incorporate updates into training products.

4.9.7 The contractor shall provide support to the installation teams with the fielding and integration of systems and IAW approved fielding plans by providing technical support and acting as the communication channel between the Program and the units that receive PM IS solutions.

4.9.8 The contractor shall participate as a member of an equipment fielding and installation team by facilitating the coordination of fielding efforts, traveling to fielding locations, and supporting the inventory and issue process.

4.10 Manpower Training and Analysis Support

4.10.1 The contractor shall conduct Manpower, Personnel, and Training (MPT) and Human Systems Integration (HSI) analyses to include job task analyses, maintenance task analyses, physical and cognitive workload analyses, training analyses, and personnel analyses using Government-approved modeling software and methodology IAW MCO 5311.1E, MIL-STD 1472G, MLD-HDBK 29612X, MIL-PRF 29612-2B, GEIA-0007, and NAVMC 1553.1A. Such analyses shall be placed into a report and delivered to the Government. Contractor support shall include drafting documents, providing comments and edits to documents pertaining to these items, participation in meetings, providing input. Contractor shall deliver support necessary to effectively draft, complete, disseminate, and relay the findings of this deliverable.

CDRL B003: DI-MISC-8050B, Technical Report-Study/Services

4.10.2 The contractor shall conduct program document health assessment analyses relevant to MPT/HSI for the targeted systems IAW the PM IS Health Assessment Template and provide document to Government for review and approval.

CDRL B003: DI-MISC-8050B, Technical Report-Study/Services

4.10.3 The contractor shall provide continuous technical support to the Program office in the development, review, and update of key MPT products. Activity support includes support of working group or IPTs for MPT activities, providing MPT input to program IMS, coordinating development of documents IAW applicable templates, provide meeting support of agendas, meeting minutes and action items, updating MPT Assessment Determination (MAD) tool, MPT Plans (MPTPs), and MPT IPT charters for each MPT effort as required. Additionally, support to Government lead to develop, update or review documentation for Operator and Maintainer New Equipment Training (NET) packages IAW NAVMC 1553.1A.

4.10.4 The contractor shall provide continuous technical support to the Program office by the developing, reviewing, and updating methodology memos IAW the Total Force Structure Division-provided template.

4.10.5 The contractor shall develop and disseminate survey instruments with which to collect MPT/HSI data related to T&E events, training readiness, and other MPT/HSI-related domains.

CDRL B003: DI-MISC-8050B, Technical Report-Study/Services

4.10.6 The contractor shall develop, review, and update program MPT Analysis Reports (MAR) IAW the MARCORSYSCOM MAR template and submit to cognizant Government officials for approval or revision. The contractor shall conduct revisions as necessary to obtain Government approval.

CDRL B003: DI-MISC-8050B, Technical Report-Study/Services

4.11 Financial Management Support

4.11.1 The contractor shall provide continuous support to the Financial Management (FM) section's development of financial-specific documentation and briefs and submit for approval by the Government. The scope of this task includes, but is not limited to, Funding Action Requests, Tri Annual Reviews, Dormant Account Review Quarterly Staffer Briefs, Service Requirements Review Board Database Request, Program Execution Plan, Command Planning and Resource Allocations, inserting data into financial databases including, but not limited to, CERBERUS and Defense Agencies Initiative (DAI). Contractor support shall include drafting documents, providing comments and edits to documents, participation in meetings, and providing technical input. Contractor shall provide all support necessary to support the activity's conduct of these functions. Reconciliation subject to approval by Government officials.

4.11.2 The contractor shall provide continuous technical support to the FM Leads for the tracking of the expenditures, obligations, and awards of funds, across the PM IS portfolio. This task requires familiarization with the DOD and MARCORSYSCOM financial databases, processes, and systems. During the course of performance, the contractor shall check for anomalies (i.e. discrepancies between Program reporting and the financial management tools identified in 4.11.1 ()) in support of review and reporting requirements for audit efforts as

required, coordinating with the appropriate personnel to input discrepancy resolution.

4.11.3 The contractor shall deliver technical support in the activity's development of spend plans, Program Execution Plans (PEP), Obligation Phasing Plans (OPP), budget spreadsheets, and financial planning documentation by providing logistical support, technical drafting, and technical input. Contractor shall attend relevant meetings as required and activities include the development of agendas, meeting minutes, or other products as directed.

4.12 Cybersecurity Support

4.12.1 The contractor shall provide continuous technical support to the Cybersecurity section's development of program specific artifacts of the Assessment and Authorization (A&A) process as defined in Department of Defense Instruction (DODI) 8510.01, Risk Management Framework (RMF) for DOD Information Technology (IT) to include System Security Categorization, Select Security Controls, Implement Security Controls, Assess Security Controls, Authorize System, and Continuous Monitoring. Contractor support shall include drafting documents, providing comments and edits to documents pertaining to these items, participation in meetings, and providing input. Contractor shall provide all support necessary to support the activity's conduct of these functions. Reconciliation subject to approval by Government officials.

4.12.2 The contractor shall provide technical input and support to the Cybersecurity section's lead for development of Cybersecurity Developmental Test and Evaluation (DT&E) activities as defined by DODI 5000.02, Enclosure 14, to include Cooperative Vulnerability Identification (CVI), Adversarial Cybersecurity DT&E (ACD), Assured Compliance Assessment Solution (ACAS) scans, Defense Information Security Agency (DISA) Security Technical Implementation Guides (STIGs), and Source Code Review scans. Recommendations for reconciliation and remediation prioritization activities are subject to approval by Government officials.

4.12.3 The contractor shall provide technical input and support to the Cybersecurity section's lead for analysis of new Information Assurance Vulnerability Alerts (IAVAs), Operational Directions located on the Secure Internet Protocol Router (SIPR), and DISA STIGs.

4.13 Security Support

4.13.1 The contractor shall provide continuous technical support to the Security section's lead for development of the Security Classification Guides, Program Protection Plans (PPP) to include any program specific appendixes, Technology and Program Protection (T&PP) tasks such as Criticality Analysis and Identification, Threat Identification and Steering Groups, Vulnerability Assessments and Countermeasure Development and Selection. Contractor support shall include drafting documents, providing comments and edits to documents pertaining to these items, participation in meetings, and providing input. Contractor shall provide all support necessary to support the activity's conduct of these functions.

5.0 Travel, and Other Direct Charges (ODCs).

5.1 Travel to other Government facilities, field activities, Marine operating forces (CONUS and OCONUS) or other Contractor facilities may be required. All travel requirements (including plans, agenda, itinerary and dates) shall be pre-approved by the Government COR on a strictly cost reimbursable basis and must be in accordance with FAR 31.205-46. The Contractor shall make necessary travel arrangements for its employees after approval from the Government CORCOR. Travel will be reimbursed IAW FAR 31.205-46. Per Diem shall be per Government rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. All travel reimbursement requests must be supported by sufficient evidence of liability incurred (i.e. receipts, invoices, bills, etc.) in accordance with FAR 31.205-46.

Travel requests shall be submitted to the COR at least ten (10) working days in advance of the travel date. The request will include total cost and a break out of costs to include airfare, rental vehicle, per diem, mileage, parking, fuel and tolls. Travel requests will include the purpose of trip and why Video Teleconference or phone conversations would not meet the business requirement. If contractor employees are traveling together, sharing of rental vehicles is required where practicable. Differing arrival and departure times will not justify separate rental vehicles. For rental cars carrying three or more travelers, larger vehicles may be authorized in advance. The Government will reimburse economy lot parking. The Government will not reimburse valet parking.

The Government team routinely visits manufacturing facilities, Government test labs, and fielding locations where the contractor may be required to attend in order to provide support as described in the PWS. CONUS support will be as required and will not include any permanent Field Support Representative (FSR) lodging aboard Government facilities. Local travel will not be reimbursed. The estimated non-local travel required under this task order is as follows:

Travel Estimates Per Year			
Location	Trips Per Year	Travelers	Est. Days/Trip
Aberdeen, MD	18	1-2	5-6
Albany, GA	11	2-4	3
Annapolis Junction, MD	2	2	5
Bloomington, IN	7	2	2
Camp Lejeune, NC	11	2-3	2-4
Camp Pendleton, CA	35	1-3	4-5
Charleston, SC	18	2	3
Colorado Springs, CO	7	1	5
El Segundo, CA	9	2	5
Goodfellow AFB, TX	2	1	4
Huntsville, AL	18	1-4	4-5
Iwakuni, Japan	2	2	4
Jacksonville, NC	6	1	5
MCBH Kaneohe Bay, HI	2	2	4
Melbourne, FL	3	2	6

Montreal, Canada	2	2	3
Okinawa, Japan	3	2	5
Rochester, NY	4	2	3
Scranton, PA	2	2	5
White Sands, NM	7	2	5
Tampa, FL	3	2	5

The preferred method of travel for contractor personnel is commercial; however, due to the restrictions imposed in response to the COVID-19 global pandemic, military transport (MILAIR) may be authorized.

With the appropriate authorization granted by the sponsoring agency/office, the contractor may use MILAIR to transport personnel and equipment in performance of this requirement. All matters regarding specific personnel, equipment, and support materials will be permitted to use military transport is strictly at the discretion of the sponsoring agency. The contractor shall be liable for appropriate actions necessary to transport personnel and/or equipment on military transport, and ensure that all safety and personnel protocols are followed. Personnel and/or equipment/materials may be removed at any point, for any reason. The contractor will be responsible for return or other arrangements in the event of disembarkation at other than the destination.

The Contractor may be required to purchase ODC items in order to support travel requirements undertaken pursuant to this PWS. ODC items include, but are not limited to, NET training materials, training handouts, binding spools, cables and other peripheral items. These items used to perform the task order shall not be reimbursed as ODCs unless specifically pre-approved by the Contracting Officer or COR before incurring the expense and must be in accordance with the limitations on Cost Reimbursement described in FAR Part 31. The Contractor shall obtain written pre-approval before incurring an expense for which cost reimbursement will be sought. The contractor is responsible for accounting for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that claimed costs are allocable to the contract, and comply with applicable cost principles in the FAR, DFARS, and Navy Marine Corps Acquisition Regulation Supplement. The contracting officer may disallow all or part of a claimed cost that is inadequately supported.

ODC expenses-such as laptop computers, cellular equipment/services and other items used to perform the task order-shall not be reimbursed as ODCs unless specifically pre-approved by the Contracting Officer (KO) or COR before incurring the expense. The Contractor shall obtain written pre-approval before incurring an expense for which cost reimbursement will be sought.

All Government printing requirements MUST be met by or through the local Document Automation and Production Service (DAPS, now called DLA Document Services)
<http://www.daps.dla.mil/dapsonline.html>.

6.0 Security Requirements

Security specifications applicable to performance of the PWS/Task Order are included in the DD

Form 254, Attachment 2 of this task order.

6.1 This task order will require the contractor to maintain a Top Secret Facility Clearance and will require certain contractor personnel to obtain and maintain classified access eligibility. The contractor shall have a valid Top Secret Facility Clearance and a Secret Safeguarding Level prior to classified performance. Block 1a of the DD-254 refers to the organizations clearance of Top Secret to allow individuals employed by the contractor the ability to obtain individual Top Secret clearance for use at Government sites. This is also reflected in boxes 10E 1 & 2, and provide the authority to have TS-SCI clearances for those individuals as required. Block 1b of the DD-254 refers to the contractor's ability to maintain Secret level clearance at the Warehouse facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of CFR 32 Part 117 NISPOM and DOD Manual 5220.22 Volume. This contract shall include a DOD Contract Security Classification Specification (DD-254) as an attachment. Certain contractors will be required to perform IT-I/II duties that will require favorably adjudicated Tier 5/3 Level investigations. The Defense Counterintelligence Security Agency (DCSA) will not authorize contractors to submit the necessary Tier Level investigations solely in support of IT level designation requirements, but are required to submit investigations for those employees requiring both Secret access and IT-II designation. The Government Contracting Activity Security Office (GCASO) is required to submit any required investigations in support of IT-I level designations. The contractor is required to provide a roster of prospective contractor employees performing IT-I duties to the MARCORSYSCOM Contracting Officer's Representative (COR). This roster shall include: full names, Social Security Numbers, e-mail address and phone number for each contractor requiring investigations in support of IT 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. All personnel identified to perform on this task order shall maintain compliance with DOD, DoN, and MC Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance.

6.2 Contractor personnel may require access to Sensitive Compartmented Information (SCI). All Contractors performing on classified aspects of this task order shall have, at minimum, a current SECRET Clearance. Classified involvement entails unescorted access into secure spaces and access to SECRET materials and/or systems (e.g. SECRET Internet Protocol Router Network (SIPRNET) at Government facilities. Classified involvement also includes the use/storage of classified material, equipment, and devices at the contractor's warehouse facility in order to facilitate Government tasking. There will be SECRET products created and used at both Government and Contractor facilities under this task order. Failure of the contractor to assign personnel with the appropriate credentials to work under this PWS or inability of contractor employees to work due to revoked or delayed clearances shall not constitute excusable delay nor shall excuse non-performance. The contractor bears sole responsibility for assigning appropriate personnel with the appropriate credentials to work performed pursuant to this PWS.

6.3 The contractor shall protect Government information, to include Controlled Unclassified Information (CUI), from unauthorized access or disclosure at all contractor, subcontractor, vendor, and service provider locations. This includes, but is not limited to, the use of: physical security, access control, and information security (marking, safeguarding, and destruction). The contractor shall apply Government approved encryption (e.g., use of PKI) for all electronic

correspondence For Official Use Only and CUI consistent with PFM CES Safeguarding of Critical Information and Controlled Unclassified Information During Electronic Mail and Transmission Policy (dated 27 Aug 2019).

6.4 Facility Security Officers (FSOs) are responsible for notifying the MARCORSYSCOM AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to MARCORSYSCOM_Security@usmc.mil or 703-432-3374/3952 if any contractor performing on this task order 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 task order, if they have been granted an IT designation, 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 task order that have been granted IT designations, issued a CAC and/or a Government Building Access Badge.

6.5 System Security Plan and Plans of Action and Milestones (SSP/POAM) Reviews

6.5.1 Within 30 days of task order award, the contractor shall make its System Security Plan(s) (SSP(s)) for its covered contractor information system(s) available for review by the Government in electronic format. The SSP(s) shall implement the security requirements in Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.204-7012, which is included in this task order. The contractor shall fully cooperate in the Government's review of the SSPs.

CDRL B004: DI-MGMT-82247, System Security Plan (SSP) and Associated Plans of Action for a Contractor's Internal Unclassified Information System

6.5.2 If the Government determines that the SSP(s) does not adequately implement the requirements of DFARS clause 252.204-7012 then the Government shall notify the contractor of each identified deficiency. The contractor shall correct any identified deficiencies within 30 days of notification by the Government. The contracting officer may provide for a correction period longer than 30 days and, in such a case, may require the contractor to submit a plan of action and milestones (POAM) for the correction of the identified deficiencies. The contractor shall immediately notify the contracting officer of any failure or anticipated failure to meet a milestone in such a POAM.

6.5.3 Upon the conclusion of the correction period, the Government may conduct a follow-on review of the SSP(s), remotely or at the contractor's facilities. The Government may continue to conduct follow-on reviews until the Government determines that the contractor has corrected all identified deficiencies in the SSP(s).

6.5.4 The Government may, at its sole discretion, conduct subsequent reviews at the contractor's site to verify the information in the SSP(s). The Government will conduct such reviews at least every three years (measured from the date of task order award) and may conduct such reviews at any time upon 30 days' notice to the contractor.

6.6 Compliance to NIST SP 800-171

6.6.1 The contractor shall fully implement the CUI Security Requirements (Requirements) and associated Relevant Security Controls (Controls) in NIST Special Publication 800-171 (Rev. 1) (NIST SP 800-171), and establish a SSP(s) indicating compliance with associated POA&Ms that varies from NIST 800-171 only IAW DFARS clause 252.204-7012(b)(2), for all covered contractor information systems affecting this task order.

6.6.2 Notwithstanding the allowance for such variation, the contractor shall identify, in the SSP and POA&M, their plans to implement the following, at a minimum:

6.6.2.1 Control 3.5.3 (Multi-factor authentication). This means that multi-factor authentication is required for all users, privileged and unprivileged accounts that log into a network. In other words, any system that is not standalone should be required to utilize acceptable multi-factor authentication. For legacy systems and systems that cannot support this requirement, such as CNC equipment, etc., a combination of physical and logical protections acceptable to the Government may be substituted;

6.6.2.2 Control 3.1.5 (least privilege) and associated Controls, and identify practices that the contractor implements to restrict the unnecessary sharing, or flow of, covered defense information to its subcontractors, suppliers, or vendors based on need-to-know principles;

6.6.2.3 Control 3.1.12 (monitoring and control remote access sessions) - Require monitoring and controlling of remote access sessions and include mechanisms to audit the sessions and methods.

6.6.2.4 Privilege Auditing. Audit user privileges on at least an annual basis;

a. Control 3.13.11 (FIPS 140-2 validated cryptology or implementation of NSA or NIST approved algorithms (i.e. FIPS 140-2 Annex A: AES or Triple DES) or compensating controls, as documented in a SSP and POAM); and,

b. NIST Cryptographic Algorithm Validation Program (CAVP) (see <https://csrc.nist.gov/projects/cryptographic-algorithm-validation-program>);

6.6.2.5 Control 3.13.16 (Protect the confidentiality of CUI at rest) or provide a POAM for implementation which shall be evaluated by the Navy for risk acceptance.

6.6.2.6 Control 3.1.19 (encrypt CUI on mobile devices) or provide a plan of action for implementation which can be evaluated by the Government PM for risk to the program.

6.7 Cyber-Incident Response

6.7.1 The contractor shall, within 15 days of discovering the cyber-incident (inclusive of the 72-hour reporting period), deliver all data used in performance of the task order that the contractor determines is impacted by the incident and begin assessment of potential warfighter/program impact.

6.7.2 Incident data shall be delivered IAW the Department of Defense Cyber Crimes Center (DC3) Instructions for Submitting Media, available at http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions_for_Submitting_Media.docx. In delivery of the incident data, the contractor shall, to the extent practical, remove contractor-owned information from Government covered defense information.

6.7.3 If the contractor subsequently identifies any such data not previously delivered to DC3, then the contractor shall immediately notify the contracting officer in writing and shall deliver the incident data within ten days of identification. In such a case, the contractor may request a delivery date later than ten days after identification. The contracting officer will approve or disapprove the request after coordination with DC3.

CDRL B005: – Cyber-Incident Reporting for a Contractor’s Internal Unclassified System Information System

6.8 Naval Criminal Investigative Service (NCIS) Outreach

The contractor shall engage with NCIS industry outreach efforts and consider recommendations for hardening of covered contractor information systems affecting DoN programs and technologies.

6.9 NCIS/Industry Monitoring

6.9.1 In the event of a cyber-incident or at any time the Government has indication of a vulnerability or potential vulnerability, the contractor shall cooperate with the Naval Criminal Investigative Service (NCIS), which may include cooperation related to: threat indicators; pre-determined incident information derived from the contractor's infrastructure systems; and the continuous provision of all contractor, subcontractor or vendor logs that show network activity, including any additional logs the contractor, subcontractor or vendor agrees to initiate as a result of the cyber-incident or notice of actual or potential vulnerability.

6.9.2 If the Government determines that the collection of all logs does not adequately protect its interests, the contractor and NCIS will work together to implement additional measures, which may include allowing the installation of an appropriate network device that is owned and maintained by NCIS, on the contractor's information systems or information technology assets. The specific details (e.g., type of device, type of data gathered, monitoring period) regarding the installation of an NCIS network device shall be the subject of a separate agreement negotiated between NCIS and the contractor. In the alternative, the contractor may install network sensor capabilities or a network monitoring service, either of which must be reviewed for acceptability by NCIS. Use of this alternative approach shall also be the subject of a separate agreement negotiated between NCIS and the contractor.

6.9.3 In all cases, the collection or provision of data and any activities associated with this statement of work shall be IAW federal, state, and non-US law.

6.10 Contractor’s Record of Tier 1 Level Suppliers who Receive or Develop Covered Defense Information

The contractor shall supply a record of Tier 1 Level Suppliers who receive or develop Covered Defense Information. The contractor shall provide its plan to track flow down of covered defense information and to assess DFARS Clause 252.204-7012 compliance of known Tier 1 Level suppliers.

CDRL B006: DI-MGMT-82247 Contractors Record of Tier

7.0 Common Access Cards (CAC)

The COR will request issuance of a CAC for those contractor employees performing on this task order who are identified as requiring a CAC in order to perform their job function. IAW Headquarters, USMC issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria in order 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 will be revoked and the contractor must immediately retrieve and return it. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MARCORSYSCOM AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor performing on this task order 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 or any other non-government 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 task order, and shall not use a contractor supplied or personal e-mail account to conduct FOUO government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

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.

8.0 Defense Biometric Identification (DBID) CARD

Certain contractors may require the issuance of a DBID card in order to gain access to Marine Corps bases/stations. The COR will identify and approve only those contractor employees performing on this contract that require a DBID card in order to perform their job function aboard the base. All contractor personnel accessing Marine Corps Base Quantico (MCBQ) and MARCORYSCOM must be in compliance Access Control policy identified within MARCORSYSCOMO 5530.2A Access Control Order.

9.0 MCBQ Installation Gate Access

Access onto MCBQ requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e. Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) that can be scanned at all installation Gates prior to being granted access onto the installation. Contractors/vendors who require routine/reoccurring access to MCBQ and are not receiving a CAC in support of this contract effort (or do not already have an acceptable PIV), are eligible for a DBID card. DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordination with the COR and the MARCORSYSCOM, AC/S G2, Physical Security Team (PHYSEC Team). To obtain a DBID card, the vendor shall submit a completed Vendor Screening Form (obtained from the COR or the PHYSEC Team) via: encrypted email to MARCORSYSCOM_physicalsecurity@usmc.mil, faxing to 703-432-3481 (attn.: Physical Security), or a hand delivered typed hard copy to the PHYSEC Team at Building 2200. The information on the Vendor Screening Form will be used by MCBQ PMO to conduct a background check. The vendor will be notified of the results of their vendor screening background check by the PHYSEC Team and/or COR. Vendors who do not meet the eligibility standards, will not be cleared for access onto MCBQ or MARCORSYSCOM. Vendors who meet the eligibility standards and receive a favorable response to the background check will be required to complete the DBID registration process using a website address/link that will be provided by the PHYSEC Team or COR. Once the Vendor has successfully completed the DBID registration process, a registration code will be provided. The registration code shall be printed and hand carried by the Vendor to MCBQ PMO, Bldg 2043, between the hours of 0700 - 1500 in order to be issued the DBID card. DBID cards will be issued for a period of three years regardless of contract expiration. For additional questions regarding submission of the Vendor screening Form or access requirements, you may contact the PHYSEC Team at MARCORSYSCOM_physicalsecurity@usmc.mil or by calling 703-432-3964/3909.

10.0 MARCORYSCOM Facility Access

All contractor personnel accessing MARCORYSCOM facilities/buildings must maintain compliance with access control policy identified within MARCORSYSCOMO 5530.2A - Access Control Order. Access into MARCORSYSCOM facilities requires use of a Command facility access badge issued by the PHYSEC Team. Contractor personnel assigned to sit within MARCORSYSCOM spaces with a dedicated (by name) workspace will be considered as "on-site" contractors and may be issued a green badge with the holder's photograph. Contractor personnel that frequently visit (three or more times a week) MARCORSYSCOM spaces will be considered as "off-site" contractors and may be issued an orange badge with the holder's photograph.

Issuance of a MARCORSYSCOM facility access badge shall be initiated by the COR using the badge request process hosted on the MARCORSYSCOM VIPER website. Vendors may be issued a MARCORSYSCOM facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MARCORSYSCOM facility access badge. All other vendors supporting this task order who do not meet the “green” or “orange” badge standards shall be required to have their visit to MARCORSYSCOM notified in advance using the MARCORSYSCOM Visitor Notification System hosted on the MARCORSYSCOM VIPER website. Visitor Notifications shall only be submitted by a MARCORSYSCOM sponsor with access to the MARCORSYSCOM VIPER website.

Visitors who arrive at MARCORSYSCOM facilities without an approved Visitor Notification on file shall be turned away unless a MARCORSYSCOM escort with a “white”, “powder blue”, or “green” badge can be reasonably coordinated. Vendors possessing an “orange” badge are not authorized to escort visitors without an approved Visitor Notification on file. All “green” and “orange” badges will be programmed with unescorted access into approved MARCORSYSCOM facilities Monday through Friday from 0630-1700. Unescorted access outside of these times to include federal holidays, furloughs, shutdowns, etc. is restricted. For additional questions regarding MARCORSYSCOM facility access requirements, you may contact the PHYSEC Team at MARCORSYSCOM_physicalsecurity@usmc.mil or by calling 703-432-3964/3909.

11.0 Marine Corps Enterprise Network (MCEN) Computer Access

For those contactor personnel required to work on-site at government facilities, MARCORSYSCOM policy no longer allows for the issue of government owned computers to contractor personnel, therefore contractor personnel shall be required to furnish their own computer assets which are fully compatible with the MCEN. Contractor personnel accessing MARCORSYSCOM Computer systems, must maintain compliance with USMC 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 DON Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to acquire the required training.

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

1. ADP-I (IT-1): Favorably adjudicated T-5, T5R, (formerly known as Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR))
2. ADP-II (IT-2): Favorably adjudicated T-3, T3R, (formerly known as Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit

(NACLC)/Secret Periodic Review (S-PR))

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

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

All MCEN users must read, understand, and comply with policy and guidance to protect classified information and CUI, and to prevent unauthorized disclosures IAW USMC Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

12.0 MCEN Official E-mail usage

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

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

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

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

individual.

5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

13.0 Contractor assets connectivity to the MCEN

The Contractor shall comply with MCENMSG-Unification 003-14 ENABLING CONTRACTOR ASSET CONNECTIVITY TO THE MCEN. The Contractor representative will transfer the contractor owned laptops to the MARCORSYSCOM 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 laps must meet or exceed the USMC laptop specifications. A list of laptops authorized to be attached to the MCEN can be obtained from MARCORSYSCOM G-6 upon request.

Upon completion of the contact 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 United States (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 MARCORSYSCOM, ITAM lead at (703) 432-4396.

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

14.0 Contract Data Requirements List (CDRL)

The following table lists all required data deliverables applicable under this task order:

Data Item No.	Title	PWS Paragraph	Frequency
B001	Transition In Plan	3.5	Once
B002	Status Report	4.1.4	Monthly
B003	Technical Report-Study/Services	4.1.13, 4.2.5, 4.2.7, 4.10.1, 4.10.2, 4.10.5, 4.10.6	As Required
B004	Systems Security Plan	6.5.4	As Required
B005	Cyber-Incident Reporting	6.7.3	As Required
B006	Contractors Record of Tier	6.10	As Required
A001	FRACAS	4.6.6	As Required
D001	Depot Maintenance Report	4.8.4	Monthly

D002	GFE Report	4.8.5	Quarterly
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15.0 Performance Requirement Summary (PRS)

PWS Paragraph	Required Service	Performance Standard	Acceptable Quality Level	Method of Surveillance
4.1 - 4.2 and sub paragraphs	Program Management Support Services	Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor. Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.	Documentation input is consistent with reference documents, policy, and Unites States Marine Corps (USMC) requirements (100% of the time). Delivered on schedule (98% of the time) , and requires no more than two review /comment/approval cycles.	COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads. Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.
4.3 and sub paragraphs	Engineering Support Services	Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor. Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.	Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time). Delivered on schedule (98% of the time), and requires no more than two review /comment/approval cycles.	COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads. Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.
4.4 and sub paragraphs	Configuration Management Support Services	Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-	Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time). Delivered on schedule (98% of the time), and	COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads.

		<p>submission taking no more than three business days once received by the Contractor.</p> <p>Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.</p>	<p>requires no more than two review /comment/approval cycles.</p>	<p>Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.</p>
4.5 and sub paragraphs	Test and Evaluation Support Services	<p>Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor.</p> <p>Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.</p>	<p>Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time). Delivered on schedule (98% of the time), and requires no more than two review /comment/approval cycles.</p>	<p>COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads.</p> <p>Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.</p>
4.6 and sub paragraphs	Logistics Support Services	<p>Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor.</p> <p>Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.</p>	<p>Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time). Delivered on schedule (98% of the time), and requires no more than two review /comment/approval cycles.</p>	<p>COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads.</p> <p>Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.</p>
4.7 and sub paragraphs	Equipment Specialist Support Services	<p>Comprehensive, timely, complete within reasonably established Government specified timelines, with no more</p>	<p>Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time).</p>	<p>COR Inspection and periodic random review and analysis of documentation by gathering feedback</p>

		<p>than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor.</p> <p>Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.</p>	<p>Delivered on schedule (98% of the time), and requires no more than two review /comment/approval cycles.</p>	<p>from PM IS Team Leads.</p> <p>Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.</p>
4.8 and sub paragraphs	Warehouse Support	<p>Storage of equipment; Maintain accurate inventory</p>	<p>GFE monthly status report and 100% accurate (98% of the time); Comply with classified storage requirements (100% of the time)</p>	<p>100% COR inspection through CDRL D002 submission.</p> <p>COR Inspection and periodic random review of compliance with classified storage requirements.</p>
4.9 and sub paragraphs	FSR Support	<p>Technically sound training, installation, and maintenance support</p>	<p>Technical ability to support PM IS solutions and conduct detailed, quality training as scheduled (98% of the time); review of training surveys collected upon completion of training must reflect 90% positive feedback (100% of the time)</p>	<p>100% COR inspection through CDRL B003 submission.</p>
4.10 and sub paragraphs	Manpower Training and Analysis Support Services	<p>Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor.</p> <p>Compliant with DOD,</p>	<p>Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time). Delivered on schedule (98% of the time), and requires no more than two review /comment/approval cycles.</p>	<p>COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads.</p> <p>Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.</p>

		DoN, USMC, and MARCORSYSCOM policy regulations.		
4.11 and sub paragraphs	Financial Management Support Services	<p>Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor.</p> <p>Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.</p>	<p>Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time). Delivered on schedule (98% of the time), and requires no more than two review /comment/approval cycles.</p>	<p>COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads.</p> <p>Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.</p>
4.12-4.13 and sub paragraphs	Security Support Services	<p>Comprehensive, timely, complete within reasonably established Government specified timelines, with no more than two re-submission cycles; each re-submission taking no more than three business days once received by the Contractor.</p> <p>Compliant with DOD, DoN, USMC, and MARCORSYSCOM policy regulations.</p>	<p>Documentation input is consistent with reference documents, policy, and USMC requirements (100% of the time). Delivered on schedule (98% of the time), and requires no more than two review /comment/approval cycles.</p>	<p>COR Inspection and periodic random review and analysis of documentation by gathering feedback from PM IS Team Leads.</p> <p>Compliance with references determined by PM IS Team Leads and relayed to the COR for tracking.</p>