

# **Performance Work Statement for Program Office Support Services**

## **Program Manager Command and Control Systems Information Related Capabilities**

**Background.** The Marine Corps Systems Command (MCSC), Portfolio Manager (PfM), Command Element Systems (CES) mission is to act as central agent for research, development, acquisition and life cycle management of Command and Control (C2) and networking systems for use throughout the United States Marine Corps (USMC) and other operating forces. The Information Related Capabilities (IRC) team responsibilities are executed under Program Manager, Command and Control Systems (PM C2S), The C2S programs are in all phases of the Department of Defense (DOD) 5000-series acquisition process.

PM C2S conducts near-term and long-term strategic planning to help ensure: maximum interoperability and mission effectiveness; alignment with the Commandant's Planning Guidance and the Marine Operating Concept (MOC); timely implementation of affordable systems/improvements; and prevention of premature obsolescence. The PM C2S portfolio of programs/products is subject to change through time. Programs and projects require support through all phases of the acquisition cycle. The scope of this Performance Work Statement (PWS) is to provide program office support in acquisitions, program management, logistics, financial-business management services, and engineering to the IRC Team, a subordinate of PM C2S.

**Program Descriptions.** The Contractor shall provide direct support to four IRC Integrated Planning Teams (IPTs) planning and executing their programs/products. All programs are in various stages of procurement, upgrade, tech refresh, sustainment or disposal. Refer to Enclosure (1) for current program schedules.

**A. Military Information Support Operations (MISO).** MISO Family of Systems (FoS) provides the Marine Air Ground Task Force (MAGTF) Commander the ability to plan, develop, deliver, and assess messages and actions to influence and inform foreign adversary, neutral, and friendly target audiences in his/her operating environment across the Range of Military Operations (ROMO). This program provides the MAGTF Commander and staff the capability to conduct planned operations that convey selected information and indicators to foreign adversary, neutral and target audiences to influence their emotions, motives, objective reasoning, providing an operational advantage. MISO FoS is comprised of four sub-programs: Fly-Away Broadcast Systems – Marine Corps Variant - Family of Systems (FABS-MCV FoS), Next Generation Loud Speaker (NGLS), Radio In A Box (RIAB), and Marine Corps Special Operation Forces Integration Node (MSIN).

**FABS MCV FoS.** FABS MCV FoS is a transportable, modular system capable of conveying messages and delivering messages via select bands within the radio

frequency portion of the electromagnetic spectrum to influence select foreign groups and promote themes to change those groups' attitudes and behaviors. Furthermore, via Military Information Support Operations (MISO) forces, FAB MCV FoS will provide the Marine Corps with the ability to degrade the enemy's combat power, reduce civilian interference, minimize collateral damage, and increase the population's support for MAGTF operations. The FABS MCV FoS will contain two separate, scalable versions: FABS Heavy and FABS Light. Each version can be operated independently, or as a complementary system.

**NGLS.** NGLS is a modular and mobile audio broadcast loud speaker system capable of transmitting live or recorded audio messages to diverse sets of target audiences in a variety of tactical environments. NGLS has a USMC specific variant which mounts to vehicles and is identified as NGLS-Mounted. NGLS program will be managed as a procurement only action.

**OPTION SUPPORT FOR RIAB.** RIAB is a Commercial Off-The Shelf (COTS) technology that meet key requirements for an expeditionary, low-cost, radio broadcast capability. Organic radio assets allow MISO forces to reach numerous local target audiences, go beyond physical restrictions, and to even reach behind enemy lines. RIAB provides an expendable item that--when operational context dictates, such as during humanitarian assistance/disaster relief operations--the equipment can be turned over to a host nation or the civil authorities in support of MAGTF MISO and Information Operations. Currently there are no planned acquisition actions for Fiscal Year (FY) 2019 (FY19).

**OPTION SUPPORT FOR MSIN.** The MSIN is a satellite based communications system that provides MISO forces in combat, in combat support, and in combat service support roles with the capability to send and receive broadcast quality imagery/audio/video signals, live or pre-recorded, in real time and using store-and-forward capabilities. The capabilities include encryption and transmission of all signals via NIPR/SIPR/JWICS. The MSIN is capable of supporting global operations across the ROMO on a 24-hour basis in a stable theater of operations with deliberate planning for employment and a static position to operate from. Currently there are no planned acquisition actions for Fiscal Year (FY) 2019 (FY19).

**B. Combat Camera Systems (CCS).** CCS provides Marine Corps Communication Strategy & Operations (COMMSTRAT) units with enhanced digital media capabilities to support MAGTF expeditionary and crisis response requirements. The CCS Family of Systems (FoS) is comprised of an industry-standard photo/video capture and a deployable system that provides multimedia reproduction support. The CCS FoS enables deployed COMMSTRAT documentation and production teams the ability to acquire, process, reproduce, archive, distribute in multiple formats, and forward digital still and motion media products, as primary suppliers of operational imagery supporting warfighters' information superiority efforts, and tactical and strategic mission objectives. Warfighters utilize COMMSTRAT forces throughout the ROMO during all phases of operations. The CCS FoS is comprised of the following: Tactical Imagery Production System Version 3.0

(TIPS V3.0), Expeditionary Combat Photography System (ECPS), Expeditionary Combat Video System (ECVS), and Expeditionary Deployable Production System (EDPS).

**TIPS V3.0.** TIPS V3.0 is a deployable multimedia system designed for U.S. Marine Corps combat camera documentation and production team use in field conditions. TIPS V3.0 provides high-capacity processing and storage of digital media, electronic media authoring, high-volume reproduction, and multiple format electronic media or static media distribution to support operations centered information-communications requirements. Major Commercial off-The-Shelf (COTS) components are comprised of professional grade computers, production software, printers and reprographic equipment that utilize industry standard connections and interfaces. Government off-the-shelf equipment includes a 3-in-1 International Organization for Standardization (ISO) expandable shelter to provide production workspace for 5-12 Marines. An Environmental Control Unit (ECU), Advanced Medium Mobile Power Source (AMMPS), and Power Distribution Panel (PDP) enables TIPS V3.0 with a climate-controlled workspace for temperature sensitive electronics. The Triple Container (TRICON) houses system equipment when TIPS V3.0 is configured for transport and is useful for consumables storage when the system is operational.

**ECPS.** ECPS is an all-in-one deployable system designed for U.S. Marine Corps combat photographer use in field conditions. ECPS enables imagery acquisition in day or low-light conditions, imagery processing and storage, and production and transfer capability in support of operational audiovisual-communication requirements. This provides Marines with the capability to acquire, capture, edit, and format still imagery in an expeditionary field.

**ECVS.** ECVS is an all-in-one deployable system designed for U.S. Marine Corps combat videographer use in field conditions. ECVS enables imagery acquisition in day or low-light conditions, imagery processing and storage, and production and transfer capability in support of operational audiovisual-communication requirements. ECVS consists of professional grade cinematic Digital Single Lens Reflex camera bodies and an assortment of fixed and zoom lenses to allow overlapping 8 – 300mm coverage. The system comes with two external standalone cameras for supplemental or alternative imagery capture. Externally mounted shotgun and wireless microphones augment the in-camera microphone to enable professional audio capture. Extra batteries afford prolonged system use. A Generation 3 night-vision device and external lighting unit is included for low-light imagery acquisition. ECVS includes stabilizing accessory items to reduce jarring movement during uncontrolled motion video capture. A Mobile Workstation (Laptop) allows the user to edit and format video imagery in near real-time, recording, and up/down video conversion between High-Definition and Standard-Definition (HD/SD), in multiple formats and signals.

**EDPS.** EDPS is designed for U.S. Marine Corps COMMSTRAT personnel use in field conditions. EDPS enables Marines with a high-powered computing and processing capability to edit, store, retrieve, and transfer operational imagery in multiple formats. The system comes with a centrally managed suite of professional-grade software for

audiovisual-communication content creation to support tactical and strategic requirements.

**C. Public Affairs Systems (PAS).** The PAS program identifies, fields, and sustains materiel solutions required to research and plan communication initiatives, acquire still and video visual information, produce and disseminate communication products, and assess the effects of communication initiatives within the information environment. The program maintains an evolutionary approach to acquisitions and leverages commercial industry-standard, non-developmental items to provide the best value to the Marine Corps, while keeping Public Affairs (PA) Marines appropriately equipped to understand and affect the information environment. Public Affairs Systems is a System of Systems (SoS) comprised of the Public Affairs Content Creation System (PACCS), the Public Affairs Laptop (PAL), the Public Affairs Live Media Engagement System (PALMES), and the Marines media Public Affairs Media Hub.

**PACCS.** Enables PA Marines to acquire still and video visual information and to create communication products.

**PAL.** Allows Public Affairs Officers and Chiefs to research the information environment, review communication products, and conduct media and social media engagements.

**PALMES.** Provides the capability to conduct live-media engagements, video interviews, and provides public Internet connection to PA teams independent of tactical networks.

**Public Affairs Media Hub.** Serves as a public repository of released communication products and enables live media engagements, dissemination of products, and analysis of effects.

**\* During the performance of the contract, CCS and PAS programs will complete force restructuring and align program assets for efficiency per the enclosed program schedules for PAS and CCS. Legacy programs will require cross-team partnerships in support of the restructuring.**

**D. Marine Civil Information Management System (MARCIMS).** MARCIMS is a net-centric system that stores information at the fact level through open source relational/semantic database services. Access to data stored in MARCIMS is achieved via standard interoperable Web services, hosted on Space and Naval Warfare Systems Command (SPAWAR) Systems Atlantic managed Cloud services, to include those adopted DoD-wide from the Open Geospatial Consortium, International Standards Organization, and other standards bodies. MARCIMS is built upon a scalable architecture allowing for agile response to rapid-onset events as well as integration (import/export) with a variety of platforms and services. MARCIMS mobile collection and notification uses Android-based smart phones and tablets on which doctrinally compliant and unit-specific collection applications are loaded. Twitter-like annotation capabilities are built into those forms to

allow semantic discovery. In receipt-mode, situational/geospatial alerts and social awareness notifications are pushed to the mobile users. MARCIMS mobile devices have store-and-forward capability for disconnected operations as well as connecting to the cloud-hosted MARCIMS knowledge base using real-time data submission enabled by local cellular networks or wireless Internet connection.

## **1.0 General Requirements**

**1.1 Places and Periods of Performance.** The Contractor shall provide the necessary resources and infrastructure to manage, perform and administer this contract. This contract shall be performed at the Contractor's facility. A Contractor facility must be located within 5 miles or 5 minutes travel time from 105 Tech Parkway, Stafford VA and must be capable of hosting Government meetings of 10 to 40 personnel. The facility shall include audio teleconferencing and briefing projection capability. The facility shall be available on the contract start date.

The Contractor facilities described above and other expenses—such as laptop computers, cellular equipment/services and other items used to perform this contract are not reimbursable.

Normal workdays are Monday through Friday except US Federal Holidays. Government Workers typically work eight hours per day, 40 hours per week. Flextime workers start no earlier than 0600 and no later than 0900. Core hours of work are from 0900 to 1500 daily. All contractor employees are expected to be available during core hours. Contractors supporting this contract are not “Mission Essential” personnel during emergency or reduced operations. Contractors working within Government work spaces are allowed access during normal working hours if Government or military personnel are present. Standard contractor access badges to Tech Parkway will operate from 0700 to 1700, Monday through Friday. Occasionally support may be required outside of standards hours to support OCONUS units or units in different time zones.

**1.2 Contractor Identification.** Contractor employees shall identify themselves as Contractor personnel by introducing themselves, or being introduced, as Contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence. All email correspondence shall be from a .mil account and contain a signature line to include full name, program supported, telephone number and company.

**1.3 Contractor Knowledge and Experience.** The scope of this effort is to provide on-going program management, logistics, engineering, and financial support to the IRC Team. The IRC Team requires support through all phases of the acquisition and life cycle. The Contractor shall perform program management, life-cycle logistics, and fiscal support services as defined in this PWS. The Contractor shall prepare, review, and submit acquisition documentation for government approval while working on Integrated Product Teams (IPTs). The Contractor shall perform to the standards identified in this PWS. The Contractor shall

have a suitable infrastructure to manage program requirements (document library, databases, web site) throughout the course of performance to support the scope of activities. The Contractor shall coordinate all activity necessary to execute the requirements and integrate its services seamlessly with the Government. The Contractor shall effectively manage subcontractors, identify issues in a timely fashion, and provide prompt corrective action plans when necessary to assure the Government that issues will be resolved. The Contractor shall make every effort toward customer satisfaction with professional and ethical behavior.

The following Government documents form a part of this PWS to the extent specified herein. The current issue of these documents at the time of contract award will be used for the purposes of this PWS. MCSC documents will be provided upon request.

Department of Defense Instruction (DODI) 5000.02, - 7 Jan 2015

Operation of the Defense Acquisition System Secretary of the Navy Instruction (SECNAVINST) 5000.2e – 1 Sept 2011

Department of the Navy Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System Marine Corps Systems Command (MCSC) Acquisition Guide (MAG) - Dec 2017

Marine Corps Systems Command (MCSC) Acquisition Guide (MAG)

NAVMC 1533.1 Systems Approach To Training (SAT) Manual

MARADMIN 431/13

MCO 1553.2B Management of Marine Corps Formal Schools and Training Detachments

MCO 1553.3A Unit Training Management

USMC TECOM College of Distance Education and Training, "MarineNet Courseware Development Technical Standards," Version 2.0 dtd July 18, 2012

DODI 1322.26 SCORM

Department of Defense Information Technology Portfolio Repository - Department of the Navy (DITPR-DON) Registration Guidance for 2006, June 2006

**1.4 Business Relations.** The Contractor shall support the program with an efficient mix of personnel utilizing an effective combination of knowledge, skills and experience. The Contractor shall provide an adaptable, flexible team structure best suited to accomplishing both planned and emergent tasks. Emphasis shall be placed on a team structure maximizing productivity, efficiency and accountability. The Contractor shall integrate, coordinate and align its activities needed to execute required tasks.

The Contractor shall identify the organizational elements responsible for the conduct of the activities required under this contract. Responsibilities shall be assigned and clear lines of authority defined for determining and controlling the resources necessary to deliver the requirements of this contract.

## **1.5 Contract Management**

**1.5.1 Contractor Interface.** Horizontal integration across project/product managers is paramount to delivering an integrated warfighting capability. The Contractor shall interface and coordinate program issues/activities with other Government

representatives and Contractors supporting PFM CES, when required.

**1.5.2 Contract Management.** The Contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The Contractor shall maintain continuity between the support operations at the Government customer site and Contractor's offices. This coordination includes the use of Government-hosted SharePoint sites.

**1.5.3 Contract Administration.** The Contractor shall establish processes and assign appropriate resources to effectively administer all tasks within this PWS. The Contractor shall have a single point of contact to represent the Contractor to the Government on this contract. The Government Contracting Officer Representative (COR), who will be identified in the contract, is principally responsible for oversight of Contractor performance and is the Government's principal point of contact.

**1.5.4 Quality Assurance.** The Contractor shall maintain an effective quality control program ensuring services are performed in accordance with (IAW) this PWS.

The Contractor shall develop and implement a Quality Control Plan (QCP) containing procedures to identify and prevent defective services.

The KO may notify the Contractor whenever QCP procedures do not accomplish quality control objectives or otherwise ensure services are being performed IAW with this PWS. Any modifications to the QCP during the period of performance shall be provided to the KO for review at least ten working days prior to effective date of the change. The KO may provide comments/recommendations on proposed QCP revisions for the Contractor's consideration.

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

**1.7 Enterprise-wide Contractor Manpower Reporting Application (ECMRA).** The Contractor shall report ALL Contractor labor hours (including Subcontractor labor hours) required for performance of services provided under this contract for MCSC via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address: <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of

each calendar year. Contractors may direct questions to the help desk, linked at: <https://doncmra.nmci.navy.mil>.

**1.8 Travel and Temporary Duty (TAD).** Travel to other Government facilities, field activities, Marine operating forces (U.S. and overseas) or other Contractor facilities may be required. All travel requirements (including plans, agenda, itinerary and dates) shall be pre-approved by the Government COR or Alternate COR on a strictly cost reimbursable basis. The Contractor shall make necessary travel arrangements for its employees after approval from the Government COR or Alternate COR. Under certain circumstances, travel could occur after normal working hours or on the weekend. Travel must be reimbursed IAW the Joint Travel Regulation (JTR). Per Diem shall be per Government rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

When sufficient lead time allows, travel requests shall be submitted at least ten working days in advance of the travel date. The request will include total cost and a break out of costs to include airfare, rental vehicle, per diem, mileage, parking, fuel and tolls. Travel requests will include the purpose of trip and why Video Teleconference (VTC) or phone conversations would not meet the business requirement.

If more than one contractor traveler is travelling—sharing of rental vehicles is required. Differing arrival and departure times will not justify separate rental vehicles. For rental cars carrying three or more travelers, larger vehicles may be authorized in advance. The Government will reimburse economy lot parking. The Government will not reimburse valet parking.

**1.9 Contractor-to-Contractor Interface and Non-disclosure Agreements (NDA).** Horizontal integration across project/program managers is critical to delivering an integrated warfighting capability. The Contractor shall interface and coordinate program issues/activities with other CES stakeholders when required.

It is the Contractor's responsibility to complete all Contractor-to-Contractor Non-Disclosure Agreements (NDA) necessary to interface with other Contractors to accomplish the tasks in support of this PWS. Contractor-to-Contractor NDAs should be executed on an as needed basis. Copies of all Contractor-to-Contractor NDAs for this PWS shall be provided to the KO within 30 days of execution.

### **1.10 Potential Organizational Conflicts of Interest (OCI)**

**Limitation of Future Contracting.** The KO has determined that this acquisition may give rise to a potential conflict of interest. Prospective Offerors should read FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest. This task may involve systems engineering and technical direction for the program that will preclude Contractor involvement in future efforts. The restrictions upon future contracting are as follows:

If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, are required to provide systems engineering and technical direction



for a system or helps to develop specifications or statements of work to be used in a competitive acquisition, the Contractor shall be ineligible to supply the system or major components of the system as a prime Contractor and shall be precluded from being a Subcontractor or consultant to a supplier of the system or any of its major components under an ensuing Government contract. This restriction shall remain in effect for a reasonable time, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract).

To the extent 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 IAW the requirements of FAR 9.5.

(d) Disclosure of Information

(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 a 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.

(2) 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 generated or derived during or as a result of performance of this contract. This prohibition shall not expire after a given period of time.

(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.

The Contractor may, with the authorization of the cognizant KO, participate in a subsequent procurement for the same system, component, or service.

This exclusion does not apply to any re-competition for those systems, components, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the Contractor, Subcontractor affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed.

(e) 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 KO. 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 KO 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.

(f) 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 KO, the Government may terminate this contract for default.

(g) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(h) The KO'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).

(i) 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.

(j) The Contractor shall promptly notify the KO, 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.

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

(l) 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.

(m) Compliance with this requirement is a material requirement of this contract.

**1.11 Deliverables.** All deliverables shall be provided to the government representative and the COR will be informed of the delivery. The deliverables will be reviewed, accepted and distributed to Government recipients directly by the Contractor. The Contractor shall provide subject matter expertise in its editorial services to ensure the Government's formal deliverables and other documents described in this contract are prepared for Government review/acceptance and Government submittal.

**1.12 Subcontract Management.** The Contractor shall be responsible for all subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for Subcontractor performance. The prime Contractor shall not distribute work with its Subcontractors in a manner that creates Organizational Conflicts of Interest (OCI). Contractors may add Subcontractors to their team after notification to the KO.

**1.13 Post-Award Conference.** Specific responsibilities between the Government and Contractor, as well as a final schedule of activities and deliverables shall be coordinated at a post-award conference at the Contractor's facility within 15 calendar days after contract award.

**1.14 GFE/GFI.** Government Furnished Information (GFI) will be provided as required. There will be no Government Furnished Equipment (GFE) provided under this task order. However, if the Contractor believes GFE would enhance task order execution to the benefit of the Government, it may be requested of the COR, in writing, to include justification for the GFE requested.

**1.15 Government Review.** The Contractor shall ensure all products, reports and recommendations are reviewed and approved by Government personnel prior to release outside of PM C2S.

## **2.0 Specific Performance Requirements**

**2.1 Program Management Support Services.** The Contractor shall provide program management support services to the IRC Team at program and project IPTs to achieve total life cycle systems management for IRC Team products. The Contractor shall provide acquisition analysis, planning and management support to the IRC team. Contractor recommendations for product/program improvements shall be delivered IAW CDRL A005.

**2.1.1** The Contractor shall draft acquisition documentation for the IRC Team, IAW CDRL A005.

### **CDRL A005: DI-MGMT-81607, Acquisition Support Documentation**

**2.1.2** The Contractor shall develop and modify program documents including, but not limited to, statements of work (SOW), performance work statements (PWS), task books, procurement requests (PR), and contract data deliverables.

**2.1.3** The Contractor shall prepare briefings and presentation materials for periodic systems acquisition and sustainment updates, including quarterly Program Management Reviews (PMRs) and Probability of Program Success (PoPS) assessments. Briefings shall be delivered via multi-media methods such as Microsoft PowerPoint, net-conferencing, digital imagery and digital video—per guidance provided by the Government. Draft documents shall be provided for Government review and approval.

CDRL A003: DI-ADMN-81373, Presentation Material

**2.1.4** The Contractor shall access, retrieve and input data/documents from the Department of Navy (DON) Tracker. The Contractor shall plan, draft, coordinate, track and complete IRC Team taskers. Contractor shall also research, draft and finalize IRC Team responses to data calls from outside activities and, after Government approval, deliver responses to the requestors (e.g., Headquarters Marine Corps Command, Control, Communications, and Computers (HQMC C4) and Marine Corps Combat development Command (MCCDC)).

**2.1.5** Contractor shall input data and documents from/to the PfM CES, PM C2S SharePoint sites and the Global Combat Support System – Marine Corps (GCSS-MC).

**2.1.6** The Contractor shall support the IRC Team meetings by 1.) Scheduling meetings and developing agendas, 2.) Recording meeting minutes and capturing action items, 3.) Coordinating draft minutes and action items with principal Government attendees, 4.) Subject to Government approval, publishing final meeting minutes and action items, 5.) Tracking action items through completion and 6.) Maintaining records of meeting activities.

CDRL A002: DI-ADMN-81505, Report, Record or Meeting Minutes

**2.1.7** The Contractor shall establish, track, monitor and manage IRC Team and project Integrated Master Schedules (IMS) using Microsoft Project and other presentation tools as required. Additional work efforts will include but may not be limited to; utilizing “OnePager” and “Microsoft Project” software to pull reports from individual program IMSs to support the PM (reports will include but are not limited to 30/60/90 days reports; specific data pulls based on competency, efforts, schedules); specific data pulls from the IMSs to support short fused taskers; top to bottom development of program IMSs to ensure compatibility with required software and consistency across the Team IMSs; helping to identify a consistent naming convention for the items critical to Team Lead desires and applicable data pulls.

CDRL A009: DI-MGMT-81791, Key Events Schedule

**2.1.8** The Contractor shall have knowledge of DoD risk management principles and have familiarity with the DoD Risk Management Guide. The Contractor shall prepare a top-level assessment of the impact or risk on the requirement when all risk events are considered, including those at the lower levels. The Contractor shall focus on the critical areas that could impact the IRC programs and thus impact performance results as they relate to cost, schedule, and performance.

CDRL A005: DI-MGMT-81607, Acquisition Support Documentation

**2.1.9** The Contractor shall ensure all IRC Team programs are registered and maintained in the Department of the Navy (DON) Application and Database Management System (DADMS) and the Department of the Defense (DOD) Information Technology (IT) Portfolio Repository (DITPR-DON), IAW applicable DON and DOD instructions listed in paragraph 1.3.

**2.1.10** The Contractor shall update The Online Project Information Center (TOPIC) as required.

**2.1.11** The Contractor shall travel to Marine Corps units, vendors, etc. as required by the Government to perform technical services and exercise support in the field with Marine Corps units and personnel, foreign nationals or other DOD personnel in the U.S. and overseas. Travel outside the Continental United States (OCONUS) is anticipated and Contractor shall use the Synchronized Pre-Deployment and Operational Tracker (SPOT) System (See Clause in Section I of Requests For Proposal (RFP)).

CONUS and OCONUS locations and frequencies are estimated in the table below. Trip duration will average between 1-7 calendar days. The contractor shall be flexible to execute a travel schedule that may depart from the below table.

	Base Year			Option Year's 2-5		
	Trips/yr	Personnel	Days/trip	Trips/yr	Personnel	Days/trip
Camp Pendleton, CA	2	2	4	3	2	4
Camp Lejuene, NC	2	2	4	3	2	4
Okinawa, Japan	0	2	7	1	2	7
Germany	0	0	0	1	2	7
Albany, GA	1	2	3	1	2	3
New Orleans, LA	1	2	3	1	2	3
Tampa, FL	1	2	2	1	2	2
Norfolk, VA	1	2	1	1	2	1
Hawaii	1	2	5	1	2	5
Philadelphia, PA	2	2	2	3	2	2
Aberdeen, MD	2	2	3	3	2	3
Charleston, SC	1	2	4	1	2	4

**2.1.12** The Contractor shall deliver trip reports within 5 business days after conclusion of each travel event. Situation Reports (SITREPs) while on travel shall be provided upon Government request.

CDRL A004: DI-MGMT-80368A, Status Report (Trip Reports)

**2.1.13** The Contractor shall plan and facilitate IRC Team strategic leadership planning efforts to develop program management products, tools and techniques to help improve IRC Team project execution.

**2.1.14** Reserved.

**2.1.15** The Contractor shall support the Configuration Manager (CfM) and program IPTs. The Contractor shall support the planning and execution of IRC Team configuration management activities (e.g. development of documentation, monitor configuration changes, and provide Configuration Management (CM) expertise to the PM portfolio).

**2.1.16 Monthly Status Report.** The Contractor shall deliver a Monthly Status Report (MSR) to the COR within ten working days after the end of each reportable calendar month. The MSR shall include: work accomplished and trips taken during the month; monthly and cumulative labor hours expended; monthly and cumulative funds expended, by CLIN; work and travel planned for the next 90 days; and anticipated problem areas. The Contractor shall propose an MSR format to the Government within 10 working days after contract award. The COR will review, discuss and establish an acceptable format with the Contractor.

CDRL A001: DI-MGMT-80368A, Monthly Status Report

**2.2 Logistics Support Services.** As part of the IRC Team Life Cycle Logistics (LCL) Team, the Contractor shall support, as described below, the IPT logisticians developing and executing IRC Team acquisition logistics and sustainment activities. This includes authoring and managing LCL documentation, facilitating and documenting IPT activities, administering logistics databases, performing supportability analyses and supporting equipment fielding events. Specific required support services:

**2.2.1 IRC Team Logistics IPT Support Services.** The Contractor shall draft, review and analyze Life Cycle Logistics (LCL) documentation, data, logistics input supporting briefs and taskers (e.g. Fielding Plans, Disposal Plans, Instructional Type Documents (I-Type), Stocklists, Technical Manuals, and Logistics Requirements & Funding Summaries (LRFS)) during IRC Team's program lifecycles and milestones/events. The Contractor shall participating in all IRC IPTs supporting logistics to draft, review and analyze logistics documents. The Contractor shall provide logistics recommendations during IRC Team IPTs. The Contractor shall provide IPT support and documentation development utilizing the tools determined necessary by the Government IAW applicable DOD, DoN, and MCSC policies and guidelines. The Contractor support shall include, but is not limited to, recording meeting minutes during all logistics meetings; scheduling and organizing resources (e.g. phone bridge, conference room reservations, IPT coordination, attendee tracking, etc.) in support of logistic meeting and events (e.g. IPTs, document reviews, Technical Manual Validation/Verifications, Independent Logistics Assessments (ILA)s, Conferences, etc.); draft summary reports and meeting minutes, closure reports (IAW CDRL A002); serving as IPT Secretariat executing processes detailed within the IRC Logistics IPT Charter; identifying, recommending, and instituting continuous Integrated Product Support (IPS) and strategy process improvements; coordinating Self-Assessments and Logistic Assessment reviews, consolidating comments; and configuring/maintaining the IRC Logistics Action Item Tracker and Logistics documents via the IRC Team portal (SharePoint). The documents prepared pursuant to this requirement shall be delivered.

CDRL A002: DI-ADMN-81505, Report, Record, or Meeting Minutes

**2.2.2 Inventory Management Support Services.** The Contractor shall monitor inventory of fielded systems for Total Life Cycle Systems Management (TLCSM). The Contractor shall monitor and track IRC material deliverables, and report discrepancies found in integrator records of inventories. The Contractor shall schedule and track delivery of serialized Original Equipment Manufacturer (OEM) components to ensure proper accountability of fielded systems and test articles. The Contractor shall assist in the coordination and conduct of annual onsite inventories by delivering a written report that can be incorporated with standard trip reports.

CDRL A004: DI-MGMT-80368A, Status Report (Trip Reports)

**2.2.3 Logistics Database Support Services.** The Contractor shall access, have an

understanding and populate data into the following databases: Total Force Structure Management System (TFSMS); GCSS-MC; Marine Corps Training Information Management System (MCTIMS), TOPIC; Life Cycle Modeling Integrator (LCMI)/LOGWAY and the DoD Item Unique Identification (IUID) Repository and Marine Corps Temporary Data Storage Repository for IUID. The Contractor shall update Equipment Off-Property Records (EOPR) and Military Equipment (ME) data (e.g. Table of Authorized Material Control Number (TAMCN), program name, serial number, contract number) and load Key Supporting Documentation (KSD) into the Marine Corps Financial Improvement Audit Readiness (FIAR) SharePoint site). The Contractor shall access and extract reports from the Total Life Cycle Management-Operational Support Tool (TLCM-OST) database, monitor potential issues such as dead-lined systems, readiness dropping below system readiness thresholds, and property accountability discrepancies. The Contractor shall access and, at the discretion of Marine Corps Tactical System Support Activity (MCTSSA), have the ability to enter data into Knowledge & Incident Management System (KIMS).

**2.2.4 Life Cycle Logistics Supportability Analyses.** The Contractor shall conduct Level of Repair Analyses (LORA), Depot Source of Repair Analyses, Job Task Analyses (to include evaluation of system design, tasks, jobs and environments to make them compatible with the needs, abilities and limitations of Marines) and sparing analyses.

CDRL A008: DI-MISC-80508B, Technical Report–Study/Services

**2.2.5 Material Fielding Team Support/Post Production Fielding.** The Contractor shall support all IRC Team disposal activities, retaining a copy of all disposal documents and delivering an electronic copy to the Lead Logistician.

CDRL A007: DI-MGMT-80555A, Maintain Disposal Documents

**2.2.5.1** The Contractor shall coordinate the fielding schedule IAW IRC Team Fielding Plans and input/update this plan in TFSMS on a continuous basis until all fielding events have been completed. The Contractor shall submit a Table of Organization and Equipment Change Request (TOECR) to update the shipped (“Shpd”) quantity in TFSMS upon completion of each fielding event.

**2.2.5.2** The Contractor shall provide Material Fielding Team (MFT) support to managing inventory, inspections, “hand-off” activities and resolving discrepancies identified during the fielding event. The Contractor shall work with gaining units to ensure fielded systems are added to the unit’s property records.

**2.2.5.3** Upon completion of each fielding event the Contractor shall ensure all receiving documents are signed and shall obtain a copy of all shipping and receiving documents (DD Form 1149/1348) and provide an electronic copy to the Lead Logistician for fielding records. The Contractor shall ensure the system(s) and associated KSD(s) are uploaded to GCSS-MC and Marine Corps System Command’s FIAR SharePoint Site (as applicable). The Contractor shall ensure that all IUID



marked property is loaded to the IUID registries.

**2.2.5.4** The Contractor shall support the Government as a liaison to Marine Forces regarding training and fielding events to capture user input and evaluation data.

**2.2.5.5** The Contractor shall evaluate equipment components, determine if components are currently in the supply system or if suitable substitute is available and provide recommendations as a part of selection for systems and system components.

**2.2.5.6** The Contractor shall analyze, review and provide recommendations on Engineering Change Proposals (ECPs) submitted by another contractor, Change Requests, Post Deployment System Support, Mobile Device Management reports, KIMS reports, readiness reports, and Product Quality Deficiency Reports.

**2.2.5.7** The Contractor shall interface with Marine Corps Logistics Command and other activities to coordinate equipment transportation and shipping requirements.

**2.2.5.8** The Contractor shall align the system maintenance strategy and assist in completing supply and provisioning activities to include NSN attainment; system provisioning and provisioning conferences; obsolescence management, Recommended Buy List development and management; sparing levels; and Nomenclature requests.

**2.2.5.9** The Contractor shall assist in the completion of Configuration Audits, Logistics Demonstrations, and Physical Teardowns of equipment in preparation for system refresh, movement or other events.

**2.2.5.10** The Contractor shall develop, analyze and submit recommendations to the Government on Bill of Materials, Technical Data Packages, and Engineering Drawings for Provisioning.

**2.2.5.11** The Contractor shall monitor the attainment of spare/repair parts and advise Lead Life Cycle Logistician (LCL) of status to insure scheduled fielding plans are not adversely impacted.

**2.2.5.12** Units Support. The Contractor shall assist in resolving warranty issues and coordinating warranty exchanges as needed. The Contractor shall assist in resolving user maintenance issues.

**2.2.5.13** The Contractor shall provide Logistics support and participation in IRC testing and training events.

## **2.2.6 Manpower, Personnel and Training (MPT)**

**2.2.6.1** MP&T Analysis and Plan. The Contractor shall support and facilitate Manpower, Personnel & Training (MP&T) IPTs. The Contractor shall employ the

MCSC's MP&T process to support MP&T IPT activities. The Contractor shall conduct MPT Analysis (per the applicable instructions, listed in paragraph 1.3), develop MPT Analysis Reports (MAR) and develop MP&T Plans based on the MAR in support of IRC programs. The Contractor shall provide briefings and prepare minutes at the MPT IPT meetings, coordinate with external agencies on planning and implementation of training in support of programs/products, and participate in the validation and verification of training materials and processes.

**2.2.6.2** Training Support. The Contractor shall assist in the development and evaluation of training plans in support of testing, fielding and user training for technology programs. The Contractor shall support the coordination of all IRC program training events.

**2.2.6.3** Curriculum Development & Updates. IAW the applicable instructions in paragraph 1.3 and CDRL A010, the Contractor shall develop and update training packages (e.g. creating Lesson Plans, Periods of Instruction, PowerPoint Presentations to include Digital and/or Online format) to support New Equipment Training (NET) and Instructor & Key Personnel (I&KP) training events for IRC programs. The Contractor shall designate an individual as a curriculum developer. The curriculum developer shall lead the development effort as well as coordinate with the Program MPT Lead and Project Officer. Curriculum support for IRC shall include assisting in the validation of NET products developed by external agencies and/or vendors IAW applicable instructions in paragraph 1.3 and DOD standards. In addition to curriculum support, the Contractor shall evaluate existing NET packages for measures of effectiveness; validate training materials and processes; and support program office personnel during training events.

**2.2.6.4** The contractor shall assist in the research and submission of the Manpower, Personnel and Training (MPT) Analysis Determination Tool and recommendations to the Project Officer and MPT Lead

**2.2.6.5** The contractor shall conduct and deliver, IAW CDRL A010, Job Task Analyses Master Task lists, POA&Ms, base line comparison studies, workload analyses, and learning analyses and submit recommendations to the Project Officer and MPT Lead.

**2.2.6.6** The contractor shall provide analysis and submit training recommendations for the development of Enabling Learning Objectives and Terminal Learning Objectives

**2.2.6.7** The contractor shall conduct Training Needs Analysis and provide recommendations to the Project Officer by utilizing the Systems Approach to Training process as well as industry standard methodologies (Analyze, Design, Develop, Implement, and Evaluate (ADDIE))

**2.2.6.8** The contractor shall capture and evaluate survey test data to determine

sustainment-training requirements and submit recommendations to the Project Officer.

**2.2.6.9** The contractor shall develop KSA and training material, IAW CDRL A010, to test case traceability matrix for Field User Evaluations/Exercises and Limited User Evaluations event to ensure KSAs for required tasks are trained and retained by test event participants.

**2.2.6.10** The contractor shall develop KSA and training material, IAW CDRL A010, to test case traceability matrix for Field User Evaluations/Exercises and Limited User Evaluations event to ensure KSAs for required tasks are trained and retained by test event participants.

**2.2.6.11** The contractor shall develop evaluations, IAW CDRL A010, to measure the effectiveness of Programs of Instruction developed for NET, I&KPT, and Test and Evaluation Training to ensure appropriate Knowledge Skills and Abilities (KSA) retention.

**2.2.6.12** Operator Training. The contractor shall assist the Subject Matter Experts (SMEs) and provide training sessions to System Operators (SOs) as needed for each fielded event. The Government will provide training a location, the contractor shall ensure availability of required training materials. Travel will be reimbursed at cost IAW DoD JTR limitations.

CDRL A010: DI-SESS-81637, Training Planning Process Methodology (TRPPM) Report

**2.2.7** The Contractor shall continue to liaison with Marine Forces during the sustainment phase of IRC Team platform life cycles in order to continuously monitor and evaluate the product support strategy.

### **2.3. Reserved**

**2.4 Financial-Business Management Support Services.** The Contractor shall provide specific Financial-Business Management Support Services to include the following:

**2.4.1** The Contractor shall provide financial management support to the PM C2S IRC team. This support shall include both budget formulation and budget execution. This support shall consist of preparing funding documents, financial tracking tasks, report development, financial data updates, budget analysis, and briefing development.

**2.4.2** The Contractor shall provide financial documentation to support Program Objective Memorandum (POM) submissions, budget exhibits, Program Execution Plan (PEP) briefs, PMRs, Mid-Year Reviews (MYRs), Congressional Briefings, and other financial portions of briefings.

**2.4.3** The Contractor shall perform budget execution tasks consisting of execution tracking, variance reports, financial data updates, budget analysis, controls tracking, and tri-annual report preparation. The Contractor shall track, update and maintain the status of commitments, obligations and expenditures of prior and current year funds through the use of Procurement Requate (PR) Builder and as reported in Standard Accounting, Budgeting and Reporting System (SABRS), ReportNet, and the USMC portion of the Naval Sea Systems Command (NAVSEA) Headquarters System (NHS) and CERBERUS. Contractor shall maintain project checkbooks, budget spreadsheets, and financial planning documentation for the PM C2S IRC team and its programs.

**2.4.4** The Contractor shall attend and participate in various IPRs, IPTs and WGs. The Contractor shall capture meeting minutes and, upon Government concurrence, disseminate to Program Financial Managers (FMs).

**2.4.5** The Contractor shall maintain access to all financial systems to include C2S SharePoint and electronic funding action request (eFAR) module and prepare funding documents using PR Builder and route these documents to designated government personnel for approval.

**2.4.6** The Contractor shall provide weekly reports to the team FM regarding the status of funding actions and as needed.

CDRL A006: DI-MGMT-80368A, Status Reports

**2.5 Engineering Support Services.** The Contractor shall provide specific Engineering Services to include:

**2.5.1 Reserved.**

**2.5.2 Optional Safety Services.** The need for Safety services is anticipated at this time, but may not actually be needed. If required, the pre-priced option CLIN will be exercised. The Contractor shall provide safety services for the assessment and documentation of safety related data for all IRC programs and provide surge support for all teams in PM C2S by:

**2.5.2.1** The contractor shall provide system safety assessments, documenting (in writing) all system safety and assessment findings, perform and develop the following System Safety documents:

- Safety Assessment Reports (SARs)
- Risk Acceptance Letters
- Hazard Logs/Analysis
- Safety Releases
- Lithium Battery Certifications
- National Environmental Policy Act (NEPA) Compliance documentation (Request for Environmental Impact Review (REIR), Facility Impact Report

- (FIR), and Decision Memorandums)
- Safety Review of system developed technical documentation, (Technical Manuals, Training, etc.)
- Programmatic Environment, Safety, and Health Evaluation (PESHE)
- Safety of Use Messages (as required, for mishaps that occur within the fleet)
- Safety Schedules/inputs to teams' IMS
- Other supportive documentation, as required

For the IRC Team portfolio of programs, safety analyses will support conceptual development solutions, acquisition programs of record, sustainment actions to support fleet availability, safety analysis of integrated solutions across various platforms, and critical safety analysis for safety mishaps within the fleet.

The Contractor shall provide support across all of IRC Team programs. Responsibilities will be to support the IRC Team Technical Support Staff (TSS) for Safety. The Contractor shall coordinate with the PM C2S TSS for safety for specific tasking efforts. In support of the TSS for safety, the Contractor shall conduct reviews and adjudicate comments on all safety documents discussed above for all PM C2S teams. Additionally the Contractor shall work with team leads, engineers, and logisticians to ensure a safety schedule is in place to cover all needed safety analyses to support team test events and fielding decisions.

**2.5.2.2** The Contractor shall have a thorough understanding of safety to include Naval Sea Systems Command Instruction (NAVSEAINST) 5000.8 (*Naval SYSCOM Risk Management Policy*), DoD 5000.02 (*Operation of Defense Acquisition System*), MCSC Order 5090.1 (*Implementation Procedures for the National Environmental Policy Act and Executive Order 12114*), Executive Order 12114 (*Environmental Effects Abroad of Major Federal Actions*), MIL-STD-882E (*U.S. Department of Defense Standard Practice for System Safety*), MCSC Order 5100.29C (*Safety Releases*), MCSC Order 9300.1 (*Marine Corps Systems Command Implementation of the Naval Lithium Battery Safety Program*), and other safety related MIL standards.

**2.5.2.3** The Contractor shall participate in IRC Teams' IPT meetings in order to ensure safety schedule and priorities remain aligned with team planning.

**2.5.2.4** The Contractor shall coordinate with PM C2S TSS for Safety to conduct Environment Safety and Occupational Health Working Groups (ESOH WG) on at least a quarterly basis. At these meetings, information related to system design, manufacture, operation, maintenance, storage, transportation, and disposal is exchanged and associated hazards and safety risk are assessed.

### **2.5.3 Reserved**

**2.5.4 Test and Evaluation Services.** The Contractor shall provide Test and Evaluation (T&E) services to the IRC Team, consistent with current CES T&E policy and MCSC T&E Handbook guidance. The Contractor shall:

- Review, and advise on CES T&E policy and MCSC T&E Handbook guidance.
- Review and provide feedback to the Government on T&E related matters to include Test Plans, Test Procedures, TEMPs, and other documentation that impact T&E.
- Support the preparation and execution of testing and demonstration of system capabilities to verify the provider's (Government or Contractor) documentation and solutions (hardware, software and total system) are adequate and acceptable to MCSC. This includes development, drafting, and delivery of the associated technical documentation such as; TEMPs, Test Plans (TP), Test Procedures, Data Analysis Plans (DAP), Test Reports and Capabilities and Limitation (Caps & Lims) reports, as written deliverables.
- Ensure recommended T&E strategies are coordinated and consistent with System Engineering Plans (SEP).
- Support the coordination of IRC test and evaluation tasks, issues, processes and other IRC items of interest.
- Advise and make recommendations to ensure that Developmental T&E (DT&E) requirements are addressed in all phases of the acquisition life cycle process.
- Prepare for and support Test Readiness Review (TRR) events.
- Prepare for and support Systems Engineering Technical Review (SETR) events.
- Prepare for and support Configuration Control Board events.
- Prepare for and support Engineering Review Board events.
- Review test reports for adequacy and provide recommendations to support engineering and milestone decisions.
- Make recommendations for the selection of appropriate test ranges, test facilities, laboratories and test sites.
- Participate in requirements/capabilities documents development and ensure requirements are testable and traceable to operational capabilities.

CDRL XXXX for T & E Support TBD

**2.5.4.12** Prepare a Feasibility of Support message IAW MCSC procedures for tests that require operational Marine support including System Integration Tests (SIT) and Fleet User Evaluations (FUE).

**2.5.4.13** Participate in and support Fleet exercises and experiments, as requested, in the role of observer and data collector.

**2.5.5 Systems Engineering.** The Contractor shall provide Systems Engineering services to the IRC IPT. The Contractor shall:

**2.5.5.1** Review and advise on designs and fabrication of materiel solutions provided by Government and civilian Contractors; provide written evaluation

observations and recommendations of proposed solutions. The Contractor shall provide support to other program office staff executing technical and programmatic decision making efforts.

**2.5.5.2** Assist in coordinating efforts to identify and evaluate technical solutions and system design enhancements to improve overall system capabilities identified by the users' current operational capabilities documentation and other urgent capability needs when defined.

**2.5.5.3** Support the coordination of IRC systems engineering tasks, issues, processes and other IRC items of interest.

**2.5.5.4** Assist with the collection, analysis, transformation, dissemination, visualization and development of engineering related programmatic documentation supporting command decisions and briefings. This includes development, drafting, and delivery of technical documentation such as: SEP, Program Protection Plan, Baselines (Functional, Allocated and Product), Information Assurance (IA) Vulnerabilities Management Plan (IAVMP), Clinger-Cohen Act (CCA) packages, Technical Review Action Plans (TRAPs) for SETR events, and other technical, programmatic or briefing documentation as required to meet acquisition requirements.

**2.5.5.5** Support and attend all applicable Integrated Product Team (IPT) meetings, Working Group (WG) meetings, system demonstrations, test events, and phone conferences in order to prepare the systems for design, integration, testing, fielding and transition to sustainment as required. This includes potential travel to all supporting locations and other events and meetings as required.

**2.5.5.6** Provide tracked documents for production and post-production support, analysis input, and recommendations.

**2.5.5.7** Support CM of documentation, systems and sub-systems through preparation, review and tracking of ECPs IAW the applicable Configuration Management Plan. Support and attend program CM review boards as required.

**2.5.5.8** Support development, review, analysis inputs and recommendations, and management of the system requirements traceability for all systems using all associated operational capabilities documentation.

**2.5.5.9** Support the necessary development, review, analysis, update, delivery, and management of technical documentation such as: Systems Requirements Document (SRD), Work Breakdown Structure (WBS) and all lower level system requirements documentation such as Hardware Requirements Specification (HRS), Software Requirements Specification (SRS), Interface Requirements Specification (IRS), Hardware Design Description (HDD), Interface Design Description (IDD) and Interface Control Document (ICD).

**2.5.5.10** Support the program in Diminishing Manufacturing Sources and Material Shortages (DMSMS) activities to identify and deliver documentation identifying proposed IRC Team system risks, concerns, product baseline impacts, technical or programmatic solutions which provide technically sound observations and recommendations of proposed solutions.

**2.5.5.11** Support architecture management IAW the *DoD Architecture Framework (DoDAF) Version 2.02*. The Contractor shall provide support for modifications of existing architectural products and to assist with development of all necessary DoDAF Views.

**2.5.6 Engineering Support.** The Contractor shall provide Engineering Support to the IRC Team.

**2.5.6.1** Engineering Support will include, but is not limited to:

- Recording meeting minutes during engineering meetings;
- Scheduling resources in support of Technical Reviews (TR) (phone bridge, conference room reservations, collaborative services);
- Assisting in the drafting of summary reports, closure reports, weekly SETR reports;
- Serving as Request For Action (RFA) manager executing processes detailed within SETR 2.0 process guide;
- Identifying, recommending, and instituting continuous TR process improvements;
- Coordinating technical reviews;
- Coordinating TRAP reviews and consolidate comments;
- Configuring / Maintaining the SETR portal for IRC Team TR events (SharePoint);
- Archiving TR information;
- Reviewing TRDP and Submit RFAs (If engineer or equivalent);
- Conducting an audit of TRDP items against the TR plan (SEP table 4.4-1) / TRAP prior to the Kickoff/Entrance Criteria Meeting;
- Facilitating TR meetings (Kickoff, RFA Scoring, confirmation brief);
- Assisting in the development and Approval of the Entrance Criteria Evaluation Report;
- Pre-Assigning RFAs;
- Confirming RFA Originator concurrence with sufficiency of RFA responses;
- Ensuring appropriateness of all responses to RFAs;
- Determining and recording closure of both Non-Critical and Critical RFAs;
- Assisting in the development of the TR Summary Report;
- Assisting in the development of the RFA Summary Report for inclusion in the TR Summary Report; Record meeting attendance;
- Assisting in the development of closure reports.



**2.5.7 Program Office Protection Lead (POPL) Support Services.** The Contractor shall provide specific POPL Support Services to include the following:

- The Contractor shall work closely with the POPL and Program Security Specialist to ensure that all technology protection document development, updating, and staffing are accomplished as depicted in the Program's Integrated Master Schedule (IMS) and as described in the Defense Acquisition Guidebook.
- The Contractor's employees require access to classified source data up to and including SECRET in support of this work effort; therefore, the Contractor's employees must have a current favorably adjudicated security clearance investigation and at a minimum an eligibility determination of SECRET as required by DOD Manual 5200.01, Volume 1.
- The Contractor shall document process progress and participant data and input for the Critical Program Information (CPI) Integrated Product Team (IPT) Working Group, as required by DoD Directive 5200.39 and described in the Assistant Secretary of Navy (RDA) Memorandum "Required Use of Standardized Process for the Identification of Critical Program Information (CPI) in DON Acquisition Program," February 20, 2008.
- The Contractor shall develop and update the Program Protection Plan (PPP), delivering an initial draft when the program enters the acquisition process, a final draft at the Milestone C Decision, and a Milestone Decision Authority (MDA) reviewed and approved PPP for the Full Rate Production (FRP)/Full Deployment Decision (FDD) Review as required by DoD Instruction 5000.02 and described in PDUSD Memorandum "Document Streamlining – Program Protection Plan (PPP)," July 16, 2011.
- Assist the POPL in developing a Security Classification Guide (SCG), as needed, which is well written, clear, concise, and easily understood as required by DoD Manual 5200.01 Volumes 1 and 4, and DoD Manual 5200.45.

### **3.0 Security Requirements**

**3.1 General.** This contract will require the contractor to have a Secret Facility Clearance and will require certain contractor employees to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance prior to classified performance and in time so that required performance is not delayed. 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 having a completed background

investigation (as required) prior to, and without delaying, classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment.

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

**3.2 COMMON ACCESS CARD (CAC) REQUIREMENT.** The COR will identify and approve only those contractor employees performing on this contract that require CACs in order to perform their job function. IAW Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI.) Prior to being authorized to have 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 revoked and returned to the Government.

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 notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor who has been issued a CAC, regardless of whether a JPAS Incident Report is submitted.

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

**Marine Corps Base Quantico (MCBQ) Installation Gate Access** – Access onto MCBQ requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e. Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) that can be scanned at all installation Gates prior to being granted access onto the installation. Contractors/vendors who require routine/reoccurring access to MCBQ and who are not receiving a CAC in support of

this contract effort (or do not already have an acceptable PIV), are eligible for a DBID card. DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordinating with the COR and the MCSC, AC/S G2, Physical Security Team (PHYSEC Team). To obtain a DBID card, the vendor shall submit a completed Vendor Screening Form (obtained from the COR or the PHYSEC Team) via encrypted email to [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil), faxing to 703-432-3481 (attn.: Physical Security), or a hand delivered typed hard copy to the PHYSEC Team at Building 2200. The information on the Vendor Screening Form will be used by MCBQ PMO to conduct a background check. The vendor will be notified of the results of their vendor screening background check by the PHYSEC Team and/or COR. Vendors who do not meet the eligibility standards, will not be cleared for access onto MCBQ or MCSC. Vendors who meet the eligibility standards and receive a favorable response to the background check will be required to complete the DBID registration process using a website address/link that will be provided by the PHYSEC Team or COR. Once the Vendor has successfully completed the DBID registration process, a registration code will be provided. The registration code shall be printed and hand carried by the Vendor to MCBQ PMO, Bldg 2043, between the hours of 0700 - 1500 in order to be issued the DBID card. DBID cards will be issued for a period of 3 years regardless of contract expiration. For additional questions regarding submission of the Vendor screening Form or access requirements, you may contact the PHYSEC Team at [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil) or by calling 703-432-3964/3909.

**Marine Corps Systems Command Facility Access** – All contractor personnel accessing Marine Corps Systems Command facilities/buildings, must maintain compliance with access control policy identified within MCSCO 5530.2A - Access Control Order. Access into MCSC facilities requires use of a Command facility access badge issued by the PHYSEC Team. Contractor personnel assigned to sit within MCSC spaces with a dedicated (by name) workspace will be considered as “on-site” contractors and may be issued a Green badge with the holder's photograph. Contractor personnel that frequently visit (three or more times a week) MCSC spaces will be considered as “off-site” contractors and may be issued an Orange badge with the holder's photograph. Issuance of a MCSC facility access badge shall be initiated by the COR using the Badge Request process hosted on the MCSC VIPER website. Vendors may be issued a MCSC facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MCSC facility access badge. All other vendors supporting this contract who do not meet the “Green” or “Orange” badge standards shall be required to have their visit to MCSC notified in advance using the MCSC Visitor Notification System hosted on the MCSC VIPER website. Visitor Notifications shall only be submitted by a MCSC sponsor with access to the MCSC VIPER website. Visitors who arrive at MCSC facilities without an approved Visitor Notification on file shall be turned away unless a MCSC escort with a “White,” “Powder Blue,” or “Green” badge can be reasonably coordinated. Vendors possessing an “Orange” badge are not authorized to escort visitors without an approved Visitor Notification on file. All “Green” and “Orange” badges will be programmed with unescorted access into approved MCSC facilities Monday through Friday from 0630-1700. Unescorted access outside of these times to include federal holidays, furloughs, shutdowns, etc. is restricted. For additional questions regarding MCSC facility access requirements, you may contact the PHYSEC Team at [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil) or by calling 703-432-3964/3909.

### 3.3 Information Assurance (IA) Controls

The Contractor shall incorporate the baseline security controls, as described in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 and 800-171. The security requirements apply to all components of nonfederal systems and organizations that process, store, or transmit CUI, or that provide security protection for such components. The requirements are intended for use by federal agencies in contractual vehicles or other agreements established between those agencies and nonfederal organizations.

The Contractor shall:

- Fully implement Multifactor Authentication (MFA) IAW NIST SP800-171, 3.5.3, NIST SP 800-53 IA-2(1)(2)(3)
- Fully implement FIPS 140-2 Validated Encryption IAW NIST SP 800-171, 3.13.16; NIST SP 800-53, SC-13, SC-28(1).
- Employ the Principle of least-privilege or “need to know” IAW NIST SP 800-171, 3.1.5-6; NIST SP 800-53 AC-6(1)(5)(2).
- Review User Privileges at least annually, IAW NIST SP 800-171, 3.1.7; NIST SP 800-53 AC-6(9)(10).
- Monitor and Control Remote Access Sessions IAW NIST SP 800-171, 3.1.12; NIST SP 800-53 AC-17(1).

With the approval from the government, some baseline IA Controls may not be implemented dependent upon the defense in depth provided concept of operations described in the capabilities document. The PERM may in part rely upon planned or existing controls provided by the hosting enclave. The Contractor shall provide a plan to the government to implement all appropriate security controls that will be sufficient to achieve Security Certification and Accreditation for a Platform IT system as described in the DoD Instruction 8510.01 and Committee on National Security Systems Instruction (CNSSI) 1253.

Contractor shall provide a System Security Plan (SSP) IAW NIST SP 800-171, indicating whether the Contractor has implemented the security requirements therein, plans to implement the security requirements, or that the requirement is not applicable.

Attached to the SSP shall be a populated POA&M with all outstanding findings discovered during the self-audit describing compliance or non-compliance and plans of action(s) of the total list of security controls. This SSP and POAM shall be delivered at the Post-Award Conference , and on an annual basis, or upon request thereafter.

CDRL A011: System Security Plan and Associated Plans of Action

The Contractor shall report all cyber Incidents or compromises related to Government Controlled Unclassified Information (CUI) on the contractor’s system/network IAW DFARS clause 252.204-7012 to the Damage Assessment Office (DAMO) via the DIB-Net website (<http://dibnet.dod.mil>) within 72 hours, or as required/posted on the DIB-NET website. In addition, the contractor will provide a detailed written report with 15 Calendar Days.

CDRL A012: Cyber Incident Report

The Contractor shall submit a list of all its supporting Tier 1 Level Suppliers receiving or developing Covered Defense Information, otherwise known as Controlled Unclassified Information (CUI).

In addition, the Contractor shall provide its plan to track flow-down of covered defense information and to assess DFARS Clause 252.204-7012 compliance of known Tier 1 Level suppliers.

CDRL A013: List of All Supporting Tier 1 Level Suppliers, and Plan to Track Flow Down of Covered Defense Information

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 17		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7352		2. DELIVERY ORDER/CALL NO. M6785419F3505		3. DATE OF ORDER/CALL (YYYYMMDD) 2019AUG29	4. REQUISITION/PURCH REQUEST NO. RFPREQ-PMM-161-008	5. PRIORITY Unrated	
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050			7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOB SCD: C <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR CODE 55PT3 FACILITY 801184735 NAME AND ADDRESS Claxton Logistics Services, LLC 400 Corporate Drive Stafford, VA 22554			10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WAWF			13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G				
14. SHIP TO CODE SEE SECTION F			15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL <input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.					
	PURCHASE <input type="checkbox"/>	Reference your _____ furnish the following on terms specified herein.					
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
Claxton Logistics Services, LLC		Gene Baker					
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE			
				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:							
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE							
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE						
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA /s/Lisa Anne Burns BY:		07/25/2019 CONTRACTING/ORDERING OFFICER	25. TOTAL \$1,253,079.96	26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	29. D.O. VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				35. BILL OF LADING NO.		
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.		