SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

2. CONTRACT NO. 47QTCK18D0029	3. AWARD/EFFECTIVE DATE 28-Dec-2020	4. ORDER NUMBER M6785421F4801	5. SOLICITATION NUMBER M6785421R4801	6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:	a. NAME JAMILA Z. BRANSFORD	b. TELEPHONE NUMBER *(No Collect Calls)* 703-432-7487	8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY   CODE   M67854

MARCORSYSCOM, PMM-171
ATTN: JAMILA.BRANSFORD@USMC.MIL
2200 LESTER STREET
QUANTICO VA 22134

TEL: 703-432-7487
FAX:

10. THIS ACQUISITION IS

[X] UNRESTRICTED OR [ ] SET ASIDE: _____ % FOR:

[ ] SMALL BUSINESS

[ ] WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM

[ ] HUBZONE SMALL BUSINESS

[ ] EDWOSB

[ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

[ ] 8(A)

NAICS: 541519

SIZE STANDARD: $30,000,000

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED [ ] SEE SCHEDULE	12. DISCOUNT TERMS NET 30	[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING

14. METHOD OF SOLICITATION
[ ] RFQ [ ] IFB [X] RFP

15. DELIVER TO   CODE   M67854

COMMANDER MARINE CORPS SYSTEMS COMMAND
LINDA EVERETTS
2200 LESTER STREET
QUANTICO VA 22134-6050

16. ADMINISTERED BY   CODE

SEE ITEM 9

17a. CONTRACTOR/ OFFEROR   CODE 1TTG5   FACILITY CODE

DELOITTE CONSULTING LLP
DELOITTE
BRIAN BREIT
1919 N LYNN ST
ARLINGTON VA 22209-1742
TELEPHONE NO. 703-472-9777

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY   CODE M67443

DFAS COLUMBUS
DEFENSE FINANCE & ACCOUNTING SERVICE COLUMBUS
DFAS-JDCBB/CO
PO BOX 182317
COLUMBUS OH 43218-2317

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

25. ACCOUNTING AND APPROPRIATION DATA **See Schedule**	26. TOTAL AWARD AMOUNT (For Govt. Use Only) **$1,422,911.15**

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[ ] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

[ ] 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
(signature)	YUNGWIRTH.RICHARD.1256787462 Digitally signed by YUNGWIRTH.RICHARD.1256787462 Date: 2020.12.24 19:19:29 -05'00'

30b. NAME AND TITLE OF SIGNER *(TYPE OR PRINT)* **Brian Breit Managing Director**	30c. DATE SIGNED 12/24/2020	31b. NAME OF CONTRACTING OFFICER *(TYPE OR PRINT)* Richard Yungwirth / Contracting Officer TEL: 703-432-7480 EMAIL: richard.yungwirth@usmc.mil	31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA – FAR (48 CFR) 53.212

	SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED. AND CONFORMS TO THE CONTRACT. EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	
		42b. RECEIVED AT (Location)
		42c. DATE REC'D (YY/MM/DD) 42d. TOTAL CONTAINERS

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012) BACK
Prescribed by GSA – FAR (48 CFR) 53.212

Section SF 1449 - CONTINUATION SHEET

ITEM NO 0001	SUPPLIES/SERVICES	QUANTITY 3	UNIT Months	UNIT PRICE $470,772.92	AMOUNT $1,412,318.76

PDSS
FFP
Post Deployment Software Support (PDSS) in accordance with Performance Work
Statement (PWS) Section 3 - PDSS and Engineering Change Proposals (ECPs)
FOB: Destination
PURCHASE REQUEST NUMBER: M9545021SUFX114
PSC CD: DA01

	NET AMT	$1,412,318.76

ACRN AA $1,412,318.76
CIN: M9545021SUFX1140001

ITEM NO 0002	SUPPLIES/SERVICES	QUANTITY 1	UNIT Each	UNIT PRICE $10,592.39	AMOUNT $10,592.39

FY21 Contract Access Fee (CAF)
FFP
Contract Access Fee (CAF - 0.75%) in accordance with the Performance Work
Statement (PWS - Attachment 1) and the terms and conditions of the contractor's
GSA Alliant 2 ID/IQ Award. THIS CLIN VALUE WILL BE MODIFIED
SHOULD ANY OPTIONS WITH FY21 PERIODS OF PERFORMANCE BE
EXERCISED OR ANY SUPPLEMENTAL AGREEMENTS AFFECTING FY21
PRICE BE NEGOTIATED.

FOB: Destination
PURCHASE REQUEST NUMBER: M9545021SUFX114
PSC CD: DA01

	NET AMT	$10,592.39

ACRN AA $10,592.39
CIN: M9545021SUFX1140001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		9	Months	$483,168.14	$4,348,513.26
OPTION	PDSS				

FFP
Post Deployment Software Support (PDSS) in accordance with Performance Work
Statement (PWS) Section 3 - PDSS and Engineering Change Proposals (ECPs)
FOB: Destination
PSC CD: DA01

NET AMT	$4,348,513.26

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		1	Each	$126,747.35	$126,747.35
OPTION	ECP I				

FFP
Maintenance Release (1000 hours) IAW PWS Section 3.
FOB: Destination
PSC CD: DA01

NET AMT	$126,747.35

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		1	Each	$185,762.85	$185,762.85
OPTION	ECP II				
	FFP				
	Maintenance Release (1500 hours) IAW PWS Section 3.				
	FOB: Destination				
	PSC CD: DA01				

				NET AMT	$185,762.85

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		1	Each	$247,954.10	$247,954.10
OPTION	ECP III				
	FFP				
	Maintenance Release (2000 hours) IAW PWS Section 3.				
	FOB: Destination				
	PSC CD: DA01				

				NET AMT	$247,954.10

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005					$5,600.01 NTE
OPTION	Travel				
	COST				
	In accordance with Performance Work Statement (PWS) Section 20				
	FOB: Destination				
	PSC CD: DA01				

			ESTIMATED COST	$5,600.01

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		1	Each	$36,859.33	$36,859.33
OPTION					

FY21 Contract Access Fee (CAF)
FFP
Contract Access Fee (CAF - 0.75%) in accordance with the Performance Work
Statement (PWS - Attachment 1) and the terms and conditions of the contractor's
GSA Alliant 2 ID/IQ Award. THIS CLIN VALUE WILL BE MODIFIED
SHOULD ANY OPTIONS WITH FY21 PERIODS OF PERFORMANCE BE
EXERCISED OR ANY SUPPLEMENTAL AGREEMENTS AFFECTING FY21
PRICE BE NEGOTIATED.

FOB: Destination
PSC CD: DA01

	NET AMT	$36,859.33

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		3	Months	$978,300.34	$2,934,901.02
OPTION					

PDSS
FFP
Post Deployment Software Support (PDSS) in accordance with Performance Work
Statement (PWS) Section 3 - PDSS and Engineering Change Proposals (ECPs)
FOB: Destination
PSC CD: DA01

	NET AMT	$2,934,901.02

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Each	$187,994.10	$187,994.10
OPTION	ECP II				
	FFP				
	Maintenance Release (1500 hours) IAW PWS Section 3.				
	FOB: Destination				
	PSC CD: DA01				

NET AMT $187,994.10

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003					$7,589.13 NTE
OPTION	Travel				
	COST				
	In accordance with Performance Work Statement (PWS) Section 20				
	FOB: Destination				
	PSC CD: DA01				

ESTIMATED COST $7,589.13

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		1	Each	$23,478.64	$23,478.64
OPTION	FY22 Contract Access Fee (CAF)				

FFP
Contract Access Fee (CAF - 0.75%) in accordance with the Performance Work Statement (PWS - Attachment 1) and the terms and conditions of the contractor's GSA Alliant 2 ID/IQ Award. THIS CLIN VALUE WILL BE MODIFIED SHOULD ANY OPTIONS WITH FY22 PERIODS OF PERFORMANCE BE EXERCISED OR ANY SUPPLEMENTAL AGREEMENTS AFFECTING FY21 PRICE BE NEGOTIATED.

FOB: Destination
PSC CD: DA01

NET AMT	$23,478.64

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
1006	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE

0001	POP 28-DEC-2020 TO 27-MAR-2021	N/A	COMMANDER MARINE CORPS SYSTEMS COMMAND LINDA EVERETTS 2200 LESTER STREET QUANTICO VA 22134-6050 FOB: Destination	M67854
0002	POP 28-DEC-2020 TO 27-MAR-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1001	POP 28-MAR-2021 TO 27-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1002	POP 28-MAR-2021 TO 27-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1003	POP 28-MAR-2021 TO 27-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1004	POP 28-MAR-2021 TO 27-DEC-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
1005	N/A	N/A	N/A	N/A
1006	POP 28-MAR-2021 TO 27-DEC-2021	N/A	COMMANDER MARINE CORPS SYSTEMS COMMAND LINDA EVERETTS 2200 LESTER STREET QUANTICO VA 22134-6050 FOB: Destination	M67854
2001	POP 28-DEC-2021 TO 27-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2002	POP 28-DEC-2021 TO 27-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
2003	N/A	N/A	N/A	N/A
2004	POP 28-DEC-2021 TO 27-JUN-2022	N/A	COMMANDER MARINE CORPS SYSTEMS COMMAND LINDA EVERETTS 2200 LESTER STREET QUANTICO VA 22134-6050 FOB: Destination	M67854

ACCOUNTING AND APPROPRIATION DATA

AA: 17111061A2A 233 67854   067443 2D M95450
COST CODE: 1SUFX11410LW
AMOUNT: $1,422,911.15

ACRN	CLIN/SLIN	CIN	AMOUNT
AA	0001	M9545021SUFX1140001	$1,412,318.76
	0002	M9545021SUFX1140001	$10,592.39

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.204-18	Commercial and Government Entity Code Maintenance	AUG 2020
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.	OCT 2020
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.	AUG 2020
52.204-26	Covered Telecommunications Equipment or Services--Representation.	OCT 2020
52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2018
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items	NOV 2020
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	AUG 2018
52.245-1	Government Property	JAN 2017
52.245-9	Use And Charges	APR 2012
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7003	Agency Office of the Inspector General	AUG 2019
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	OCT 2016
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	DEC 2019
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.227-7015	Technical Data--Commercial Items	FEB 2014
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2016
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7010	Cloud Computing Services	OCT 2016
252.239-7018	Supply Chain Risk	FEB 2019
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	DEC 2017
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	DEC 2017

CLAUSES INCORPORATED BY FULL TEXT

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

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in

the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within **60 days before PoP expires**. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days before PoP expires ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

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

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

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

(ii) For fixed price line items—

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

Not Applicable

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

_Invoice 2in1__
(iii) For customary progress payments based on costs incurred, submit a progress payment request.

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

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

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

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

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	M67443
Issue By DoDAAC	M67854
Admin DoDAAC**	M67854
Inspect By DoDAAC	N/A
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	M67854 Ext PM10

Service Acceptor (DoDAAC)	M67854 Ext PM10
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

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

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

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

(g) WAWF point of contact.

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

COR:

Linda Everetts at Linda.Everetts@usmc.mil

Contracting Officer:

Ebony Guest at Ebony.Guest@usmc.mil

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

(End of clause)

DFARS 252.222-7999 CLASS DEV
COMBATING RACE AND SEX STEREOTYPING
(DEVIATION 2021-O0001) (NOV 2020)

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

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

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

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

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

(1) One race or sex is inherently superior to another race or sex;

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex;

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex;

(5) An individual's moral character is necessarily determined by his or her race or sex;

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

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

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

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

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

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

(1) One race or sex is inherently superior to another race or sex;

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex;

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex;

(5) An individual's moral character is necessarily determined by his or her race or sex;

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

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

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

For use in this notice—

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

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

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

(End of notice)

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

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

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

(End of clause)

ATTACHMENT
List of Documents, Exhibits and Other Attachments

Attachment	Description	#Pages
1. Government Furnished Property	Government furnished property (GFP) will be issued and managed in accordance with MCO 4400.203. A list of Government furnished property will be provided with for this contract.	1 (Excel Spreadsheet Tab)
2. Performance Work Statement (PWS)	Program Manager Applications (PM APPs) provides acquisition oversight for a portfolio of United States Marine Corps (USMC) software application systems and has a requirement for Post Deployment Software Support (PDSS) and Software Development for Procurement Request Builder (PR Builder).	67

PERFORMANCE WORK STATEMENT

Marine Corps Systems Command

Portfolio Manager (PfM)
Supporting Establishment Systems (SES)

Program Manager Applications (PM APPs)
Procurement Request Builder (PR Builder)
Performance Work Statement (PWS)

December 2020

Version 4.0

Procurement Sensitive – FAR 2.101 and FAR PART 3.104-4
Procurement Request Builder
Post Deployment Software Support

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4.1   THE CONTRACTOR SHALL DEVELOP AND MAINTAIN AN SDP (DELIVERABLE P002) THAT CORRELATES WITH THE PROCESSES, PRODUCTS, FUNCTIONS, AND OBJECTIVES DESCRIBED IN THE PM APPS SEP. THIS SDP IS CONSIDERED A LIVING DOCUMENT THAT WILL BE UPDATED AS NECESSARY TO SUPPORT EVOLVING USER REQUIREMENTS AND MATURING PRODUCTS AND PROCESSES. AT A MINIMUM, AN UPDATE TO THE SDP WILL BE REFLECTED FOR EACH SYSTEM MAINTENANCE AND PERFORMANCE UPGRADE (CLASSIFIED AS EITHER A SECOND INTEGER/MAJOR OR THIRD INTEGER/MINOR CHANGE). NEW CAPABILITY REQUIREMENTS (CLASSIFIED AS A FIRST OCTET CAPABILITY CHANGE) SHALL PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE SPECIFIED LEVEL OF SETR TAILORING BASED ON THE ECP CLASSIFICATION LEVEL 30
4.2   REQUIREMENTS ANALYSIS PHASE 31
4.3   THE CONTRACTOR SHALL ELICIT DERIVED REQUIREMENTS AND PRODUCE AND MAINTAIN A REQUIREMENTS TRACEABILITY MATRIX (RTM) (DELIVERABLE P022) THAT ESTABLISHES A HIERARCHY OF REQUIREMENTS AND TRACEABILITY TO DESIGN AND TEST PLANS, DOCUMENTS, AND ARTIFACTS. THE RTM SHALL CONTAIN THE TITLE OF EACH REQUIREMENT AND A REFERENCE TO THE DOCUMENT AND SECTION WHERE THE DETAILS CAN BE FOUND. THE RELEVANT DESIGN DOCUMENT AND TEST PLANS SHALL BE LISTED ALONG WITH THE RELEVANT SECTION AND TITLE

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1   Introduction

1.1   Purpose and Scope

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

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

1.2   Background

The PR Builder provides an End-to-End procurement and contracting suite encompassing Purchase Request (PR) Builder and the Universal Interface (UI). The PR Builder provides critical eBusiness End-to-End processes that enables the generation, routing, and executions of requisitions of supply and procurement requirements for contractual and non-contractual agreements with commercial vendors, other federal entities, and Marine Corps personnel entitled to miscellaneous payments. Defense Reform Initiative Directive #47 mandated the development and use of paperless procurement systems and processes.

The PR Builder provides the Marine Air-Ground Task Force (MAGTF), their supporting establishments, and over 7000 Global users, with integrated procurement and contracting capabilities that help Commanders plan, manage, and execute procurement and contracting business processes and sub-processes.

The PR Builder consists of Tier 1 feeder systems that report transactions directly to the Standard Accounting, Budgeting and Reporting System (SABRS) for posting to the General Ledger.

PR Builder includes:

- Purchase Request Builder (PR Builder) (which is used to process Commitments of appropriated funds);
- Universal Interface (UI) (which is used for communicating and translating transactions to appropriate feeder systems)

1.3   Purchase Request Builder

The PR Builder System is a centrally managed solution for the generation of supply and procurement requirements for contractual and non-contractual agreements with commercial vendors, other federal entities, and personnel entitled to a miscellaneous payment. PR Builder is a web-based business system that enables the Marine Corps and the Navy to execute the Procure-to-Pay (P2P) and Order-to-Cash processes. The system allows for the electronic creation, routing, approval, and application of funding to: Purchase Requests (PR), Intragovernmental Transactions (IGT), Shipping Requests, Miscellaneous Payments, and Navy/Marine Corps (NAVMC) 604 Clothing Requests; routes PRs for approval; transmits PR data for Contracts; and interfaces with Trading Partners.

PR Builder is the authoritative requisition and procurement generation system that provides system-to-system interaction with the Marine Corps and Navy SPS; Standard Accounting, Budgeting, and Reporting System (SABRS); United States Department of Treasury G-Invoicing; Department of Defense Activity Address Directory (DoDAAD); Defense Logistics Agency (DLA) Federal Logistics (FED LOG); System for Award Management (SAM); the DLA Global Exchange (GEX); and the Joint Interoperability Test Command (JITC) GEX test environment. PR Builder communicates with Government feeder systems through the UI utilizing webMethods

software. The UI allows Government trading partners to send and receive Marine Corps and Navy transactions via a central interface. PR Builder processes on average approximately 178,000 documents annually with a value of $14.9B

PR Builder provides automated paperless document transmission with robust workflows to track and manage purchase requests electronically and provides visibility of procurement activities across the enterprise. PR Builder provides customized workflows and also interfaces with SABRS to automatically commit funds for supplies and services to be purchased with a contract. PR Builder does not require users to install or maintain equipment or software locally. PR Builder complies with Public Key Infrastructure (PKI) (and Personal Identification Verification (PIV) Authentication) DoD and Marine Corps mandates and requires the use of an External Certificate Authority or Common Access Card (CAC) for system access. PR Builder Users can initiate an account by registering online.

Figure 1 below, provides an overview of the PR Builder Process.
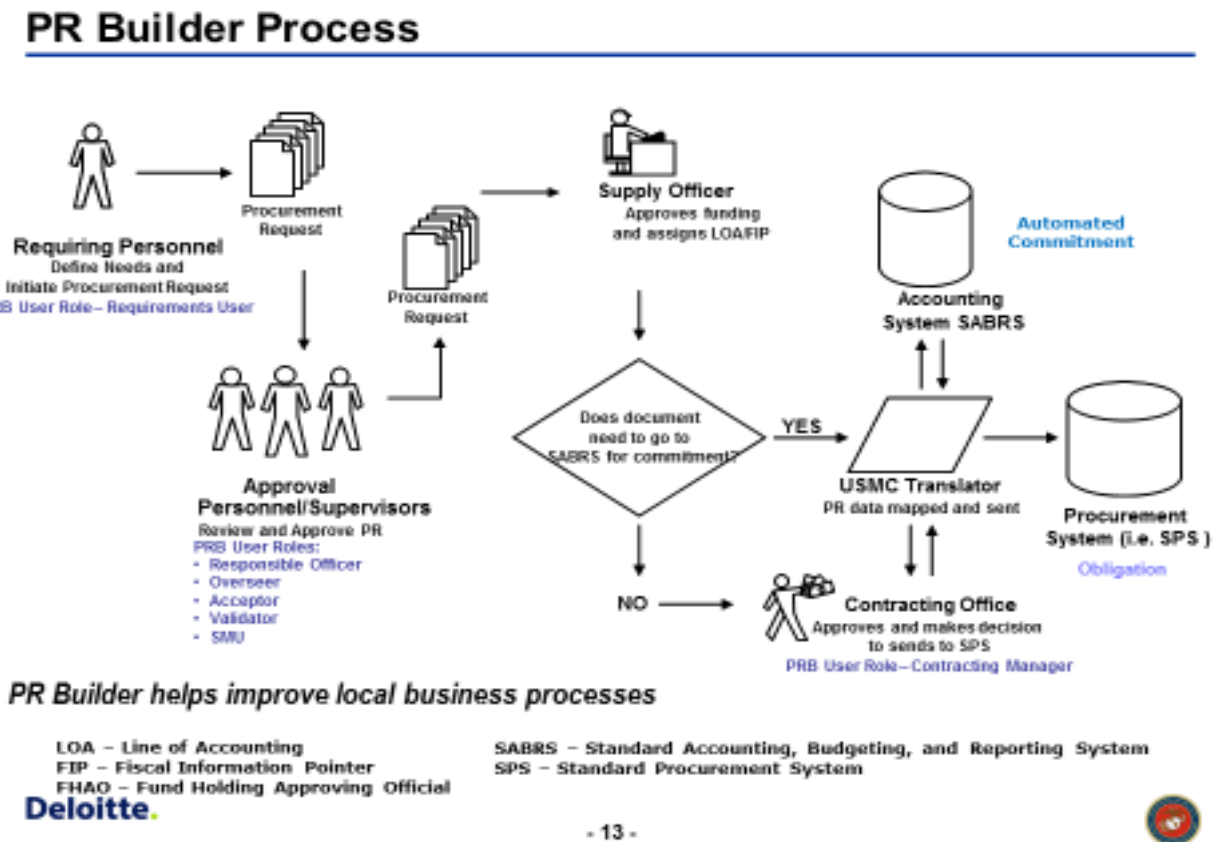

Figure 1: PR Builder Process

The PR Builder application is hosted in the Hybrid Cloud Services (HCS) at Kansas City, MO. The HCS Data Center provides the hosting environment for the PR Builder Production, Beta, and Training instances in a virtual environment. PR Builder is supported by the approved HCS Service Level Agreement (SLA), Operational Document MOC-033 HCS SLA for PR Builder Application.

Figure 2 depicts the PR Builder high level architecture, including interfaces with SABRS, GEX, and SPS, while Table 1 below provides an overview of the PR Builder System.
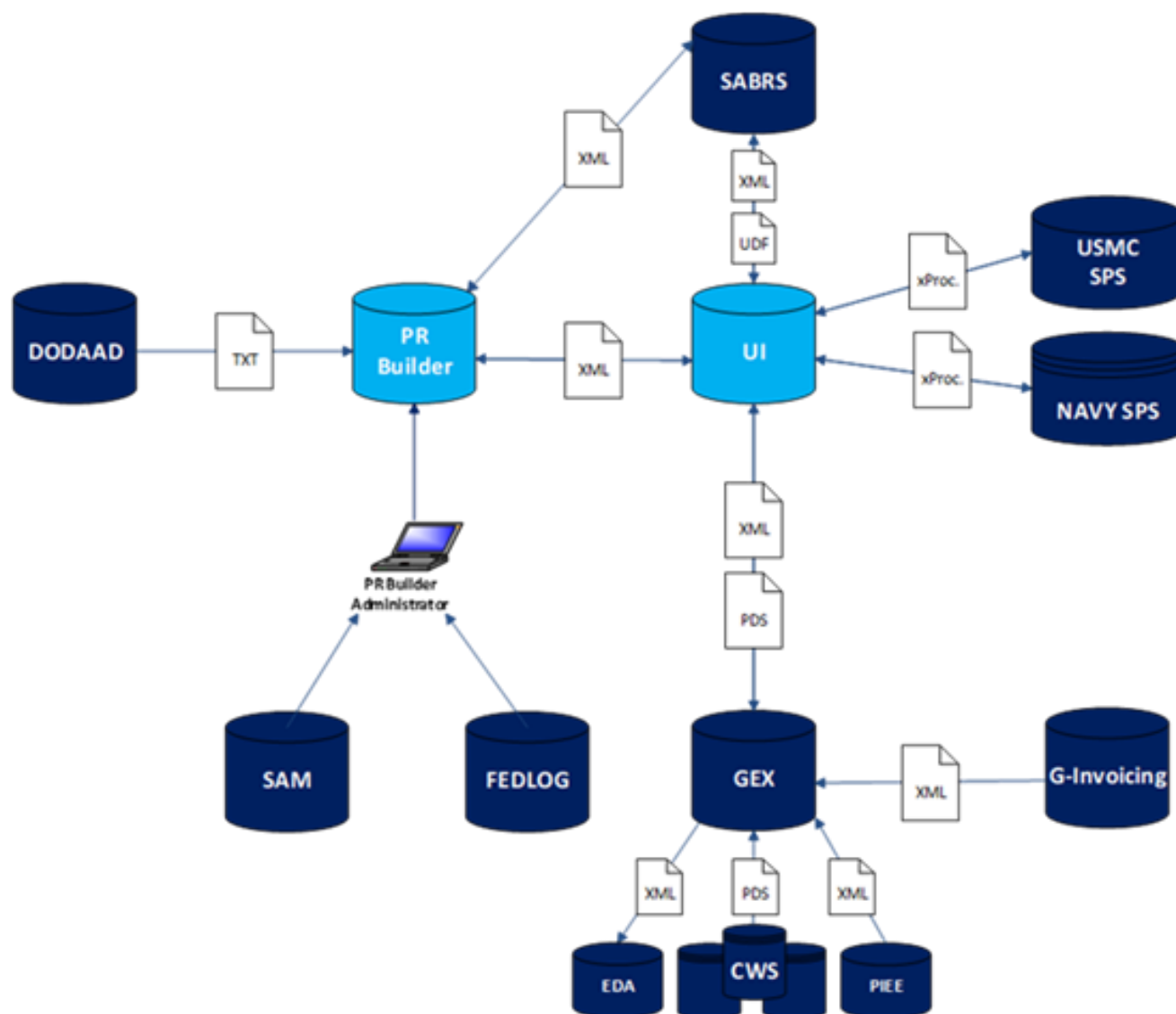
Figure 2: PR Builder High Level Architecture

Table 1: PR Builder System Overview

PR Builder System Overview			
Number of Servers	• Web- 3 (Virtual) RAM 16GB • Database- 1 (Virtual)	Hosting Environment	Hybrid Cloud Services (HCS), Kansas City, MO

PR Builder System Overview			
Interfaces to Other Systems	• SABRS • GEX • SPS • SAM • DoDAAD • FED LOG • *Documented in Systems Interface Agreements (SIAs).	Environments	Production (uProd) Pre-Production (uProd)
Interface Transaction Rate Frequency	• SABRS – Daily/On Demand • GEX – Daily/On Demand • SPS – Daily/On Demand • SAM – Monthly • DoDAAD – Daily • FED LOG – Quarterly	Risk Management Framework (RMF) Confidentiality, Integrity, Availability Impact Level	Low, Low, Low
Storage Requirement	• Production – 1 Terabytes • Pre-Production–1 Terabytes This includes the UI	ATO Expiration Date	03/05/2021
System Software			
Operating System: Windows Server 2016			
Application Software: Crystal Reports Server 2008, .NET Framework 4.6.x, Internet Information Services (IIS) 10.x			
Database Software: Microsoft SQL Server 2014			
System Development Language(s): .Net which utilizes C#, ASP.Net, Java Script, HTML, XML and XSLT.			
System Hardware			
No hardware in PR Builder baseline: No hardware in PR Builder baseline; provided by the hosting facility; all servers are virtualized.			

1.4   Universal Interface (UI)

The UI is an integral part of PR Builder. The UI is the enterprise service bus that links PR Builder via interfaces with Marine Corps and Navy SPS and SABRS. The UI allows Government trading partners to send and receive Marine Corps and Navy transactions via a central interface. The UI eliminates Point to Point Interfaces by providing a central service bus to route, translate, process, and transmit documents to and from Trading Partners; reduces complexity associated with maintaining multiple interfaces; and receives and transmits documents in required formats (e.g. XML, UDF, EDI) and protocols (e.g. HTTP/S, FTP/S, REST, SOAP, database invokes).

The UI translates the data elements from data files in xml format, formats the information in accordance with the most current Purchase Requirements Data Standard (PRDS) and Procurement Data Standard (PDS), and feeds the information to the appropriate feeder system (i.e. SABRS, Procurement Integrated Enterprise Environment (PIEE),

and SPS). The UI also translates the data elements coming from the associated feeder system to the appropriate PR Builder application (PR Builder or SPS).

Upgrades to the UI will be assessed and where applicable, a separately funded Software Development Contract Line Item Number (CLIN) will be executed. Table 2 below provides an overview of the UI System.

Table 2: Universal Interface System Overview

Universal Interface System Overview			
Number of Servers	• Web, 1 (virtual) • Application, 2 (virtual) • Database, 1 (virtual)	Hosting Environment	Hybrid Cloud Services (HCS), Kansas City, MO
Interfaces to Other Systems	• SABRS • GEX • SPS • SAM • DoDAAD • FED LOG • *Documented in Systems Interface Agreements (SIAs).	Environments	Production (uProd) *Inherent in the PR Builder Architecture
Interface Transaction Rate Frequency	• SABRS – Daily/On Demand • GEX – Daily/On Demand • SPS – Daily/On Demand • SAM – Monthly • DoDAAD – Daily • FED LOG – Quarterly	Risk Management Framework (RMF) Confidentiality, Integrity, Availability Impact Level	*Inherent in the PR Builder Architecture
Storage Requirement	Applications Server, 32 GB Application Server, 16 GB	ATO Expiration Date	03/03/2021
System Software			
Operating System: N/A			
Application Software: WebMethods 9.12			
Database Software: N/A			
System Development Language(s): N/A			
System Hardware			
No hardware in PR-Builder baseline: Provided by the hosting facility			

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1.5   PM APPs Management Plans

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

Table 3: PM APPS Management Plans

Document / Reference	Intended Use
PM APPs Systems Engineering Plan (SEP)	Describes the systems engineering approach for PM APPs' projects.
PM APPs Configuration Management Plan (CMP)	Describes the processes the PM APPs Program Management Office follows to define, document, implement, account for and audit changes to requirements and baselines, supporting processes and documents for each of the projects in its portfolio.
PM APPs System Test & Evaluation Strategy (STES)	Defines the Test & Evaluation (T&E) approach for the PM APPs Program Management Offices.
PM APPs Performance Measurement Plan	Provides all managed projects with a framework for reporting a set of core and specialized metrics to baseline system element performance and report a standardized set of Key Performance Indicators (KPIs) to stakeholders.
PM APPs Risk Management Plan	Provide all managed projects with a framework to identify, assess and mitigate/escalate risks
PM APPs Requirements Management Plan	Provide all managed projects with information on the systems engineering process to manage and control requirements changes. It is the process of documenting, analyzing, tracing, prioritizing, and agreeing upon all requirements received or generated, including technical/performance (non-functional) and operational (functional) requirements.

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

1.6   Contractor Performance

The contract shall be performed in accordance with this PWS, the Government's Quality Assurance Surveillance Plan (QASP), and PM APPs Management Plans. Additionally, the contract shall be performed in accordance with the processes and standards in the Contractor's Post Deployment Software Support (PDSS) Plan (P001), Software Development Plan (SDP) (P002), Project Management Plan (PMP) (P003), and Quality Assurance Program Plan (QAPP) (P004).

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

Software Development Plan (SDP) (Deliverable P002)

Project Management Plan (PMP) (Deliverable P003)

Quality Assurance Program Plan (QAPP) (Deliverable P004)

1.7   Objectives

The Contractor shall provide the PR Builder with PDSS services, including development and implementation of system enhancements and updates introduced by Engineering Change Proposals (ECPs) via the System Engineering

Technical Review (SETR) process. In addition, the Contractor shall address system Cybersecurity issues and manage technical documentation identified as deliverables, including user guides and system manuals. The system is primarily comprised of Government off-the Shelf (GOTS) software, which includes some components developed by the Contractor as necessary to integrate commercial-off-the-shelf (COTS) components or to provide additional custom capabilities.

PDSS, system maintenance, and performance upgrades shall be performed, managed, and monitored to ensure that the Government's price, schedule, and performance requirements are met. An integrated and defined set of project processes tailored from Capability Maturity Model Integration (CMMI) Level III equivalent or higher set of standard processes (or equivalent) will be used in the performance of this effort.

PR Builder shall be available for all users on a 24-hour basis, 7 days a week, 365 days a year.

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

2   Transition

To minimize any decrease in system operational availability and to prevent possible negative impacts on PDSS services, the Government will require a transition period where any incumbent and any incoming Contractors shall transition knowledge and understanding of PR Builder PDSS efforts and processes. The Contractor for this effort (also referred to as "Incoming Contractor" in this section) will have transition responsibilities both as it transitions in as a new contractor and if and when it transitions out and transfers support responsibilities to a replacement contractor. References herein to responsibilities of any "incumbent Contractor" will also apply to the Incoming Contractor if a new contractor assumes responsibilities for performance when this effort ends. The Incoming Contractor for this effort shall be required to provide a transition plan (P032) that includes Transition-In and Transition-Out activities to be implemented following contract award. The Transition-In period (see 2.2 below) will occur at the beginning of the base period and the Transition-Out period (see 2.3 below) will occur at the end of the last option year.

2.1   Objectives of the Transition

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

2.2   System Knowledge Transfer

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

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

2.3   Production System Software

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

2.4   Development and Contractor Test Hosting Environment

For those systems that require them, as designated in the PR Builder Overviews, the Contractor shall provide the development and Contractor test hosting environments for the production representative system. The instantiation shall include hardware installation and configuration, software installation, and application configuration. The Contractor's hosting environment shall be representative of the constraints and limitations of the production environment.

The Contractor shall have a complete understanding (activities, notional timeline) of what is required to be tested and validated. The Contractor shall have a complete functioning replication of the production systems.

2.5   Transition-Out Period

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

2.5.1   Baseline

2.5.2   The incumbent Contractor shall baseline the system and system documentation.

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

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

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

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

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

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

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

2.5.3.4.3   Software Source Code or Software Source Code location for future delivery.

2.5.3.4.4   Regression test driver codes and test scripts, test data, and benchmark results matched to software release version number.

2.5.3.4.5   Government data in Contractor licensed tools.

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

2.5.3.6   The incumbent Contractor shall implement all applicable Information Assurance Vulnerability Alert (IAVA) patches, as well as Government funded ECPs. Open IAVA patches and ECPs designated in the Transition Readiness Review will be the responsibility of the incoming Contractor. The incumbent

Contractor shall update the system Cyber Security Plan of Action and Milestones (POA&M) with all of the applied patches and ECPs.

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

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

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

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

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

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

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

Closeout Report (Deliverable P033)

3   PDSS and ECPs

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

The Contractor shall provide a PDSS Support Schedule that shows the anticipated activities the Contractor plans to perform in executing PDSS.

ECPs impact the system baseline and are governed by the ECP process as defined in the SDP, PM APPS Management Plans, and Supporting Establishment Systems (SES) System Engineering Plan (SEP) and Change Management Plan (CMP). ECPs are designated with Integer levels defined by the Government. 1st, 2nd and 3rd integer changes are optional CLINS and will only be exercised if a respective release is required and funding is available. The contractor shall implement all required 2nd and 3rd integer software upgrades and 4th integer patch release changes as part of the base and optional PDSS awards.

The contract line items will identify the required number of ECPs in optional, separate CLINS for each ECP Category and year of expected work in the contract. While the specific description of work for each ECP will be

determined at the time of option exercise, each ECP is expected to fit into one of the categories below. Each exercised ECP will be considered FFP for a specific outcome defined at option exercise.

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

3.1   Integer Definitions:

Integer	X.0.0.0	1.X.0.0	1.2.X.0	1.2.3.X
Release Definition	Major Release A system change driven by changes in capabilities. Can be predicated by a formal requirements documents from the capabilities sponsor. (SON,CPD,UNS)	Minor Release. A significant change driven by enhancement or multiple hardware and/or software upgrades.	Maintenance Release Change driven by limited enhancements, a hardware / software refresh, or bug fix	Patch Release No change to baselines. Documentation update or security vulnerability. (e.g. IAVA/IAVB patches).
System Version Definition	- Initial System release - Capability change - Advances in number as additional program/ system level baselines emerge - Changes to an underlying DB engine or operating system change that introduces a new capability - Functional addition(s) that did not previously exist as documented in the applicable system specification	- System update - New features - Improves functionality/capability and is within the approved baseline functionality/capability - New features - Database engine operating system change that does not introduce a new capability or add requirements	- Updates without functional additions proposed to resolve known bug fixes/ issues, plug-in packages, patches - Improvements to stability and usability	- incorporation of site or application specific files or data - SW changes due to IAVA compliance. - Device driver (new/updates) - SW configuration updates. - SW corrections found during 1st/2nd digit testing to meet design requirements. - Firmware updates

3.2   Service Support

3.2.1   Development of a Contractor Test Hosting Environment. At minimum the contractor shall adhere to the following subsections:

3.2.1.1   Create and maintain a development and testing environment that functionally reflects the system production environment.

3.2.1.2   The Contractor-provided environment shall include all hardware and software necessary for the development and integration testing necessary to support the PR Builder. The Government will provide as Government Furnished Equipment (GFE), a code review tool, or a Government provided alternative, for system code reviews. Government Acceptance Testing (GAT) will be conducted in HCS' Pre Production environment.

3.3   Service Desk

The PR Builder Service Desk is the front facing customer point of contact for worldwide user support. On average, the Service Desk processes more than 800 help requests each month for the PR Builder . The Service Desk shall be

responsible for managing all web, email, phone, voicemail, and ticketing system submitted customer inquiries from receipt to resolution using Government approved tools and ticketing systems such as Remedy. The Contractor shall operate the service desk by employing industry best practices. At minimum the contractor shall adhere to the following subsections:

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

3.3.2   Disseminating information regarding planned outages or incidents impacting production services.

3.3.3   Providing information to users regarding the status and closure of their respective service requests.

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

3.3.5   Resolving system access issues.

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

3.3.6.1   Provide Tier 1 Service Desk support to users worldwide. The Service Desk shall be available 24/7/365.

3.3.6.2   Provide a toll-free number to contact the Tier1 Service Desk.

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

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

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

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

3.3.6.7   Make every effort to resolve Service Desk requests in an expedient manner at the lower Tier support level. However, Tier 1 Service requests shall be elevated to Tier 2 if not resolved within 4 hours. Tier 2 support serves as the first level of escalation from Tier 1 and provides more advanced user support including User Administrator issues and basic reporting.

3.3.6.8   Tier 3 support involves escalation to program developers and provides support such as advanced reporting, manual database and code changes, and advanced user support. If Tier 3 support cannot identify a solution within 48 hours of a ticket's creation, the PR Builder Program Office will be notified and a new Change Request/Engineering Change Proposal (ECP) will be created and maintained in the ECP Government approved tracking tool (i.e., SharePoint). (Note: A Common Access Card (CAC) is required to access)

3.3.6.9   Document and maintain answers for common support requests.

3.3.6.10   Provide a weekly Customer Support Update, to include metrics, as part of the Weekly Technical Interface Meeting that covers all of the Service Desk calls and tickets from the preceding week.

3.4   Incident Management

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

3.4.1   Provide an Incident Management Plan (P005) that details the processes on diagnostic and escalation procedures required to quickly restore services.

Incident Management Plan (Deliverable P005)

3.4.2   Detect and record incident details.

3.4.3   Perform incident management including performance monitoring, incident identification, diagnosis, isolating, containment, eradication, recovery, and lessons learned.

3.4.4   Track incidents reported from the users, the host site, and external interfacing systems.

3.4.5   Identify and report functions and files affected.

3.4.6   Ensure all availability issues are communicated to the Government PR Builder team within one hour of discovery.

3.4.7   Resolve incidents to support system Operational Availability (Ao).

3.4.8   Restore system and data to full operational capability.

3.4.9   Prioritize incidents in terms of impact and urgency with the objective to minimize user impact.

3.4.10   Assess type and severity (e.g., number of users effected) of incident.

3.4.11   Assess impact to data integrity.

3.4.12   Reduce unplanned downtime hours.

3.4.13   Identify incident impact to the Government.

3.4.14   Recommend ratings for the priority and the urgency of each incident.

3.4.15   Inform the Government of the restoration of services and effects of the incident to the user community.

3.4.16   Immediately escalate incidents that require expertise not available in the currently assigned Tier.

3.4.17   Provide Service desk verification that the incident is closed, and the user is satisfied with the solution.

3.5   Problem Management

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

Problem Management Plan (Deliverable P006)

3.5.1   Record, manage and escalate service problems as appropriate.

3.5.2   Record the escalation, progress status, and final resolution in the established trouble ticketing system.

3.5.3   Make every attempt to resolve the service issue at the Tier II level.

3.5.4   Escalate the service problem to the Tier III level for resolution if it cannot be resolved at Tier II within 24 hours.

3.5.5   Report a summary of service issues in the Monthly Status Report (MSR) (P007). Summary information to include how the issue was initially identified, what system service(s) were affected, how long it took to restore service(s), and lessons learned.

Monthly Status Report (MSR) (Deliverable P007)

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

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

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

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

Monthly Status Report (Deliverable P007)

3.5.5.5   Diagnose root cause and eliminate recurrences.

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

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

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

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

3.5.5.10   Assess and provide impact to data integrity.

3.5.5.11   Reduce unplanned downtime hours.

3.5.5.12   Identify problem impacts to the Government.

3.5.5.13   Recommend the priority and the urgency to be assigned to each problem.

3.5.5.14   Inform the Government of the restoration of services and effects of the incident to the user community.

3.5.5.15   Develop workarounds or other solutions to incidents.

3.5.5.16   Identify potential problems from the analysis of historical data.

3.5.5.17   Develop innovative workarounds and solutions to problems.

3.5.5.18   Present workarounds to the Government for consideration and approval for implementing an ECP.

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

3.6   Configuration Management

3.6.1   Configuration Management (CM) processes guide the collecting, archiving, and reporting of individual infrastructure component specifications. The CITDB is the single repository of configuration information. In addition to Configuration Item (CI) information, the database contains information regarding the relationships and dependencies among infrastructure components. CM databases are also used by Capacity Management, Availability Management, and IT Service Continuity Management processes to accurately perform their work.

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

Configuration Management Plan (CMP) (Deliverable P008)

3.6.2.1   Maintain the CITDB utilizing the approved PM APPS CITDB format.

3.6.2.2   Maintain the current database containing the details of each system component. Configuration Items (CI) contained within the CITDB include Hardware, Software, Interfaces, Trace links and Documentation. (Note: A Common Access Card (CAC) is required to access the CITDB).

3.6.2.3   Identify new Configuration Items (CIs) and enter them into the CITDB.

3.6.2.4   Provide identification, collection, tracking, and maintenance of each unique CI comprising the system and sub-systems.

3.6.2.5   Perform change control processes that enable definition of the functional and physical characteristics of CIs in sufficient detail that they may be categorized.

3.6.2.6   Enable and implement the identification of the system items, components, and related work products that will be placed under CM.

3.6.2.7   Record, track, and maintain Government submitted CIs in the CITDB.

3.6.2.8   Propose CIs which the Contractor deems necessary or offer significant benefits to the Government.

3.6.2.9   Establish and implement configuration control and approval processes required to change a CI's attributes and re-baseline the CIs.

3.7   Change Management

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

3.7.2   PR Builder and the UI infrastructure are hosted at HCS Data Center, Kansas City, MO. Assessment of changes to the infrastructure requires coordination between the host site, the user community, Marine

Corps Systems Command (MARCORSYSCOM), Marine Corps Cybersecurity Operations Group (MCCOG), and the Contractor.

3.7.3   Prepare written system change approaches, estimated costs, and schedules for the CCB. The authoritative source of all system ECPs is the Government's ECP Tracker System. (Note: Requires a CAC). The Contractor may propose changes but must receive approval from the CCB and written direction from the Contracting Officer to execute ECPs.

3.7.4   Provide and ensure that its change management processes align with the PM APPS Management Plans listed in Table 4.

3.7.5   Contribute and record decisions and updates to any relevant products in tailored SETR events, Functional Review Boards (FRBs), Engineering Review Boards (ERBs), CCBs, and all critical Requests for Action (RFAs). The Contractor shall ensure that all RFAs are adjudicated.

3.7.6   Perform ECP assessments for risk, complexity, and potential user benefits.

3.7.7   Maintain and update configuration items and data elements in the Government's ECP Tracker System. (Note: Requires a CAC).

3.7.8   Provide an estimate, which will include labor categories and specific life cycle hours for ECPs at the ERB. Provide a Rough Order of Magnitude (ROM), which will include labor categories and specific number of labor hours per category for those ECPs presented to the CCB for approval.

3.7.9   Identify application code defects as well as functional and performance defects and submit ECPs as appropriate.

3.7.10   Identify and resolve the defect and ensure the system is working as designed.

3.7.11   Use quality assurance processes to reduce software defects.

3.7.12   Utilize software development processes to reduce software defects.

3.8   Release Management

3.8.1   Release Management is closely integrated with Change Management. Release Management manages changes to the environment such as installing vulnerability patches, software changes, and refreshing technology. At minimum the contractor shall adhere to the following subsections:

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

Version Description Document (VDD) (Deliverable P009)

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

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

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

3.8.1.5   Provide a repeatable training, test, and deployment strategy and schedule for planned enhancements and upgrades.

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

Gat Scorecard (Deliverable P010)

Test Report and Defects (Deliverable P011)

3.8.1.7   Monitor GAT and collect Test Incident Reports (TIRs).

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

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

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

3.8.1.11   Schedule releases in coordination with the PR Builder Program Office to determine optimal release window to minimize impact to end users.

3.8.1.12   Design, implement, and support efficient procedures for the distribution, installation, and verification of changes including the client application.

3.8.1.13   Coordinate with and prepare the Stakeholders and system user community for new release capabilities.

3.8.1.14   Ensure implementations are traceable, secure, and that only correct, authorized, and tested versions are installed.

3.8.1.15   Coordinate and plan releases in accordance with Change Management processes.

3.8.1.16   Provide master copies of all software and update the CITDB.

3.8.1.17   Document release plans in a Release Deployment Plan (P012) that at a minimum contains anticipated changes to be deployed (e.g., vulnerability patches, software upgrades, defect patches), Program Of Action and Milestones (POA&M) leading up to deployment, configuration items that need to be updated (e.g., technical documentation, System Maintenance and System Administration Manual (P013), CITDB, User Reference Manual (P014), Web-Based Modules (P015), and a contingency plan.

Release Deployment Plan (Deliverable P012)

System Maintenance and System Administration Manuals (Deliverable P013)

User Reference Manual (Deliverable P014)

Web-Based Modules (Deliverable P015)

3.8.1.18   Support and participate in the Government Post Implementation Review (PIR) in accordance with PM

APPS Management Plans.

3.9   Cybersecurity Management

3.9.1   The objective of Cybersecurity / Information Security Management is to protect Marine Corps critical information from internal and external threats and attacks, while ensuring the confidentiality, integrity, and availability of information.

3.9.2   Maintain the system's Authority to Operate (ATO), review and update documentation (including but not limited to the Systems Security Plan (SSP), Risk Management Framework (RMF) for DoD Information Technology (IT) and fulfill all annual cybersecurity requirements for a low, low, low impact program.

3.9.3   The Risk Management Framework (RMF) Level for PR Builder (to include the UI) are Low, Low, Low as described in Department of Defense Instructions (DoDI) 8500.01 RMF for Defense Information Technology (IT) Systems).

3.9.4   To achieve cybersecurity objectives, the Contractor shall adhere to the requirements of Marine Corps Order (MCO) 5239.2B and DODI 8510.01 as appropriate for PR Builder. The Contractor shall have knowledge of and support all Assessment and Authorization (A&A) activities throughout the system lifecycle in accordance with the latest releases or revisions of the cybersecurity policies. At minimum the contractor shall adhere to the following subsections:

3.9.4.1   Maintain and report the systems' A&A status and issues.

3.9.4.2   Ensure the Security Plan (SP) is developed and maintained for assigned systems.

3.9.4.3   Conduct the continuous monitoring of assigned systems and provide continuous monitoring artifacts and checklists.

3.9.4.4   Conduct system scans in the development environment (to include, but not limited to, Assured Compliance Assessment Solution (ACAS) and Security Content Automation Protocol (SCAP)) and conduct any manual STIG checklist items any time the system changes.

3.9.4.5   Ensure all DoD information system Cybersecurity-related documentation is current and accessible to properly authorized individuals.

3.9.4.6   Conduct automated static code review scans prior to delivery and implementation in production for any system code changes. The Contractor shall ensure static code review findings are remediated prior to delivery to the Government.

3.9.4.7   Provide awareness and prevention of cybersecurity risk through assessment and implementation of best practices (code reviews, system scans, vulnerability alerts, Contractor notifications, and Security Technical Implementation Guides (STIGs)).

3.9.4.8   Facilitate, participate in, and provide timely completion of Annual Security Reviews, Annual Security Control testing, Annual Contingency Plan testing, and quarterly update and submission of quarterly POA&M updates in compliance with the Federal Information Security Management Act (FISMA).

3.9.4.9   Use the Government's Cybersecurity tool, Marine Corps Certification and Accreditation Support Tool (MCCAST), to submit, maintain, and review A&A documentation and workflow. The Government will assist in gaining access to the tool, as well as training for the tool.

3.9.4.10   Work with the Government engineering team to register any software implemented on the systems for Marine Corps use in Department of the Navy Application and Database Management System (DADMS)

prior to any system upgrade. The Contractor shall complete and submit DADMS questionnaire as required.

3.9.4.11   Facilitate the protection of United States Government sensitive unclassified and classified information by working closely with the Government Information Systems Security Manager (ISSM), Information Systems Security Officer (ISSO), and staff.

3.9.4.12   Implement vulnerability assessment remediation, tracking, and report per IAVA, Information Assurance Vulnerability Bulletins (IAVB), Information Assurance Vulnerability Management (IAVM), and Operational Directives (OPDIRs).

3.9.4.13   Ensure annual Cybersecurity awareness training, located on MarineNet (Government provided access), is completed once a year. Report status of compliance to the Government.

3.9.4.14   Review vulnerability assessment scans, provide technical guidance on remediation (including use of STIGS), and develop POA&Ms.

3.9.4.15   Conduct cybersecurity risk analysis to include identification and mitigation of cybersecurity risks to Commercial off the Shelf (COTS) software.

3.9.4.16   Fully support Command Cyber Readiness Inspection events. This includes the review of systems security documentation, performance of pre-assessment scans, testing and application of patches to software and operating systems, review of vulnerability scan results, evaluation of test results, preparation and review of POA&Ms, support of IV&V events, and remediation of findings.

3.10   Enterprise Development and Test Hosting Environment (EDTE)

3.10.1   The United States Marine Corps intends to offer a Government owned and operated private cloud environment providing IT system and application hosting services to support developmental and test activities. This capability will mitigate the requirement for the Government to contract external agencies and contractors to provide a hosting environment to conduct development and test functions. In support of the transition to the EDTE, at minimum the contractor shall adhere to the following subsections:

3.10.1.1   Support the instantiation of a production representative system, to include migration planning meetings, software installation, and application configuration, in order to conduct future development and test activities in the EDTE cloud environment.

3.10.1.2   Be responsible for maintaining source code; application software and server configurations; and software updates to ensure total system functionality reflects the production environment (P016). Remote access to the EDTE to manage and sustain the system development and test instances will be provided by the Government.

System / Software Source Code (Deliverable P016)

3.10.1.3   Be responsible for coordinating system patches and maintenance activities with the EDTE service provider when such activities impact Contractor developmental and test efforts.

3.11   Service Delivery

Service Delivery processes assist in the identification of delivered or provided services, tailoring of services, and the timely provision of services, resources, capabilities, and capacities to meet PR Builder's needs.

3.11.1   Service Level Management (SLM) processes provide a framework by which services are defined, levels of service required to support business processes agreed upon, and SLAs developed to satisfy the

agreements. SLM processes can clearly define IT and business roles and responsibilities and establish clear goals for service delivery so success factors can be established, measured, and reported. At minimum the contractor shall adhere to the following subsections:

3.11.1.1   Manage and provide system performance in support of SLAs, Interface Control Documents (ICDs), and System Interface Agreements (SIAs).

3.11.1.2   Develop and maintain an SLA, ICD, and SIA for new interfaces as required.

3.11.1.3   Plan for changes to SLA, ICDs, and SIAs when there is a change to the system or external interfacing systems.

3.11.1.4   Manage and provide performance of system interfaces including web services.

3.11.1.5   Measure performance, report results as part of the MSR.

3.11.1.6   Perform the Contractor role and responsibilities per approved SLAs and participate in the update of SLAs.

3.12   Data Interfaces, Transfers and Exchanges

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

Table 5 reflects PR Builder's external interfaces.

Table 4: PR Builder External Interfaces

INITIATING SYSTEM	RECEIVING SYSTEM	TRANSACTION	Frequency	FUNCTIONAL PURPOSE
PR Builder	SABRS	Commitment	On-Demand	PR builder sends a fiscal information pointer to SABRS in order to reserve funding. Prevents user from needing to re-key commitment data in SABRS.
SABRS	PR Builder	Commitment	On-Demand	Status of commitment including confirmation and specific error codes passed from SABRS to PR Builder. Allow users to track status of funding without access to the financial system.
PR Builder	SPS	Purchase Request	On-Demand	After PR is approved in PR Builder, it is passed

				to the appropriate instance of SPS. Eliminates the need to re-key PR data in SPS, allowing Contracting Office to focus on the contracting action.
GEX - PIEE	SPS	Contract Close-outs (DD1594)	On-Demand	After a Contract is closed out at PIEE, the DD1594 notification is sent from PIEE through GEX and the UI to SPS.
G-Invoicing	PR Builder	General Terms & Conditions (GT&C)	On-Demand	GT&Cs created in G-Invoicing are routed through the GEX for validation and then sent to the UI and then to PR Builder to be leveraged for PRB Intragovernmental Transaction (IGT) Documents.
DoDAAD	PR Builder	DoDAAC	Daily	Daily DoDAAC Address updates in the DoDAAD are sent daily directly to PRB for use on PR Documents.
SAM	PR Builder	SAM (Vendor)	Monthly	The monthly Vendor update file published by SAM is manually downloaded and imported into PRB for use on PRB Documents.
FED LOG	PR Builder	FED LOG (Product Listing)	Quarterly	The monthly Product update file published by FED LOG is manually downloaded and imported into PRB for use on PRB Documents on a Quarterly basis.

3.13   Continuity Management

3.13.1   IT Service Continuity Management (ITSCM) provides a framework for developing IT infrastructure

recovery plans in support of business continuity management. The Contingency Plan outlines the roles, responsibilities and processes to be enacted in the case of circumstances preventing the continuity of the system. Ensure RMF Confidentiality, Integrity, and Availability Impact Levels for PR Builder meet the availability thresholds expectation following a downing event. In addition, the system has a Recovery Point Objective of 24 hours and a Recovery Time Objective of 72 hours. Information regarding system recovery plans is found in MCCAST.

3.13.2   Maintain a system recovery plan that meets with Government approval.

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

3.13.4   Evaluate options for recovery.

3.13.5   Conduct risk assessments in conjunction with Cybersecurity Management on a scheduled basis.

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

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

3.13.8   Review and revise the continuity section within the System Maintenance and System Administration Manuals as needed.

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

3.14   Capacity Management

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

3.14.1.1   Monitor the performance and throughput of the system.

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

3.14.1.3   Conduct performance analysis and monitoring activities to facilitate performance tuning activities and to ensure the most efficient use of existing IT resources.

3.14.1.4   Monitor the demands on the Service and future plans for growth or reduction.

3.14.1.5   Respond when performance falls below acceptable performance levels.

3.14.1.6   Analyze demand on current computing resources and propose recommended change requests to the Government to meet current and future needs.

3.14.1.7   Submit change proposals in support of modifications to system resources to meet user demand.

3.14.1.8   Identify system software and network capacity and capability requirement thresholds in order to sustain system usability and maintainability levels.

3.14.1.9   Conduct risk assessment of infrastructure and planned capacity needs to be integrated into the Contractor's overall risk management process.

3.14.1.10   Integrate Capacity Management information within the Contractor risk processes.

3.14.1.11   Provide the Government with results of risk assessments in the MSR.

3.15   Availability Management

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

FRACAS (DELIVERABLE P017).

3.15.2   The PR Builder Applications have a Production requirement for 98% Ao based on an operational time of 24/7/365. In addition, based on the systems' ATO designation, the PR Builder applications must be available within five days after an outage. Pre-production and Training Environments must be operational when needed to support a particular event. At minimum the contractor shall adhere to the following subsections:

3.15.2.1   Provide service (system) availability that meets User's expectations.

3.15.2.2   Maintain system operational availability at 98%.

3.15.2.3   After award, within the Systems Maintenance Plan and Administration Manual, prepare and provide for planned outages and restoration after an unplanned outage.

3.15.2.4   Identify potential service availability issues.

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

3.15.2.6   Provide recommended resolutions to the Government.

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

FRACAS (Deliverable P017)

3.15.2.8   Utilize personnel with the required technical expertise to collect outage data, rank the outages, determine causes, and provide resolutions to either eliminate or reduce outage frequency.

3.15.2.9   Escalate problematic CIs and recommended resolutions to the Government.

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

3.15.2.11   Conduct system maintenance in accordance with the System Maintenance and System Administration Manual.

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

3.15.2.13   Support the technical requirements of the System Maintenance Plan during the lifecycle of the system.

3.15.2.14   Support the maintenance of all software required for the system. This includes all technology refreshes, software upgrades, patch releases, and maintenance releases as defined in the PM APPS CMP 3rd and 4th integer changes.

3.16   Sustainment Logistics

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

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

3.16.2   Maintain and update all logistical data elements within the CITDB.

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

Software / Hardware Refresh Plan (Deliverable P018)

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

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

- Alternatives sources, parts, and materials

- Implementation costs

- Source data to support forecasting of obsolescence risks

3.16.6   Conduct disposal and disposition of assets as approved by Government.

3.16.7   Provide planned/un-planned outage data to satisfy external reporting requirements/taskers.

3.17   Sustainment and Difference Training

TRAINING PLAN (Deliverable P019)

3.18   Sustainment Training

3.18.1   Sustainment training is required for PR Builder users. At a minimum the contractor shall adhere to the following subsections:

3.18.2   Develop, update and maintain all Web-based tools (P020 & P021) so the modules accurately reflect the deployed production system and current polices.

3.18.3   Develop, update, and maintain sustainment training, quick reference guides, and release notes (P020 & P021.

    Difference Training, Quick Reference Guides, and Release Notes (Deliverable P020)

    Train the Trainer Material (Deliverable P021)

3.18.4   Develop, update, and maintain Frequently Asked Questions: listed questions and answers, commonly asked in some context, and pertaining to a particular topic

3.19   User Training Delivery

The objective of User Training is to provide quality training to enhance user performance that promotes efficiencies and effectiveness to help meet policies and requirements for the PR Builder User community. The PR Builder System currently has one course with 12 modules.

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

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

- At a minimum, training materials must include content that covers:

    o   Registration, activation, and user administration within PR Builder.

    o   Roles and features of the application(s) to create documents.

    o   Creation of documents in PR Builder

    o   Creating proper workflows and how to route documents in PR Builder.

Training Plan (Deliverable P019)

3.19.2   Ensure that the training material represents the current systems versions' computer-based modules.

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

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

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

3.19.6   Maintain attendance rosters and deliver training course completion certificates.

3.19.7   Create the necessary staging data for use in the training sessions. Specifically, create dummy DODAACS and user roles and ensure that the trainees have appropriate permissions to the "training" environment.

3.19.8   Develop lessons learned based on feedback from training sessions. Provide a post training survey as part of the Post Training Report. (P032) Contractor will use the results of the surveys to update training material as required.

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Post Training Report (Deliverable P032)

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3.19.9   Provide the Government with a trip report as part of Post Training Report (P032) that identifies actions of each training day, training attendance rosters, deviations from training schedule, plan and future plans to address training deviations as necessary. The Contractor shall provide recommendations to enhance future training evolutions in each trip report.

4   Software Development

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

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

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

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

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Software Development Plan (Deliverable P002)

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

4.1.1   Provide derived requirements.

4.1.2   Development schedule.

4.1.3   Design software.

4.1.4   Develop software.

4.1.5   Test software.

4.1.6 Deploy Software.

4.1.7 How the SDP can produce supporting artifacts that are based on the recommended methodology in the Supplement to Guidebook for Acquisition of Naval Software Intensive Systems: Software Criteria and Guidance for Systems Engineering Technical Reviews; PM APPs Management Plans; and the Marine Corps Systems Command SETR Handbook, v1.4 dated April 2009.

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

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

4.2 Requirements Analysis Phase

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

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

Requirements Traceability Matrix (RTM) (Deliverable P022)

4.3.1 Conduct requirements elicitation with system stakeholders to support requirements analysis activities.

4.3.2 Perform an iterative process of decomposing requirements into system functional requirements and establishing traceability.

4.3.3 Maintain traceability between the derived and Government-provided requirements.

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

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

4.3.6 Document the functional baseline.

4.4 System Design Phase

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

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

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

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

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

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

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

4.5.5   Provide documentation needed to support the required technical design reviews.

4.5.6   Provide a draft software test plan and software test description to support follow-on planning.

4.5.7   Provide new or update existing system design documentation to address new system changes.

4.5.8   Document the Allocated and Product baselines.

4.6   Development Phase

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

4.6.1   Develop, integrate, assemble, and test capability.

4.6.2   Conduct unit testing to verify the parts and components of each system change functions prior to system or software integration.

4.6.3   Conduct software integration to compile system code into a functional product.

4.6.4   Generate software test scripts to prepare for overall system integration and Government Acceptance Testing (GAT).

4.6.5   Provide In-Process Reviews.

4.6.6   Align to the MARCORSYSCOM SETR process and the PM APPs Management Plans process for technical reviews.

4.6.7   Provide documentation (Software Test Plan (P024) and System/Software Test Description with Test Scripts (P025)) needed to support the required technical reviews.

Software Test Plan (Deliverable P024)

System/Software Test Description with Test Scripts (Deliverable P025)

4.6.8   Support the Government in conducting GAT to review the final software product in support of a deployment decision.

4.6.9   Conduct cyber security scans, IV&V, HSI reviews and testing, code review, and cyber-penetration

testing (Software Metrics (P026)).

Software Metrics (Deliverable P026)

4.7   Test and Evaluation

4.7.1   The Contractor shall plan and support the successful roll-out of software and related hardware including the required Contractor test and evaluation and GAT processes.

4.8   Deployment Phase

The prime objective for the Deployment Phase is the deployment of the approved capability into the production environment in accordance with the established performance standards. At minimum the contractor shall adhere to the following subsections:

4.8.1   Document the Contractor's deployment process.

4.8.2   Ensure all system user support materials are updated to reflect the changes being introduced.

4.8.3   Validate that all assessments and authorizations are in place prior to deployment.

4.8.4   Prepare the user community to receive and use capability.

4.8.5   Warranty the software for 90 days from any defects.

4.8.6   Support a System Verification Review (SVR) demonstrating verification that the developed solution meets requirements.

4.8.7   Coordinate and deliver the deployment package within the PDSS Release Management process.

4.8.8   Provide input to the release management team for the VDD that identifies final Configuration Item change

4.8.9   Support a Post Implementation Review (PIR) to gain Government approval to close the release.

5   Project Management

5.1   Project Management

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

5.2   Project Management Plan (PMP)

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

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

Project Management Plan (Deliverable P003)

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

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

5.2.3   Describe the process to develop, update, and monitor the project schedule using Microsoft Project 2010 and to provide an Integrated Master Schedule (IMS) (P031) derived schedule and supporting data to the Government.

Integrated Master Schedule (IMS) (Deliverable P031)

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

5.3   Risk Management

The contractor shall prepare a Risk Management Plan (RMP) (P027).   The RMP shall describe the Contractor's approach to determining, reporting, rating and monitoring risks within the project. At minimum the contractor shall adhere to the following subsections:

Risk Management Plan (RMP) (Deliverable P027)

5.3.1   Execute risk management in accordance with the PM APPs RMP.

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

Monthly Status Report (MSR) (P007)

5.4   Reporting and Monitoring

The Contractor shall describe the metrics, reporting mechanisms, and control procedures it will use to measure, report, and manage requirements, the schedule, resources, and quality assurance. Information gathered will be presented to the COR via the MSR, or other reporting requirements (P028). At minimum the contractor shall adhere to the following subsections:

   Other reports, analysis, papers, trip reports and presentations including (Deliverable P028)

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

5.4.2   Include in the MSR, all Priority 1 metrics from the PM APPs Performance Measurement Plan, previous month's activities, updated risk register, upcoming activities, all incidents, summary of service issues, problem trends, progress towards the Performance Standard and Acceptable Quality Levels (AQLs), and anticipated travel (with a justification for the travel). The metrics submitted for the MSR shall be in accordance with the PM APPs Performance Measurement Plan.

5.4.3   Participate in PR Builder Integrated Product Team (IPT) meetings and Working Groups where program status will be reported. The Contractor shall aid in the development of meeting materials (Meeting Agenda (P029) and Meeting Minutes (P030)) for the meetings listed in Table 7 below.

Meeting Agenda (Deliverable P029)

Meeting Minutes (Deliverable P030)

Table 5: Meeting Requirements

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

5.5   Quality Assurance and Control

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

The QAPP shall include:

5.5.2   The Contractor's quality assurance program shall provide a total quality management system approach to the PR Builder efforts and shall include program and technical management, quality assurance, quality control, and performance management to achieve the control of product and service quality to the DoN, inclusive of the Marine Corps, throughout contract performance.

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

5.6   Performance Management

The Contractor shall attend all Interim Program Reviews (IPR) convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer, COR, and other Government personnel may meet periodically with the Contractor to review the Contractor's performance. At these meetings, the Contracting Officer will apprise the Contractor of how the Government views

the Contractor's performance and the Contractor will apprise the Government of any problems being experienced. Appropriate action shall be taken to resolve outstanding issues.

6   Contract Closeout

Provide orderly closeout of the contract including final delivery of any remaining Government products, hardware, software, and preparation of a final closeout report to (P033) include lessons learned and analysis of the task. The Contractor shall provide a migration plan for any open service desk tickets not already contained within the Government provided tool.

Closeout Report (Deliverable P033)

7   Integrated Master Schedule (IMS)

The Contractor shall develop and maintain an overall PR Builder IMS (P031) throughout the period of performance of the contract. The PR Builder IMS shall provide information sufficient to the Government to demonstrate how the Contractor intends to manage the proposed effort.

Integrated Master Schedule (Deliverable P031)

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

- Tasks.
- Activities.
- Schedule.
- Deliverables.

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

Integrated Master Schedule (Deliverable P031)

Performance Standards

7.1   Contractor performance shall be monitored against the following performance standards and AQLs:

Table 6: Performance Standards

Performance Standard	Methods of Surveillance	Acceptable Quality Levels	Reference Section/Subsection
Service desk support will be available 24 hours a day Available is defined as service desk being available 24/7/365	• Service desk ticket logs • Weekly Technical Interchange Meeting (TIM) • MSR	• Exceptional: Greater than or equal to 99% • Satisfactory: Greater than or equal to 98% • Unsatisfactory: Less than 98%	3.1.2.1 and 3.1.2.2
Service Desk tickets resolved at Tier I within 15 minutes.	• Service desk ticket logs. • Weekly TIM • MSR	• Satisfactory: Greater than or equal to 95%	3.1.2.3
Timely delivery of specified deliverable.	• MSR • Deliverable • Transmittals	• Exceptional: On time or earlier than the identified date • Unsatisfactory: More than 24 hours past the identified date	Section 11
All availability issues are communicated to Government within 1 hour of discovery.	• Service desk ticket logs • Weekly TIM • MSR	• Satisfactory: Communicated in 1 hour or less • Unsatisfactory: Not Communicated within 1 hour	3.1.2.3
CITDB is updated within 10 business days of a change.	• Periodic Government PCAs based on the CITDB	• Exceptional: Updated within 7 days • Satisfactory: Updated within 8 – 10 days • Unsatisfactory: Not updated within 10 days	3.1.5

Performance Standard	Methods of Surveillance	Acceptable Quality Levels	Reference Section/Subsection
ATO is maintained	• IAM Cybersecurity Status Reports	• Exceptional - 100% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un- remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&M • Satisfactory - 98% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un- remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&M. • Unsatisfactory – Less than 98% of IAVAs and OPDIRS, applicable to the system, are remediated in accordance with the respective remediation timeline. 100% of un- remediated IAVA and OPDIRS are added to the IAVA and OPDIR POA&M	3.1.8
Minimize unplanned downtime. Any down-time on weekends or attributed to the Government will not count as unplanned down-time. Planned down-time that exceeds the agreed upon window will count as unplanned down- time	• Service desk ticket logs • FRACAS • MSR	• Exceptional: Operational Availability is greater 98% • Satisfactory: Operational Availability equal to 98% • Unsatisfactory: Operational Availability less than 98%	3.2.4

Performance Standard	Methods of Surveillance	Acceptable Quality Levels	Reference Section/Subsection
Ensure timely restoration of services. Mean Time to Restore: 24 hours after downtime.	• Service desk ticket logs. • FRACAS • MSR	• Exceptional: Operational Availability is greater 97% • Unsatisfactory: Operational Availability less than 97%	3.2.4

Execution of Government Assessment Testing The software has no Severity 1 and 2 defects as defined in the PM APPs System Test and Evaluation Strategy.	• GAT Scorecard
	• SETR results
		• Exceptional: Zero severity 1 defects
		  o Two or fewer severity 2 defects
		• Satisfactory:
		  o Zero Severity 1 defects
		  o Three severity 2 defects
		
		• Unsatisfactory:
		  o Any severity 1 defect
		  o Four or more severity 2 defects
			3.1.7.2

8   Applicable Documents and References

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

Table 7: Program Documentation

Document / Reference	Intended Use
SLA with Hosting Environment; Operational Document MOC-033 HCS Service Level Agreement For	Identifies agreements and coordination POCs with the system hosting environment.
Interface Control Documents and/or System Interface Agreements	Documents the roles/responsibilities and data exchange information between this and other systems.

Document / Reference	Intended Use
Contingency Plan	Provides guidance on the decision-making process and its timely response to any disruptive or extended interruption of normal business operations and services.
Risk Register	Contains all risks.
ECP Tracker Database	Contains tracking of all system ECPs
Trouble Ticket Database	Contains all system Trouble Tickets.
Requirements Traceability Matrix	Government requirements document.

Table 8: System Documentation

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

Document Reference	Intended Use
Department of Defense Instruction (DODI) 8510.01 Risk Management (RMF) for DoD Information Technology, dated 12 March 2014	Cybersecurity
DoD 5200.2-R, Personnel Security Program dated January 1987, Incorporating Change 3, dated 23 February 1996	Cybersecurity
DoD 8570.01-M, Information Assurance Workforce Improvement Program, Incorporating Change 4, 10 November 2015	Cybersecurity
DoD Memorandum, Department of Defense Guidance on Protecting Personally Identifiable Information, 18 August 2006	Cybersecurity
DoD Regulation 5200.1-R, Information Security Program, Volume 1, dated 24 February 2012	Cybersecurity
Dept. of Defense Directive (DoDD) 5000.01 / Defense Acquisition System dated, 20 November 2007	Acquisition Guidance
DoDD 8000.01, Management of the DoD Information Enterprise, dated 10 February 2009	Cybersecurity
DoDD 8500.01E, Information Assurance (IA), dated 23 April 2007	Cybersecurity
DoDI 5000.02 / Operation of the Defense Acquisition System, dated 7 January 2015	General Acquisition Execution Guidance
DoDI 8500.2, Information Assurance Implementation, dated 6 February 2003	Cybersecurity
Federal Acquisition Regulation (FAR)	Contracting
Federal Information Security Modernization Act (FISMA), dated 18 December 2014	Cybersecurity
IEEE/EIA 12207 / Standard for Information Technology Software Life Cycle Processes	Industry Standard for Software Support
Marine Corps Systems Command Technical Review Handbook, v2, October, 2014	Systems Engineering Technical Review (SETR)

Document Reference	Intended Use
MCO 5239.2, Marine Corps Cybersecurity Program (MCCSP), dated 18 July 2012	Cybersecurity
Marine Corps Systems Command Order (MARCORSYSCOMO) 4130.1 / Configuration Management Policy	CM Policy
MARCORSYSCOMO 5400.5 / Naval SYSCOM Systems Engineering Policy	SETR
MIL-HDBK-61 / Configuration Management	CM Guidance
MIL-STD-881 / Work Breakdown Structures	Guidance on building WBS
National Defense Authorization Act for Fiscal Year 2016, S. 1356, 25 November 2015	Requirements Guidance.
OMB Circular A-130 Appendix III, Security of Federal Automated Information Resources, dated November 28, 2000	Cybersecurity
SECNAV Instruction 5211.5E, DoN Privacy Program, 28 December 2005	Cybersecurity
SECNAVINST 5000.2E, Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System, 01 Oct 2011	Cybersecurity
SECNAVINST 5000.36A, Department of the Navy Information Technology Applications and Data Management, 19 December 2005	Cybersecurity
USMC Enterprise Cybersecurity Directive (ECSD) 018, Marine Corps Certification and Accreditation Process Version 3.0, dated 7 December 2012	Cybersecurity
USMC ECSD 011, Personally Identifiable Information Version 4.0, dated 30 November 2013	Cybersecurity
USMC ECSD 021, Ports, Protocols, and Services Management version 1.0, 15 May 2012	Cybersecurity
USMC ECSD 008, Secure Data Transfer Version 2.0, 17 December 2012	Cybersecurity

Document Reference	Intended Use
USMC ECSD 026, Concept of Operations for Host Based Security System Version 1.0, 15 October 2012	Cybersecurity
MCSCO 5530.2A - Access Control Order	Security Requirements

9   Deliverables

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

Table 11 provides a comprehensive list of the deliverables:

Table 9: Deliverables

Deliverable Number	Deliverable Title	Format	Date of first submission	Subsequent Submission	Reference Section/ Subsection
P001	Post Deployment Software Support (PDSS) Plan	Government approved Contractor Format	60 days after Contract award.	N/A	1.7 3
P002	Software Development Plan (SDP)	Government Approved Contractor Format	Ten business days before design review.	Five business days after receipt of Government comments.	1.7 5.1
P003	Project Management Plan (PMP)	Government approved Contractor Format	60 days after Contract award.	N/A	1.7 6.2
P004	Quality Assurance Program Plan (QAPP)	Government approved Contractor Format	30 Days after Contract Award	ASREQ	1.7
P005	Incident Management Plan	Government approved Contractor Format	60 days after Contract award.	N/A	3.1.3.1

P006	Problem Management Plan	Government approved Contractor Format	60 days after Contract award.	N/A	3.1.4
P007	Monthly Status Report (MSR)	Government Approved	15 days after completion of the first calendar month.	5th of Every month thereafter.	3.1.4.1.3 3.1.4.1.7 6.3.2
P008	Configuration Management Plan (CMP)	Government approved Contractor Format	60 days after Contract award.	N/A	3.1.5
P009	Version Description Document (VDD)	Government Approved Contractor Format	Five business days before Deployment.	N/A	3.1.7.1
P010	GAT Scorecard (To include a summary to the Government)	Government Approved Contractor Format	Weekly scorecards for Integration testing, daily scorecards for GAT.	N/A	3.1.7.4
P011	Test Report and Defects	Government Approved Contractor Format	Ten business days prior to TRR.	Ten business days prior to update at SVR.	3.1.7.4
P012	Release Deployment Plan	Government Approved Contractor Format	Ten business days after the start of the contract quarter.	Each quarter thereafter.	3.1.7.15
P013	System Maintenance and System Administration Manuals	Government Approved Contractor Format	AS REQ, depending upon the release and ECP at TRR.	Two working days after receipt of Government comments.	3.1.7.15
P014	User Reference Material	Government approved Contractor Format	60 days after Government acceptance of training plan.	ASREQ	3.1.7.15
P015	Web based Modules	Government Approved Contractor Format	Five business days before Deployment.	Five business days after receipt of Government comments.	3.1.7.15
P016	System / Software Source Code	Government-provided Format	Within five (5) days following scheduled release.	Final 15 working days before the end of the period of performance.	3.1.9.2
P017	FRACAS	Government Approved Contractor Format	ASREQ	Ten working days after receipt of Government comments.	3.2.4 3.2.4.3
P018	Software / Hardware Refresh Plan (5 Years)	Contractor Format	90 days after contract award.	10 working days after receipt of Government comments.	3.3.3

P019	Training Plan	Government approved Contractor Format	30 business days after contract award.	N/A	3.4 3.6.1
P020	Difference Training, Quick Reference Guides, and Release Notes	Government approved Contractor Format	30 days after Government acceptance of training plan.	ASREQ	3.5.1 3.5.2
P021	Train the Trainer Material	Government approved Contractor Format	60 days after Government acceptance of training plan.	ASREQ	3.5.1 3.5.2
P022	Requirements Traceability Matrix (RTM)	Government-provided format	Final due ten days before each SSR, SFR and contract closure.	Update for design reviews and for contract closure.	5.2
P023	System/ Subsystem Design Document (SDD/SSDD)	Government-provided format	Delivery as required by PM APPS and based upon the complexity of the subject changes. Otherwise no less than thirty business days before the end of the TO.	Five business days after receipt of Government comments.	5.3
P024	Software Test Plan	Government Approved Contractor Format	Ten business days before design review.	Five business days after receipt of Government comments.	5.4.7
P025	System/ Software Test Description with Test Scripts	Government Approved Contractor Format	Final, Ten business days before design review.	Updated five business days before TRR.	5.4.7
P026	Software Metrics	Government approved Contractor Format	Ten business days prior to the SETR event.	Ten business days after receipt of Government comments.	5.4.9
P027	Risk Management Plan (RMP)	Government approved Contractor Format	60 days after Contract award.	N/A	6.3
P028	Other reports, analysis, papers, trip reports and presentations including (SETR briefs)	Government Approved Contractor Format	ASREQ	ASREQ	6.4

P029	Meeting Agenda	Government Approved Contractor Format	Two days prior to meeting.	N/A	6.4.3
P030	Meeting Minutes	Government Approved Contractor Format	Two business days after meeting.	Five working days after receipt of Government comments.	6.4.3
P031	Integrated Master Schedule (IMS)	Government Approved Contractor Format Microsoft Project 2010 or newer version	20 days after Contract award.	NLT 15th of each month for previous month or after each release and ECP award.	6.2.1.3 8
P032	Post Training Report (PTR)	Government Approved Contractor Format	10 business days after last working day of training event	ASREQ	3.6.4.3
P033	Closeout Report	Government Approved Contractor Format	30 days prior to Contract Closeout date	ASREQ	2.3 8

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

9.1   Inspection and Acceptance

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

10   Government Furnished Information (GFI) and Government Furnished Equipment (GFE)

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

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

The contractor shall verify the quantity and condition of the property identified immediately upon receipt. Shortages and/or damaged or defective property shall be properly reported to the KO after verification made by a designed

representative of the KO. When deemed necessary, a representative of the KO will be present to inspect the condition of the property prior to packaging thereof for return to the Government. In order to accommodate this inspection requirement, the contractor shall provide the KO with at least 24 hour prior notice so that personnel may be assigned for these examinations. The contractor shall maintain records which indicate a complete and verifiable cost and accountability audit trail for all GFE, and any other items that my come under the accountability of the contractor.

Contractors will utilize the DoD Wide Area Workflow (WAWF) Government property transfer system for GFP receipt acknowledgement, subsequent transfer of GFP to other contracts/Contractors (if authorized in the contract), or return of GFP to the Marine Corps in order to ensure Government property transfers are conducted in accordance with the Defense Logistics Manuals 4000.25-1 MILSTRIP, and 4000.25-2 MILSTRAP; and applicable FAR/DFAR clauses.

The Government provides the shared data environment where all PR Builder Information resides. The shared data environment includes repositories to support the PR Builder configuration control process, baseline documentation, CITDB, action items, risk management, etc.

HCS provides the hosting facility for the PR Builder and UI Production and PR Builder Pre Production instances in a virtual environment.

The Government will supply the necessary licenses for the following: Source code review tool, Crystal Reports, and WebMethods for use in the Contractor's development and testing environment.

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

11   Access to Government Facilities

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

12   Marine Corps Enterprise Network (MCEN)

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

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.

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

MCEN IT resources, if provided, are designated 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.

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

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

13   Security Requirements

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance prior to classified performance. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment. 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 MCSC 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.

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

14   Common Access Card

The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably

adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

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

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC **are prohibited** from "auto-forwarding" e-mail from their .mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil" e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished "ctr@usmc.mil" e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct 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.

15   Place of Performance

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

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

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

16   Hours of Work

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

The exceptions include Office of Personnel Management (OPM) US Federal Holidays, and as directed by the Government due to closing of Government facilities (i.e., administrative closings or similar Government directed facility closings). The Contractor shall provide Service Desk support 24hour/7 days per week/365days per year.

17   Contractor Employee Identification

All contractor personnel working on a Government installation shall possess and wear an identification badge that displays his or her name and his or her "contractor" status. The contractor shall ensure that contractor personnel identify themselves as contractors when attending meetings, sending emails, answering Government telephones, providing any written correspondence, or working in situations where their actions could be construed as official Government acts. All documents or reports produced by contractors are to be suitably marked as contractor-produced products or that contractor participation is appropriately disclosed. While performing in a contractor capacity,

contractor personnel shall refrain from using their retired or reserve component military rank or title in all written and verbal communications.

18   Period of Performance

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

19   Travel and Other Direct Costs (ODC)

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

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

Other Direct Costs: In the course of performance, pursuant to this contract, the Contractor may be required to purchase incidental items at the request of the Government. The Contractor shall acquire necessary items of other direct costs associated with the services on the contract only with written, advanced, approval of the COR.

Notional Travel locations are listed in Table 12.

Table 10: Notional Travel Locations

Planned Annual Training For PR Builder		
LOCATION	Projected # of Training Events in this TO	# of TRG Days for each TRG Event
MCB Camp Lejeune, NC	2	5
MARFORRES New Orleans, LA	2	3
MCB Camp Pendleton, CA	2	2

20 Organizational Conflict of Interest (OCI)

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

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

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

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

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

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

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

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

(f) The contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest; it shall make immediate and full disclosure in writing to the contracting officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action, which the contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant

information that would assist the contracting officer in making a determination on this matter. Notwithstanding this notification, the government may terminate the contract for the convenience of the government if determined to be in the best interest of the government.

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

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

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

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

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

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

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

21   Appendix A. Acronyms

Acronym	Definition
A &A	Assessment & Authorization
ABIS	Army Contracting Business Intelligence System
ACAS	Assured Compliance Assessment Solution
Ao	Operational Availability
AQL	Acceptable Quality Level
ATO	Authority to Operate
CAC	Common Access Card
CAP	Corrective Action Plan
CCB	Configuration Control Board
CDR	Critical Design Review
CI	Configuration Item
CITDB	Configuration Item Tracking Database
CJCSI	Chairman of the Joint Chiefs of Staff Instruction

Acronym	Definition
CLIN	Contract Line Item Number
CM	Configuration Management
CMMI	Capability Maturity Model Integration
CMP	Configuration Management Plan
COR	Contracting Officers Representative
COTS	Commercial Off the Shelf
CUI	Controlled Unclassified Information
DADMS	Department of the Navy Application and Database Management System
DASN	Deputy Assistant Secretary of Navy
DLA	Defense Logistics Agency
DNACI	Defense National Agency Check with Written Inquires
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Directory
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DR	Design Review
DNACI	Defense National Agency Check with Written Inquiries
DoN	Department of the Navy
DCSA	Defense Counterintelligence Security Agency
ECP	Engineering Change Proposal
ECSD	Enterprise Cybersecurity Directive
EDA	Electronic Document Access
EDTE	Enterprise Development and Test Hosting Environment
ePS	electronic Procurement System
ERB	Engineering Review Board
FAR	Federal Acquisition Regulation
FEDLOG	Federal Logistics
FISMA	Federal Information Security Management Act
FPDS-NG	Federal Procurement Data System – Next Generation
FRACAS	Failure Reporting and Corrective Action System
FRB	Functional Review Board
FSO	Facility Security Officer
GAT	Government Acceptance Test
GCASO	Government Contracting Activity Security Office
GEX	Global Exchange
GFE	Government Furnished Equipment
GFI	Government Furnished Information

Acronym	Definition
GOTS	Government Off the Shelf
HIPPA	Health Insurance Portability and Accountability Act
HSI	Human Systems Integration
HSPD	Homeland Security Presidential Directive
HQST	Headquarters, Sustainment and Training
IA	Information Assurance
IAVA	Information Assurance Vulnerability Alert
IAVB	Information Assurance Vulnerability Bulletins
IAVM	Information Assurance Vulnerability Management
ICD	Interface Control Document
IMS	Integrated Master Schedule
IPT	Integrated Product Team
ISSM	Information Systems Security Manager
ISSO	Information Systems Security Officer
IT	Information Technology
ITIL	Information Technology Infrastructure Library
ITSCM	IT Security Continuity Management
IV&V	Independent Validation and Verification
JITC	Joint Interoperability Test Command
JPAS	Joint Personnel Adjudication System
JPMO	Joint Program Office
JTR	Joint Travel Regulations
KPI	Key Performance Indicator
MARCORSYSCOM	Marine Corps Systems Command
MAGTF	Marine Air Ground Task Force
MCCAST	Marine Corps Certification and Accreditation Support Tool
MCCSP	Marine Corps Cybersecurity Program
HCS	Hybrid Cloud Services
MCNOSC	Marine Corps Network Operations Service Center
MCO	Marine Corps Order
MITSC	Marine Air Ground Task Force Information Technology Support Center
MSR	Monthly Status Report
NACI	National Agency Check with Written Inquiries
NAVMC	Navy Marine Corps
NFR	Notice of Findings and Recommendations
ODC	Other Direct Costs
OMB	Office of Management and Budget

Acronym	Definition
OPDIR	Operational Directive
PA	Paperless Acquisition
PBC	Provided By Client
PCA	Physical Configuration Audit
PD2	Procurement Desktop Defense
PDR	Preliminary Design Review
PDS	Procurement Data Standard
PDSS	Post Deployment Software Support
PDSSP	Post Deployment Software Support Plan
PERSEC	Personnel Security Office
PER	Performance Evaluation Review
PKI	Public Key Infrastructure
PIR	Post Implementation Review
PIEE	Procurement Integrated Enterprise Environment
PjM	Project Manager
PIV	Personal Identification Verification
PM	Program Manager
PM APPS	Program Manager Applications
PMP	Project Management Plan
POA&M	Program of Action and Milestones
PR	Purchase Request
PRDS	Purchase Requirements Data Standard
PSI	Personnel Security Investigation
PSS	Production Support System
PWS	Performance Work Statement
QAPP	Quality Assurance Program Plan
QASP	Quality Assurance Surveillance Plan
RFA	Request for Action
RMF	Risk Management Framework
RMP	Risk Management Plan
ROM	Rough Order of Magnitude
RR	Requirements Review
SABRS	Standard Accounting, Budgeting and Reporting System
SAM	System for Award Management
SCAP	Security Content Automation Protocol
SDD	System Design Document

Acronym	Definition
SDP	Software Development Plan
SE	Systems Engineering
SEP	System Engineering Plan
SETR	Systems Engineering Technical Review
SFR	System Functional Review
SIA	System Interface Agreement
SIP	System Information Profile
SLA	Service Level Agreement
SLM	Service Level Management
SPS	Standard Procurement System
SR	Service Release
SRR	System Requirements Review
SSDD	Sub-System Design Document
SSP	Systems Security Plan
STES	System Test & Evaluation Strategy
STIG	Security Technical Implementation Guide
SVR	System Verification Review
T&E	Test and Evaluation
TIM	Technical Interchange Meeting
TR	Technical Review
TRR	Test Readiness Review
UI	Universal Interface
USMC	United States Marine Corps
USN	United States Navy
WAWF	Wide Area Workflow