

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 32
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7087		2. DELIVERY ORDER/CALL NO. M6785423F3000		3. DATE OF ORDER/CALL (YYYYMMDD) 2022OCT19	4. REQUISITION/PURCH REQUEST NO. M67854-22-NR-55024
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050		CODE M67854	7. ADMINISTERED BY (If other than 6) SCD: C		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
9. CONTRACTOR NAME AND ADDRESS Alexandria Insights, Inc. 925 Corporate Dr. Suite 213 Stafford, VA 22554-4881		CODE 6W3T6	FACILITY 078819755	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
12. DISCOUNT TERMS Net 30 Days WAWF		13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G			
14. SHIP TO SEE SECTION F		CODE	15. PAYMENT WILL BE MADE BY DFAS COLUMBUS HQ0871 PO BOX 360922 Columbus, OH 43213-9022		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
16. TYPE OF ORDER	<input checked="" type="checkbox"/> DELIVERY/ CALL <input type="checkbox"/> PURCHASE	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. 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.			
Alexandria Insights, Inc.		SIGNATURE	TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)
<input checked="" 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
	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 BY: /s/Cori Kirkbride			10/19/2022 CONTRACTING/ORDERING OFFICER	25. TOTAL 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.	29. D.O. VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS	<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.			31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	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.

Section C - Description/Specifications/Statement of Work

PERFORMANCE WORK STATEMENT (PWS)

PROGRAM MANAGER (PM) GROUND/AIR TASK ORIENTED RADAR (G/ATOR)

SUPPORT SERVICES FOR PRODUCT MANAGER (PdM) FUTURE RADAR SYSTEMS

1.0 Introduction

Program Executive Officer Land Systems (PEO LS) Program Manager Ground/Air Task Oriented Radar (PM G/ATOR), Product Manager (PdM) Future Radar Systems (FRS) is responsible for planning, coordinating, and executing comprehensive acquisition strategies, policy development for respective areas of interest, and analysis of its program portfolio inclusive of product support for the United States Marine Corps (USMC) acquisition programs and fielded assets. On-going life cycle initiatives, new Office of the Secretary of Defense (OSD) and Assistant Secretary of the Navy Initiatives, and USMC initiatives require expert knowledge of acquisition and sustainment for all levels of Acquisition Category (ACAT) programs. Comprehensive knowledge and experience in providing senior leadership, expertise, oversight, verification, validation, and evaluation support, to ensure effective management of programs, is critical in meeting the mission of the USMC.

2.0 Background

In November 2020 PM G/ATOR established the PdM FRS product line to address the growth in capabilities and mission threads the AN/TPS-80 G/ATOR will be required to support. Examples include the inclusion of G/ATOR in Naval Integrated Fire Control (NIFC) and Integrated Air and Missile Defense (IAMMD) mission threads, briefs and communication with potential Foreign Military Sales (FMS) customers, G/ATOR Air Traffic Control mode, and development of an upgraded Radar Signal Processor (RSP) that will support future capabilities. In addition new sensors such as the Medium Range Air Defense Radar (MRADR) are managed by PdM FRS. These additional capabilities add to the existing G/ATOR program of record and will be integrated to the existing program baseline as the technologies and capabilities mature.

3.0 Scope

This procurement addresses the requirement for a contractor to provide services relating to PdM FRS business, acquisition, financial management support, logistics, engineering, and test-related activities to include acquisition policy and program documentation development, program analysis, logistics management services, engineering support, and test support services. The primary focus of this procurement are tasks related to the continued development, upgrade, production, fielding, and sustainment of future capabilities that will be integrated into the AN/TPS-80 G/ATOR and MRADR. The tasks outlined in this Performance Work Statement (PWS) are presented as performance standards relating to PdM FRS priorities in order to meet Program objectives.

4.0 General Requirements

4.1 Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with government personnel.

4.2 Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

4.3 Work efforts in support of this PWS effort shall be accomplished at the contractor's facilities. The contractor facility shall be located within 15 miles of 2200 Lester Street, Quantico, VA, and shall be capable of hosting multiple concurrent government meetings, up to 30 personnel in total. The facility shall include audio teleconferencing and briefing projection capability. Laptops, cellular equipment/services, and other items of convenience are not reimbursable as Other Direct Costs (ODCs).

4.4 The contractor shall provide a classified work space, store classified documents, and host classified meetings of up to 30 personnel in order to support the exchange of classified information and material within the parameters of Sec J Attachment 3 DD254. Work performed under this contract will involve access to sensitive and classified information. The contractor shall follow Department of Defense (DoD) standards for the release of any classified or unclassified CUI info.

4.5 The contractor shall report labor hours (including subcontractor hours) via a secure data collection site, accounting for ALL labor hours worked in performance of PdM FRS support services. The contractor shall complete 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://ecmra.mil/Login.aspx>.

5.0 Overarching Support

5.1 Within 30 days of the start of performance, the awardee shall organize a Post Award Conference (PAC) to be attended by the Contracting Officer, Contracting Officer's Representative (COR), program office representatives, and contractor personnel. During the PAC the contractor shall reconcile performance requirements including: detailed organizational chart, 30-day staffing plan, roles of team members/subcontractors, security requirements, funding and management of funds, and quality control measures to ensure performance that fully complies with all requirements.

CDRL A003 - Post Award Conference Briefing Materials

5.2 The contractor shall perform those activities necessary for successful execution of the acquisition programs, developmental efforts, middle tier acquisition efforts, future acquisition pathways, and Other Transaction Authorities (OTAs), including a wide variety of vital functions as described within program Integrated Master Schedules (IMSs), program Acquisition Decision Memorandum (ADM) documents, and the current DoD 5000 series of instructions.

5.3 The contractor shall schedule, facilitate, and participate in working groups (WG), Integrated Product Team (IPT) meetings, technical interchanges, technical reviews, and decision briefings.

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

CDRL B001 – Status Report

5.5 The contractor shall prepare and deliver presentation materials, draft meeting minutes, and capture action items for meetings/events.

CDRL B002 – Presentation Material

CDRL B003 – Conference/Meeting Minutes

5.6 The contractor shall review taskers assigned to PdM FRS, provide recommendations for government review and comment, and consolidate the final response.

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

5.8 The contractor shall update programmatic, logistic, contractual, engineering, and technical information in the designated government databases, platforms, and repositories.

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

6.0 Acquisition Support

6.1 The contractor shall draft and review acquisition documents required by statute, regulation, and policy and revise as needed for the program office's final approval.

6.2 The contractor shall draft, review, and submit procurement package documentation in support of PdM FRS contract activities.

6.3 The contractor shall support the procurement process for PdM FRS by identifying milestones and requirements to complete contract packages.

7.0 Program Analysis

7.1 The contractor shall provide acquisition planning services to PdM FRS including developing, and reviewing, and updating various procurement documents.

7.2 The contractor shall perform compliance reviews of official correspondence, procurement documents (e.g., Acquisition Plans (APs), Acquisition Strategies (ASs), Statements of Work (SOWs), CDRLs, RFP contract sections, and other government taskers). The contractor shall review these documents and identify non-compliance with Federal Government, Office of the Secretary of Defense (OSD), Department of the Navy (DoN), Marine Corps Systems Command (MCSC), and PEO LS acquisition policies and report non-conformances to the document originator.

7.3 The contractor shall conduct acquisition strategy research in accordance with DoD policies; draft, staff, and update the documents for PdM FRS; and import the final documents into the PM G/ATOR SharePoint site.

7.4 The contractor shall support the development, updating, and tracking of acquisition and program documentation (e.g., program briefs, organizational charts, staffing spreadsheets and others), and shall upload final documents into the PM G/ATOR portal.

7.5 The contractor shall assist in the development of all informational briefs for PdM FRS, Integrated Product Team (IPT) briefs, Congressional briefs, milestone briefs (including Gate Reviews), and recurring Program Management Reviews (PMRs) for PdM FRS.

CDRL A001 – Technical Report-Study/Services

7.6 The contractor shall collect weekly Situational Report (SITREP) inputs from the PdM FRS team and consolidate them for review prior to

submission to PM G/ATOR.

7.7 The contractor shall perform action item management in support of PdM FRS. The contractor shall collect action items in a single database, platform, or tracker.

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

7.9 The contractor shall conduct risk identification, develop risk mitigation strategies, and report and track risks through processes described in the PM G/ATOR Risk Management Plan. The contractor shall address action items, prepare agendas and presentation materials. Participate in bi-weekly Risk Working Groups (RWGs), monthly Risk Advisory Boards (RABs), and quarterly Risk Management Boards (RMBs).

CDRL A001 – Technical Report-Study/Services

CDRL B002 – Presentation Material

7.10 The contractor shall develop and deliver IMS reports including 30-60-90 day outlooks, variance reports, past-due task reports, and schedule milestone snapshots. The contractor shall perform detailed schedule analysis. Analysis includes evaluation of the critical path, assessment of schedule risk, and conformance to the DoD IMS Integrated Master Plan (IMP) Guide.

CDRL A001 – Technical Report-Study/Services

8.0 Program Engineering Support

8.1 The contractor shall provide overarching engineering support to PdM FRS by providing final quality assurance checks for engineering documents prior to submission to the government engineering team.

8.2 The contractor shall support PdM FRS by facilitating technical reviews, technical interchanges, and other meetings on behalf of the PdM FRS engineering team.

8.3 The contractor shall support PdM FRS by developing and maintaining action items, meeting minutes and briefing materials.

CDRL A001 – Technical Report-Study/Services

9.0 Project Management Support

9.1 The contractor shall perform project management and acquisition support to the development activities managed by PdM FRS.

9.2 The contractor shall assist PdM FRS in development of acquisition and contracting strategies to meet programmatic objectives within the cost, schedule, and performance parameters.

9.3 The contractor shall develop, maintain, and deliver IMSs for PdM FRS programs and projects to cover tasks and activities for all competencies

and technical areas.

CDRL A001 – Technical Report-Study/Services

9.4 The contractor shall perform detailed schedule analysis. Analysis includes evaluation of the critical path, assessment of schedule risk, and conformance to the DoD IMS IMP Guide.

9.5 The contractor shall support PdM FRS Product Manager and Project Officer by developing and maintaining action items, meeting minutes and briefing materials.

CDRL A001 – Technical Report-Study/Services

10.0 Project Logistics Support

10.1 The contractor shall develop, plan, and execute support strategies, logistics plans, and depot strategies for PdM FRS projects.

10.2 The contractor shall conduct reliability analysis and develop sparing strategies for PdM FRS projects.

10.3 The contractor shall develop, review, and update PdM FRS Fielding Plans.

CDRL A001 – Technical Report-Study/Services

10.4 The contractor shall draft, review, update and deliver Stock List (SL)-3s for government approval, as required by the government.

CDRL A001 – Technical Report-Study/Services

10.5 The contractor shall review technical manuals provided by Original Equipment Manufacturers (OEMs) and provide recommended edits to the government.

10.6 The contractor shall coordinate, conduct, and document validation/verification events for I-type documents, technical manuals, and other logistics products.

10.7 The contractor shall develop, review, and update Life Cycle Sustainment Plans.

CDRL A001 – Technical Report-Study/Services

10.8 The contractor shall provide input into Independent Logistics Assessments (ILAs) in accordance with SECNAVINST 4105.1C.

10.9 The contractor shall research, analyze, validate, and input data into the Logistics Requirements Funding Summaries (LRFS).

CDRL A001 – Technical Report-Study/Services

10.10 The contractor shall draft and update Facilities Impact Reports (FIR).

CDRL A001 – Technical Report-Study/Services

10.11 The contractor shall draft, review, and update Item Unique Identification (IUID) Plans.

CDRL A001 – Technical Report-Study/Services

10.12 The contractor shall perform quarterly Total Force Structure Management System (TFSMS) reviews and recommend updates to ensure MCSC responsible data fields are current.

10.13 The contractor shall develop, review, and update Disposal Plans.

CDRL A001 – Technical Report-Study/Services

10.14 The contractor shall review Product Quality Deficiency Reports by accessing the Product Data Reporting and Evaluation Program (PDREP) tool and provide recommendations for corrective action.

10.15 The contractor shall provide inputs to and review Diminishing Manufacturing Sources and Material Shortages (DMSMS) plans provided by equipment Original Equipment Manufacturers. The contractor shall report DMSMS issues and concerns that may lead to extended long-lead times, non-availability of supplies and/or parts, and system or part obsolescence.

10.16 The contractor shall perform DMSMS analysis and deliver reports identifying the contractor's findings, issues, and concerns, to include detailed mitigation strategies in accordance with the DMSMS plan.

CDRL A001 – Technical Report-Study/Services

10.17 The contractor shall analyze supply and maintenance readiness for PdM FRS-managed equipment. The contractor shall evaluate historical data, identify readiness issues and possible corrective actions, and recommend changes to reduce logistics-related total ownership cost or improve material readiness in a Material Readiness Report.

CDRL A001 – Technical Report-Study/Services

10.18 The contractor shall develop, review, and update Depot Source of Repair (DSOR) recommendation letters and Depot Maintenance Inter-service (DMI) forms.

CDRL A001 – Technical Report-Study/Services

10.19 The contractor shall research, analyze, and conduct Level of Repair Analyses (LORAs).

CDRL A001 – Technical Report-Study/Services

10.20 The contractor shall participate as part of the equipment fielding and installation team by coordinating all fielding efforts, traveling to fielding locations, and participating in the inventory and issue process.

11.0 Equipment Specialist Support (Resident in Albany, GA)

11.1 The contractor shall provide technical support for the cataloguing and the provisioning of parts for PdM FRS supported equipment. This support shall reside in Albany, GA.

11.2 The contractor shall draft, review, and update Technical Instructions (TIs), Supply Instructions (SIs), and Modification Instructions (MIs) and deliver the same for government approval. The contractor shall provide validation documentation for all I-type documents developed.

CDRL A001 – Technical Report-Study/Services

11.3 The contractor shall perform sparing analysis for equipment managed by PdM FRS and provide inputs into logistics plans and documentation.

11.4 The contractor shall support PdM FRS by completing the required documentation for shipping equipment and parts.

12.0 Project Engineering Support

12.1 The contractor shall develop, plan, and implement engineering efforts required to meet the objectives of PdM FRS projects.

12.2 The contractor shall develop, review, and update Systems Engineering Plans and program-specific annexes.

CDRL A001 – Technical Report-Study/Services

12.3 The contractor shall provide technical inputs and data to support model based systems engineering efforts for PdM FRS programs and projects.

12.4 The contractor shall provide reliability, availability, and maintainability expertise to support execution of PdM FRS programs and projects. The contractor shall review and provide inputs to system specifications.

12.5 The contractor shall develop, review, and update Department of Defense Architecture Framework (DoDAF) viewpoints for PdM FRS assigned projects IAW the most current DoDAF version.

CDRL A001 – Technical Report-Study/Services

12.6 The contractor shall support Configuration Management activities as defined in the approved PM G/ATOR Configuration Management Plan to include developing and reviewing baseline documentation, Engineering Change Proposals, and Configuration Management Plan Annexes as well as participating in Configuration Review Boards, Configuration Control Boards, and Configuration Audits.

CDRL A001 – Technical Report-Study/Services

12.7 The contractor shall support System Engineering Technical Review (SETR) event preparation, execution, and closure. The contractor shall develop, review, update, and deliver required documentation for all phases of SETR events.

CDRL A001 – Technical Report-Study/Services

12.8 The contractor shall participate in and support data analysis efforts to characterize system performance in support of developmental and testing activities performed by PdM FRS.

12.9 The contractor shall draft, review, revise, and deliver Technical Review Action Plans (TRAPs). The contractor shall collect and upload Technical Review Data Package (TRDP) artifacts in support of SETR events to government-specified websites.

CDRL A001 – Technical Report-Study/Services

12.10 The contractor shall track critical actions and results from SETRs in government-specified websites/tools.

12.11 The contractor shall analyze user requirements, provide inputs into the development of system specification documents, and ensure alignment of requirements and specifications with the applicable Requirements Traceability Matrices (RTM).

12.12 The contractor shall draft and track the documentation required for obtaining and maintaining frequency allocations for all systems.

CDRL A001 – Technical Report-Study/Services

13.0 Test and Evaluation Support

13.1 The contractor shall draft, review, and update Test and Evaluation Master Plans (TEMPS) and Annexes.

CDRL A001 – Technical Report-Study/Services

13.2 The contractor shall develop, review, update, and deliver test strategies, detailed test plans and procedures, and testing schedules.

CDRL A001 – Technical Report-Study/Services

13.3 The contractor shall coordinate with government and non-government test agencies to schedule appropriate facilities (such as test chambers), materiel, and personnel. The contractor shall develop cost and schedule estimates related to testing in order to facilitate program planning.

13.4 The contractor shall provide inputs into the preparation, execution, and closure of Test Readiness Reviews (TRR). The contractor shall develop, review, and update required documentation.

CDRL A001 – Technical Report-Study/Services

13.5 The contractor shall conduct analysis of test and evaluation artifacts and report findings to the government.

14.0 Management Control Activity (MCA) Support

14.1 The contractor shall assist with the birthing and redistribution of Capital and Non-Capital Military Equipment (ME) through the collection of Key Supporting Documents (KSD), completion of MCSC MCA documentation, and submittal of Global Combat Support System - Marine Corps (GCSS-MC) Service Requests (SR).

14.2 The contractor shall assist in the government property transfer process to include Government Furnished Property (GFP) transfers, temporary loans to external organizations, and bailments from U.S. vendors in good standing.

14.3 The contractor shall support property accountability and record management for program office acquisition-related property to maintain compliance with the DoD Financial Improvement and Audit Readiness (FIAR) initiative.

14.4 The contractor shall review and update property accountability records to reflect the current status, location, and condition of assets, including those possessed by external organizations, until authorized disposition of the property occurs per MCO 4400.201 Volume 10.

14.5 The contractor shall assist Property Custodians (PC), the Responsible Officer (RO) and Responsible Individuals (RI) with the inventory and reconciliation of Custodian Assets Reports (CAR) and Consolidated Memorandum of Records (CMR).

15.0 Financial Management Support

15.1 The contractor shall support financial management consisting of financial tracking tasks, financial reporting management, financial data updates, input to budget analyses, and controls tracking through various phases of budget execution.

15.2 The contractor shall assist in the preparation of routine financial management efforts such as phasing plans, Execution Review reports, and the development of Program Objective Memorandum (POM) submissions and associated artifacts.

15.3 The contractor shall draft financial slides, charts, graphs and periodic status reports based on data from multiple financial management databases, spreadsheets, and reports.

CDRL A001 – Technical Report-Study/Services

15.4 The contractor shall retrieve Status of Funds (SOF) and Active File Data Element Reports from ReportNet and other financial systems/databases as required for reconciliation.

15.5 The contractor shall track commitments, obligations, and liquidation status, and record the status of each in financial reporting systems; check for anomalies (discrepancies between Program reporting and Defense Agencies Initiatives (DAI) figures); and coordinate with the appropriate personnel to resolve those discrepancies.

15.6 The contractor shall track issues related to unobligated and un-liquidated funding of programs in preparation for Dormant Account Review – Quarterly (DARQ) reviews.

15.7 The contractor shall track the creation, approval, distribution, and administration of funding documents in DAI.

15.8 The contractor shall support development of spend plans, Program Execution Plans (PEP), Obligation Phasing Plans (OPP), budget spreadsheets, and financial planning documentation.

15.9 The contractor shall draft, review, and update commitment, obligation, liquidation, audit, and closeout documents to complete tasks associated with each phase of the funding document lifecycle.

15.10 The contractor shall analyze current and historical Planning, Programming, Budgeting, and Execution (PPBE) data in various financial data systems for any issues that require resolution. The contractor shall extract applicable financial data for building financial products.

16.0 Security Support

16.1 The contractor shall support review and update of Program Protection Plans (PPP) and any program specific appendixes.

CDRL A001 – Technical Report-Study/Services

16.2 The contractor shall support review and update of Security Classification Guides (SCG).

CDRL A001 – Technical Report-Study/Services

16.3 The contractor shall support IPTs in accomplishing Technology and Program Protection (T&PP) tasks to include Criticality Analysis and Identification, Threat Identification and Steering Groups, Vulnerability Assessments, and Countermeasure Development and Selection. The contractor shall participate in working groups and meetings with Marine Corps Intelligence Activity (MCIA).

17.0 Travel Requirements

The contractor shall be required to travel Continental United States (CONUS) and Outside Continental United States (OCONUS) to various locations. The contractor shall prepare a travel package request for COR/ACOR approval 14 days in advance for CONUS travel and 60 days in advance for OCONUS travel and submit via SharePoint for approval. The contractor shall comply with all Marine Corps Systems Command (MARCORSYCOM) OCONUS travel policies and procedures e.g. immunizations, trainings, driver's licenses, and insurances.

18.0 Security Requirements

18.1 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 and a Secret Safeguarding Level prior to classified performance at the contractor's facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of 32 CFR Part 117 NISPOM. 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. The contractor FSO is however required to establish, populate and own the DISS record of every contractor processed for and/or issued a CAC. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment.

18.2 In accordance with DODI 5200.48 - DOD Controlled Unclassified Information (CUI), all contractors supporting MARCORSYSCOM who receive, store, or generate CUI are required to take the DOD Mandatory CUI Training, available on the Security Awareness Hub at: <https://securityawareness.usalearning.gov/cui/index.html>. Per DoDI 5200.48 and pursuant to contractual requirements, DOD contractors require initial CUI training and annual CUI refresher training. Additional MARCORSYSCOM specific CUI training and guidance can be attained by contacting the MARCORSYSCOM AC/S G-2 at (703) 432-3141 / 3140.

18.3 Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3952/3490/3374 if any contractor performing on this contract receives an unfavorable adjudication as any issued CAC would need to be Revoked and Retrieved. Due to Insider Threat concerns, the FSO is also requested to 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 classified access, issued a CAC and/or a MCSC Building Badge. 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 classified access, granted IT designations, issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

18.4 System Security Plan and Plans of Action and Milestones (SSP/POA&M) Reviews

18.4.1 The contractor shall deliver its System Security Plan(s) (SSP(s)) for its covered contractor information system(s). The SSP(s) shall implement the security requirements in Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.204-7012, which is included in this contract. The contractor shall fully cooperate in the government's review of the SSPs.

CDRL A002 – System Security Plan (SSP) and Associated Plans of Action for a Contractor's Internal Unclassified Information System.

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

officer of any failure or anticipated failure to meet a milestone in such a POA&M.

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

18.4.4 The government may, at its sole discretion, conduct subsequent reviews at the contractor's site to verify the information in the SSP(s). The government will conduct such reviews at least every 3 years (measured from the date of contract award) and may conduct such reviews at any time upon 30 days' notice to the contractor. The contractor shall make updates as required to be compliant.

18.5 Naval Criminal Investigative Service (NCIS) Outreach

The contractor shall allow the Naval Criminal Investigative Service (NCIS) to install network sensors, owned and maintained by NCIS, on the contractor's information systems or information technology assets when intelligence indicates a vulnerability, or potential vulnerability. The contractor shall engage with NCIS industry outreach efforts and consider the recommendations of NCIS for hardening of DoN critical programs and technologies.

19.0 Common Access Cards (CAC) Requirement

The COR will identify and only approve those contractor employees performing on this contract that require a CAC in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's Defense Information System for Security (DISS) 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. Due to Insider Threat concerns, the Company is requested to notify the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3952/3490/3374, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, if they have been issued a CAC and/or a MCSC Building Badge.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual contractor is responsible to maintain as 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 official U.S. 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 MCSC contracts.

19.1 Marine Corps Enterprise Network (MCEN) Computer Access – Contractor personnel accessing Marine Corps Systems Command Information Systems must maintain compliance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD 2875 and a completion certificate 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 the Department of the Navy Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to complete the required training.

MCEN IT resources, if provided, are designated for official use only and other limited authorized purposes. DOD military, civilian personnel, consultants, and contractor personnel performing duties on MCEN information systems may be assigned to one of three position sensitivity designations.

1) ADP-I (IT-1): Favorably adjudicated T-5, T5R, (formerly known as Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR))

2) ADP-II (IT-2): Favorably adjudicated T-3, T3R, (formerly known as Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit (NACLIC)/Secret Periodic Review (S-PR))

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

Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) relating to the position being filled. Privileged users are defined as anyone who has privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must read, understand, and comply with policy and guidance to protect classified national security information, Controlled Unclassified Information (CUI), and prevent unauthorized disclosures in accordance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

19.2 MCEN Official E-mail usage – MCEN IT resources are provided for official government use only 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 CUI, an attachment, or embedded active content must be digitally signed.

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

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

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

20.0 DEFENSE BIOMETRIC IDENTIFICATION (DBID) CARD

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

21.0 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 are not receiving a CAC in support of this contract effort (or do not already have an acceptable PIV), are eligible for a DBID card. DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordination with the COR and the 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, 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 or by calling 703-432-3964/3909.

21.1 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 "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 "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 or by calling 703-432-3964/3909.