

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 19	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D8849			2. DELIVERY ORDER/CALL NO. M6785419F3503		3. DATE OF ORDER/CALL (YYYYMMDD) 2019JUL01		4. REQUISITION/PURCH REQUEST NO. M67854-19-R-3502		5. PRIORITY Unrated		
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050				7. ADMINISTERED BY (If other than 6) CODE M67854		SCD: C		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR X Corp Solutions, Inc. 1000 Corporate Drive, Ste 119 Stafford, VA 22554				FACILITY 967917704		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				15. PAYMENT WILL BE MADE BY CODE M67443 DFAS Columbus ATTN: KANSAS P.O.BOX 369022 COLUMBUS, OH 43236-9022				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.											
X Corp Solutions, Inc. 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 BY: _____				06/19/2019 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. <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.						a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

**Performance Work Statement
For
Command Element Systems (CES)
Enterprise Support
M67854-19-R-3502/15 April 2019**

1.0 OBJECTIVE AND SCOPE

The Contractor shall provide enterprise support to the Command Element Systems (CES) Portfolio Management Office (PfMO). The PfMO is comprised of the PfM, DPfM, APfMs, and the three program management offices, PM Intelligence Systems, PM Command and Control Systems and PM Communications Systems. This includes Program Management Support, Business Case Analysis, Systems Engineering Support, Logistics Support, Financial Management & Budgetary Support to the Assistant Portfolio Managers (APfMs), and SharePoint Support, Acquisition Operations Support and Administrative Support to the CES PfMO, PM IS, PM C2S and PM CS.

2.0 BACKGROUND

The APfMs are a cadre of highly skilled, knowledgeable, and experienced individuals functional area experts supporting the Program Management Offices (PMOs) and the Portfolio Manager (PfM) to field equipment that works in accordance with requirements, is safe, supportable and cyber compliant, in the execution of Marine Corps Systems Command's mission and vision. They provide advice, guidance and insight to CES personnel, industry members, stakeholders and--most importantly--the Warfighter, as needed.

Operations and Administration for the PfM provides services to the entire PfM organization. The Ops and Admin team manages the day-to-day functioning and operation of the PfM without which, the PfM could not operate.

3.0 GENERAL REQUIREMENTS

The Contractor shall provide direct support to the APfMs and Ops and Admin team in their duties to enable effective, efficient fielding of capabilities to the USMC Warfighter. The Contractor shall provide expert advice and hands-on assistance to the APfMs and Ops and Admin in preparation for Milestone Assessments, Portfolio Analysis, Program Management Reviews, Logistics Assessments, Systems Engineering Reviews, Science Technology Insertion & Evaluation CES Strategic Roadmap execution, Financial Management & Budget Analysis, Defense Travel Service (DTS) and travel administration, DON Tracker tasker system Administration and correspondence as required. In addition, the Contractor shall provide SharePoint Support services and Acquisition Operations and Administration Management functions to the CES PfMO enterprise. This effort requires expertise in the following areas:

- The Defense Acquisition Management System
- The Joint Capabilities and Integration Development System
- Systems Engineering, Technical Reviews and Documentation, and Business Case Analysis
- Financial and Budgetary Analysis
- Science and Technology Insertion and Evaluation
- Portfolio-Level Logistics Analysis

- Administrative Tasks
- Operations Support
- SharePoint Support

The Contractor shall have a physical location with access to a briefing facility available to hold 50-60 people, and an additional four to five conference rooms to seat 10-15 people each, within a 5 mile drive of 105 Tech Parkway, Stafford, VA. This location will be used to host frequent interaction with MCSC stakeholders.

4.0 SPECIFIC SUPPORT TASKS

4.1 Task 1 – Project Management

4.1.1 Monthly Status Reports (MSR)

Monthly Status Reports shall be provided via electronic mail to the Contracting Officer's Representative (COR) within 5 working days after the end of each month, to assist the Government's ability to monitor performance. These reports shall include, at a minimum: (1) work accomplished for the month and its relation to the Tasks and PWS; (2) a description of any concerns or issues, to include proposed resolutions, that may impact performance, schedules, or other phases of the acquisition process; (3) details of any cost reimbursable expenses (Travel/ODCs), to include the purpose, general costs, remaining CLIN funded balance, and any planned expenditures for the following reporting period; (4) a description of any other significant issues (schedule, technical, etc.) with proposed resolutions; (5) the assignment of any action items noted and the status of previously assigned actions. **Format for these reports shall be Contractor provided.** (Note that providing notification of a potential impact to the contract on the MSR does not alleviate the requirement to formally notify the contracting officer of possible contract issues).

PWS Ref.	Deliverable	Date
4.1.1	Monthly Status Reports	NLT the 5th Work Day of each Month

See CDRL A001, Status Report, dated 19 November 2018

CDRL	Title of Data Item	Frequency
A001	Status Report	Monthly

4.2 Task 2 – Program Management Support

The Contractor shall provide complex acquisition analysis, planning and management support to the APfM-PM. This support shall consist of coordinating, scheduling and supporting the execution of the Programmatic Decision, Milestone Reviews, Milestone Assessment Team reviews and reports and Service Requirements Review Board meetings (SRRB). The Contractor shall also provide cross-subject analysis of all related Milestone Assessment documentation, return and adjudicate comments, prepare and route for signature finalized Milestone Assessment reports. Under APfM-PM management and subject to Government approval, the Contractor shall track documents, update schedules and organizational data, respond to data calls, reserve resources, and manage and administer the APfM-PM SharePoint Portal. The Contractor may be required to attend various program meetings related to APfM-PM activities. The Contractor shall conduct systematic, holistic reviews of data and programmatic documentation to ensure data sources and information provided to the APfM-PM are accessible, accurate, and current and to advise the APfM-PM on program strategies. As requested, the Contractor shall provide electronic versions of reports and schedules to the APfM-PM. The Contractor will assist in the development of workflows and program status using SharePoint and will assist the APfM-PM in the development of program strategies in

concert with the Program Managers. The Contractor will assist the APfM-PM with PfM Risk Management and Strategic Communications.

PWS Ref.	Deliverable	Date
4.2	Milestone Documentation Reviews	Task Start + On-going to support APfM-PM in Milestone Assessment Process
4.2	Milestone Assessment Reports	As required to support Program Reviews
4.2	Maintain APfM Programmatic Access Database	As required by APfM-PM
4.2	Planning Notices for Programmatic Reviews	As required to support Program Reviews
4.2	Maintain Significant Events Calendar	As required by APfM-PM
4.2	Maintain APfM SharePoint Site as co-Administrator	As required by APfM-PM
4.2	Maintain APfM Program Reference Library	As required by APfM-PM
4.2	Meeting Minutes	As required by APfM-PM
4.2	Maintain Briefing Slide Library	As required by APfM-PM

See CDRL A001, Status Report, dated 19 November 2018

See CDRL A002, Report, Record of Meeting/Minutes, dated 19 November 2018

See CDRL A003, Technical Report, Study/Services, dated 19 November 2018

CDRL	Title of Data Item	Frequency
A001	Status Report	Monthly
A002	Report, Record of Meeting Minutes	Draft minutes shall be submitted within (5) days of each meeting. Any corrections shall be submitted within (1) day after comments returned to Contractor.
A003	Technical Report – Study/Services	Frequency and due dates are program schedule and milestone dependent – Government coordinated.

4.3 Task 3 – Systems Engineering and Technical Support

The Contractor shall provide Business Analysis, Technical Process and Review Management Analysis, and Strategic Support to the APfM for Engineering (APfM-E), the PfM TSS Integration Engineer, and the CES Advanced Technology Integrators (ATIs). The Contractor shall provide engineering support to the APfM-E in preparation for System Engineering Technical Reviews (SETRs); System Engineering Plan and Test and Evaluation Master Plan reviews; and in preparation of other engineering-related documents as needed. The Contractor shall perform administrative and technical tasks for the APfM-E supporting development, improvement of, and training in PfMO CES engineering policies and processes, and in development and maintenance of the APfM-E's SharePoint site(s). This support shall use appropriate techniques, processes, procedures, and management tools to design and develop policies, processes, strategic and Science and Technology (S&T) roadmaps and operations within CES. Outputs of this analytical support may include Business Processes and Workflows, Business Cases Knowledge Management processes and tools, and Capabilities Based Portfolio Analysis. In addition, the Contractor shall perform appropriate tasks, functions, and analysis as necessary and as requested by the APfM-E, PfM TSS Integration Engineer and PfM ATI in support of objective team execution and program management review (PMR) preparation and execution.

The Contractor shall support S&T and the Integration Engineer's efforts through analysis and evaluation of current capabilities, operational readiness, and operational needs. The Contractor shall provide a high-level summary of capabilities, and identify the risks and shortfalls associated with the strategic and technology insertions into existing CES programs. The Contractor shall assist with execution of the "CES Implementation of the Marine Corps Operating Concept." The Contractor will also assist with development and updates to CES strategic documents. Evaluation activities shall also include providing integration, interoperability and S&T recommendations to address USMC requirements and gaps in capabilities. The Contractor shall support USMC interfaces with various external organizations including, but not limited to, C4 and Intelligence Departments, the Marine Corps Rapid Capabilities Office, and the Office of Naval Research for technology insertion programs, including Future Naval Capabilities (FNC) and Rapid Technology Transition (RTT) funding efforts. As part of this task, the Contractor may be required to attend meetings at Government or other Contractor facilities classified at the Secret level. The Contractor must ensure its personnel have the clearance required to attend these meetings.

PWS Ref.	Deliverable	Date
4.3	Systems Engineering analysis and evaluation, processes, and workflows.	Task Start and On-going to support as required.
4.3	Business Cases and Knowledge Management processes and tools.	Task Start and On-going to support as required
4.3	Analytical Frameworks, Technical Documentation Assessments with comments documented in a comment resolution matrix.	Task Start and On-going to support as required
4.3	Capabilities Based Portfolio Analysis.	Task Start and On-going to support as required
4.3	Analysis and evaluation for integration interoperability and advanced technologies.	Task Start and On-going to support as required

See CDRL A001, Status Report, dated 19 November 2018

See CDRL A003, Technical Report, Study/Services, dated 19 November 2018

CDRL	Title of Data Item	Frequency
A001	Status Report	Monthly
A003	Technical Report – Study/Services	Frequency and due dates are dependent upon program schedule and milestone and are Government coordinated.

4.4 Task 4 – Financial and Budgetary Management

The Contractor shall provide financial management support to the APfM for Financial Management (APfM-FM). This support shall include both budget formulation and budget execution. This support shall consist of financial tracking tasks, report development, financial data updates, budget analysis and controls tracking.

4.4.1 Budget Formulation

The Contractor shall provide support for budget formulation of the Program Objective Memorandum (POM) and the building of the President's Budget by being responsible for POM process tracking, briefing reviews and POM submission review. For the President's Budget, the Contractor shall prepare budget exhibits, identify deficiencies, conduct what-if drills, communicate and track continuing resolution requirements, and prepare phasing plans.

4.4.2 Budget Execution

The Contractor shall perform budget execution tasks consisting of execution tracking, recurring funds status, variance reports, financial data updates, budget analysis, controls tracking, and tri-annual report preparation.

The Contractor shall support Execution Reviews (e.g. DFM Execution Reviews, currently named BELT, Mid-Year Review) by being responsible for the following: Review briefings for consistency with variance reports, and major planned obligations. Schedule pre-briefs, print briefs and create briefing books for senior leaders. Track actions through completion. Post and update briefings on Government SharePoint site and track updates through submission to DFM.

Expended Funds Execution and Financial Performance to Plan: The Contractor shall combine numerous Naval Headquarters System (NHS) reports to provide a consolidated reference focusing leaders on obligation rates, variances to phasing plans, and projection of near term obligations exceeding \$1M. Reporting will enable leaders to focus on risk areas in order to improve execution performance. A supporting deliverable is the Monthly Inchstone Briefing. The Contractor shall consolidate, review, and print monthly inchstone slides which detail the events required to achieve obligation of funds.

4.4.3 Financial Processes

The Contractor shall examine, evaluate, and recommend improvements to streamline existing financial processes to include spending plans, funding action requests and checkbooks to create synergy and consistency across the PfM CES enterprise.

PWS Ref.	Deliverable	Date
4.4.1	Phasing Plans	Task Start + On-going support as required by the APfM-FM
4.4.1	Budget Exhibits	Task Start + On-going support as required by the APfM-FM
4.4.1	POM Reviews	Task Start + On-going support as required by the APfM-FM
4.4.1	POM Briefing Books	Task Start + On-going support as required by the APfM-FM
4.4.2	Controls	Task Start + On-going support as required by the APfM-FM
4.4.2	Tri-annual Review Updates	Task Start + On-going support as required by the APfM-FM
4.4.2	Variance Reports	Task Start + On-going support as required by the APfM-FM
4.4.2	End of Month Status of Funds Report	Task Start + On-going support as required by the APfM-FM
4.4.2	Daily Status of Funds Reports	Task Start + On-going support as required by the APfM-FM

4.4.2	Continuing Resolution Allowance Tracking Reports	Task Start + On-going support as required by the APfM-FM
4.4.2	Prior Years Funding Reviews	Task Start + On-going support as required by the APfM-FM
4.4.2	PMR Brief Financial Templates	Task Start + On-going support as required by the APfM-FM
4.4.2	Current Year Deficiencies Reports	Task Start + On-going support as required by the APfM-FM
4.4.2	PBIS Controls	Task Start + On-going support as required by the APfM-FM
4.4.2	Prepare Weekly Execution Reports	Task Start + Weekly
4.4.2	Supplemental Controls	Task Start + On-going support as required by the APfM-FM
4.4.2	Marks Report	Task Start + On-going support as required by the APfM-FM
4.4.2	Brain Book	Task Start + On-going support as required by the APfM-FM
4.4.2	Financial Integrated Data System (FIDS)	Task Start + On-going support as required by the APfM-FM
4.4.2	FM Personnel List	Task Start + On-going support as required by the APfM-FM
4.4.2	FM SharePoint Maintenance	Task Start + On-going support as required by the APfM-FM
4.4.2	Monthly NHS Variance Summary	Task Start + On-going support as required by the APfM-FM
4.4.2	Monthly CERBERUS Variance Summary	Task Start + On-going support as required by the APfM-FM
4.4.2	Monthly Inchstone Charts	Task Start + On-going support as required by the APfM-FM

See CDRL A001, Status Report, dated 19 November 2018

See CDRL A003, Technical Report, Study/Services, dated 19 November 2018

CDRL	Title of Data Item	Frequency
A001	Status Report	Monthly
A003	Technical Report – Study/Services	Frequency and due dates are program schedule and milestone dependent – Government coordinated.

4.5 Task 5 – Logistics Support

4.5.1 APfM – Life Cycle Logistician Support

The Contractor shall provide logistics support to the CES APfM Life Cycle Logistician (APfM-LCL) in preparation for Independent Logistics Review Assessments (ILAs) and in preparing other logistics-related documents as needed. The Contractor shall perform administrative and technical tasks for the APfM-LCL to include coordinating, planning and scheduling ILAs, Probability of Program Success (PoPS) reviews and Supportability Reviews. The Contractor shall track ILA Reports (ILAR) for each program and follow-on action items to ensure completion. The Contractor shall monitor logistics taskers and consolidate PfMO Logistician inputs to support overall PfM responses.

The Contractor shall perform the planning and management of the CES Reset/Refit/Reconstitution (R3) IPT, the sustainment process improvements (NSN attainment, C4 Retrograde, Core Capabilities), and the development of CES Logistician desktop procedures and an ILA primer focused on the planning and conduct of ILA's across the portfolio.

4.5.2 Technical Publications Support

The Contractor shall provide support to the Integrated Product Team(s) (IPT) in developing the system Technical Publications strategy consistent with the program schedule requirements. The Contractor shall review all Technical Publications for PfM CES to ensure publication are IAW MCO 5215.17d Marine Corps Technical Publication Management, Acquisition Policy Letter Number 6-09 and Marine Corps Systems Command Technical Publications Handbook, ALPS-HDBK-004. The Contractor shall assist with NAVMC 10772 preparation and submittal.

4.5.3 Logistics Property Information Management Support

The Contractor shall provide Logistics Property Information Management support to PfM CES, Program Manager Communications Systems (PM CS), Program Manager Command and Control Systems (PM C2S), and Program Manager Intelligence Systems (PM IS). The Contractor shall adhere to established processes, procedures, and internal controls in order to ensure fiscal and physical Property Accountability, Visibility, Auditability (PAV-A). The Contractor shall assist the PfM and PMOs to:

- Ensure acquisition-related property acquired by the PMOs is reflected in the appropriate Accountable Property System of Record (APSR), and Key Supporting Documentation (KSDs) are maintained and accessible
- Facilitate the government property transfer process, to include Government Furnished Property (GFP) transfers, temporary loans to external government organizations, and bailments to U.S. vendors in good standing.
- Develop needed information, monitor and update supply chain management and system spares database and tracking programs to reflect current status and changes to PMO systems.
- Ensure accountable property records are kept current and reflect the current status, location, and condition of assets until authorized disposition of the property occurs.
- Ensure all assets in the possession of external organizations will be managed in an APSR through final disposition, per Marine Corps Order 4400.201 Volume 10.
- Execute the creation of birth records request, ensuring PMOs provide data accurate KSDs, thus guaranteeing Total Assets visibility of Mission Essential (ME) equipment moving through the appropriate APSR to final ME birth records.
- Track the maintenance and update of government owned assets in the Defense Property Accounting System (DPAS) and Global Combat Support System- Marine Corps (GCSS-MC).
- Reconcile the data elements in the Marine Corps Military Equipment Valuation (MC-MEV) Validation Workbook against information located in KSDs and Declaration of Ownership (DOO) Letters. Ensure discrepancies identified during the reconciliation are reported in the applicable section Marine Corps Military Equipment Valuation (MC-MEV) Workbook and identify the appropriate documentation supporting the needed corrections.
- Prepare for certification the (MC-MEV) Workbook (Quarterly), in accordance with the timelines and procedures prescribed by MARCORSYSCOM.
- Update and maintain Total Asset Visibility/Accountability of PMO systems via the appropriate APSR
- Prepare for certification (Quarterly), in accordance with the timelines and procedures prescribed by MARCORSYSCOM equipment held on inventory in GCSS-MC and DPAS database systems.

- Create and update property transfer metrics by pulling data from the MCA Property Transfer Package Status SharePoint Site.
- Develop property transfer packages to include GFP, Loans, Bailments, GFP MILSTRIP, and DoDAAC requests.

PWS Ref.	Deliverable	Date
4.5.1	Independent Logistics Assessment Reports	Task Start + On-going to support APfM-LCL
4.5.1	Independent Logistics Assessment Report Amendments	Task Start + On-going to support APfM-LCL
4.5.1	Program Logistics Documentation Reviews	Task Start + On-going to support APfM-LCL
4.5.1	Maintain Portfolio Logistician Action Item Database	Task Start + On-going to support APfM-LCL
4.5.1	Participate in PfM-Level Executive Reviews	Task Start + On-going to support APfM-LCL
4.5.1	Agenda for CES R3 IPT	7 days prior to IPT meetings
4.5.1	Minutes for CES R3 IPT	7 days post IPT meetings
4.5.1	R3 Artifacts	As required to support APfM-LCL
4.5.1	Assistance in Sustainment Process Improvements	Task Start + On-going to support APfM-LCL
4.5.1	CES Logistician Desktop Procedure Manual	8 Months after Task Start
4.5.1	ILA Primer	8 Months after Task Start
4.5.2	Technical Publication Reviews	As required
4.5.3	Quarterly MC-MEV Workbook	1 week prior to the quarterly update
4.5.3	Quarterly MARCORSYSCOM PMIS equipment held on inventory	1 week prior to the quarterly update
4.5.3	Property Transfer metrics	As required
4.5.3	Property transfer packages	Within 2 days of receiving all information from PMOs

See CDRL A001, Status Report, dated 19 November 2018

See CDRL A002, Report, Record of Meeting/Minutes, dated 19 November 2018

See CDRL A003, Technical Report, Study/Services, dated 19 November 2018

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A003	Technical Report – Study/Services	Frequency and due dates are program schedule and milestone dependent – Government coordinated.

4.6 Task 6 – PfMO CES Acquisition Operations Support

The Contractor shall provide Acquisition Operations support to the CES Operations Manager. This support shall include tasker management, acquisition documentation administration and tracking, Automated Message Handling System (AMHS) administration and tracking, deployment and conference package compilation and tracking, workspace and facilities information, day-to-day operational and administrative assistance, and tracking CES events (e.g. Field User Evaluations) requiring Operating

Force support, and Public Release Requests. Contractor support is required to possess, at minimum, a working knowledge of the DoD Acquisition Framework Process, the DON Correspondence Manual SECNAV M-5216.5 and Marine Corps Order 5216.20B, and the MCSC Acquisition Guide. The contractor must provide staff who have extensive experience working with the DoD in an acquisition environment at the PfM and PM level.

4.6.1 Tasker Management

The contractor shall monitor, receive, and review tasks from the Department of Navy (DON) Tasks, Records and Electronic Repository (TRACKER). The Contractor shall review DON TRACKER taskers and identify to the Government any taskers in which the CES PfMO has no equity. For those taskers where PfMO CES has equity, the Contractor shall prepare DON TRACKER taskers for dissemination to the CES PfMO workforce, including concise instructions, suspense date, level of required review (e.g., action officer, O-6, General Officer), and the requirement to submit a comment resolution matrix. The Contractor shall track such taskers for responses, closure, metrics, and historical information. For each tasker, the Contractor shall consolidate and review responses, follow up, validate responses, and address any incorrect or missing responses.

4.6.2 Acquisition Documentation Administration and Tracking

The contractor shall receive, review, track, and compile final acquisition documentation flowing in and out of the PfMO. Documents, letters, and memorandums developed within the PfMO and PMOs will be tracked throughout the review and signature process and managed IAW USMC and MCSC records management processes and procedures. The Contractor will update, administer, and provide regular reports with respect to inception-to-grave document approval and processing within the PfMO including metrics on duration, completion, and staffing. The Contractor will ensure signed acquisition documentation is disseminated to all appropriate PMs and organizations, and that it is properly documented and filed IAW USMC and MCSC records management processes and procedures.

4.6.3 Automated Message Handling System (AMHS)

The Contractor will review and edit AMHS messages provided by CES PfMO and PMOs, and will coordinate with the MCSC Operations Cell for approval to release. The Contractor will track messages and provide the originating PfMO or PMO with confirmation of AMHS completion. Similarly, the Contractor will coordinate with the Operations Manager for the dissemination of messages received from outside organizations.

4.6.4 Deployment and Conference Package Compilation and Tracking

The Contractor shall compile final deployment packages, for personnel traveling OCONUS in support of CES PfMO in accordance with MCSCO 3000.15 and the Deployment/OCONUS travel Checklist provided by the MCSC Operations Cell, for CES Operations Manager review and approval. The Contractor shall identify and report to the Government all instances in which draft deployment packages provided for Contractor review fail to comply with MCSCO 3000.15 and the Deployment/OCONUS Travel Checklist. The Contractor shall update the Deployed Status Report each business day based on Government-provided inputs. The Contractor shall ensure all appropriate security precautions and measures are taken and followed when disseminating deployment package data to required destinations.

The Contractor shall assist PfMO and PMO personnel with the preparation, research, and compilation of final conference packages IAW SECNAV Notice 5050 and MCSC policy. The Contractor shall

coordinate with the Operations Manager regarding the final conference package submission within the required policy timelines and track the package through approval, and then disseminate to requestors. The Contractor will maintain final documentation IAW USMC and MCSC records management processes and procedures. The Contractor shall maintain and update the current repeatable procedure, process and workflow for the receipt, secure storage and retrieval of required documentation for personnel deploying to Outside Continental United States (OCONUS) in support of operations or programmatic events.

4.6.5 Workspace and Facilities Support

The Contractor shall coordinate with the CES Operations Manager to manage floor plans for the PfMO, including updating SharePoint G4 workspace assignment maps and databases, and inputting new arrivals into the proper database for inclusion to official floor plans. The Contractor will assist the Operations Manager with preparation of monthly floor audits conducted by MCSC G4 and provide support of the same as necessary. The Contractor will assist in de-conflicting floor audit results, as required.

4.6.6 Operational and Administrative Support

The Contractor shall research and compile weekly Situational Report (SITREP) information from all APfM and PMOs and shall draft cohesive SITREP and Weekly Action Report (WAR) documentation and edit for format and grammar. Contractor shall provide to the Operations Manager a complete SITREP and WAR draft including any auxiliary documentation provided by the APfMs or PMOs within the designated timeframe. Contractor shall review internal documentation, letters, or policies for appropriate format and grammar ensuring adherence to the DON Correspondence Manual and Marine Corps Order 5216.20B as necessary; additionally, the Contractor may be required to assign document serialization identifiers and update SharePoint records IAW USMC policy. Contractor shall be required to administer and maintain rosters, spreadsheets, and databases, and ensure proper information management precautions and security procedures are followed. Contractor shall perform ad-hoc support tasks which may involve lifting or moving objects weighing up to 50lbs.

4.6.7 Events Requiring Operating Forces Support

The Contractor shall collect and compile from PfMO CES program data, type of events, dates, locations, and other pertinent data relating to events requiring support from the Operating Forces. The Contractor shall input, and update as required, PfMO CES event information into the MCSC Operating Forces Support SharePoint site. The Contractor shall crosscheck and verify PfMO CES event data against draft AMHS messages used to request Operating Force Support. Events requiring Operating Forces Support initially identified in draft AMHS messages shall be input in the MCSC Operating Forces Support SharePoint site.

4.6.8 Public Release Requests

The Contractor shall prepare MCSC Public Release Requests with Government provided information and submit them through SharePoint to the required stakeholders. The Contractor shall follow up with the required stakeholders and provide periodic updates to the originator as to the request's status. Upon completion of staffing, Contractor shall notify the originator of the request's disposition.

PWS Ref.	Deliverable	Date
4.6.1	DON Tracker Task/Document Tracker	By 5 th of month
4.6.2	Internal Document Tracker	Every Monday

4.6.4	Deployment Package Reporting	Task Start +_On-going to support Operations Manager
4.5.4	Conference Package	Task Start +_On-going to support Operations Manager
4.6.6	SITREP and WAR	Every Monday

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A001	Status Report	Monthly
A002	Report, Record of Meeting Minutes	Draft minutes shall be submitted within (5) days of each meeting. Any corrections shall be submitted within (1) day after comments returned to Contractor.

4.7 Task 7 – Administrative Support

The Contractor shall provide enterprise-wide administrative support to the CES PfMO. Contractor shall have extensive experience supporting an acquisition program management environment. Contractor personnel shall be familiar with the Joint Travel Regulations (JTR); Department of the Navy (DON) Correspondence Manual (SECNAV M-5216.5); MCO 5216.20B Headquarters Marine Corps (HQMC) Supplement to the DON Correspondence Manual; U.S. Government Printing Office (GPO) Style Manual; Marine Corps Records Management 5210.11F, and the MCSC Acquisition Guide (MAG) Contractor personnel shall be proficient in the use of Microsoft SharePoint and the Microsoft Office Suite. At a minimum, there shall be two Administrative Full Time Equivalents (FTEs) per Program Manager and one FTE to cover the Albany support. This support shall be provided onsite at the Government facility located in Stafford, VA and Albany, GA. The Government will provide a desk, phone, computer and software to include system accesses necessary to provide the support.

4.7.1 Correspondence, Technical Writing, Technical Editing and Documentation Processing

The Contractor shall review and edit correspondence and documentation for grammar, spelling, punctuation, and format to ensure compliance with the DON Correspondence Manual, MCO 5216.20B, the GPO Style Manual, and the MAG. The Contractor shall file documents and correspondence in filing cabinets and/or upload electronically to the appropriate PfM or PM shared drive or SharePoint site in accordance with Marine Corps Records Management 5210.11F and CES procedures. Using on-site Government equipment, the Contractor shall copy, print, scan, shred, and fax documents as required and ensure all security precautions/measures are taken and applicable policies are followed. The Contractor shall coordinate with the PMOs to ensure accuracy and continuity across all correspondence and documents that are staffed through the PfM. The Contractor shall provide advanced technical writing and editing support of formal Acquisition Documentation from the PMO to PfM levels, and ensure consistency, format, language, grammar, and technical accuracy in keeping with the DoD 5000 and MAG. The Contractor shall coordinate with PMO project teams from documentation inception through PMO approval in order to facilitate a prompt PfM-level review and signature process. Contractor shall assist in the holistic documentation process and shall maintain electronic libraries as needed. The Contractor will support ad-hoc requests for information or documentation updates as necessary.

4.7.2 Automated Message Handling System (AMHS) Messages

The Contractor shall prepare (for Government review) drafts of official messages using AMHS. The Contractor shall review and edit official message traffic for format and grammatical consistency. Upon Government approval of official messages, the Contractor shall release the approved message traffic via the AMHS. Contractor will be required to take annual training and maintain AMHS account.

4.7.3 Defense Travel System (DTS)

The Contractor shall assist personnel with completion of travel requirements to include reviewing DTS authorizations and vouchers submitted by Government travelers. The Contractor shall ensure DTS document compliance (or the applicability of any deviations from compliance) with the current version of the JTR, and then forward the documented authorizations and vouchers for the next level of review. Contractor will coordinate with the PfMO Organizational Defense Travel Administrator (ODTA) on required annual trainings and required training documentation for all Government personnel within their responsible teams to ensure personnel receive the training and their records are properly documented. Contractor shall work with ODTA to troubleshoot administrative issues relevant to processing travel documents.

4.7.4 Staff Action Packages

The Contractor shall compile, route, disseminate, and file staff action packages in accordance with SECNAVINST M5216.5, all applicable Command policies, and CES procedures.

4.7.5 Joint Personnel Adjudication System (JPAS) The Contractor shall, via the JPAS, transmit security clearance information and process visit requests for Government personnel attending classified meetings.

4.7.6 Marine-On-Line (MOL)

The Contractor shall take daily roll call in accordance with CES PfMO procedures and report the status of the workforce (e.g., present, absent, temporary additional duty) via MOL.

4.7.7 Meetings; Calendars

Using Microsoft Outlook, the Contractor shall schedule meetings and manage calendars for the CES PfM, and Deputy PfM, and CES Program Managers (PMs) (Communications, Command and Control, and Intelligence). The Contractor shall provide any Government developed hard-copy read-ahead material to the CES PfM, Deputy PfM and PMs 48 hours prior to scheduled meetings. The Contractor shall provide enterprise-wide support to coordinate meetings, including, for example, scheduling meetings and reserving meeting/conference rooms. This requirement does not include attending meetings or drafting minutes.

4.7.8 Conferences

The Contractor shall research, prepare and submit to the MCSC Conference Manager a conference hosting and attendance packages IAW SECNAV Notice 5050 and MCSC policy as necessary for

personnel within their respective team. The Contractor shall communicate with the attendee/host to obtain additional documents required to complete any package deficiencies and track the package through approval, before disseminating it to requestors. Contractor will maintain final documentation IAW USMC and MCSC records management processes and procedures.

4.7.9 VIPER Work Request Solution and IT Requests

The Contractor shall use the VIPER Work Request Solution and Information Technology Requests to submit approved requests from MCSC personnel for facility and information technology support, coordinating for the CES Operations Manager. The Contractor shall monitor and provide updates to the requestor regarding the status of each request until its completion.

4.7.10 Mail and Office Supplies

The Contractor shall receive and deliver mail to the MCSC mail room courier(s) on days the MCSC mail room courier is scheduled to be at the CES PfMO facility. The Contractor shall deliver mail received from the MCSC courier to the CES PfMO addressee. The Contractor shall unpack, store, inventory, and organize office supplies.

4.8 Task 8 - SharePoint Support Services.

SharePoint Services will be in support of the PfM, DPfM, APfMs, PfM Administration/Operations, PM IS, PM C2S and PM CS.

4.8.1. Performance Requirements

The Contractor shall update, maintain, and monitor the content and integrity of the CES SharePoint sites, which are used as the platform for information management and document collaboration. The Contractor shall interface and coordinate with other Contractors supporting the PfM CES teams to ensure consistency, functionality, and applicability is maintained across the PfM CES SharePoint Portal. The PfM CES Solution Gallery is the repository for Portfolio solutions derived from government requirements. The Contractor shall provide, maintain, and make available the following: the walk-through instructions for use, source code, and excerpts along with any other necessary information in native program formats to allow the government the future ability to recreate or modify PfM CES SharePoint solutions.

4.8.2 PfM CES Web Master Support

The Contractor shall maintain and update the MCSC PfM CES website in accordance with Marine Corps Order (MCO) 5239.2, ensuring the information displayed is safeguarded and in compliance with established policies and guidelines. The Contractor shall coordinate with the MCSC Web Master in maintaining, updating and modifying the current PfM CES website. The Contractor shall adhere to the latest constraints, restrictions, and limitations of the Marine Corps and MCSC regarding design tools/software and disclosure of information for the update and maintenance of the PfM CES website. The Contractor shall:

- Configure out of the box SharePoint solutions and develop custom SharePoint solutions that support the command's mission. Solutions may include HTML 5, CSS 3, jQuery, jQuery UI, JavaScript, Angular JS, Bootstrap, CAML, XML, XSLT, REST, SOAP, and other emerging SharePoint technologies.
- Develop custom SharePoint solutions using custom workflows, custom InfoPath or SharePoint forms.
- Use MCEITS EIS approved software packages to extend SharePoint's functionality not supported out of the box (ex. CorasWorks to create project management dashboards).
- Integrate different enterprise capabilities within SharePoint to facilitate information sharing cross-site collections, and the pulling of information from authoritative sources to reduce data redundancy.
- Use knowledge of Database Definition Language (DDL) and Data Manipulation Language (DML) to integrate SharePoint with external data sources like MS SQL Server or MS Access
- Create, maintain, and update site templates and style sheets and assist site owners and administrators with the implementation of templates and solution packages as necessary.
- Create custom branding templates for publishing and collaboration sites. Make "look and feel" (branding) modifications to existing applications and sites.
- Integrate web services, and create dashboards as needed, for reporting to the government.
- Apply current graphic design and development technologies to design SharePoint portals within the Command (VIPER). The Contractor shall create technical and interface design documentation and prototypes to support the development of enterprise SharePoint solutions.
- Configure and manage a content type hub and term store for the command as directed by the government; and provide support in developing enterprise governance for the hub.
- Create technical artifacts as needed during the development lifecycle (technical specification documents, implementation plans, and style guides)
- The Contractor shall maintain, modify, and implement changes to websites.
- The Contractor shall research, prototype and implement technological improvements, including changes to web-site technology based upon marines.mil requirements and industry best standards.
- Create and maintain a Web Part Library, which will provide Administrators and Owners with potentially reusable Web Parts to customize for their own use.
- Work with customers, stakeholders, SharePoint Administrators, and SharePoint Developers to deploy custom applications (developed using: ASP.NET, JavaScript, jQuery, CSS and XSLT) from a staging environment to a production environment. In addition, participate in source code reviews, and post-implementation quality assurance and quality control activities.

4.8.3 SharePoint Developer Support

The Contractor shall maintain and recommend updates to the PfM and PMO SharePoint site solutions, building site taxonomies, forms, and repositories within the PfM CES SharePoint.

The Contractor shall maintain and update SharePoint collection sites and create and manage the hierarchy of those sites and sub sites to ensure uniform navigation across the PfM CES SharePoint Portal. The Contractor shall also monitor performance issues, and troubleshoot and test custom solutions as well as workflow processes.

The Contractor shall:

- Design the structural layout of document repositories and content types for data storage and retrieval.
- Document and recommend upgrades to the SharePoint information architecture.
- Ensure all documentation is updated to show changes/improvements to customized solutions.
- Collect, analyze, and document requirements for business applications, capabilities, and enhancements.
- Coordinate approved application and configuration changes with all stakeholders for deployment and implementation.
- Coordinate with data owners to review and update site content for currency
- Create and Maintain a list of configuration items and dependencies within the site collection or site
- Determine how partners and users will navigate the site
- Create feedback and/or suggestion mechanism for site enhancements
- Analyze data to load into SharePoint or external systems (ex. MS Access)

4.8.4 SharePoint Site Administrator Support

The Contractor shall manage and monitor SharePoint site collections daily. The Contractor shall maintain the currency of information on each PFM CES collection site. Changes and updates to the information shall be made within 24 hours after receipt of Government approval. The Contractor shall establish alerts and shall monitor activity on business critical information. With Government approval, on a case by case basis, the Contractor shall manage permissions and restrict or revoke access. The Contractor shall manage content type, site columns, and templates for re-use. The Contractor shall monitor usage and site dormancy, monitor excessive complexity and recommend and streamline alternatives. The Contractor shall identify and investigate errors, and escalate issues when required. The Contractor shall report activities, progress and status in accordance with CDRL A001.

The Contractor shall:

- Create, update, and maintain portal sites using current version of Microsoft SharePoint and available web parts. Within these sites could be lists, document libraries, folders.
- Create and manage SharePoint groups
- Execute additions to Active Directory groups
- Perform access control and auditing activities (permissions and groups for all sites and site collections)
- Monitor SharePoint disk space usage through the built-in SharePoint reports for each site collection and notify the Government when action is required.
- Test searches for typical end-user searches ensuring proper functionality.
- Test Alerts to ensure proper functionality.
- Monitor the site to review and document security hierarchy
- Monitor Workflow task ensuring proper functionality.
- Monitor SharePoint sites enforcing governance per Government guidelines

- Work with the MCEITS EIS Service Desk support in resolving high level SharePoint issues
- Maintain management tools that allow secure storage, display, sharing, edits, and removal of documents.
- Monitor SharePoint trends (e.g. site usage and growth), data management strategies, and current needs to identify potential improvements to the SharePoint environment and adjust site content to simplify navigation.

PWS Ref.	Deliverable	Date
4.8.2	Contractor's Progress, Status and Management Report (Monthly status report)	Task Start, Monthly

See CDRL A001, Status Report, dated 19 November 2018

See CDRL A003, Technical Report, Study/Services, dated 19 November 2018

CDRL	Title of Data Item	Frequency
A001	Status Report	Monthly
A003	Technical Report – Study/Services	Frequency and due dates are program schedule and milestone dependent – Government coordinated.

4.9 TRANSITION PLAN

The Contractor shall provide an Outgoing Transition Plan in accordance with CDRL A003 for 30 days of transitioning work from the existing contract to a new contract/task order or Government entity. This transition may be to a Government entity, another Contractor, or to the incumbent Contractor under a new contract/task order. In accordance with the Government-approved plan, the Contractor shall assist the Government in planning and implementing a complete transition from this contract to a successful provider. This shall include formal coordination with Government staff and successor staff and management. It shall also include delivery of copies of existing policies and procedures and delivery of required metrics and statistics, and uploading PfM CES SharePoint site solutions, building site taxonomies, forms and development documentation to the PfM CES Solutions Gallery. The Outgoing Transition Plan shall include, but is not limited to, the following:

- Coordination with Government representatives;
- Review, evaluation, and transition of current support services (to include transfer of active cases in order to assure continuity (uninterrupted) of services);
- Transition of historical data;
- Transfer of hardware warranties and software licenses (if applicable);
- Transfer of all necessary business and/or technical documentation;
- Transfer of compiled and un-compiled source code, to include all versions, maintenance updates, patches, and implementation instructions;
- Orientation phase and program to introduce Government personnel, programs, and users to the Contractor's team, tools, methodologies, and business processes.

A003: DI-MISC-80508B, Technical Report – Study/Services (Outgoing Transition Plan)

5.0 GENERAL REQUIREMENTS

5.1.1 Place of Performance/Work Hours

With the exception of Tasks 6, paragraph 4.6, PfMO CES Acquisition Operations Support and Task 7, paragraph 4.7, Administrative Support as described in this PWS, work is to be performed at the Contractor's facilities or other meeting locations as pre-coordinated and requested. Work described under Task 6 and 7 shall be performed on-site at the Government's facility in Stafford, Virginia. Task 5, paragraph 4.5.2, Technical Publications Support, shall be performed at the Government's facilities in Albany, Georgia. Additional travel will be pre-coordinated and directed by the COR.

Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. MCSC Core hours of work are from 0900 to 1500 daily. Contractors shall be available during core hours. Contractors supporting this task 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.

5.1.2 Acceptance of Deliverables

The Contractor shall provide one hard and one soft copy of each deliverable to the COR. All documents shall be Microsoft Office 2010 compatible. Deliverables will become the property of the Government and shall contain no proprietary information or otherwise identify the Contractor (other than the cover/transmission page). Deliverables must incorporate review comments from, and be acceptable to, the Government. The Government shall have at least 10 working days to review deliverables and provide comments. Deliverables found "unacceptable" shall be corrected and resubmitted within 10 days of rejection.

5.1.3 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 contain a signature line to include full name, program supported, telephone number and company.

5.1.4 Security Requirements

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

perform IT-I/II duties that will require favorably adjudicated Tier 5/3 Level investigations. The Defense Security Service (DSS) will not authorize Contractors to submit the necessary Tier Level investigations solely in support of IT level designation requirements, but are required to submit investigations for those employees requiring both Secret access and IT-II designation. The Government Contracting Activity Security Office (GCASO) is required to submit any required investigations in support of IT-I level designations. The Contractor will be required to provide a roster of prospective Contractor employees performing IT-I duties to the MCSC COR. This roster shall include: full names, Social Security Numbers, e-mail address and phone number for each Contractor requiring investigations in support of IT Level designations. The COR will verify the IT-I requirements and forward the roster to the GCASO. Contractors found to be lacking required investigations will be contacted by the GCASO. The Contractor shall notify the Government (written notice) within twenty-four hours of any Contractor personnel added or removed from the contract that have been granted classified access, issued a Common Access Card (CAC) and/or MCSC Building badge/access.

5.1.5 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) in accordance with NIST SP800-171, 3.5.3, NIST SP 800-53 IA-2(1)(2)(3)
- Fully implement FIPS 140-2 Validated Encryption in accordance with 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” in accordance with NIST SP 800-171, 3.1.5-6; NIST SP 800-53 AC-6(1)(5)(2).
- Review User Privileges at least Annually, in accordance with NIST SP 800-171, 3.1.7; NIST SP 800-53 AC-6(9)(10).
- Monitor and Control Remote Access Sessions in accordance with 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) in accordance with 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 Plan of Action and Milestones (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 submitted, and on an annual basis, or upon request thereafter. CDRL #A004

See CDRL A004: System Security Plan and Associated Plans of Action, Dated: 27 Feb 2019

The Contractor shall report all cyber Incidents or compromises related to Government Controlled Unclassified Information (CUI) on the Contractors system/network in accordance to 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 #A005

See CDRL A005: Cyber Incident Report, Dated: 27 Feb 2019

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 #A006

See CDRL A006: List of All Supporting Tier 1 Level Suppliers, and Plan to Track Flow Down of Covered Defense Information Dated: 27 Feb 2019

CDRL	Title of Data Item	Frequency
A004	System Security Plan and Associated Plans of Action for a Contractor's Internal Unclassified Information System	Upon submission of proposal, then annually thereafter, or upon request.
A005	Cyber Incident Report	Within 72 hours or as required/posted on the DIB-NET Website. Written report within 15 calendar days of the Cyber incident.
A006	List of All Supporting Tier 1 Level Suppliers, and Plan to Track Flow Down of Covered Defense Information	Upon submission of proposal, whenever there is a change of suppliers, or upon request.

6.0 CONTRACT MANAGEMENT

6.1.1 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. The Contractor shall establish processes and assign appropriate resources to effectively administer the task order. The Contractor shall have a single point of contact to represent the Contractor to the Government on this task order. The Government Contracting Officer Representative (COR), who will be identified in the task order, is principally responsible for oversight of Contractor performance and is the Government's principal point of contact.

6.1.2 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 supervise 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.

6.1.3 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 task order for Marine Corps Systems Command 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>.

6.1.4 Travel and Other Direct Costs (ODCS)

Any travel required to support the requirements of this performance work statement, will be pre-coordinated and directed by the COR, in accordance with the Joint Federal Travel Regulation, and shall be provided on a cost reimbursement basis. Costs for local travel (i.e., travel within a 25 mile radius from the Contractor's office) shall be included in program management and shall not be reimbursed. Unauthorized travel, or travel not coordinated with and directed by the COR, shall not be reimbursed. Additionally, travel or other direct costs in excess of the Contract Line Item Number (CLIN) funded value shall not be reimbursed. Purchase of materials and equipment necessary to accomplish the requirements contained in this PWS will be coordinated with and approved by the COR or the designated representative prior to purchase and become the property of the Government.

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

6.1.5 Potential Organizational Conflicts of Interest (OCI)

Limitation of Future Contracting. The Contracting Officer 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 CES 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 task order, or through the performance of tasks pursuant to this task order, is 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 in accordance with 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.

(e) The Contractor may, with the authorization of the cognizant contracting officer, 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.

(f) The Contractor agrees that if, after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the contracting officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the contracting officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

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

(h) If the 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.

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

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

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

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

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

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

6.1.6 Common Access Card (CAC) Requirement

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

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

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 issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual Contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors **are prohibited** from "auto-forwarding" their .mil e-mail account to any non-DoD e-mail account. If the ctr.usmc.mil e-mail account is not kept active, the G-6 will deactivate the account and CAC will lose its functionality. 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 government business. The use of a Contractor or personal e-mail account for Contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

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