

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE 1	OF PAGES 3
2. AMENDMENT/MODIFICATION NUMBER P00005		3. EFFECTIVE DATE 03/24/2022	4. REQUISITION/PURCHASE REQUISITION NUMBER M67854-21-RFREQ-PMM-171-0061		5. PROJECT NUMBER (If applicable) N/A	
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050		CODE M67854	7. ADMINISTERED BY (If other than Item 6)		CODE SCD C	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) The Gemini 3 Group 292 Garrisonville Road, Suite 201 Stafford, Virginia 22554-1574			<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NUMBER		
			<input type="checkbox"/>	9B. DATED (SEE ITEM 11)		
			<input checked="" type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NUMBER N0017819D7689/M6785421F3006		
				10B. DATED (SEE ITEM 13) 03/26/2021		
CODE 64L96		FACILITY CODE 833151371				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor is not is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Morgan Brady , Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA /s/Morgan Brady (Signature of Contracting Officer)
			16C. DATE SIGNED 03/24/2022

Previous edition unusable

Performance Work Statement (PWS)
for
Marine Corps Systems Command (MCSC)
Program Executive Office (PEO) Manpower, Logistics and Business Solutions (MLB)
Program Manager (PM) Applications (APPS)
Program (Management), Logistics, System (Engineer), and Cybersecurity Support
(PLSCS)

1.0. Purpose

This Task Order (TO) requirement is to provide services support within the Program Executive Office, Manpower, Logistics and Business Solutions (PEO MLB), Program Manager Applications (PM APPS) office.

1.1. This TO will be issued based on Program (Management), Logistics, System (Engineer), and Cybersecurity Support (PLSCS) responses to a Government need. The TO will contain the following aspects and parameters that are specifically tailored to the system/application requirements:

- 1.1.1.** Documents Matrix Workbook.
- 1.1.2.** Requirements Matrix Workbook.
- 1.1.3.** Performance Work Statement (PWS), to include deliverables.

2.0. Background

Program Applications (PM APPS) develops, sustains and transition applications that support the Marine Corps' vision, strategy, mission and goals through efficient and effective delivery of applications to the warfighter and leveraging new technologies.

3.0. Scope

The scope of this task order requirement is to obtain Contractor services support to PM APPS. Contractor services are required within the areas of Program Management, Logistics, Technical Editing and Writing, System Engineering, Configuration Management, Architecture, Requirement Management, Test and Evaluation, and Cybersecurity. PM APPS consists of a portfolio of programs that are distributed within acquisition teams. The services identified in this PWS will provide services support to the following PM APPS teams:

PM APPS Team: Program Manager (PM); Deputy Program Manager (DPM); Assistant Program Manager(s) (APM); APM-Engineering (APM-E); APM-Logistics (APM-L); APM-Program Management (APM-PM) and Senior test Engineer (STE).

PM APPS Acquisition Teams: Within PM APPS, there are three (3) acquisition teams: Headquarters Marine Corps Sustainment and Training (HQST); Manpower and Recruiting (MPR); and Warfighting, Planning, and Analysis (WPA). These three (3) acquisition teams

currently manage 17 major programs. In July 2021, seven (7) programs are transitioning from PM APPS/MPR to Manpower and Reserve Affairs (M&RA). The teams consists of a Product Manager (PdM), Project Officers/Managers (POs), and Government personnel from the following acquisition competencies: program management, logistics management, system engineering, financial management, and cybersecurity management.

Team Work Processes. Many of the existing teams perform work under event-driven schedules using a traditional “Waterfall” acquisition approach. However, some programs within PM APPS are using other methodologies and platforms such as Agile to improve programs efficiencies, which include increased stakeholder engagement and oversight of activities.

Contractor service support using either an Agile or Waterfall methodology is imperative to the successful outcomes of programs. Programs and work teams use a blend of Kanban Agile and Scrum Agile methodologies as well as traditional Waterfall techniques and must address key elements of the *DoD Directive 5000.01*, *DoD Instruction 5000.02*, *DoD Instruction 5000.02T*, and *DoD Instruction 5000.75*.

4.0. Objective(s)

To obtain Contractor support services for PM APPS by leveraging the Navy’s SeaPort NxG Multi-Award Indefinite Delivery Indefinite Quantity (IDIQ) contract for a duration of a one (1) year base period and four (4) one-year options for the services specified in this PWS.

5.0. General Information

The Contractor shall provide personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform the requirements of this PWS. Services to be provided are non-personal services. The Government shall not exercise any supervision or control over the contract service provider performing the services herein. *Under no circumstances shall the Government assign tasks to, or prepare work schedules for, Contractor employees.* The Contractor shall manage its employees to guard against any actions that are of the nature of personal services, or that 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 Contracting Officer (KO) immediately.

The Contractor hours of operations are during regular business hours, 0800 – 1700, Monday through Friday. A day is equivalent to a minimum of eight hours, not including lunch.

A full business day is defined as 0800 – 1700. If a document is received after 0800, the delivery day does not count as a review day. If the document is needed in support of an event (e.g. Systems Engineering Technical Review meeting), the day of the meeting is not considered a review day.

Contractor personnel requiring Marine Corps Enterprise Desktop Standardization (MCEDS) imaged machines for access to the Marine Corps Enterprise Network (MCEN) will provide Contractor furnished laptops with WIN 10 and MS OFFICE 365 pre-installed. These laptops

must be one of the MCEDS support models included in Exhibit C. Contractors must complete the USMC Contactor Support User Agreement in Exhibit D and adhere to all rules and polices within. The USMC COR will assist Contractor personnel in completing USMC Contactor Support User Agreement and coordinate laptop turn in to the G6 for machine imaging.

5.1. The Program definitions are as follows:

Program Manager Applications (PM APPS)

Develops and sustains modern and innovative Marine Corps Information Technology solutions by leveraging the latest technologies and processes to meet the ever changing environment and needs of the warfighter. The Program Manager team applies Agile and Cloud platforms and strategies to rapidly develop applications which reside in a cloud based host environment that are in-line with the multitude of PM APPS Stakeholders. The Program Manager team performs program management analysis, support, and coordination for multiple programs, consisting of Acquisition Category (ACAT), Business Category (BCAT), and Abbreviated Acquisition Program (AAPs) programs.

Headquarters Marine Corps (HQMC) Sustainment and Training (HQST)

The HQST team consist of Purchase Request Builder (PR Builder) and its Universal Interface (UI), Standard Procurement System (SPS), MarineNet, Marine Corps Training Management System (MCTIMS) and Organizational Messaging Service (OMS). All systems area currently in sustainment and MCSC is responsible for the project management, system engineering, cybersecurity and logistics.

Purchase Request (PR) Builder is a Web-based business system that provides the Marine Corps with a net-centric capability to electronically create, route for approval, and apply funding to Purchase Requests (PRs) and Intra Governmental Transactions (IGT). PR Builder is the authoritative procurement generation system within the Marine Corps Paperless Acquisition (PA) Systems Business Enterprise that provides system-to-system interaction with the Marine Corps' Standard Procurement System (SPS); Standard Accounting, Budgeting and Reporting System (SABRS); Electronic Document Access system (EDA); and the Global Exchange (GEX). A critical element of the application environment is the PR Builder Universal Interface (UI) which translates and transmits procurement data to the appropriate feeder systems.

Standard Procurement System (SPS)/Procurement Desktop Defense (PD2) is a Joint Program Management Office led program. SPS/Procurement Desktop Defense (PD2) is the standard Contract Writing System (CWS) for the Department of Defense (DoD). It automates and standardizes the procurement process starting with receipt of the Purchase Request (PR) from the Purchase Request Builder system through contract closeout. The United States Marine Corps (USMC) uses SPS/PD2 to support all contracting. Each contracting office contains PD2 client workstations that connect to the SPS database server supporting their contracting office. Contracting actions are reported from PD2 to the Federal Procurement Data System – Next Generation (FPDS-NG). The UI, managed by the PR Builder SI, creates a UDF file to supporting posting of accounting transactions to SABRS.

Organizational Messaging Services (OMS) formerly the Defense Message System (DMS), is a Mission Assurance Category (MAC) Level 1 Joint Program with Defense Information Systems Agency (DISA), mandated by the Office of the Secretary of Defense (OSD) as the integrated messaging service that can be accessed from any DoD location in the world by the military services, DoD agencies, Combatant Commanders, and non-DoD U.S. Government activities. OMS/Automated Message Handling System (AMHS) handles NIPR and SIPR strategic messaging that is determined to be vital to the operational readiness of mission effectiveness for deployed and contingency forces in terms of both content and timeliness, used to direct and commit resources, provide user authentication, non-repudiation, confidentiality, and message integrity.

Marine Corps Training Information Management Systems (MCTIMS) is the enterprise training system for the Marine Corps. It is a web-based system, accessible from any computer with a Common Access Card (CAC) reader. The Unit Training modules allows the Total Force to meet their requirement to record, track, and report training. MCTIMS maintains Training and Readiness Manuals, Curricula, MOS Manuals/Roadmaps, Course Schedules, and seat allocations. In addition, MCTIMS is used to input and track student registrations, test scores, class standings and course completions. The Training Resource Module gives small unit leaders access to FLC curriculum materials to support training. MCTIMS is hosted in the Hybrid Cloud Services (HCS), formally known as Marine Corps Enterprise Information Technology Services (MCEITS) enterprise facility located in Kansas City, MO.

MarineNet, is the enterprise architecture portion of the Marine Corps Distance Learning Program (MCDLP) provides required military occupational specialty, distance professional military education, pre-deployment training, language and cultural, common skills, and annual training to the Marines worldwide. PEO MLB is the Milestone Decision Authority for the MarineNet portion of MCDLP.

Manpower and Recruiting (MPR)

The Manpower and Recruiting Team consists of three portfolios of eight Defense Business Systems (DBSs) that perform functions and maintain authoritative data critical to ensuring the Marine Corps' mission is accomplished through the efficient and effective use of technology as part of the Human Resources Development Process (HRDP). The MPR is a portfolio of systems that supports functional areas such as Permanent Change of Station (PCS) assignments, retention, mobilization, accountability, promotion and performance. The MPR portfolio contains (1) Requirements, Transition, and Manpower Management System (RTAMMS); (2) Secure Personnel Accountability (SPA); (3) Total Force Retention System (TFRS); (4) Web-enabled Manpower Assignment Support System (WebMASS); and (5) Marine Corps Force Augmentation Processing System (MCFAPS). Manpower Planning Systems (MPS) is a portfolio of systems that support the functions of manpower planning and end-strength reporting. The MPS portfolio contains (1) Manpower Models (MODELS); and (2) Total Force Data Warehouse (TFDW). The Marine Corps Recruiting Information Support System (MCRISS) portfolio supports recruiting information processing functions, and contains MCRISS Legacy (a system to be decommissioned in FY21) and MCRISS II modernization.

Marine Corps Recruiting Information Support System (MCRISS) allows Recruiting Station (RS) Operations personnel and Officer Selection Station (OSS) personnel to electronically collect information on New Working Applicants (NWA), schedule them for processing at Military Entrance Processing Stations (MEPS), receive testing and processing results, and manage applicants through the time they ship to recruit training. System capabilities include assigning quotas, managing program assignments, assigning assets, capture prospecting activities, and working the High School/Community College (HS/CC) program. MCRISS facilitates aggregation and examination of data to permit analysis by members of the Recruiting Command and is used by the USMC Manpower branch as the data source for accessions into the Marine Corps pay and personnel systems. In order to provide users with a consolidated view of the recruiting process, MCRISS exchanges data with several Marine Corps and DoD systems. These systems include the Marine Corps Total Force System (MCTFS), Operational Data Store Enterprise (ODSE), Military Entrance Processing Command (MEPCOM), and MEPCOM Integrated Resources System (MIRS).

Manpower Models (MODELS) is currently comprised of 13 models supporting core manpower planning processes of accessing, classifying, retaining, promoting, mobilizing, distributing, and assigning Marines for the following organizations: Manpower and Reserve Affairs (M&RA), and M&RA Manpower Management (MM) Manpower Plans and Policy (MP) Reserve Affairs.

Total Force Data Warehouse (TFDW) is the official active duty end-strength reporting tool for the USMC and additionally supports the development of numerous manpower plans, e.g., accession, recruiting, retention, promotion, classification, mobilization, distribution, and assignment.

Requirements, Transition, and Manpower Management System (RTAMMS), formerly known as Drill Management Module (DMM), consists of three modules supporting the Marine Corps Reserve community. Drill Manager (DM) automates the allocation, scheduling, and mustering of drills. The Marine Corps Medical Entitlements Data System (MCMEDS) module supports the electronic generation, processing, and tracking of Line of Duty (LOD) determinations and Medical Hold (MEDHOLD) determinations for injuries that may occur during a drill period or while on Active Duty. The Inventory Development and Management System (IDMS) provides personnel inventory management, needs identification and forecasting, prioritization and sourcing, and special population/program management for improved decision support.

Total Force Retention System (TFRS) is the information support system that enables the Marine Corps Career Retention Force to systematically input, review, and maintain personnel information needed to process a RELM, and to extend current enlistments. TFRS was initially deployed in 1997 and the principal users consist of Career Retention Specialists (CRSs) and HQMC staff.

Secure Personal Accountability (SPA) is an automated information system that provides support for the deployed Marine and is designed to provide deployed location accountability for all service members under Administrative and Operational Control of Marine Corps commanders

as directed by Joint Chiefs of Staff and Title 10. SPA contains the management and reporting capabilities of all personnel fields contained in the Joint Personnel Status Report (JPERSTAT) and a common battalion Personnel Status Report (PERSTAT).

Web-enabled Manpower Assignment Support System (WEB-MASS) is the consolidated manpower management and assignment tool for the USMC. This enterprise solution is the single source upon which MM and RA (for Active Reservists) relies to manage personnel, billets, and assignments. Additionally, the data that is gold sourced in WEBMASS is a critical input to MM's Manpower Models. Web Orders replaced Naval Messages and the Automated Orders Writing Program (AWOP) for the delivery of Permanent Change of Station (PCS) orders for all Active Duty and Active Reserve Marines.

Marine Corps Force Augmentation Processing System (MCFAPS) provides support to Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA), Manpower Management Integration Branch (MMIB); Force Augmentation. MCFAPS provides capabilities in the management of the Individual Augmentation (IA) process as part of the Marine Corps total force mobilization, activation, integration, and deactivation plan. The IA process entails the assignment of active duty (Regular and Active Reserve (AR) and/or Reserve (IMA, IRR, SMCR or Retiree)) members to IA requirements.

Warfighting, Planning and Analysis (WPA)

Delivers high-quality, well-engineered, and value-added information Technology capabilities on time that enable and support the full spectrum of Force planning, readiness, analysis, expeditionary electronic health records, and the enterprise management of medical logistics in direct support of the Commandant's Title 10 Reasonability to Provide the Nation an Expeditionary Force in Readiness.

Total Force Structure Management System (TFSMS) is the authoritative data source for Marine Corps force structure data, including units, officer and enlisted billets, and principle end-item equipment requirements. TFSMS supports combat development activities associated with the Expeditionary Force Development System and underpins the Total Force Structure Process per Marine Corps Order 5311.1. TFSMS integrates Title 10 lifecycle processes (manning, equipping, organizing, and training) by enabling the Marine Corps to efficiently and effectively address future capabilities. The system expedites collaborative decision making through its ability to model force structure changes in response to strategic planning needs. The TFSMS program supports Joint Force Management capabilities through the Global Force Management Data Initiative (GFM DI) Marine Corps Organization Servers (MCOS). TFSMS delivers authoritative Marine Corps force structure data to the MCOS to comply with the Global Force Management (GFM) Data Strategy. The MCOS provide authoritative Marine Corps force structure data on the NIPRNet and SIPRNet in a Joint format via web services.

Theater Medical Information Program-Marine Corps (TMIP) is a system that provides clinical data collection and a data transport capability in a combat or hostile environment involving deployed forces. It is the deployed medical information system to support Theater Operations with interoperable medical information across the functional areas of Medical

Command and Control (C2), Medical Logistics (MedLog), Patient Movement (Medical Regulation), and Health Care Delivery (HCD). It is comprised of 3 applications: Armed Forces Health Longitudinal Technology Application – Theater (AHLTA-T), Defense Medical Logistics Standard Support (DMLSS), and DMLSS Customer Assistance Module (DCAM).

Joint Force Requirements Generator II (JFRG II) is the legacy manual planning desktop Software (SW) application that supports both deliberate and crisis action planning requirements in a broad scope encompassing all planning efforts, from exercise planning through operational execution (capability to conduct Force Deployment Planning and Execution). JFRG II provides rapid force list creation and interfaces with the Transportation Coordinators. It supports deployment planning and execution by creating Joint Time-Phased Force and Deployment Data (TPFDD) in support of deliberate and Contingency Operation Plans (OPlans). The JFRG II 2.0 Modernization (Mod) vision is to produce an enterprise automated web application. JFRG II 2.0 MOD interfaces with Joint Planning and Execution Service (JPES) system (Joint Operation Planning and Execution System (JOPES), legacy, War Reserve System (WRS), and the Sea Service Deployment Module (SSDM). JFRG II is used by MAGTF enlisted planners (MOS 0511) in accelerating the development, sourcing, analysis, and refinement of plans and deployment databases resulting in an executable JOPES Time-Phased Force and Deployment Data.

The Command Individual Risk and Resiliency Assessment System (CIRRAS) is a Marine Corps Defense Business System (DBS), Business Category (BCAT) IIIa, that enables USMC Commanding Officers and Senior Enlisted Advisors to make informed and timely decisions on Force Preservation (FP) risk assessments based on the identification and tracking of individual Service Member (SM) behaviors associated with increased risk or resiliency as defined by the Commandant's "Six Fs". The "Six Fs" are Fidelity, Fighter, Fitness, Family, Finances, and Future. CIRRAS will be employed from the Regimental/Group Commander to the immediate supervisors (Platoon Commander / Officer in Charge) of all SMs, under the intent of MCO 5100.29B Marine Corps Safety Program, MCO1500.60 FPC Program and other Force Preservation directives.

5.2. Place of Performance

The work in support of this task order award shall be performed at the Contractor's facilities. The Contractor shall be required to travel to USMC bases, stations, and locations to provide support in the performance of this PWS as approved by the Contracting Officer Representative (COR).

The Contractor personnel performing technical writing/editing support duties on site at 51 Barrett Heights Road, Stafford, VA or 105 Tech Parkway, Stafford, VA will be provided with a cubicle equipped with a phone, monitor, and access to the Marine Corps Enterprise Net (MCEN). The Contractor performing on-site support shall have building access from 0700 – 1700 hours.

For scheduling purposes, the Contractor is hereby advised that the Government will observe all Federal holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial

Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

5.3. Security Requirements

This requirement will require the Contractor to have a Secret Facility Clearance and will require certain Contractor employees to obtain and maintain classified access eligibility. The Contractor shall have a valid Secret Facility Clearance prior to classified performance. 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.

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

5.3.1. Common Access Card (CAC) Requirement: The COR will identify and approve only those Contractor employees performing on this contract that require CACs in order to perform their job functions. 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 Contractor must immediately retrieve the CAC and return it to the COR.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual Contractor employee 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 and Contractor employees are prohibited from "auto-forwarding" 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 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 employee loses eligibility for a CAC due to an adverse adjudicative decision, the Contractor employee also loses eligibility to perform on MARCORSYSCOM contracts. CACs are not issued for convenience.

The Government will grant access to the MarineNet in order to complete the Marine Corps Information Assurance training requirements, upon obtaining the required CAC and email address.

5.4. Post Award Conference/Kick-off Meeting

The Contractor shall attend the post award conference convened by the KO within five days after contract award. The Contractor shall provide to the KO their proposed agenda and/or talking points no less than two days prior to the meeting.

5.5. Travel

Performance under this contract shall require travel by Contractor personnel. The Contractor is responsible for making all necessary arrangements for its personnel.

Specific travel guidance will be provided in the solicitation and contract award. No travel may occur without prior approval from the Contracting Officer Representative (COR) and/or the KO. The Contractor is required to submit a travel estimate to include, at a minimum: number of travelers; dates/duration of trip; departure and arrival locations per travel; airfare per traveler; baggage fees (if required); parking fees (if required); hotel duration and cost per traveler; rental car duration and cost; expected tolls; and Meals and Incidentals expenses (M&IE) (please remember first and last day of travel is only 75% of allowed M&IE).

5.5.1. Travel Policy. The Government will reimburse the Contractor for allowable travel costs incurred in performance of the contract in accordance with FAR Subpart 31.2. Travel required for tasks assigned under this contract will be governed in accordance with: Federal Travel Regulations (FTR) prescribed by the General Services Administration for travel in the contiguous 48 United States (hereinafter the FTR); *Joint Travel Regulation (JTR), V 2, DoD Civilian Personnel, Appendix A*, prescribed by the Department of Defense, for travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (SR) (Government Civilians, Foreign Areas), *Section 925 "Maximum Travel Per Diem Allowances for Foreign Areas,"* prescribed by the Department of State, for travel in areas not covered in the FTR or JTR (hereinafter the SR).

Local Travel. Local travel is considered within a 50-mile radius from the home station to perform official duties such as attending meetings, conferences, etc., and will be paid only from the duty location to the destination and return.

Travel and M&IE are authorized for travel beyond a fifty-mile radius of the Contractor's office whenever a task assignment requires work accomplished at a temporary alternate worksite. No travel or M&IE will be charged for work performed within a fifty-mile radius of the Contractor's office. The Contractor will not be paid for travel or subsistence for Contractor personnel who reside in the metropolitan area in which the tasks are to be performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the Contractor's facilities will not be reimbursed.

- (a) For travel costs other than described above, the Contractor will be paid on the basis of the actual amount incurred to the extent that such travel is necessary for the performance of services under the contract and is authorized in advance by the COR in writing.
- (b) When transportation by privately owned conveyance is authorized, the Contractor will be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the FTR, JTR or SR. Authorization for the use of privately owned conveyance will be indicated in the contract. Distances traveled between points will be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed mileage shown in the standard highway mileage guides.
- (c) The Contractor agrees, in the performance of necessary authorized travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic contract and in accordance with good management principles. When it is necessary to use air or rail travel, the Contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.
- (d) The Contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers. Travel shall be passed through at cost; the Contractor may not charge a fee on travel costs.

5.5.2. Car Rental. The Contractor will be reimbursed for car rental, exclusive of mileage charges, as authorized in the contract or upon COR approval, when the services are required to be performed beyond the normal commuting distance from the Contractor's facilities. One car rental for a team at one site will be allowed for a minimum of four persons per car, provided that such number or greater comprise the Temporary Duty Assignment (TDY) team. The term TDY is also known as Temporary Additional Duty (TAD)

5.5.3. Per Diem. The Contractor will not be paid per diem for Contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem will not be paid on services performed within a fifty-mile radius of the Contractor’s home office or the Contractor’s local office. Per Diem is authorized for Contractor personnel beyond a fifty-mile radius of the Contractor’s home or local offices whenever a task assigned requires it be done at a temporary alternate worksite. Per Diem will be paid to the Contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate will be the same as the prevailing per diem in the locality. These rates will be based on rates contained in the FTR, JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from Contractor’s home or local office, and on the day of return. Reimbursement to the Contractor for per diem will be limited to actual payments of per diem defined herein. The Contractor shall provide supporting documentation for per diem expenses as evidence of actual payment.

The Government will not reimburse the Contractor for costs incurred beyond the Not to Exceed price for travel. The Contractor must obtain the COR’s approval in writing prior to travel occurring.

6.0. Operating Constraints

The Contractor shall complete the following annual mandatory training required prior to receiving a CAC and accessing the network: DOD cyber awareness Challenge and Department of the Navy Annual Privacy Training (PII).

7.0. Method of Service Support Delivery

The Contractor shall perform to the standards outlined in this basic contract PWS as well as the *specific standards outlined within each awarded task order. The Contractor shall provide guidance* and assistance to ensure all services are provided efficiently and economically, while providing quality products and services meeting customer requirements. The performance measures are met is summarized in the Performance Requirements Summary (PRS) in paragraph 13 of this PWS and the Quality Assurance Surveillance Plan (QASP). The Government has aligned (and will continue to adjust) its contract level QASP to monitor key indicators in the Contractor’s business processes that effect these performance outcomes.

8.0. Key Personnel

The senior personnel annotated in the table below is intended to directly support the projects and should be available as a mentor for junior staff.

Table 8 Key Personnel

Key Position	Skills
System Engineer - III	(a) Formulates/defines system scope and objectives.

	<p>(b) Devises or modifies procedures to solve complex problems considering computer equipment, capacity and limitations, operating time, and form of desired results.</p> <p>(c) Prepares detailed specifications for programs. Assists in the design, development, testing, implementation and documentation of new software and enhancements of existing applications.</p> <p>(d) Defining system specifications based on business requirements</p> <p>(e) Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities</p> <p>(f) Agile and DevSecOps</p> <p>(g) Assists all phases of software systems programming applications.</p> <p>(h) Evaluates new and existing software products.</p>
Cyber Security Analyst - III	<p>(a) Experience with risk management framework methodology and processes</p> <p>(b) Knowledge of Security Technical Implementation Guides (STIGs) and Information Assurance Vulnerability Alerts (IAVAs)</p>
Program Manager - Senior	<p>(a) Experience with program and staff management.</p> <p>(b) Ability to lead a project or team</p> <p>(c) Effective communication skills - verbal and written</p> <p>(d) Responsible for meeting all financial, technical, and contractual requirements of the task order.</p>
Program Analyst - IV	<p>(a) Experience with program and staff management.</p> <p>(b) Strong attention to strategy, implementation and delegation.</p> <p>(C) Effective communication skills - verbal and written</p> <p>(d) Experience in cost, schedule and performance management</p>
System Analyst Tester - III	<p>(a) Provides analysis related to the design, development, and integration of hardware, software, Man-machine interfaces and all system level requirements to provide an integrated IT solution.</p> <p>(b) Develops integrated system test requirement, strategies, devices and systems.</p> <p>(c) Directs overall system level testing.</p>
Logistics Analyst - III	<p>(a) Provides analysis of the Integrated product Support Elements related to development, sustainment and integration of hardware, and software at all system levels</p> <p>(b) Develops Life Cycle Logistics documentation</p> <p>(c) Provides recommendations to mitigate logistics risks related to software intensive programs</p> <p>(d) Provides comprehensive reviews of System Integrator deliverables related to logistics</p> <p>(e) Assists Government Logistician in developing Integrated Logistics Assessments</p> <p>(f) Participate in project level meetings and provide logistics Subject Matter Expertise to Project Managers.</p> <p>(g) Provides comprehensive reviews of Program Logistics documentation</p>

	(h) Reviews standard DoD equipment custodial forms for accuracy (DD1149, DD1150, DD1348, CMR, CAR) (I) Assists in the fielding and disposal of Marine Corps Equipment
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9.0. Risk Management (CDRL A010)

9.1. The Contractor shall prepare a Risk Management Plan (RMP). The RMP shall describe the Contractor’s approach to determining, reporting, rating, and monitoring risks within the programs.

9.2. The Contractor shall execute Risk Management IAW Total Force Information Technology Risk Management Plan.

9.3. The Contractor shall develop and share with the Government risk reports summarizing the risks and identifying the likeliness and consequences of each risk.

Table 9.0 Risk Management

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Risk Management Plan (Para. 9.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Initial 30 days after award date. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit five full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	Re
Risk Reports (para. 9.3)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly The Government will have five full business days to review. The Contractor shall correct any errors and resubmit five full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	Re

			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	
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10.0. Cost Control

Table 10 Monthly Billing Schedule

Monthly Billing Schedule for M67854-21-R-3004 PLSCS				
Deliverable	Description	Deliverable Increment	Unit Price	Total
In-Process Review Briefs				
April 2021				
May 2021				
June 2021	In-Process Review Briefs	Quarterly		
July 2021				
August 2021				
September 2021	In-Process Review Briefs	Quarterly		
October 2021				
November 2021				
December 2021	In-Process Review Briefs	Quarterly		
January 2022				
February 2022				
March 2022	In-Process Review Briefs	Quarterly		
		TOTAL		\$0.00
Monthly Status Report				
April 2021	Monthly Status Report	Monthly		
May 2021	Monthly Status Report	Monthly		
June 2021	Monthly Status Report	Monthly		
July 2021	Monthly Status Report	Monthly		
August 2021	Monthly Status Report	Monthly		
September 2021	Monthly Status Report	Monthly		
October 2021	Monthly Status Report	Monthly		
November 2021	Monthly Status Report	Monthly		
December 2021	Monthly Status Report	Monthly		
January 2022	Monthly Status Report	Monthly		

February 2022	Monthly Status Report	Monthly		
March 2022	Monthly Status Report	Monthly		
		TOTAL		\$0.00
Integrated Master Schedule				
April 2021	Integrated Master Schedule	Monthly		
May 2021	Integrated Master Schedule	Monthly		
June 2021	Integrated Master Schedule	Monthly		
July 2021	Integrated Master Schedule	Monthly		
August 2021	Integrated Master Schedule	Monthly		
September 2021	Integrated Master Schedule	Monthly		
October 2021	Integrated Master Schedule	Monthly		
November 2021	Integrated Master Schedule	Monthly		
December 2021	Integrated Master Schedule	Monthly		
January 2022	Integrated Master Schedule	Monthly		
February 2022	Integrated Master Schedule	Monthly		
March 2022	Integrated Master Schedule	Monthly		
		TOTAL		\$0.00
Milestone Billing Schedule			Total	\$0.00

11.0. Performance Requirements

Attachment 04 – PLSCS Requirement Matrix Workbook contains the tasks per project being requested throughout this PWS.

Attachment 05 -- PLSCS Deliverable Matrix Workbook contains the scale of work being requested throughout this PWS.

The Contractor shall perform the following requirements:

11.1. In-Process Reviews (IPR)(CDRL A001)

The Contractor shall provide the IPR consisting of an overall assessment of on-going Government program reviews, program risk(s), schedules, and status of all deliverables and performance issues ranked by severity addressing each of PM APPS teams. The Contractor shall provide In-Process Review Meeting Minutes and Action Item(s).

Table 11.1 Performance Requirements

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P

<p>In-Process Review Brief (Para. 11.1)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>Initial 90 days after award and every 90 days thereafter. Each delivery must be within five full business days prior to the IPR meeting.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	<p>Re</p>
<p>In-Process Review: Meeting Minutes & Action Item(s) (para. 11.1)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>Within two full business days of completing the IPR Meeting. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	<p>P</p>

11.2. Monthly Status Reports (MSR)(CDRL A002)

The Contractor shall **provide** the MSR report to include, at a minimum:

- a) Contract Number;
- b) Invoicing Period (start and end dates);
- c) List of accomplished tasks and any noteworthy efficiency achieved during the reporting period;
- d) Performance issues and risk ranked by severity;
- e) Rational for deviations from program schedules with mitigation plans;
- f) All barriers impacting the Contractor’s ability to support required efforts and proposed resolution(s); and
- g) Change in status for the code review license owner, if applicable

Table 11.2. Monthly Status Report

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Monthly Status Report (para. 11.2)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Deliver by the 5 th day of the month, for the preceding month of performance. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	Re

11.3. Transition Management (CDRL A003)

11.3.1. The Contractor shall begin the process of transitioning personnel in coordination with the COR immediately following task order award. The Contractor shall complete the transition of its workforce within 30 days of task order award ensuring all security clearances have been submitted.

11.3.2. Task Order Transition, Phase-In and Phase-Out. The Contractor shall provide efforts required to begin the execution of tasks and to properly closeout both efforts when the task performance ends. The phase-in period begins at task order award. The phase-out period begins upon KO notification.

Transition Plan. The Contractor shall be required to provide a transition plan to be implemented following contract award. The following details are provided and shall be considered and used in the Contractors transition process:

11.3.2.1 Phase-In Period. The Contractor shall develop comprehensive procedures for phasing in Contractor performance to the level required within the time allowed starting from the time of award. The transition plan shall describe the phase in processes and procedures a Contractor uses to transition from an incumbent Contractor within stated PWS timeline objectives. The plan shall discuss the Contractor’s methodologies used for ensuring seamless transition between contracts

and task orders and techniques used to endure the cooperative transfer of task execution between Contractors.

11.3.2.2 Phase-Out Period. The Contractor shall perform the following activities during the phase-out period per the Contractor’s transition plan: Ensure all services and performance objectives required by the PWS and task order are met throughout the phase-out period; establish procedures with the successor to ensure transition of provided services without a degradation of service; provide copies of all instructions, records, task order performance metric data, Contractor points of contact, and all other procedures developed by the Contractor in the performance of this task order to the successor (does not apply to Contractor’s proprietary data).

Table 11.3 Transition Management

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Transition Plan (Para. 11.3.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Initial 30 days after award date. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit five full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	Re

11.4. Quality Assurance and Control (CDRL A004)

11.4.1. The Contractor shall prepare a Quality Assurance Program Plan (QAPP). The QAPP shall describe the Contractor’s approach to ensuring quality performance for all aspects of the contract.

11.4.1.1. The Contractor’s QAPP shall provide a total quality management system approach to the PLSCS effort and include program and technical management, quality assurance, quality control, and performance management to achieve the control of product and service quality throughout the contract performance.

11.4.1.2. The Government will evaluate the Contractor’s performance under this task order award IAW the QASP. The QASP focuses on what the Government will do to ensure that the Contractor has performed IAW the performance standards. It defines how the performance standards to be applied, the frequency of surveillance, and the minimum Acceptable Quality Levels (AQLs).

11.4.1.3. The Contractor’s quality assurance program plan shall comply with Government policy and instructions. These efforts shall be reflected in the Contractor’s performance and shall provide both existing and enhanced capabilities to meet the Government’s objectives for quality as defined in the AQLs.

11.4.1.4. The Contractor shall provide a Work Breakdown Structure (WBS) at the Post Award conference for Government review.

Table 11.4 Quality Assurance and Control

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Quality Assurance Management Plan (Para. 11.4.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually The Government will have five full business days to review. The Contractor shall correct any errors and resubmit five full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	P
Work Breakdown Structure (para. 11.4.1.4)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Initial submission will be 15 full business days following contract award date. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit five full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	P

			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	
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11.5. Meetings (CDRL A005)

The Contractor shall prepare agendas, capture attendance, and record action items while maintaining a current list of all open and closed action items, for inclusion in Contractor prepared meeting minutes.

It is anticipated the Contractor will need to coordinate conference rooms and teleconferences (as required) and participate in multiple, weekly PM APPS meetings, within a ten-mile driving distance of the Barrett Heights, Stafford, VA location. Virtual meetings may be authorized on a case-by-case basis at no additional expense to the Government. **The Contractor shall provide the minimum support requirements for contractor conference room facilities; to include: Teleconference phone, white board, projector, WiFi connectivity, electrical outlets and conference room to accommodate a minimum of 10 employees.**

The Contractor shall participate in all meetings in support of PM APPS teams and programs.

Table 11.5 Meeting Frequency

Meeting Name	Frequency
PM and DPM	Weekly
PdMs	Weekly
APM-Engineer	Weekly
APM-Logistic	Weekly
APM- Program Management	Weekly
Integrated Product Teams	Weekly
Systems Engineering Technical Review Events	Quarterly
Ad hocs	Weekly

Table 11.5.1 Meeting

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P

Meeting Minutes (para. 11.5)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Within one full business days of completing the meeting. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory: below 70% error free submission • Error free upon second Contractor submission to Government 	P
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11.6. Program Management (CDRL A006)

The Contractor shall perform program management support services for programmatic acquisition documents required by each section. All documentation shall be in compliance with all current regulations, laws, policies, and directives as applicable.

At a minimum, The Contractor shall:

11.6.1. Prepare, delivery, update, and maintain all program schedules, notional timelines, program Road Maps, program Placemats, executive-level schedule diagrams that identify programmatic activities and tasks, and provide the acquisition team’s program status reports in the form of situation reports (SITREPs).

11.6.2. Maintain the Integrated Master Schedule (IMS) for all programs teams in Microsoft Project. The IMS shall be updated and maintained in the PM APPS Programs Microsoft SharePoint site repositories. The Contractor shall brief Integrated Product Teams (IPTs) as required.

11.6.3. Document compliance in accordance with the Clinger-Cohen Act (CCA) including improvements, risk mitigation strategies, tactics and any recommendations. Additionally, the Contractor shall maintain version control for the documentation.

11.6.4. Develop Transition Plans and program documents for the transition of programs out of the PM APPS portfolio over to other organizations within the Marine Corps. The Contractor shall use the approved MCSC templates and tailor based on program requirements.

11.6.5. Prepare briefs in support of program and technical review efforts including, but not limited to, Program Management Reviews (PMRs), Programs Health Assessments, Plans of Actions and Milestones (POA&M), Courses of Actions (COAs), technical decisions, and Analysis of Alternative (AOAs).

11.6.6. Arrange and participate in program management reviews and events (e.g. Health Assessments, Risk Review Boards, and Integrated Program Reviews). The Contractor shall provide meeting minutes to the Government within one business day from the meeting conclusion. Minutes shall include all outcomes, recommendations, actions items, including to whom action items are assigned to and completion due dates. In support of above program management events, the Contractor shall provide a Comment Resolution Matrix (CRM) when needed.

11.6.7. Prepare agendas, capture attendance, record action items, and take notes for the development of meeting minutes for weekly and monthly programmatic meetings, and the weekly PM APPS, APM-E, APM-L, APM-PM, team, and program IPT meetings. Contractor shall maintain a list of all open and closed action items and shall establish weekly IPTs, Agile Sprint meetings, and ad-hoc Government meetings. The Contractor shall distribute meeting minutes and action items generated from any of these meeting events within one working day after each meeting. Meeting minutes shall, at a minimum, include a summary of the meeting discussion, list of attendees, action items, action item assignments, list of all open and closed action items until resolved, and action items' expected due dates.

11.6.8. Prepare briefing charts and shall draft Program Summary Assessments to support Milestone Assessment Team (MAT) program reviews.

11.6.9. Adhere to the Risk, Issue, and Opportunity Management Guide for Defense Acquisition Programs, the MCSC Order 5000.3, and the Naval System Command Risk Management Policy.

11.6.10. Review and provide recommendations to the Government on System Integrator (SI) documents related to program management.

11.6.11. Maintain, update, and deliver the Single Acquisition Management Plan (SAMP), to include changes required due to conversion from the Acquisition Strategy (AS) and Acquisition Plan (AP) to a SAMP, on an annual basis.

11.6.12. Review, update, and provide recommendations for the PM APPS Standard Operating Procedures (SOP) for USMC Information Technology (IT) Procurement Process, Department of Defense Information Technology Portfolio Repository – Department of the Navy (DITPR-DoN) in order to standardize the business process within PM APPS on a quarterly basis.

11.6.13. Ensure that documentation and document review processes are IAW mandatory DoD, DoN, and MCSC policies, directives, regulations, and guidance.

11.6.14. Review and recommend updates to ensure published document standards (e.g., appropriate use of graphics, headings, figure and table captions, page breaks and index and

glossary entries) are met. The Contractor shall advise and recommend use of graphics and supplemental illustration within a document to enhance its clarity and usability.

11.6.15. Perform program management analysis and coordination for multiple programs, including Acquisition Category (ACAT), Business Category (BCAT), and Abbreviated Acquisition Program (AAPs) programs.

At a minimum, the Contractor shall:

11.6.15.1. Assist the program acquisition teams in the preparation, review, analysis, update, and maintenance of acquisition documentation (e.g. Acquisition Strategies, Acquisition Plans, Acquisition Decision Memorandum (ADM), Acquisition Program Baselines (APB), flows charts, agile Kanban boards, swim diagram charts, and monthly Quad Charts). Analysis of program documentation and supporting tasks requires an in-depth knowledge of the Department of Defense (DoD), Department of the Navy (DoN), and MCSC supplemental policies and regulations; and the Defense Acquisition Management System. The Contractor shall ensure that documentation is in compliance with all DoD, DoN, and MCSC policies, directives, and regulations. Any incidence of noncompliance shall be identified and communicated to Government personnel via the appropriate deliverable to facilitate Government resolution of the matter.

11.6.15.2. Develop, maintain, update, and deliver the Capability Implementation Plan (CIP) for Defense Business Systems (DBS) as defined by *DoDI 5000.75, Defense Business Systems CH2, dated 24 January 2020*.

11.6.15.3. Review and update Memoranda of Understanding (MOU), Memoranda of Agreements (MOAs), Service Level Agreements (SLAs), System Interface Agreements (SIAs), Interface Control Agreements (ICAs), and Interface Control Documents (ICDs).

11.6.16. Technical Editing and Writing. The Contractor shall submit documents of the highest-quality, and therefore expects the Contractor to have sufficiently trained staff to ensure documents submitted to Government Point of Contact (POC) are devoid of errors that require significant editing and reworking by Government personnel. Revisions due to technical or conceptual clarifications will be kept to a minimum by the Government. Further, all work products shall comply with the DON Correspondence Manual (SECNAVINST M-5216.5 W/CH1). Specific examples of required support include:

11.6.16.1. Use established templates, as mandated, or shall design document layouts that assist with the preparation of official documents (e.g., acquisition planning, documents, briefings, information papers, correspondence, technical documents (i.e., engineering, cloud technology)). All templates, designs, and final documents are subject to Government review and approval.

11.6.16.2. Review all documentation for grammatical accuracy, typographical errors, and consistency of writing style. The Contractor shall ensure technical terminology is correct and consistent throughout the documents.

Table 11.6 Program Management

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Road Maps (para. 11.6.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Placemats (para. 11.6.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			submission to Government • Response to Government inquires and adhoc tasking within 1 full business day	
SITREP (para 11.6.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Weekly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Schedule Diagrams (para. 11.6.1)	Provided Template or Contractor generated Microsoft Office document	Weekly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			error free submission <ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Integrated Master Schedule (para. 11.6.2)	Provided Template or Contractor generated Microsoft Office document	Weekly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Clinger-Cohen Act (para. 11.6.3)	Provided Template or Contractor generated Microsoft Office document	As Required (ASREQ). The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Transition Plans (para. 11.6.4)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
Briefs (para. 11.6.5)	Applicable Government Provided Template or	<p style="text-align: center;">Monthly.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
	Contractor generated Microsoft Office document	and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Comment Resolution Matrix (para. 11.6.6)	Provided Template or Contractor generated Microsoft Office document	Within one full business day of completing the meeting. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			within 1 full business day	
Meeting Minutes, Agendas, Attendance (para. 11.6.7)	Provided Template or Contractor generated Microsoft Office document	Within one full business day of completing the meeting. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Action Items (para. 11.6.7)	Provided Template or Contractor generated Microsoft Office document	Within one full business day of completing the meeting. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			submission to Government <ul style="list-style-type: none"> Response to Government inquires and adhoc tasking within 1 full business day 	
Program Summary Assessments (para. 11.6.8)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> Exceptional: 95% of error free submission Very Good: 85 % of error free submission Satisfactory: 75% of error free submission Marginal: 70% of error free submission Unsatisfactory below 70% error free submission Error free upon second Contractor submission to Government Response to Government inquires and adhoc tasking within 1 full business day 	R
SI Document Recommendations (para. 11.6.10)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> Exceptional: 95% of error free submission Very Good: 85 % of error free submission Satisfactory: 75% of error free submission Marginal: 70% of error free submission Unsatisfactory below 70% 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			error free submission <ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
SAMP (para. 11.6.11)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
SOP (para. 11.6.12)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
ADM (para. 11.6.15.1)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have three business days to review. The Contractor shall correct any errors and resubmit two business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
APB (para. 11.6.15.1)	Provided Template or Contractor generated	ASREQ. The Government will have three business days to review. The Contractor shall correct any errors	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
	Microsoft Office document	and resubmit two business days after receipt from the Government.	<ul style="list-style-type: none"> • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Flow Charts (para. 11.6.15.1)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			within 1 full business day	
Agile Kanban (para. 11.6.15.1)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have three business days to review. The Contractor shall correct any errors and resubmit two business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
Swim Diagram Charts (para. 11.6.15.1)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Quad Charts (para. 11.6.15.1)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">Monthly.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
CIP (para. 11.6.15.2)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
MOU (para. 11.6.15.3)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
MOA (para. 11.6.15.3)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
SLA (para. 11.6.15.3)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	
SIA (para. 11.6.15.3)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
ICA (para. 11.6.15.3)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Design Document Layouts (para. 11.6.16.1)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
Documentation Reviews (para. 11.6.16.2)	Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">Weekly.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	

11.7. Life-Cycle Logistics (CDRL A007)

The Contractor shall provide the following life-cycle logistics support to PM APPS:

11.7.1. The Contractor shall provide equipment inventories quarterly, and review equipment transfer documentation to verify chain of custody of equipment. The Contractor shall review and provide recommendations to the PM APPS Consolidated Memorandum Receipt (CMR)/Catalog Action Request (CAR) as new information is added/deleted and modified to verify accuracy.

11.7.2. The Contractor shall provide equipment fielding support in accordance with Marine Corps Systems Command Order 4105.10B, *Building Decision Process for All Marine Systems*, dated 11 June 2019.

11.7.3. The Contractor shall provide the Management Control Activity (MCA) Birthing package in accordance with the MCA website for all newly acquired assets to the Government Documents include but are not limited to DD1149 (Requisition and Invoice/Shipping Document), DD1348 (Issue Release/Receipt), and DD1150 (Request for Issue/Transfer/Turn-In).

11.7.4. The Contractor shall on a quarterly basis, verify the information in the Table of Authorized Material Control Numbers (TAMCNs) within the Total Force Structure Management System (TFSMS) to ensure information is correct and verified for the programs assigned TAMCNs (estimated number is 15 total).

11.7.5. The Contractor shall review and provide recommendations for programs logistics product to include, but not limited to, training materials, technical publications, technical data, and work products.

11.7.6. The Contractor shall review SI Systems Engineering Technical Review (SETR) event documentation and provide recommendations prior to SETR meeting in accordance with *Program Manager Marine (PMM171) Application PM APPS System Engineering Plan Version 4, December 2017.*

11.7.7. The Contractor shall provide logistics recommendations for programs' Engineering Change Proposals (ECPs) to include but not limited to, known or potential logistics impacts to all 12 logistics elements, logistics risks, and mitigation strategies.

11.7.8. For PM APPS existing Acquisition Category (ACAT) programs in sustainment, the Contractor shall update annually and provide recommendations for Life Cycle Sustainment Plan (LCSP) IAW the overarching PM APPS LCSP.

11.7.9. For PM APPS BCAT programs in sustainment, the Contractor shall annually provide logistics input recommendations for Capability Support Plan (CSP) and update as required IAW the overarching PM APPS LCSP.

11.7.10. The Contractor shall provide logistics input recommendations for the Capability Implementation Plan.

11.7.11. The Contractor shall provide recommendations for the execution of a Manpower and Training Analysis (MPTA) document.

11.7.11.1. The Contractor shall conduct a Manpower, Personnel and Training Analysis (MPTA) and develop the Manpower Personnel and Training Plan (MPTP) in accordance with the DoD 50002, and the AC ALPS MPTA and MPTP templates. The Contractor shall complete all analysis actions required by the MPTA process, include the MPTA Determination Tool, Task Analysis, Method and Media Analysis, and Manpower Estimates and Manpower Personnel and Training Plan.

11.7.12. The Contractor shall develop Stock list (SL-3) documentation for PM APPS hardware related TAMCN and complete Publication Control Number (PCN) requests.

11.7.13. The Contractor shall provide disposal transfer paperwork including, but not limit to, DD1150, DD1348, and Management Control Activity (MCA) disposal packages.

11.7.14. The Contractor shall develop fielding plans for PM APPS programs deploying new or updated (technical refresh) hardware IAW the ALPS Fielding Plan template. The Contractor shall update Fielding Plans as required by program changes.

11.7.15. The Contractor shall develop Transition Plans for software programs that are transitioning from traditional data center hosting servers to cloud servers. The Contractor shall use the ALPS Fielding Plans as a template for the Transition Plans and tailor based on software program requirements.

11.7.16. The Contractor shall develop Deployment Plans for all new software programs. The Contractor shall use the ALPS Fielding Plans as a template for the Deployment Plans and tailor based on software program requirements.

11.7.17. The Contractor shall verify all PM APPS software license requirements and ensure the correct amount of software licenses are accounted for on each program, to include license expiration and renewal dates. The Contractor shall notify the Government POC of any discrepancies, shortages or overages. Additionally the Contractor shall provide recommendations for redistribution of software licenses overages when applicable. The Contractor shall provide to Government POC license renewal dates 90 days prior to the expiration of the existing license. The Contractor shall complete software license orders in Remedy for PM APPS software acquired through the Customer Service and Strategic Sourcing/Marine Corps Software Acquisition Team.

11.7.18. The Contractor shall provide an Independent Logistics Assessment (ILA) checklist for each program within PM APPS, the Contractor shall provide all documentation in an ILA binder containing the ILA checklist, the draft ILA report, and required programmatic documentation for each ILA conducted. Approximately 2-5 ILAs annually.

11.7.19. The Contractor shall ensure all individual program configuration databases for logistics information are populated and correct. Logistics information includes, but not limited to, serial numbers, part numbers, End of life, warranty expiration, Item Unique Identification (IUID) number, power requirements, number of licenses (for software Configuration Items (CIs)), and license expiration date.

11.7.20. The Contractor shall provide recommendations for the SI Hardware and Software refresh plans via a CRM.

11.7.21. The Contractor shall provide recommendations on software solutions for long-term cost, sustainability, and logistics foot print reductions.

Table 11.7 Life-Cycle Logistics

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Equipment Inventories (para. 11.7.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
CMR/CAR (para. 11.7.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	
<p>Management Control Activity (MCA) Birthing Package (para. 11.7.3)</p>	<p>Accordance with the MCA website</p>	<p>Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	<p>P</p>
<p>TAMCN (para. 11.7.4)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission 	<p>P</p>

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Logistic Products (para. 11.7.5)	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
SETR Documentation (para. 11.7.6)	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">Quarterly.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
ECPs (para. 11.7.7)	Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
Life Cycle Sustainment Plan (para. 11.7.8, 11.7.9)	IAW Acquisition Logistics and Product	Annually.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
	Support (ALPS) LCSP template and the PM APPS overarching LCSP		<ul style="list-style-type: none"> • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Capability Support Plan (para. 11.7.9)	IAW the overarching PM APPS LCSP	<p style="text-align: center;">Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			within 1 full business day	
Capability Implementation Plan (para. 11.7.10)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Manpower and Training Analysis Plan (MPTA) (para. 11.7.13.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			submission to Government • Response to Government inquires and adhoc tasking within 1 full business day	
Stock-list (SL)-3 (para. 11.7.14)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Publication Control Number (PCN) (para. 11.7.12)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			error free submission <ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Disposal Transfer Paperwork (para. 11.7.13)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
MCA Disposal Package (para. 11.7.13)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Fielding Plans (para. 11.7.14)	IAW the ALPS Fielding Plan	<p style="text-align: center;">Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Transition Plans (para. 11.7.15)	IAW the ALPS Fielding Plan	<p style="text-align: center;">Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
		any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Deployment Plans (para. 11.7.16)	IAW the ALPS Fielding Plan	<p style="text-align: center;">Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			within 1 full business day	
Government License Renewal Dates (para. 11.7.17)	Applicable Government Provided Template or Contractor generated Microsoft Office document	90 days prior to the expiration of the existing license.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Independent Logistics Assessment (ILA) (para. 11.7.18)	In an ILA binder containing the ILA checklist	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			submission to Government • Response to Government inquires and adhoc tasking within 1 full business day	
Configuration Databases (para. 11.7. 19)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
SI Hardware and Software Refresh Plans Comment Resolution Matrix (CRM) (para. 11.7.20)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day	

11.8. Engineering Management (CDRL A006)

The Contractor shall support engineers in the preparation, maintenance, submission, and updating on an annual basis, or after a change in the documents, for the following engineering plans:

- (a) Systems Engineering Plan (SEP)
- (b) Configuration Management Plan (CMP)
- (c) Test & Evaluation (T&E) Plan
- (d) Performance Measurement Plan (PMP)
- (e) Requirements Management Plan
- (f) Program Protection Plan (PPP)
- (g) Programmatic Environment, Safety & Occupational Health Evaluation (PESHE)
- (h) Engineering Standard Operating Procedures
- (i) Single Acquisition Management Plan
- (j) Capability Implementation Plan
- (k) Program Specific Engineering Management Addendums.

Table 11.8 Engineering Management

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Systems Engineering Plan (para. 11.8(a))	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Configuration Management Plan (para. 11.8(b))	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day	
Test & Evaluation Plan (para. 11.8(c))	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Performance Measurement Plan (para. 11.8(d))	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Requirements Management Plan (para. 11.8(e))	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Program Protection Plan (PPP) (para. 11.8(f))	Applicable Government Provided Template or Contractor generated Microsoft	<p style="text-align: center;">Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
	Office document		<ul style="list-style-type: none"> • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Programmatic Environment, Safety & Occupational Health Evaluation (PESHE) (para. 11.8(g))	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Engineering Standard Operating Procedure (para. 11.8(h))	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Single Acquisition Management Plan (para. 11.8(i))	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	
Capability Implementation Plan (para. 11.8(j))	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p>Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Program Specific Engineering Management Addendums (para. 11.8 (k))	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p>Annually.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	

11.9. Configuration Management

The Contractor shall provide recommendations, updates, and identify areas of improvement for future planning that support Configuration Management (CM) in Agile and Development Security Operations (DEVSECOPS) endeavors.

The Contractor shall provide the following:

11.9.1. Develop tool specifications that support CM in an Agile and Development Security Operations (DEVSECOPS) endeavors.

11.9.2. Conduct physical Configuration audits for compliance with the Configuration Item Technical Database (CITDB).

11.9.3. Develop training materials and process flows to enhance configuration management for Government Approval. The approved training and process flows shall be incorporated into SOPs.

11.9.4. Conduct requirements analysis, configuration item analysis, impact analysis, and proposed changes. Recommendations shall include, but not limited to, impacts to the Configuration Item (CIs) in the system and requirements alternatives. Recommendations shall include Industry Best Practices.

11.9.5. Ensure all documented system/CI changes provided by the developer are in compliance with Data Item Descriptions (DIDs). Ensure all discrepancies (documented or undocumented) are reconciled with all system and CI changes.

11.9.6. Update and maintain the configuration management system in accordance with the CMP and SOPs.

11.9.7. Conduct Government Physical Configuration Audits (PCAs) and Functional Configuration Audits (FCAs) of baselines for Configuration Status Accounting. This includes, but not limited to, baseline document reviews and analysis, identifying technical risks, documenting audit findings/results, and developing Summary Reports.

Table 11.9 Configuration Management (CDRL A008)

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Tool Specifications (para. 11.9.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government Response to Government inquires and adhoc tasking within 1 full business day 	R
Configuration Audits Documents (para. 11.9.2)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Training Materials (para. 11.9.3)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Process Flows (para. 11.9.3)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Requirement, Configuration Item, Impact Analysis (para. 11.9.4)	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	A
CI Changes (para. 11.9.5)	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">Annually</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	A

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Physical Configuration Audit (PCAs) Reports (para. 11.9.7)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Functional Configuration Audit (FCAs) Reports (para. 11.9.7)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R

11.10. System Engineering

The Contractor shall provide the following for System Engineering:

11.10.1. Provide recommendations in the development of training materials and process documents for system engineering management.

11.10.2. Recommend updates and identify gaps in the technical data packages and reports in support of SETRs and engineering reports.

11.10.3. Provide recommendations and develop requirements of new technology to answer problem statements and needs for future software requirements (e.g. Artificial Intelligence (AI), Cloud, and Business Intelligence (BI)), traceability analysis and update the Requirements Traceability Matrix (RTM) and System Design Specification (SDS).

11.10.4. Provide recommendations for system engineering requirements, technical reviews, and technical review criteria in support of low code/no code applications with Cloud or hybrid Cloud environment.

11.10.5. Provide recommendations for standardized performance metrics across PM APPs to ensure all software metrics are consistent with Agile and Waterfall methodologies.

11.10.6. Define and refine architecture requirements for implementation across PM APPS programs.

11.10.7. Define and refine Human Systems Integration (HSI) requirements in accordance with Americans with Disability Act Section 508 and MIL-STD 1472, titled *DOD Design Criteria Standard Human Engineering*, dated 11 Jan 2012 for implementation across PM APPS programs.

11.10.8. Prepare briefs in support of technical review efforts including, but not limited to, Courses of Actions (COAs), technical decisions, and Analysis of Alternative (AOAs).

11.10.9. Arrange and participate in system engineering technical reviews and events (e.g., Systems Engineering Technical Review (SETRs), Engineering Review Board (ERBs)). The Contractor shall provide meeting minutes to the Government within 3 days from the meeting conclusion. Minutes shall include all outcomes, recommendations, and action items, including to whom assigned and due date. In support of SETR and Test Readiness Reviews (TRR) events, the Contractor shall review technical data packages and provide CRM and Request for Action (RFA) response to ensure all technical elements associated with entrance/exit and evaluation criteria for execution and test are incorporated in the document.

11.10.10. Prepare and update interoperability certification, testing, and waiver request letters.

11.10.11. Provide recommendations for technical specifications/acceptance criteria for user stories and test criteria for Agile and hybrid methodologies.

11.10.12. Ensure all Program Wiki pages are up to date in SharePoint site.

11.10.13. Update and maintain Department of Defense Architecture Framework (DoDAF) architectural artifacts for individual programs based on approved ECPs.

Table 11.10 System Engineering

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Requirements Matrix (para. 11.10.3)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
System Design Specification (para. 11.10.3)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	
<p>Technical Reviews, Technical Criteria (para. 11.10.4)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	<p>P</p>
<p>Performance Metrics (para. 11.10.5)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	<p>R</p>

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Architecture Requirements (para. 11.10.6)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Human Systems Integration Requirements (para. 11.10.7)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
Technical Review Briefs (para. 11.10.8)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	
Engineering Technical Review and Events Meeting Minutes (para. 11.10.9)	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">ASREQ</p> <p>Within three full business days of completing the meeting. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Technical Data Package Comment Resolution Matrix (CRM) (para. 11.10.9)	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">Monthly.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
<p style="text-align: center;">Engineering Review Board Meeting Minutes and Action Items (para. 11.10.9)</p>	<p style="text-align: center;">Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p style="text-align: center;">Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	<p style="text-align: center;">P</p>

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Request for Action (RFA) Responses (para. 11.10.9)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Interoperability Certification, Testing, and Waivers Request Letters (para. 11.10.10)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	
<p>Technical Specification/ Acceptance Criteria (para. 11.10.11)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	<p>R</p>
<p>Department of Defense Architecture Framework (DoDAF) Architectural Artifacts (para. 11.10.13)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	<p>P</p>

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	

11.11. Test and Evaluation (CDRL A009)

The Contractor shall provide the following for Test and Evaluation (T&E):

11.11.1. Recommend and update Test and Evaluation (T&E) artifacts (e.g., plans, cases, test procedures, test reports, and charts) and determine criteria for test success.

11.11.2. Recommend the development and maintenance of the PM APPS T&E Plan and T&E metrics.

11.11.3. Provide a review of technical documentation in the Technical Review Data Package (TRDP) and provide results feedback for SETR and TRR events via CRM or RFA to the program engineers.

11.11.4. Provide Acceptance Criteria feedback recommendations for programs using Agile methodologies.

11.11.5. Record test results and test incident reports in the Government Acceptance Test (GAT) Workbook and prepare the GAT report.

Table 11.11 Test and Evaluation

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
T&E Artifacts (para. 11.11.1)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
T&E Plan and T&E Metrics (para. 11.11.2)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	
<p>Technical Review Data Package (para. 11.11.3)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	<p>R</p>
<p>Acceptance Criteria Feedback (para. 11.11.4)</p>	<p>Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p>ASREQ. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission 	<p>P</p>

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Government Acceptance Test (GAT) Test Report (para. 11.11.5)	Applicable Government Provided Template or Contractor generated Microsoft Office document	<p style="text-align: center;">Quarterly.</p> <p>The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P

11.12. Cybersecurity

The Contractor shall provide the following for Cybersecurity (CS):

11.12.1. Capture, consolidate, and document program’s compliance metrics in accordance with the risk management framework on a monthly basis.

11.12.2. Provide cybersecurity compliance trends and issues, provide process improvement recommendations to increase standardization across programs.

11.12.3. Monitor higher level cybersecurity documentation for changes in compliance standards. Provide a Cybersecurity Impact Analysis (CIA) to ensure all programs are in compliance with higher level cybersecurity documentation, such as, National Institute of Standards and Technology (NIST), Committee on National Security Systems (CNSS), Federal Information Processing Standards (FIPS), DoD, DON and USMC policies/guidance. System changes driven by changes in standards and/policies as documented in the CIA will follow the engineering change control process for implementation and be documented on the security POA&M.

11.12.4. Provide recommendations for cybersecurity standardization activities across the programs to include, but not limited, to SETR reviews, Agile/hybrid methodologies, DEVSECOPS, MCCASt, and Government provide cybersecurity templates.

11.12.5. Collect Assessment and Authorization (A&A) and cybersecurity metrics to identify trends and provide process improvement targets.

11.12.6. Monitor cybersecurity A&A processes for compliance with MCSC, HQMC, DoN, and DoD policies, directives, guidelines, and instructions and document new accreditation/compliancy requirements. Update cybersecurity A&A documentation within Marine Corps Compliance and Authorization Support Tool (MCCASt), the Government's approved cybersecurity tool. **The contractor shall review and provide input to the cyber documents. The Contractor shall ensure the most current versions are uploaded to the MCCASt tool. If there are changes to MCSC, HQMC, DoN, and DoD policies, directives, guidelines, and instructions and document new accreditation/compliancy requirements the contractor will advise the Government on the change and assist with documentation updates as necessary.**

11.12.7. Review, coordinate, provide recommendations, and develop documentation for the A&A process (e.g., System Boundary Diagrams, Continuity of Operations Plan, Information Assurance Vulnerability Management (IAVM) Implementation Plan, List of Privileged Users, Signed Security Rules of Behavior/Acceptable use Policy for Privileged Users, Ports/Protocols/Services).

11.12.8. Monitor OEM, NVD, Operational Directives, MCDs and review Assured Compliance Assessment Solution (ACAS) scans for new vulnerabilities. Update POA&M as vulnerabilities are identified and work with ISSM to rectify vulnerabilities through the engineering change control process.

11.12.9. Provide updates to A&A status spreadsheets and provide requisite information for cyber data calls to enable the Government to correctly respond to leadership.

11.12.10. Provide weekly status updates in IPT meeting on authorization packages throughout the A&A process.

11.12.11. Provide recommendations on ECPs and SETR documentation on the impacts to cyber compliance. Develop cyber specification and requirements that are not covered by security implementation guides.

11.12.12. Monitor RMF controls changes and document on program POA&M for non-compliance with the USMC Enterprise Cybersecurity Manuals (ECSMs).

List of Manuals and Dates for ECSMs:

- (a) ECSM 001 Computer Security Incident Handling (CSIH), 19 Sep 2012
- (b) ECSM 002 Firewall, 12 Jun 2012
- (c) ECSM 003 Routers, 12 Jun 2011
- (d) ECSM 004 Remote Access Systems (RAS), 16 Dec 2013
- (e) ECSM 005 PEDS and WLAN Tech (searchable), 07 Jan 2016
- (f) ECSM 006 Virtual Private Networks (VPNs), 15 Sep 2011
- (g) ECSM 007 Resource Access Guide, Nov 2015
- (h) ECSM 008 Cross Domain Solution Signed, 15 Feb 2019 (searchable)
- (i) ECSM 009 NATO Information Handling on the Marine Corps Enterprise Network, 3 Jul 2012
- (j) ECSM 010 Unauthorized Disclosures and Spillages, 18 Jun 2014
- (k) ECSM 011 Personally Identifiable Information (PII), 30 Apr 2013
- (l) ECSM 012 Marine Corps Enterprise Network (MCEN) Architecture, 1 May 2015
- (m) ECSM 013 Public Key Infrastructure (PKI), 08 Aug 2018
- (n) ECSM 014 Disaster Recovery (DR) and Contingency Planning (CP), 16 Feb 2018
- (o) USMC ECSM 018 Marine Corps Assessment and Authorization Process, 04 Jun 2020
- (p) ECSM 019 Program of Record Playbook, 19 Apr 2019
- (q) ECSM 020 Information Assurance Vulnerability Management Program (IAVM), 13 Jan 2014
- (r) ECSM 021 Ports, Protocols and Services Management (PPSM), 3 May 2012
- (s) ECSM 024 Marine Corps CYWF Qualification Program, 28 Jun 2019
- (t) ECSM 026 Concept of Operations for Host Based Security Service (HBSS), 26 Oct 2012
- (u) ECSM 030 Cybersecurity Information Sharing Partnership Connection Processing and Management, 30 Apr 2020

11.12.13. Develop Memorandums for the Record documenting rationale and providing recommendations to forego IV&Vs and reauthorization requirements associated to a system version change. Develop Cybersecurity Strategy (CSS) for milestone decisions.

11.12.14. Conduct self-assessment and annual security reviews in accordance with *DoDI 8510.01*, *CH2 Risk Management Framework*, dated 28 July 2017 utilizing current CS documentation, vulnerability scans, STIGs, POAM, and engineering documentation.

11.12.15. Update program Privacy Impact Assessments (PIA)s annually in accordance with *DODI 5400.16 DoD Privacy Impact Assessment Guidance*, 11 August 2017.

11.12.16. Develop and update a comprehensive Information Assurance Vulnerability Alerts (IAVA) management plan that encompasses all system aspects and software configuration items used in the development of the systems in accordance with *DoDI 8510, CH2 Risk Management Framework, dated 28 July 2017*.

11.12.17. Conduct monthly vulnerability scans using the approved Government tool, (Assured Compliance Assessment Solution), review vulnerability assessments from monthly scans, develop mitigation strategies for identified findings in conjunction with the system administrator, engineering personnel, and project officer and conduct Common Vulnerability Scoring System scoring.

11.12.18. Analyze and triage the vulnerabilities identified by APPScan or other code review scans and document changes from previous SW releases in support of SETRs.

Table 11.12 Cybersecurity

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Compliance Metrics (para. 11.12.1)	IAW with the Risk Management Framework	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Compliance Trends (para. 11.12.2)	Applicable Government Provided Cybersecurity Template	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Impact Analysis (para. 11.12.3)	IAW with higher level cybersecurity documentation, such as, National Institute of Standards and Technology (NIST), Committee on National Security Systems (CNSS), Federal Information Processing Standards (FIPS), DoD, DoN, USMC)	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and 	A

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			adhoc tasking within 1 full business day	
Cybersecurity Standardization Reports (para. 11.12.4)	Applicable Government Provided Cybersecurity Template	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
Assessment and Authorization (A&A) Cybersecurity Metrics Process Improvement Target Reports (para. 11.12.5)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Cybersecurity A&A Documentation (para. 11.12.6)	IAW Marine Corps Compliance and Authorization Support Tool (MCCAST) or the Government’s Approved Cybersecurity Tool	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
List of Privileged Users (para. 11.12.7)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
POA&M (para. 11.12.8, 11.12.12)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Quarterly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
A&A Spreadsheets (para. 11.12.9)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ The Government will have three business days to review. The Contractor shall correct any errors and resubmit two business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
<p style="text-align: center;">Authorization Packages (para. 11.12.10)</p>	<p style="text-align: center;">Applicable Government Provided Template or Contractor generated Microsoft Office document</p>	<p style="text-align: center;">ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.</p>	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	<p>R</p>

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Cyber Specification and Requirements (para. 11.12.11)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	R
ECSMs POA&M (para. 11.12.12)	Applicable Government Provided Template or Contractor generated Microsoft Office document	ASREQ The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and 	R

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			adhoc tasking within 1 full business day	
IV&V Rationale Memorandums for the Record (MFR) (para. 11.12.13)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Cybersecurity Strategy (para. 11.12.13)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	
Self-assessment and Annual Security Review Reports (para. 11.12.14)	IAW DoDI 8510.01, CH2 Risk Management Framework, dated 28 July 2017	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
Privacy Impact Assessments (PIAs) (para. 11.12.15)	IAW with DODI 5400.16 DoD Privacy Impact Assessment Guidance, 11 August 2017	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
Information Assurance Vulnerability Alerts (IAVA) Management Plan (para. 11.12.16)	IAW DoDI 8510, CH2 Risk Management Framework, dated 28 July 2017	Annually. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit three full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			adhoc tasking within 1 full business day	
Vulnerability Mitigation Strategy Reports (para. 11.12.17)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day 	P
APPScan Document Changes (para. 11.12.18)	Applicable Government Provided Template or Contractor generated Microsoft Office document	Monthly. The Government will have five full business days to review. The Contractor shall correct any errors and resubmit two full business days after receipt from the Government.	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission • Very Good: 85 % of error free submission • Satisfactory: 75% of error free submission • Marginal: 70% of error free submission • Unsatisfactory below 70% error free submission • Error free upon second Contractor submission to Government 	P

Deliverable Title	Format	Date Required	Acceptable Quality Level (AQL)	Surveillance Method Demo = D Analysis = A Random = R Reporting – Re Periodic = P
			<ul style="list-style-type: none"> • Response to Government inquires and adhoc tasking within 1 full business day 	

12.0. Performance Requirements. Table 12 provides performance standards with corresponding reference to the task order PWS paragraphs, AQLs, and per performance monitoring methods:

Table 12 – Performance Requirements Summary

Performance Objective/PWS Paragraph	Performance Standard	Minimum Acceptable Quality Level (AQL)/Performance Thresholds	Surveillance Method Demo = D Analysis = A Random = R Reporting = Re Periodic = P	Monitoring Frequency Annual = A As Required = ASREQ Monthly = M Quarterly = Q Weekly = W
9.1 Risk Management Plans	<ul style="list-style-type: none"> • 98% of products completed by due date. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 9.1. • 95% of deliverables are delivered by the schedule date in accordance with PWS 9.1. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government. 	Re	Initial 30 days after award date.
9.2 Risk Reports	<ul style="list-style-type: none"> • 98% of products completed by due date. • Services provided in a consistent and timely manner. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. 	Re	M

	<ul style="list-style-type: none"> Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 9.2. 95% of deliverables are delivered by the schedule date in accordance with PWS 9.2. 	<ul style="list-style-type: none"> Marginal: 70% of error free submission. Unsatisfactory: below 70% error free submission. Error free upon second Contractor submission to Government. 		
11.1 In-Process Reviews (IPR)	<ul style="list-style-type: none"> 96% error free submission. 98% of products completed by due date. Services provided in a consistent and timely manner. IPR brief, meeting minutes and actions items delivered IAW agreed upon schedules as outlined in the PWS para. 11.1. Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.3.1. 95% of deliverables are delivered by the schedule date in accordance with PWS 11.1. 	<ul style="list-style-type: none"> Exceptional: 95% of error free submission. Very Good: 85 % of error free submission. Satisfactory: 75% of error free submission. Marginal: 70% of error free submission. Unsatisfactory: below 70% error free submission. Error free upon second Contractor submission to Government. 	Re	Every 90 days
11.2 Monthly Status Report (MSR)	<ul style="list-style-type: none"> 98% of products completed by due date. Services provided in a consistent and timely manner. MSR delivered IAW agreed upon schedules as outlined in the PWS para. 11.2. Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.3.1. 95% of deliverables are delivered by the schedule date in accordance with PWS 11.2. 	<ul style="list-style-type: none"> Exceptional: 95% of error free submission. Very Good: 85 % of error free submission. Satisfactory: 75% of error free submission. Marginal: 70% of error free submission. Unsatisfactory: below 70% error free submission. Error free upon second Contractor submission to Government. 	P	M

<p align="center">11.3.1 Transition Plan</p>	<ul style="list-style-type: none"> • 98% of products completed by due date. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.3.1. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.3.1. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government. 	<p align="center">Re</p>	<p align="center">Initial 30 days after award date.</p>
<p align="center">11.4.1 Quality Assurance Program Plan</p>	<ul style="list-style-type: none"> • 96% error free submission. • 98% of products completed by due date. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.4.1 • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.4.1. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government. 	<p align="center">P</p>	<p align="center">A</p>
<p align="center">11.4.1.4 Work Breakdown Structure</p>	<ul style="list-style-type: none"> • 96% error free submission. • 98% of products completed by due date. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.4.1.4 • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.14.1.4. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government. 	<p align="center">P</p>	<p align="center">Q</p>

<p align="center">11.5 Meeting Minutes</p>	<ul style="list-style-type: none"> • 96% error free submission. • 98% of the contractor team needs to attend specified meetings. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.5. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.5. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 	<p align="center">P</p>	<p align="center">W, Q</p>
<p align="center">11.6 Program Management</p>	<ul style="list-style-type: none"> • 95% of products completed by due date. • 96% error free submission. • 98% attendance at specified meeting. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS Paragraph 11.6.1 through 11.6.15.3. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.6. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 	<p align="center">R, P</p>	<p align="center">ASREQ, W, M, Q,</p>
<p align="center">11.6.16 Technical Editing and Writing</p>	<ul style="list-style-type: none"> • 98% of products completed by due date. • 98% of error free submission. • Services provided in a consistent and timely manner as outlined in the PWS Paragraph 11.6.16.1 through 11.6.16.2. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.6.16. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires 	<p align="center">P</p>	<p align="center">ASREQ, W</p>

		and adhoc tasking within 1 full business day.		
11.7 Life-Cycle Logistics	<ul style="list-style-type: none"> • 98% access to logistics data bases. • 95% of products completed by due date. • 96% error free submission. • 98% attendance at specified meeting • Services provided in a consistent and timely manner. • Experience with and access to Logistics data bases to perform tasks as specifically outlined in PWS para. 11.7.3, 11.7.4, 11.7.19, and 11.7.21. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.7.1 through 11.7.21. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.7. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 	R, P	A, ASREQ, M, Q,
11.8 Engineering Management	<ul style="list-style-type: none"> • 98% of products completed by due date. • 96% error free submission. • 98% attendance at specified meeting. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.8(a) through 11.8 (i). • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.8. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 	P	A

<p align="center">11.9 Configuration Management</p>	<ul style="list-style-type: none"> • 95% of products completed by due date. • 96% error free submission. • 98% attendance at specified meeting. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.9.1 through 11.9.7. • Application of Agile, Waterfall and ITIL methodologies IAW specified requirements as specifically outlined in PWS para. 11.9.1. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.9. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 	<p align="center">A, R, P</p>	<p align="center">A, ASREQ, M,</p>
<p align="center">11.10 System Engineering</p>	<ul style="list-style-type: none"> • 95% of products completed by due date. • 96% error free submission. • 98% attendance at specified meeting. • Services provided in a consistent and timely manner. • Documentation delivered IAW agreed upon schedules as outlined in the PWS para. 11.10.1 through 11.10.13. • Application of Agile, Waterfall and ITIL methodologies IAW specified requirements as specifically outlined in PWS para. 11.10.5, and 11.10.11. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.10. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 	<p align="center">R, P</p>	<p align="center">ASREQ, Q, M,</p>
<p align="center">11.11 Test and Evaluation</p>	<ul style="list-style-type: none"> • 95% of products completed by due date. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. 	<p align="center">R, P</p>	<p align="center">ASREQ, Q,</p>

	<ul style="list-style-type: none"> • 96% error free submission. • 98% attendance at specified meeting. • Services provided in a consistent and timely manner. • Documentation and CDRLs delivered IAW agreed upon schedules as outlined in the PWS para. 11.11.1 through 11.11.5. • Application of Agile, Waterfall and ITIL methodologies IAW specified requirements as specifically outlined in PWS para. 11.11.4. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.11. 	<ul style="list-style-type: none"> • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 		
11.12 Cybersecurity	<ul style="list-style-type: none"> • 98% of products completed by due date. • 96% error free submission. • 98% attendance at specified meeting. • Services provided in a consistent and timely manner. • Documentation delivered IAW agreed upon schedules as outlined in the PWS para. 11.12.1 through 11.12.18. • Application of Agile, Waterfall and ITIL methodologies IAW specified requirements as specifically outlined in PWS para. 11.12.4. • 95% of deliverables are delivered by the schedule date in accordance with PWS 11.12. 	<ul style="list-style-type: none"> • Exceptional: 95% of error free submission. • Very Good: 85 % of error free submission. • Satisfactory: 75% of error free submission. • Marginal: 70% of error free submission. • Unsatisfactory: below 70% error free submission. • Error free upon second Contractor submission to Government • Response to Government inquires and adhoc tasking within 1 full business day. 	P	A, ASREQ, M, Q,

13.0. Acronyms & Definitions

Table 14 Acronyms and Definitions

Acronym	Definition
A&A	Assessment and Authorization
ALPS	Acquisition Logistics and Product Support
ACAT	Acquisition Category
ADS	Authoritative Data Source
AHLTA-T	Armed Forces Health Longitudinal Technology Application – Theater
AI	Artificial Intelligence
AIT	Automatic Identification Technology
AMS-TAC	Automated Manifest System – Tactical
AoA	Analysis of Alternatives
APPS	Applications
AQL	Acceptable Quality Level
AR	Active Reserve
ASREQ	As Required
ATO	Authority to Operate
AWIS	All Weapons Information System (AWIS)
AWOP	Automated Orders Writing Program
BCAT	Business Category
BI	Business Intelligence
BizOps	Business Operations
BOM	Bill of Materials
C2	Command and Control
CAC	Common Access Card
CAR	Catalog Action Request
CCA	Clinger-Cohen Act
CI	Configuration Item
CIP	Capability Implementation Plan
CIRRAS	Command Individual Risk and Resiliency Assessment System
CITDB	Configuration Item Technical Database
CMOS	Cargo Movement Operations Systems
CMP	Configuration Management Plan
CMR	Consolidated Memorandum Receipt
CNSS	Committee on National Security Systems
COA	Course of Actions
COR	Contracting Officer Representative
CRM	Comment Resolution Matrix
CRP	Combat Readiness Percentage
CRSs	Career Retention Specialists
CS	Cybersecurity
CSO	Cloud Service Offerings
CSP	Capability Support Plan
CSS	Cybersecurity Strategy
CWDS	Combat Weapon Delivery Software

Acronym	Definition
DADMS	Department of the Navy Application and Database Management System
DBS	Defense Business System
DC	District of Columbia
DC, M&RA	Deputy Commandant, Manpower and Reserve Affairs
DCAM	DMLSS Customer Assistance Module
DESK	Deployment Embark Sustainment Kit
DEVSECOPS	Development Security Operations
DIDs	Data Item Descriptions
DIGITAL	Digital and Enterprise Services
DISA	Defense Information Systems Agency
DISN	Defense Information Systems Network
DITPR-DON	Department of Defense Information Technology Portfolio Repository-Department of the Navy
DM	Drill Manager
DMLSS	Defense Medical Logistics Standard Support
DMM	Drill Management Module
DoD	Department of Defense
DoDAF	Department of Defense Architecture Framework
DoDIN	Department of Defense Information Network
DoN	Department of the Navy
DSS	Defense Security Service
ECMS	Enterprise Cybersecurity Manuals
ECP	Engineering Change Proposal
EDA	Electronic Document Access
ERB	Engineering Review Board
FCA	Functional Configuration Audit
FCL	Facility Security Clearance
FDP&E	Force Deployment Planning and Execution
FIPS	Federal Information Processing Standards
FP	Force Preservation
FPDS-NG	Federal Procurement Data System - Next Generation
FQDN	Full Qualified Domain Name
FSOs	Facility Security Officers
FTR	Federal Travel Regulations
GAT	Government Acceptance Test
GBLs	Government Bills of Lading
GCASO	Government Contracting Activity Security Office
GFM	Global Force Management
GFM DI	Global Force Management Data Initiative
GSM	Global Service Manager
HCD	Health Care Delivery
HCS	Hybrid Cloud Services
HSI	Human Systems Integration

Acronym	Definition
HQMC	Headquarters Marine Corps
HQST	Headquarters Marine Corps Sustainment and Training
HS/CC	High School/Community College
HSPD - 12	Homeland Security Presidential Directive – 12
IA	Information Assurance
IAVA	Information Assurance Vulnerability Alerts
IAVM	Information Assurance Vulnerability Management
IAW	In Accordance With
ICA	Interface Control Agreement
ICD	Interface Control Document
ICODES	Integrated Computerized Deployment System
ID	Identification
IDMS	Inventory Development and Management System
ILA	Independent Logistics Assessment
IMS	Integrated Master Schedule
IPR	In-Process Review
IPT	Integrated Product Team
IT	Information Technology
IUID	Item Unique Identification
IV&V	Independent Verification and Validation
JFRG II	Joint Force Requirements Generator II
JMEM	Joint Munition Effect Manual
JOPEX	Joint Operation Planning and Execution System
JPAS	Joint Personnel Adjudication System
JPERSTAT	Joint Personnel Status Report
JPES	Joint Planning and Execution Service
JPMO	Joint Program Management Office
JTR	Joint Travel Regulation
KO	Contracting Officer
LCSP	Life Cycle Sustainment Plan
LOD	Line of Duty
MLB	Manpower, Logistics Business Solutions
M&IE	Meals and Incidentals expenses
M&RA	Manpower and Reserve Affairs
MAGTF	Marine Air Ground Task Force
MARCORSYSCOM	Marine Corps System Command
MCA	Management Control Activity
MCCAST	Marine Corps Compliance and Authorization Support Tool
MCD	Marine Corps Directive
MCDLP	Marine Corps Distance Learning Program
MCEDS	Marine Corps Enterprise Desktop Standardization
MCEITS	Marine Corps Enterprise Information Technology Services
MCEN	Marine Corps Enterprise Network
MCFAPS	Marine Corps Force Augmentation Processing System

Acronym	Definition
MCMEDS	Marine Corps Medical Entitlements Data System
MCMSO	Marine Corps Managed Services Organization
MCOS	Marine Corps Organization Servers
MCRISS	Marine Corps Recruiting Information Support System
MCSC	Marine Corps Systems Command
MCTFS	Marine Corps Total Force System
MCTIMS	Marine Corps Training Information Management Systems
MEDHOLD	Medical Hold
MedLog	Medical Logistics
ME&IE	Meals and Incidentals Expenses
MEPOCOM MIRS	Military Entrance Processing Command (MEPCOM and MEPCOM Integrated Resources System (MIRS))
MEPS	Military Entrance Processing Stations
MET	Mission Essential Task
MLB	Manpower, Logistics and Business Services
MM	M&RA Manpower Management
MMIB	Manpower Management Integration Branch
MODELS	Manpower Models
MP	Manpower Plans and Policy
MPR	Manpower and Recruiting
MPS	Migration Planning Services
MPTA	Manpower and Training Analysis (MPTA)
MSR	Monthly Status Report
NACI	National Agency Check with Written Inquiries
NCR	National Capital Region
NIPRNet	Non-classified Internet Protocol Router Network
NIST	National Institute of Standards and Technology
NVD	National Vulnerability Database
NWA	New Working Applicants
ODSE	Operational Data Store Enterprise
OEM	Original Equipment Manufacturing
OM	Organizational Messaging
OMS	Organizational Messaging Services
OSD	Office of the Secretary of Defense
OSS	Operations Personnel and Officer Selection Station
PA	Paperless Acquisition
PaaS	Platform-as-a-Service
PCA	Physical Configuration Audit
PCN	Publication Control Number
PCS	Permanent Change of Station
PdM	Product Manager
PEO	Program Executive Office
PERSTAT	Personnel Status Report

Acronym	Definition
PESHE	Programmatic Environment, Safety & Occupational Health Evaluation
PIA	Privacy Impact Assessments
PIEE	Procurement Integrated Enterprise Environment (formerly - Wide Are Workflow (WAWF))
PII	Department of the Navy Annual Privacy Training
PLSCS	Program (Management), Logistics, System (Engineer), and Cybersecurity Support
PM	Program Manager
PMP	Performance Measurement Plan / Performance Management Professional
PMR	Program Management Review
POA&M	Plan of Action & Milestone
POC	Point of Contact
PPP	Program Protection Plan
PR	Purchase Request
PSI	Personnel Security Investigation
PWS	Performance Work Statement
QAPP	Quality Assurance Program Plan
QASP	Quality Assurance Surveillance Plan
RFA	Request for Action
RFID	Radio-Frequency Identification
RMF	Risk Management Framework
RMP	Risk Management Plan
RS	Recruiting Station
RTAMMS	Requirements, Transition, and Manpower Management System
RTM	Requirements Traceability Matrix
SaaS	Software-as-a-Service
SAMP	Single Acquisition Management Plan
SCCA	Secure Cloud Computing Architecture
SDS	System Design Specification
SEP	System Engineering Plan
SETRs	Systems Engineering Technical Review
SI	System Integrator
SIPRNet	Secret Internet Protocol Router Network
SITREPS	Situation Reports
SL	Stock List
SM	Service Member
SOP	Standard Operating Procedures
SPA	Secure Personal Accountability
SPS/PD2	Standard Procurement System/Procurement Desktop Defense
SR	Standardize Regulations
SSDM	Sea Service Deployment Module

Acronym	Definition
STIG	Security Technical Implementation Guide
SW	Software
T&E	Test & Evaluation (T&E) Plan
TAD	Temporary Additional Duty
TAMCNs	Table of Authorized Material Control Numbers
TDY	Temporary Duty Travel
TECOM	Training and Education Command
TFDW	Total Force Data Warehouse
TFRS	Total Force Retention System
TFSMS	Total Force Structure Management System
TMIP	Theater Medical Information Program
TRDP	Technical Review Data Package
TRR	Test Readiness Review
TSDD	Technical Services, Design, Delivery
UDL	Unit Deployment List
URLs	Uniform Resource Locators
USAF	United States Air Force
USMC	United States Marine Corps
WBS	Work Breakdown Structure
WEB-MASS	Web-enabled Manpower Assignment Support System
WPA	Warfighting, Planning, and Analysis
WRS	War Reserve System
WSEP	Weapon System Evaluation Program

14.0. Mandatory Documents

- 1) DoD 5000.01 Change 2 The Defense Acquisition System,
www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/500001p.pdf
- 2) DoDI 5000.02 Operation of the Adaptive Acquisition Framework,
<https://www.esd.whs.mil/Directives/issuances/dodi/>
- 3) DoDI 5000.02T Change 7 Operation of the Defense Acquisition System,
<https://www.esd.whs.mil/Directives/issuances/dodi/>
- 4) DoDI 5000.75 Business Systems Requirements and Acquisitions
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500075p.PDF?ver=2020-01-24-132012-177>
- 5) DON Correspondence Manual (SECNAVINST M-5216.5 W/CH1),
<https://www.secnav.navy.mil/doni/SECNAV%20Manuals1/5216.5%20%20CH-1.pdf>

- 6) DoDI 8510.01 DoD, Risk Management Framework, www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/851001p.pdf?ver=2019-02-26-101520-300
- 7) ITIL Foundation, ITIL 4 Edition, <https://www.axelos.com/best-practice-solutions/itil>
- 8) DISA Cloud Computing Security Requirements Guide (CC SRG), <https://disa.mil/-/media/Files/DISA/News/Events/Symposium/Cloud-Computing-Security-Requirements-Guide.ashx?la=en&hash=BBFEC2B02DD9F601290D20803A4FD8FBFFB7E77E>
- 9) DOD Secure Cloud Computing Architecture Functional Requirements V2-9, <https://www.doncio.navy.mil/ContentView.aspx?ID=9850>
- 10) Committee on National Security Systems (CNSS) NO. 4009, <https://rmf.org/wp-content/uploads/2017/10/CNSSI-4009.pdf>
- 11) DoDI 5000.75, Defense Business Systems, and Acquisition, CH2 www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500075p.PDF?ver=2020-01-24-132012-177
- 12) DoD Directive 8140.01, Cyberspace Workforce Management, CH1, www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/814001p.pdf?ver=2019-06-06-120639-863
- 13) Executive Order 13800, Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure, <https://www.whitehouse.gov/presidential-actions/presidential-executive-order-strengthening-cybersecurity-federal-networks-critical-infrastructure/>
- 14) Information Assurance Workforce Improvement Program DoD 8570.01-M Incorporating Change 4, www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/857001m.pdf
- 15) Department of Defense Standard Practice Data Item Descriptions (DIDs), <http://www.everyonespec.com>