

2. AMENDMENT/MODIFICATION NO. 06	3. EFFECTIVE DATE 27-Sep-2017	4. REQUISITION/PURCHASE REQ. NO. N6920617RCS6005	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00244	7. ADMINISTERED BY (If other than Item 6) CODE	S0602A

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DCMA DENVER
Denver Federal Center Building 16, 6th
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SCD: B

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Frankie Friend & Associates, Inc. 2305 E Arapahoe Rd, Ste 132 Centennial CO 80122-1522	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-12-D-6876-NW01 10B. DATED (SEE ITEM 13) 24-Sep-2014
CAGE CODE 0Y311 FACILITY CODE	[X]

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 one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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 NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[]	
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) FAR 52.222-43 Fair Labor Standards Act and Service Contract Act--Price Adjustment

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 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

15A. NAME AND TITLE OF SIGNER (Type or print) Gary Ryals	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Maria S Papet, Contracting Officer
15B. CONTRACTOR/OFFEROR /s/Gary Ryals <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED 26-Sep-2017
	16B. UNITED STATES OF AMERICA BY <u>/s/Maria S Papet</u> <i>(Signature of Contracting Officer)</i>
	16C. DATE SIGNED 26-Sep-2017

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GENERAL INFORMATION

The purpose of this modification is to issue an SCA Wage Determination price adjustment to CLINs 8300, 8301, 8400 (option) and 8401 (option) and also to fully fund the adjustment for CLINs 8300 and 8301. The effective date of the new wage determinations and price adjustment is 24 September 2017.

Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$2,905,227.36 by \$22,553.16 to \$2,927,780.52.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8300	O&MN,N	388,212.24	13,334.88	401,547.12
8301	O&MN,N	338,094.60	9,218.28	347,312.88

The total value of the order is hereby increased from \$2,905,227.36 by \$22,553.16 to \$2,927,780.52.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8300	388,212.24	13,334.88	401,547.12
8301	338,094.60	9,218.28	347,312.88

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R425	OCHR San Diego HR Services IAW the PWS (O&MN,N)	12.0	MO	\$32,351.02	\$388,212.24
8001	R425	OCHR Silverdale HR Services IAW the PWS (O&MN,N)	12.0	MO	\$28,174.55	\$338,094.60
8100	R425	OCHR San Diego HR Services IAW the PWS - Option Year 1 (O&MN,N)	12.0	MO	\$32,351.02	\$388,212.24
8101	R425	OCHR Silverdale HR Services IAW the PWS - Option Year 1 (O&MN,N)	12.0	MO	\$28,174.55	\$338,094.60
8200	R425	OCHR San Diego HR Services IAW the PWS - Option Year 2 (O&MN,N)	12.0	MO	\$32,351.02	\$388,212.24
8201	R425	OCHR Silverdale HR Services IAW the PWS - Option Year 2 (O&MN,N)	12.0	MO	\$28,174.55	\$338,094.60
8300	R425	OCHR San Diego HR Services IAW the PWS - Option Year 3 (O&MN,N)	12.0	MO	\$33,462.26	\$401,547.12
8301	R425	OCHR Silverdale HR Services IAW the PWS - Option Year 3 (O&MN,N)	12.0	MO	\$28,942.74	\$347,312.88
8400	R425	OCHR San Diego HR Services IAW the PWS - Option Year 4 (O&MN,N)	12.0	MO	\$33,462.26	\$401,547.12
		Option				
8401	R425	OCHR Silverdale HR Services IAW the PWS - Option Year 4 (O&MN,N)	12.0	MO	\$28,942.74	\$347,312.88
		Option				

The contractor's proposal in response to solicitation N00024-14-R-3436 is hereby incorporated by reference.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement OCHR San Diego Operations Center and OCHR Silverdale Operations Center Contractor Support

1 Introduction

The Department of the Navy (DON) employs over 200,000 civilians at more than 1,200 naval activities throughout the world. DON Civilians provide the essential expertise, administrative and technical continuity, and quality-of-life program support necessary for the DON to meet its mission. The Office of Civilian Human Resources (OCHR) is an Echelon II Command reporting to the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)). OCHR SAN and OCHR SIL are Echelon III commands.

1.1 Mission

The mission of OCHR SAN and OCHR SIL is to recruit, retain, reward, and sustain the Department of Navy's civilian workforce in a manner consistent with established merit principles, and applicable law, rules, and regulations.

OCHR SAN is the Center of Excellence for the DON Employee Information Center.

OCHR SIL is the Center of Excellence for Senior Executive Recruitment and Processing.

1.2 Scope

The scope of this performance work statement (PWS) is for the service provider (contractor) to provide all necessary personnel, supervision, management, and services to accomplish all tasks identified in Section 3 of this statement.

2 General Requirements

This section describes the general requirements for this effort. The following sub-sections provide details of various considerations on this effort.

Period of Performance: The resultant base contract period shall be for twelve continuous months and is expected to begin approximately 15 September 2014. There shall be four (4) twelve (12) month option periods associated with this order.

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulations (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

2.2 Business Relations

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel. All contractor employees shall clearly identify themselves as contractor employees in all communications.

2.3 Contract Management and Administration

The following subsections specify requirements for contract, management, and personnel administration.

2.3.1 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at the Ops Centers, and the contractor's corporate offices.

2.3.2 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall provide guidance and supervision to their employees for the overall accomplishment of this performance work statement.

The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement. The contractor shall have timesheets certified by government representative, as identified in QASP, prior to submission of invoices.

The contractor shall provide the Government a lead point of contact who will serve as the liaison between the Contracting Officer's Representative (COR) and Alternative Contracting Officer's Representative (ACOR) and the corporate office. The contractor shall provide oversight of day-to-day performance of contractor employees; notification of absenteeism and employee changes to the COR and the ACOR; timesheet collection and submission; and resolve any personnel issues that may arise.

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2.3.3 Personnel Administration

The contractor shall provide the following management and support as required. The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

2.3.4 Contract Special Considerations/Instructions

No data provided to, or developed by the contractor shall be used for any purpose other than this contract. All information (data files and hard copy documentation) becomes the property of the government and the contractor shall return them to the respective Ops Center at the completion of this award.

The contractor is responsible for safeguarding all DOD information while in support of the Ops Centers, IAW DOD security and information technology, DONCIO, and NETWARCOM policies. The provisions of the Privacy Act of 1974 protect information included in this requirement.

The contractor shall apply the provisions and limitations of Freedom of Information Acts. Any information of a sensitive nature, i.e. PII, shall not be disclosed, copied, modified, used (except in completion of the requirement) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government's written express consent.

The contractor shall not take PII documents (hard copy or electronic) out of the government facility. Processing or storing CUI, including PII, on non-government issued equipment is strictly prohibited.

2.3.5 Contractor Do's & Don'ts

Contractors Do's

- Perform tasks specifically within the scope of the contract
- Identify yourself as a contractor employee on all phone calls/emails
- Perform tasks assigned by your company manager
- Be sensitive to inappropriate appearances
- Seek advice of your company lead/manager

Contractors Don'ts

- Represent yourself as a government employee
- Perform work of a
 - Policy nature
 - Decision-making nature
 - Managerial nature
- Perform additional work outside the scope of the contract that is requested by a government employee. Bring this to the attention of your lead as soon as possible.
- Release any information without prior written approval from an authorized government official

2.4 Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement.

2.5 Contractor Personnel, Disciplines, and Specialties

The contractor shall, within 7 calendar days after contract award provide the COR and ACOR a list of all employees who will perform work at the Ops Centers locations under this contract. This list shall include full name, social security number, clearance level, and position to be held by each employee. This list must remain current at all times. Each employee shall hold a security clearance as required by the attached Security Clearance DD Form 254 (DOD Contract Security Classification Specification). The contractor shall notify the COR and ACOR, in writing, prior to personnel substitutions at least 10 calendar days prior to the proposed substitution. The contractor shall recognize the negative impact on continuity of services created by staff turnover. The contractor shall make every effort to minimize turnover. The contractor shall backfill its vacant positions with fully qualified personnel within 15 calendar days from the date of vacancy or date of notice of resignation.

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources.

The contractor shall ensure the labor categories as defined in the Labor Categories descriptions (see attachment), labor rates, and man-hours utilized in the performance of each Task (PWS line item) issued hereunder will be the minimum necessary to accomplish the task.

The contractor shall, at minimum, have the qualifications specified under this Section, required to perform tasks under Section 3.

2.5.1 Personnel Qualifications

Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, be an United States citizen, meet the experience, educational, security clearance, and other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.

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The Government reserves the right, during the life of the contract, to request, review, and determine if a given work history contains necessary and sufficiently detailed, related experience to reasonable ensure the ability for effective and efficient performance. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. If the Government questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that person is qualified as prescribed herein shall be upon the contractor.

The contractor shall ensure training of all personnel in Privacy Act regulations and customer service interpersonal skills prior to the contract start. Additionally, the contractor personnel shall be mandated to complete all DOD online training required to access government computers.

2.5.2 Certifications, Licenses, & Computer Skills

The contractor employees must have:

- Intermediate skills in the current Microsoft Office Suite, including Word, Outlook, PowerPoint, & Excel.
 - Skills shall include at a minimum:
 - Word – create, modify, and edit original documents, correspondence, and memos
 - Outlook – manage multiple calendars, draft original emails, and manage contact lists
 - PowerPoint - create, modify, and edit original presentations including importing and exporting data from other programs
 - Excel - create, modify, and edit original workbooks including use of multi-cell formulas, creating charts and graphs, and manipulation of imported data from other sources
- Use Adobe fillable forms
- Knowledge and ability to learn DOD/DON software programs (ex. ASARS, DCPDS)
- Have good verbal and written communication skills to include proper use of English grammar
- At a minimum able to type 40 WPM
- Knowledge and ability to learn the official Navy correspondence manual (SECNAV M-5216.5) and official Navy protocol
- High School Graduate or equivalent

2.5.3 Physical Requirements and Other Expertise Required

The contractor employees must:

- Be able to lift and move at a minimum 50 lbs., and operate a hand cart
- Have good organizational abilities with attention to detail
- Have good customer service skills
- Be skilled in general office procedures to include but not limited to typing, filing, faxing, sorting and distributing mail, and answering telephones (including a headset).

2.6 Location and Hours of Work

Accomplishment of the requirements contained in this PWS requires work at locations listed below. All on site work shall be performed during core hours, Monday through Friday.

OCHR SAN 6300 Miramar Way San Diego, CA 92145 Core Hrs 8:00-15:00	OCHR SIL 3230 NW Randall Way Silverdale, WA 98383 Core Hrs 9:00-15:00	OCHR SIL - Jack. Park 90 Olding Road Bremerton, WA 98312 Core Hrs 9:00-15:00
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Government Provided Workspace. All contractor personnel performing work at the Government location (Above listed) will be furnished with a Government office environment. This includes access to workspace, office supplies, access to NMCI standard personal computers for unclassified networks, telephone, facsimile, and access to photocopy and presentation equipment as determined necessary by the government.

2.6.1 Federal Holidays

Unless notified of an emergency authorized by the Contracting Officer, the contractor shall not have access to government facilities nor be required to perform on any of the following holidays:

Federal Holiday	Date
New Year's Day	January 1 st *
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th *
Labor Day	First Monday in September
Columbus Day	Second Monday in October

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Veterans Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th *

* If the date falls on a Saturday, the Government holiday is the preceding Friday. If the date falls on a Sunday, the Government holiday is the following Monday.

2.6.2 Overtime.

Overtime is NOT authorized.

2.6.3 Federal Closure.

In the event of a base or facility closure, contractor employees are not required to work.

2.7 Travel / Temporary Duty (TDY)

Travel is not authorized.

3 Performance Requirements

The following section specifies the Performance Objectives and Performance Elements for the contract. Any and/or all tasks under this section may be performed within any department/division of the Ops Center and is at the discretion of the COR and ACOR.

Management in support of the tasks outlined below shall be performed by the contractor. Daily tasks shall be accomplished on a daily basis, weekly tasks shall be accomplished no less than twice per week and monthly tasks shall be accomplished no less than three times per month. The contractor is required to manage its employees to ensure that absences do not effect task accomplishment. The contractor shall provide program management support for this effort as required.

The contractor shall use the following reports/logs which are For Official Use Only (FOUO) and not available to the general public or release outside the OCHR Command Corporation.

All Reports are used in Task 3.1.a, 3.1.g, 3.2.a, & 3.3.a

- DCPDS Inbox Report
 - Drop box for all incoming actions (RPAs) from customers
- ASARS Report - PPP website
 - Registrations – list of participants
 - Requisitions – matching for current recruitments
 - Activity and POC information
- WAR report info tentative/firm offer report
 - Tracking report of current offers extended
- Weekly Recruitment Status Report
 - Tracking status of active recruitments (RPAs)
- VIN Status Report
 - Tracking for all active & closed USA Staffing activity
- Event Code Report
 - Measuring timetable within DCPDS
- Metrics Report
 - Timetable for monitoring all portions of the hiring process developed from VIN & Event Report
- Maintains & Monitors EOD list
 - Listing Entry on Duty Date
- New Hire
 - List of all employee customers by pay period starting new with said command

All reports are used in Tasks 3.2.a, 3.3.e, 3.3.h, 3.3.i, 3.3.j, & 3.3.k.

- Key log
 - Keys assigned to employees listing
- Lost Found/Trouble Calls/Violations
 - List of all items
- Visitor Log
 - Log of all visitors and dates
- Parking Passes
 - Log of all passes issued and dates
- Room Reservations Report
 - Weekly report of what rooms and times are reserved
- JPCC Quarterly Utilization Report
 - Historical report of facility usage
- Monthly Print Count
 - Tracking of copier usage by code

All reports are used in Tasks 3.1.d, 3.2.d, & 3.2.f.

- Transfers for eOPF
 - Number of new eOPF files

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- Back scanning
 - Number of files needed for scanning

3.1 Tasks for OCHR SAN

D = Daily W = Weekly M = Monthly

Task	Time-frame	Quantity	Group Supported	Objectives	Goals
a. Reporting and metrics tracking. Reports and metrics tracking are updated daily. Reports are run from multiple web and computer based databases or excel spreadsheets. Reports are routed via email to internal and external customers in accordance with established guidelines.	D	Average of 50 reports/ month	50	The average report should be produced report in 2.5 hrs	Metrics report run each month. No more than 2 late reports per month.
b. Pull supplies from inventory and fulfill supply request from customer departments. Distribute bulk supplies such as paper and other items to designated locations throughout the center.	D	Average 25 supply request per month. Bulk deliveries of minimum of 25 boxes of paper will be made weekly.	S1	One person should be able to provide all supply support fulfillment and lift and distribute 25 fifty lb boxes of paper throughout the center.	No more than 4 errors in fulfillment per month.
c. Respond to Customer Inquiries. Requests are received via phone, email, or in person. The inquiries are related to status related to RPAs, eOPFs, etc. Respondents provide information such as date or receipt, Specialist or Assistant assigned to the RPA and status if the information is available.	D	Average 660/mo	50	One person should be able to respond to 3 queries in approximately 1 hour.	Response to each request in one business day with no more than 2 unanswered inquiries per month.
d. Document building, scanning, filing and import. Documents are assembled for use in training or other uses, selected paper documents are scanned to file or documents received via email are saved to appropriate media. The documents are routed to appropriate storage or uploaded into the Electronic Official Personnel File.	D	Approx 1,200 document imports/mo	All	One person should be able to avg of 20 documents per day	Metrics report is run and QC performed every month for eOPF filing. Errors of uploading a document into the wrong person's folder are not acceptable. No more than 4 other errors per month
e. Mail: Receive and distribute incoming packages and pieces of mail. Prepare outbound mail including certified mail, packages, and FEDEX items.	D	Approx 504 items /month	S1	one person should be able to distribute 25 items in 1 hours	Undelivered or unsent mail reported on daily basis. No more than 2 errors per month.
f. Respond to facility request. Request range from basic cleanup to investigation of outages, blockages or other general facility related problems. Information will be reported to the S1 Department. Submit request for corrective to action to Facilities engineering for issues that cannot be resolved with in house resources.	D	Average 6-10 calls per week	S1	One person should be able to respond to 10 calls per week.	Issues resolved with no more than 2 errors or 2 areas of rework required. All request for facilities engineering support submitted within 24 hours of initial trouble call receipt.
g. respond to phone and email inquiries regarding job and training announcements and upload requests. Utilize automated tools to answer customer questions on job announcements, training announcements, upload requests, reset passwords and provide general customer support.	D	average of 30-45 calls per day, up to 125 emails or a combination of both.	30/50	One person should be able to respond to 5-6 calls per hour or 125 emails per day. Call and email volumes will dictate the mix of Call and email traffic handled by one person.	Metrics report is run every month on response and phone queue drop rates. No more than 5% drop rate for phone inquiries.

3.2 Tasks for OCHR SIL

D = Daily W = Weekly M = Monthly

Task	Time-frame	Quantity	Group Supported	Objectives	Goals
a. Reporting and metrics tracking. Reports and metrics tracking are updated daily. Reports are run from multiple web and computer based databases or excel spreadsheets.	D	Average of 50 reports/ month	All	The average report should be produced report in 2.5 hrs	Metrics report run each month. No more than 2 late reports per month.

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Reports are routed via email to internal and external customers in accordance with established guidelines.					
b. Problem Resolution Worksheets (PRWs). PRWs are received via email from external customers through a central in box. The router distributes the PRWs to the appropriate HR Specialist or Assistant for resolution via email. The distribution is based on an established criterion (e.g. by team, alphabetically, etc.). The router initiates tracking of the PRWs by entering basic tracking information into an excel spreadsheet that will follow the PRW until completion.	D	Average 250/Month	50.02	One person should be able to distribute 12 PRWs in 3 hrs	No more than 2 late routings per month.
c. Respond to Customer Inquiries. Requests are received via phone, email, or in person. Inquiries can include request for status related to PRWs, RPAs, eOPFs, and other business processes. Requests are researched in computer and web based databases and via email to OCHR SIL staff. Responses to the inquiries are provided via email or phone.	D	Average 660/mo	Staffing, Processing, S-12, & 50.02	One person should be able to respond to 3 queries in approximately 1 hour.	Response to each request in on business day with no more than 2 unanswered inquiries per month.
d. eOPF importing of documents. The importer scans paper documents to create electronic document or receives electronic file via email then uploads it into the Electronic Official Personnel File.	D	Approx 1,200 document imports/mo	Processing & S-12	One person should be able to avg of 20 documents per day	Metrics report is run and QC performed every month. Errors of uploading a document into the wrong person's folder are not acceptable. No more than 4 other errors per month
e. Mail: Receive and distribute incoming packages and pieces of mail. Prepare outbound mail including certified mail, packages, and FEDEX items.	D	Approx 504 items /month	Staffing, S-12, & 50.02	one person should be able to distribute 25 items in 1 hours	Undelivered or unsent mail reported on daily basis. No more than 2 errors per month.
f. Request for Personnel Actions (RPAs) routing. RPAs are received via email from external customers through a central in box. The router distributes the RPAs to the HR Specialists or Assistants via email for action. Distribution is based on an established criterion (e.g. team, alphabetically, etc.).	D	Approx 1700/month	Staffing, Processing, S-12 & 50.02	One person should be able to process 20 RPAs per hour	Metrics report produced from reports and logs monthly. No more than 2 errors per month.
g. Electronic Official Personnel Folder (eOPF) Transfers. The eOPF is transferred to another agency, command, or the National Personnel Records Center when an employee transfers, resigns or retires from federal service. The transfer is done electronically; however, some agencies may have hard copy OPFs. In these cases, the request for transfer is via email or phone. All transferred files are	D	80 records per month	S-12	One person should be able to transfer/request 1 records per hour	Metrics report is run every month to measure records transferred. No more than 2 other errors per month.

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reviewed for accuracy, consolidated and then transferred to HR Assistant for any required actions.					
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3.3 Tasks for OCHR SIL Jackson Park

D = Daily W = Weekly QTRLY = Quarterly

OCHR SIL Jackson Park	Time-frame	Quantity	Group Supported	Objectives	Goals
a. Provide daily administrative support for scheduled classes to include printing, faxing, copying, binding, assembling and filing.	D	Avg of 21-42 items per month	Training Dept	One person should be able to complete 1-2 items per 30 minutes	Documents and/or course materials are processed within established deadline dates. No more than 4 errors per month as reported to program manager.
b. Create/revise Command word processing documents.	D	Avg 6 per day, approximately 120 per month.	Training Dept	One person should be able to complete 1-2 items per 30 minutes	Documents are processed within established deadlines with no more than 4 errors per month as reported to program manager.
c. Distributes incoming mail, certified mail, packages, and FedEx items IAW and receive all inbound items and distribute IAW.	D	Avg of 200-300 items per month	Training Dept	One person should be able to receive/distribute 10-14 items in 30 minutes	All mail distributed correctly with no more than 1 error per month as reported by program manager.
d. Reception Desk duties: Responds to on-site customer inquiries providing logistical information for events, training and meetings occurring. Responds to or transfer all incoming phone calls, and emails IAW daily operations.	D	Avg of 12 per day, 240 per month.	Training Dept	One person should be able to respond to each within 5 minutes	No more than 2 complaints per month as reported by program manager.
e. Schedule Updates: Coordinate, update, and maintain schedules for conference rooms, training rooms, meetings, and calendars, including information gathered by telephone, email, or in person.	D	Avg of 100 schedule updates per month	Training Dept	One person should be able to perform schedule updates at an avg of 1-2 each in 30 minutes	No more than 2 complaints per month as reported by program manager.
f. Provide classroom and general room set up and take down.	D	Avg is 2 per day, 40 per month.	Training Dept	One person should be able to perform classroom set up within 60 minutes.	No more than 2 complaints per month as reported by program manager.
g. Unlock and secure interior classroom doors.	D	Avg is 15 doors per day, 300 per month.	Training Dept	One person should be able to perform unlocking and securing interior classroom doors within 30 minutes	No more than 2 complaints per month as reported by program manager.
h. Update the indoor marquee' with room reservation information	D	Avg of once daily, 20 times per month	Training Dept	One person should be able to update marquee in 30 minutes per day	No more than 2 complaints per month as reported by program manager.

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i. Update the exterior electronic reader board marquee' with room reservation information	W	Avg of 4 updates per month	Training Dept	One person should be able to update board within 30 minutes	No more than 2 complaints per month as reported by program manager.
j. Reconciles, runs and distribute room reservation reports using an automated report	W	Avg of 4 reports per month	Training Dept	One person should be able to reconciling/run /distribute avg of one report per week 120 minutes	No more than 2 errors per month as reviewed by program manager.
k. Run and distribute room utilization report for Command	QTRLY	Avg of 4 reports per year	Training Dept	One person should be able to run/distribute avg of one report per quarter within 60 minutes	No more than 2 errors per month as reviewed by program manager.

Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security

Work under this contract/task order is UNCLASSIFIED.

4.1.1 Security Requirements:

Contract employees are required to obtain and maintain, at a minimum, a favorably adjudicated National Agency Check with Local Agency Check and Credit Check (NACLCC) investigation. A NACLCC investigation must be opened and favorable results of the fingerprints received prior to commencement of work and issuance of a Common Access Card (CAC).

The contractor shall comply with all applicable DOD security regulations and procedures. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, controlled unclassified information (CIU), and all government personnel work products that are obtained or generated in the performance of this task order.

Work under this task order requires access to personally identifiable information (PII) and information protected by the Privacy Act of 1974. In addition to the security requirements below, contractors performing work under this task order must meet the following criteria: Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be US Citizens; therefore US Citizenship is a requirement. In all cases contract employees must meet eligibility requirements for a National Security, Non-Critical Sensitive (NCS) position at a minimum.

NO FOREIGN NATIONAL WILL BE EMPLOYED ON THIS GOVERNMENT CONTRACT.

All contractor employees will in-process with the command Security Office and Information Assurance Manager upon arrival to OCHR SAN/SIL and will out-process prior to their departure. Local controlled unclassified information (CU) indoctrination will take place at that time.

Employment Eligibility Verification: The contractor shall comply with the HSPD-12, E-Verify Federal Acquisition Regulations FAR Clause 52.222-54.

4.1.2 VETTING PROCESS

The Contractor (FSO/President/CEO (or person designated in writing by said persons)) will coordinate with the receiving command's Security Manager to obtain vetting requirement completion in a timely manner.

Reminder: A NACLCC investigation must be opened and favorable results of the fingerprints received prior to commencement of work and issuance of a CAC.

The vetting process begins with the contractor, submitting to the command Security Manager the following:

1. A request for Industrial Security Investigation. This request contains the information required to enter a contractor employee into the e-QIP system.
2. Proof of Citizenship. Proof of citizenship will be verified by the contractor, COR or Command Security Manager (or designate representative) and a copy of said document shall indicate as "Verified a True Copy" and be signed. Acceptable proof of citizenship includes:
 - a. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification.
 - b. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.
 - c. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:
3. A Certificate of Citizenship issued by issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.
4. A Report of Birth Abroad of a Citizen of the United States of America (Form FS-240).
5. A Certificate of Birth. (Form FS-545 or DS-1350).
 - a. A passport, current or expired, is acceptable proof of citizenship.
 - b. A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.

The command Security Manager will notify the contractor at various stages of the process, at a minimum this will include, when the investigation package has been released to the Office of Personnel Management (OPM) and upon final adjudication.

AN "UNFAVORABLE" OR "NO DETERMINATION" ADJUDICATION OF THE CONTRACTOR EMPLOYEE'S INVESTIGATION WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS TO THE WORKSPACE AND RECORDS.

4.1.3 INFORMATION SYSTEMS ACCESS

The Department of the Navy (DON) has determined that all DON Information systems are sensitive regardless of whether the information is classified

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or unclassified. A contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DON Computer systems must undergo investigation for a National Security, NCS position to verify their trustworthiness.

DON policy prescribes that all unclassified data at rest (information stored on a computer or removable media device) that has not been approved for public release and is stored on mobile computing devices shall be treated as sensitive data and encrypted using commercially available encryption technology. A contractor employee, whose work involves access to sensitive unclassified information, warrants a judgment of trustworthiness.

The FSO will ensure that the SAAR-N is forwarded to the OCHR SAN/SIL Security Office for receipt at least one week prior to the start date for the individual.

A NACLIC investigation must be opened and favorable fingerprint results received prior to commencement of work and issuance of a CAC.

"All authorized users of DOD information systems shall receive initial Information Assurance (IA) orientation as a condition of access and thereafter must complete annual IA awareness refresher training to maintain an active user account." The COR can provide the contractor employee with a current link.

4.1.4 APPOINTMENT OF CONTRACTING OFFICER'S SECURITY REPRESENTATIVE (COSR)

The Directors, OCHR SAN/SIL has designated the following individuals as the Contracting Officer's Security Representatives for the respective locations for this contract:

	OCHR San Diego	OCHR Silverdale
Name:	Bettie Felder	Ivan J Kreher
Mailing Address:	ATTN: Bettie Felder	ATTN: Ivan J Kreher
		Security Officer
	OCHR San Diego	OCHR Silverdale
	6300 Miramar Way Bld 6300	3230 NW Randall Way
	San Diego, CA 92145	Silverdale, WA 98383
Telephone:	(858) 577-5573	(360) 315-8088
Fax:	(858) 577-5847	(360) 315-8025
Email:	bettie.felder@navy.mil	ivan.kreher@navy.mil

4.2 Safety

This work requires long periods of standing, walking, bending, etc. Personnel files are maintained in large-type cabinets with rotating shelves. Some tasks require lifting boxes weighing up to 50 lbs, pushing, and pulling of moderately heavy items in order to perform the essential function of filing and distribution of supplies throughout the center.

4.3 Transition

The contractor shall follow the transition plan submitted as part of the proposal and keep the Government fully informed of status throughout the transition period. Throughout the phase-in/phase-out periods, it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods.

4.4 Government Furnished Materials & Property

The Government shall provide necessary adequate workspace including basic office equipment utilities, access to military local area network (LAN/MAN/WAN) services (unclassified), telephone and fax (local, DSN, & long distance), electronic mail, LAN support, reproduction facilities and facilities to store PII papers and data (media disks, hard drives, etc.) should it be necessary. The contractor will be provided the authority to access all information required to perform duties. The COR/ACOR will provide coordination assistance to assist the contractor in accessing required information.

The Government will provide the following information: access to relevant government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

4.5 Applicable Directives

The contractor shall comply with all documents including but not limited to those listed in Attachment 2.

5 Reports, Data, and Deliverable Documents

The contractor shall provide a monthly status report for the Ops Centers identifying the tasks completed during the month. The monthly status report shall be submitted in hard-copy and electronically (DVD/CD). The electronic submission shall use Microsoft Office Suite or Adobe PDF file formats. The monthly report shall use the government format (Attachment 6). The report shall show individual employees based on location of services provided (ex OCHR SAN vs. OCHR SIL).

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The monthly status report shall be due no later than the 10th calendar day of every month following the month where the work was completed. Submission of report shall be via attachment in Wide Area WorkFlow (WAWF) with the submission of the invoice for payment and by e-mail to the COR and ACOR as identified in the contract.

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SECTION D PACKAGING AND MARKING

1.0 GENERAL.

There are no packaging or marking requirements for the services to be provided in response to the Task Order unless otherwise indicated by the Contracting Officer Representative (COR). All requirements for packaging and marking of documents associated with these services shall be packaged, packed and marked in accordance with Section D of the MAC contract.

2.0 DATA PACKAGE LANGUAGE

2.1 All unclassified data shall be prepared for shipment in accordance with best commercial practices.

3.0 MARKING OF REPORTS

3.1 All reports delivered by the Contractor to the Government under this Task Order shall prominently show on the cover of the report the following information:

- 3.1.1 Name and business address of the Contractor
- 3.1.2 Contract Number
- 3.1.3 Task Order Number
- 3.1.4 Sponsoring Activity

All Deliverables shall be packaged and marked in accordance with Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

Services will be inspected/accepted at: Government location.

52.246-4 -- Inspection of Services -- Fixed-Price.

252.246-7000 Material and Inspection Receiving Report

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	9/24/2014 - 9/23/2015
8001	9/24/2014 - 9/23/2015
8100	9/24/2015 - 9/23/2016
8101	9/24/2015 - 9/23/2016
8200	9/24/2016 - 9/23/2017
8201	9/24/2016 - 9/23/2017
8300	9/24/2017 - 9/23/2018
8301	9/24/2017 - 9/23/2018

CLIN - DELIVERIES OR PERFORMANCE

8000	9/24/2014 - 9/23/2015
8001	9/24/2014 - 9/23/2015
8100	9/24/2015 - 9/23/2016
8101	9/24/2015 - 9/23/2016
8200	9/24/2016 - 9/23/2017
8201	9/24/2016 - 9/23/2017
8300	9/24/2017 - 9/23/2018
8301	9/24/2017 - 9/23/2018

The periods of performance for the following Option Items are as follows:

8400	9/24/2018 - 9/23/2019
8401	9/24/2018 - 9/23/2019

DELIVERY OF DATA

Place and time of delivery of data shall be as specified on the DD Form 1423 (Contract Data Requirements List) which is an exhibit to this contract, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

Place of performance dictated by the Performance Work Statement.

52.247-34 FOB Destination

52.242-15 Stop Work Order (AUG 1989)

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer's Representative
 Bettie Felder
 OCHR San Diego S1
 6300 Miramar Way, BLDG 6300
 P.O. Box 452015
 San Diego, CA 92145-2015
 Wk (858) 577-5573
 Email bettie.felder@navy.mil

CONTRACT ADMINISTRATION PLAN (CAP)

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The ACOR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract

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surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) The Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract and the COR is responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing by the official (PCO) reviewer no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the performance work statement for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed performance work statement.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

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f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractor's performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

CONTRACTUAL AUTHORITY AND COMMUNICATIONS (JUN 2011)

(a) Functions: The Contracting Officer for this contract is identified on the basic contract. Only the Contracting Officer can change the basic contract, and the Contracting Officer maintains primacy over the contract and all its task orders. The Contracting Officer of this Task Order is a warranted Contracting Officer of the Fleet Logistics Center, San Diego, CA. Unless otherwise noted, all references to "Contracting Officer" in the text of this task order and the basic contract refer to the Task Order Contracting Officer. The Government reserves the right to administratively transfer authority over this task order from the individual named below to another Contracting Officer at any time.

(b) Authority: The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the Contracting Officer's. The Contractor shall not comply with any order, direction or request of Government personnel - that would constitute a change - unless it is issued in writing and signed by the Contracting Officer. No order, statement, or conduct of any Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause of this task order and no adjustment will be made in the task order price to cover any increase in charges incurred as a result thereof.

(c) The Task Order Contracting Officer is:

Name: Daniel R. Mahan

Phone: 805-982-2190

Email: daniel.mahan@navy.mil

(d) The Task Order Negotiator is:

Name: Jose Gomez

Phone: 619-556-5905

Email: jose.l.gomez1@navy.mil

(e) Ombudsman for the Fleet Logistics Center, San Diego CA is:

Name: Gary Thomas

Phone: 619-556- 5109

Email: gary.p.thomas@navy.mil

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SLINID	PR Number	Amount
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8000 N6920614RC25215 388212.24
LLA :
AA 1741804 12TU 252 69206 068892 2D C25215 692064A2531Q

8001 N6920714RC00004 338094.60
LLA :
AB 1741804 12TU 252 69207 068892 2D C00004 69207402537Q

BASE Funding 726306.84
Cumulative Funding 726306.84

MOD 01

8100 N6920615RCD0001 388212.24
LLA :
AC 1751804 12TU 251 69206 068892 2D CD0001 692065C2598Q
Standard Number: N6920615RCD0001

8101 N6920715RC00016 338094.60
LLA :
AD 1751804 12TU 252 69207 068892 2D C00016 69207502537Q
Standard Number: N6920715RC00016

MOD 01 Funding 726306.84
Cumulative Funding 1452613.68

MOD 02 Funding 0.00
Cumulative Funding 1452613.68

MOD 03

8200 N6920616RCS6005 388212.24
LLA :
AE 1761804 12TU 252 71207 056521 2D N69206 20616RCS6005
Standard Number: N6920616RCS6005

8201 N6920716RCSS009 338094.60
LLA :
AF 1761804 12TU 253 71207 056521 2D 692070 20716RCSS009
Standard Number: N6920716RCSS009

MOD 03 Funding 726306.84
Cumulative Funding 2178920.52

MOD 04 Funding 0.00
Cumulative Funding 2178920.52

MOD 05

8300 N6920617RCS6005 388212.24
LLA :
AG 1771804 12TC 252 71207 056521 2D N69206 20617RCS6005
Standard Number: N6920617RCS6005

8301 N6920717RCSS007 338094.60
LLA :
AH 1771804 12TC 253 71207 056521 2D 692070 20717RCSS007
Standard Number: N6920717RCSS007

MOD 05 Funding 726306.84
Cumulative Funding 2905227.36

MOD 06

8300 N6920617RCS6005 13334.88

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SECTION H SPECIAL CONTRACT REQUIREMENTS

ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the CNAF via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although these contracts are not classified and therefore contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. Contractors whose work involves access to sensitive unclassified information warrants a judgement of an employee's trustworthiness. Therefore, all personnel accessing DON computer systems must undergo a National Agency Check to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the contractor employees. The following addresses those requirements for Trustworthiness Security:

Each contractor employee will have a favorably completed National Agency Check (NAC).

If contractor personnel currently have a favorably adjudicated NAC the contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year.

If no previous investigation exists the contractor personnel will complete the requirement for a Trustworthiness NAC.

In accordance with NAVSUPINST 5239.1A, if the contractor employee is a Foreign National prior approval of the Network Security Officer (NSO) is required. Access may be granted to Foreign Nationals who have a need to know and at least one of the following applies:

- (a) Foreign National is employed by DOD, or
- (b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or
- (c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity.

The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Personnel Security Questionnaire (EPSQ) SF 85P. The EPSQ software can be downloaded at the Defense Security Service (DSS) website <http://www.dss.mil/epsq/index.htm>. The contractor should provide the completed EPSQ electronically (electronic mail/diskette) to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (DSS) who will conduct the NAC.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information.

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Trustworthiness determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required. The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

LIABILITY INSURANCE LIMITS

Pursuant to the terms of the clause FAR 52.228-5, Insurance--Work on a Government Installation, following are the kinds and minimum amounts of insurance required: General liability: bodily injury liability insurance coverage written on the comprehensive form of policy--\$500,000 per occurrence.

Automobile liability insurance written on the comprehensive form of policy for bodily injury and property damage liability covering the operation of all automobiles operated in the United States and used in connection with performing the contract--\$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

Aircraft public and passenger liability when aircraft are used in connection with performing the contract--\$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be \$200,000 multiplied by the number of seats or passengers, whichever is greater.

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

Name: Bettie Felder

Code: OCHR San Diego S1

Mailing Address: 6300 Miramar Way, BLDG 6300, P.O. Box 452015, San Diego, CA 92145-2015

Telephone: (858) 577-5573

Email: bettie.felder@navy.mil

any adjustment to the fixed fee, estimated costs, or delivery terms under the contract. In the event of a conflict between a TDL and this contract, the contract shall control.

(b) When, in the opinion of the contractor, a technical direction calls for effort outside the contract statement of work, the Contractor shall notify the COR and the Contracting Officer thereof in writing within two (2) working days of having received the technical direction in question. The Contractor shall undertake no performance to comply with the technical direction until the matter has been resolved by the Contracting Officer through formal contract modification or other appropriate action.

(c) Oral technical directions may be given by the COR only in emergency circumstances, and provided that any oral technical direction is reduced to writing by the COR within two (2) working days of its issuance.

(d) Amendment to a TDL shall be in writing and shall include the information set forth in paragraph (b) above. A TDL may be amended orally only by the COR in emergencies; oral amendments shall be confirmed in writing within two (2) working days from the time of the oral communication amending the TDL by a TDL modification.

(e) Any effort undertaken by the Contractor pursuant to oral or written technical directions issued other than in accordance with the provisions herein shall be at the Contractor's risk of not recovering related costs incurred and corresponding proportionate amount of fixed fee, if any.

(f) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR: N/A

Name: Code:

Mailing Address: Telephone:

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Email:

(g) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order). (d) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

ORGANIZATIONAL CONFLICT OF INTEREST

A. INTRODUCTION

In accordance with Federal Acquisition Regulations (FAR Part 9.5), both the contractor and the Contracting Officer have an affirmative duty to identify and mitigate actual and potential organizational conflicts of interest (OCI). The contract requires the contractor, herein defined, to provide to access and manipulate sensitive agency business data, to include, but not limited to budget information and/or Privacy Act protected information. Accordingly, this OCI clause will limit contractor's ability to exploit any such information and will also require its employees to execute a "Non-Disclosure Agreement" that will preclude those employees accessing business sensitive/Privacy Act data from exploiting that data. It will also clearly identify the fact that the Contractor cannot access that information in business systems necessary to perform the work outlined in the subject OCHR Services administration contract.

B. DEFINITIONS

- (1) "Contractor" means the firm awarded this contract or task order and shall include any affiliate, employee, agent, subcontractor (at any tier), officer, subsidiary, or parent contractor.
- (2) "Offeror" means any firm engaged in, or having a known or prospective interest in, participating as an offeror in response to any solicitation related to or resulting from the procurement.
- (3) "Interest" means organizational or financial interest;
- (4) "Term of this task order" means the period of performance of any task order issued with this restriction, including any extensions thereto; and
- (5) "Contracting Officer" is the warranted Government official signing this contract or task order; he or she will be identified by name and will be signing the contract or task-order provision incorporating this Organizational Conflict of Interest clause.

C. RESTRICTIONS ON DISCLOSURE

The Contractor agrees and understands that it may have access to business sensitive information, to include, but not limited to budget estimates, allocations/appropriations data, project or program cost estimates, and contract cost estimates. Further, Contractor shall have access to Privacy-Act protected information. Contractor and its affiliates shall not, under any circumstances, disclose or exploit in any way data used or accessed during the course and scope of this contract. It understands and agrees that in accessing data for OCHR services administrative-related tasks, it may only access that data necessary to performance those OCHR services administrative functions.

Further, Contractor shall abide by the restrictions imposed by the Privacy-Act clause, incorporated herein by reference: FAR 52.224-1, Privacy Act Notification. Far 52.224-2, Privacy Act. Under no circumstances shall any such data be commercially exploited and/or otherwise released to any party without the express approval of the Contracting Officer.

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Contractor agrees to require all its employees working under this Contract, whether direct or indirect, to execute and file “Non-Disclosure Agreements” with “Non-Access” clauses, which in turn preclude them from disclosing business sensitive or Privacy Act protected information to third parties and/or accessing information not relevant to contract tasks.

The non-disclosure agreement shall contain a non-access clause substantially as follows:

“I understand and agree that I shall not access (emphasis added) any part of the OCHR databases and files that contains business proprietary information, cost/technical information of third-party contractors, any other financial or technical information that is outside the scope of my OCHR requirements. My access therefore is limited tonly that business sensitive information relating to OCHR taskings.”

The restrictions with regard to protecting business sensitive information and Privacy-Act protected information shall be in perpetuity unless the information has been released by the Government to the Public. And, these provisions, to include the requirement for a Non-Disclosure Agreement with Non-Access clause, shall flow down to any subcontractor, consultant, employee, officer, agent, and/or any other entity providing support under this contract.

D. AGREEMENT

Copies of all agreements shall be furnished to the Contracting Officer immediately upon execution, to include those executed by subcontractors as a result of the flow-down provisions set forth above.

E. GOVERNMENT REMEDY

The Contractor agrees that any breach or violation of the warranties, restrictions, disclosures, non-disclosures, or non-access requirements set forth in this conflict of interest clause shall constitute a material and substantial breach of terms, conditions, and provisions of this task order and that the Government may, in addition to any other remedy available, terminate the contract for default. Contractor further understands that this clause may serve as support for finding the contractor ineligible for award of any subsequent contract via suspension or debarment. See FAR Part 9, “Responsibility” determination(s).

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SECTION I CONTRACT CLAUSES

ALL THE PROVISIONS OF SECTION I CLAUSES IN ACCORDANCE WITH THE BASIC SEAPORT-E MAC CONTRACT FOR FIRM FIXED PRICE APPLY TO THIS TASK ORDER PLUS THE FOLLOWING:

CLAUSES INCORPORATED BY REFERENCE

52.204-2 SECURITY REQUIREMENTS (AUG 1996)
52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JUL 2013)
52.219-6 -- NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (NOV 2011)
52.222-4 -- CONTRACT WORK HOURS AND SAFETY STANDARDS -- OVERTIME COMPENSATION. (MAY 2014)
52.222-17 NONDISPLACEMENT OF QUALIFIED WORKERS (MAY 2014)
52.222-40 NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT (DEC 2010)
52.222-41 SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 2014)
52.222-43 -- FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS -- PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS). (MAY 2014)
52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (AUG 2013)

52.222-99 - Establishing a Minimum Wage for Contractors. **(DEVIATION 2014-O0017) (JUNE 2014)**52.223-5 --
Pollution Prevention and Right-to-Know Information. (MAY 2011)
52.223-6 -- Drug-Free Workplace (MAY 2001)
52.223-10 -- Waste Reduction Program (MAY 2011)
52.224-1 PRIVACY ACT NOTIFICATION (APR 1984)
52.224-2 PRIVACY ACT (APR 1984)52.217
52.228-5 Insurance -- Work on a Government Installation (Jan 1997)
52.228-7 -- Insurance -- Liability to Third Persons (MAR 1996)
52.237-2 -- Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
52.232-18 AVAILABILITY OF FUNDS (APR 1984)
52.237-3 CONTINUITY OF SERVICES (JAN 1991)
252.204-7006 Billing Instructions (OCT 2005)
252.204-0001 Line Item Specific: Single Funding. (SEP 2009)
252.223-7004 Drug-Free Work Force (SEPT 1988)
52.217-9 -- Option to Extend the Term of the Contract (mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **10 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **five years**.

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

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*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class Monetary Wage-Fringe Benefits

Administrative Assistant - San Diego, CA GS- 6 Step 5 - \$20.83
 General Clerk I - Seattle, WA GS- 4 Step 5 - \$16.38
 General Clerk II (SIL) Seattle, WA GS- 5 Step 5 - \$18.33
 General Clerk II (BREM) Seattle, WA GS- 5 Step 5 - \$18.33

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

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

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

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

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

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

Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be responsible for following the step-by-step procedures for self-registration available at this web site.

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

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

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

(1) Document type. The Contractor shall use the following document type **(2 in 1)**
 (Contracting Officer: Insert applicable document type(s).

Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following location(s) in WAWF, as specified by the Contracting Officer.

Government

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

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

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Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0339
Issue By DoDAAC	N00244
Admin DoDAAC	S0602A
Inspect By DoDAAC	N69206
Service Approver (DoDAAC)	N69206
Service Acceptor (DoDAAC)	N69206
LPO DoDAAC	N69206

(4) Payment request and supporting documentation. The Contractor shall include appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

anita.lowe@navy.mil
Roberto.lopez2@navy.mil
emma.sharp@navy.mil

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact.

See above.

(1) The Contractor may obtain clarification regarding invoicing in contracting activity’s WAWF point of contact.

See above

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF

(End of clause)

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, IT Systems or Protected Health Information (May 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12

(HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the command/facility where the work is performed to ensure compliance. Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a

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successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by your Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain. Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required, shall sign the SAAR-N as the "supervisor". The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access shall be removed immediately.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

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BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required. Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements: Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must

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submit for all employees each of the following:

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

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SECTION J LIST OF ATTACHMENTS

CDRL Attachment 5

PWS Attachments 1-4, 6

DD254 San Diego

DD254 Silverdale

DD254 Jackson Park

REVISED San Diego Wage Det - WD 15-5635 (Rev.-6) was first posted on www.wdol.gov on 08/08/2017

REVISED Washington Wage Det - WD 15-5525 (Rev.-4) was first posted on www.wdol.gov on 08/15/2017