

**PERFORMANCE WORK STATEMENT
ENGINEERING, TECHNICAL AND
SUPPORT SERVICES
NSWC Indian Head, Picatinny Detachment**

1.0 PURPOSE AND BACKGROUND

1.1 The Naval Surface Warfare Center, Indian Head Division, (NSWC IHD) Picatinny Detachment is a Navy Working Capital Fund (NWCF) organization which provides engineering, technical and support services to various customers within the United States Government.

1.2 NSWC IHD, Picatinny Detachment primary missions are to provide In-Service Support to Major, Medium and Minor Caliber Gun Systems operated by the US Navy. Contractor support is frequently needed in areas for which NSWC IHD, Picatinny Detachment does not have the needed expertise or the task can be more cost effectively performed by a support contractor. NSWC IHD, Picatinny Detachment frequently provides customers with a mix of government and contractor labor.

2.0 SCOPE OF WORK

2.1 The Contractor shall provide engineering, technical and support services to NSWC IHD, Picatinny Detachment. Services under this task order will include database/computer management, engineering, inventory management, and logistics management. These services will assist the NSWC IHD, Picatinny Detachment in fulfilling their mission. Services will be provided primarily in government or contractor facilities in the United States. Occasionally the contractor will be required to travel to foreign countries and even hostile areas/war zones to provide services. For many tasks, the place of service will be at the discretion of the contractor. Some tasks, however, will specify the location in the issued technical instruction.

2.2 The Contractor shall have, and maintain, a local office within a two hours commuting time from NSWC IHD, Picatinny.

2.3 The Contractor shall execute engineering, technical, and management support for multiple customers under the following tasks of the performance work statement. Key areas are:

2.3.1 Provide Weapon Systems Science, Technology, Engineering and Logistics Services and Support

2.3.2 Provide technical systems engineering analysis and basic scientific studies of weapon systems and performance.

2.3.3 Perform engineering studies necessary to support new concepts designs and programs to support the acquisition cycle.

2.3.4 Provide other technical services such as technical documents, drafting, illustrations, etc.

2.4 The Contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government nor perform any inherently governmental functions. The Contractor or its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. The Contractor shall not purchase or obligate on behalf of the Government. At all times, Contractor personnel shall wear appropriate identification identifying themselves as Contractor personnel. At all meetings, conferences, or sessions with the Government personnel, Contractor personnel shall clearly identify their status as Contractor employees. All reports delivered under this task order are property of the U. S. Government.

3.0 REQUIREMENTS

3.1 MONTHLY PROGRESS REPORTS

The Contractor shall prepare monthly progress reports (MPR) for all services provided per paragraphs 3.2 through 3.13 in accordance with CDRL A001.

The Contractor shall perform the following duties and responsibilities under this tasking.

3.2 Logistics Engineering

The contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related logistics engineering support. Areas of particular involvement include:

- a. Developing specific Configuration Management (CM) requirements for hardware development and production contracts.
- b. Developing, implementing, updating and maintaining configuration control system for equipment including interfacing with all Navy and other DOD and commercial configuration management systems.
- c. Establishing life-cycle status records for change documentation for review of SHIPALTSs, ORDALTs, ECPs and contract delivery schedule to update inventory data, project the impact of future deliveries on installation scheduling, and forecast installation, manpower, and funding requirements.
- d. Planning coordinating and participating in Physical and Functional Configuration Audits (PCA & FCA).
- e. Assessing hardware contractor submission of logistics data items and developing changes necessary when required.
- f. Preparing technical input for Configuration Control Board (CCB) directives.
- g. Developing, reviewing and updating Logistic Planning documents Logistics Planning documents and Provisioning Technical Documentation including conducting Logistic Support Analysis.
- h. Conducting market research studies to establish commercial sources including qualifying vendors as alternative production sources.
- i. Write detailed equipment use and maintenance instructions for equipment
- j. Establish procurement specifications and acceptance testing

- k. Develop/maintain Parts Provisioning Lists and furnish input to Interactive Computer Aided Provisioning System (ICAPS)
- l. Coordinate with project engineers, designers, contractors and other Navy activities to obtain external logistics support and approvals
- m. Review and respond to ammunition cataloging requests with respect to packaging
- n. Support In-service Engineering Agents (ISEAs) throughout the lifecycle of equipment and generate Operational Risk Management (ORM) analysis, technical memos and technical reports supporting engineering.

3.3 Reliability, Maintainability, Availability and Quality Assurance Engineering

The Contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related RMA/QA engineering support. Areas of particular involvement include:

- a. Preparing Quality Assurance Test and Inspection Plans (QATIPs).
- b. Reviewing and providing RMA/QA input to user documents, program plans, predictions, specifications, technical data packages and procurement packages.
- c. Analyzing RMA/QA test results and recommending corrective actions.
- d. Developing and conducting equipment methods selected to satisfy program life-cycle phasing.
- e. Certifying special process operations.
- f. Conducting floor reviews of QATIPs used at industrial facilities and recommending necessary changes.
- g. Developing and updating quality assurance receipt, inspection and surveillance procedures

3.4 Systems Engineering

The Contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related systems engineering support. Areas of particular involvement include:

- a. Analyzing and documenting operational and maintenance requirements including developing and documenting computer modeling.
- b. Developing and updating program planning documentation, specifications and commercial item descriptions and performance specifications.
- c. Evaluating developing concepts and providing reports with supporting rationale.
- d. Performing independent engineering analyses to assess the threat and vulnerability effects on systems/components.
- e. Recommending redesign, modification or alteration of hardware and software for Preplanned Product Improvements.
- f. Conducting systems engineering studies for ship/systems integration and providing recommendations.
- g. Supporting and developing, updates for validations of Technical Repair Standards, Fleet, other user and intermediate level maintenance repair procedures.

- h. Developing new standard job procedures, maintenance procedures, and calibration techniques
- i. Providing supporting information and documents for presentation of new equipment or proposed changes to obtain approval of the Weapons Safety Review Board and/or other oversight groups.
- j. Analysis and documenting threats including developing methods to defeat threats including the effects of any and all logistic elements and conducting modeling and simulation of missile, gun, security, and other types of weapons and weapon systems responses

3.5 Maintenance Engineering

The Contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related maintenance engineering support. Areas of particular involvement include:

- a. Investigating failures including but not limited to mechanical, electrical and hydraulic failures.
- b. Developing, reviewing and evaluation maintenance and repair procedures and developing recommendations to correct or prevent problems or improve maintenance support.
- c. Updating of Material Condition Review (MCR) books and preparing new MCR books and other field test documents including supporting the Navy's total ships test program.
- d. Developing installation plans and instructions for ordnance systems improvements including developing all documents and changes required to implement change.
- e. Developing technical planning data and life-cycle support analyses.
- f. Updating existing and developing new maintenance and repair, planning documents and providing technical support for their implementation.
- g. Providing on-site technical support in response to fleet and other User's requests.

3.6 Engineering Analysis

The Contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related production engineering support. Areas of particular involvement include:

- a. Provide in-service engineering and technical support to the cognizant systems engineer
- b. Provide on-site repair and modification services for equipment U.S. Navy, SM contractor, and foreign Government facilities
- c. Develop training requirements for new Program Office employees
- d. Assist in development of technical manuals
- e. Provide annual spare parts provisioning recommendations to Systems Engineer
- f. Provide Program Office with technical and inventory management support for legacy equipment and systems
- g. Perform preparation/presentation of correspondence, reports, and briefings in a timely manner and coordinates projects with engineers/technicians in other disciplines

- h. Keep abreast of emerging technologies to ensure programmed development will not prematurely become obsolete
- i. Comply with safety rules and procedures and performs work in a manner that enhances the safety of the work environment
- j. Work to achieve and support quality improvement in all products and services

3.7 Test and Evaluation Engineering

The Contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related test and evaluation engineering support.

Areas of particular involvement include:

- a. Providing recommendations to ensure test and evaluation inputs are included in documentation to be reviewed at preliminary, critical or detail design reviews.
- b. Developing and evaluating new test techniques.
- c. Developing computer software and associated models and documentation used in the support of test and evaluation studies.
- d. Developing and implementing test methods for designated functions.
- e. Developing, designing, installing, and using test instrumentation and equipment.
- f. Preparing inspection criteria.
- g. Assessing techniques, observations, and results during testing and interpretation of these results.

3.8 Acquisition Engineering

The Contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related acquisition engineering support. Areas of particular involvement include:

- a. Performing technical analyses of documentation for systems acquisition programs.
- b. Reviewing Original Equipment Manufacturing (OEM) system/technical documents and proposals.
- c. Developing risk management techniques for program evaluation.
- d. Developing draft program documentation to support budgets, schedules, and objectives including documents required to justify and support program approval and justification at all levels of the DOD Acquisition cycle.
- e. Review costs estimates/projections to assess cost reasonableness and validity.
- f. Analyzing and developing reports regarding progress, cost, schedule, and testing.
- g. Conducting cost/benefit analyses for alternative proposals.
- h. Supporting second source acquisition efforts, including transition, qualifications and life-cycle analysis.
- i. Performing Scientific Studies necessary to support new concepts, designs and programs to support the acquisition cycle.

3.9 Foreign Military Sales (FMS) Support

The Contractor shall perform technical, logistic, engineering planning support for mission-related Foreign Military Sales (FMS) cases. Areas of particular involvement include:

- a. Preparing Price and Availability (P & A) data.
- b. Maintaining current FMS acquisition plans for preparing responses to inquiries concerning technical, financial, logistics and contractual status.
- c. Participating in in-country site surveys, program reviews, and FMS working groups to correct equipment problems, upgrade equipment and set up and support in-country maintenance to correct efforts including manufacture.
- d. Maintaining a current and comprehensive library of FMS-related publications and directives.
- e. Integrating FMS technical, engineering and logistics planning with US Navy programs.
- f. Providing technical documentation and changes there to, support equipment and support requirements unique to foreign navies.

3.10 Program Support

The Contractor shall provide program support of various engineering and technical tasks. Areas of particular involvement include:

- a. Preparing and maintaining systems publications, technical manuals and computer related documentation including CALS compliant data.
- b. Providing graphic arts, video and other visual aids material that include spreadsheets, presentations, illustrations, charts and graphs; materials will be produced, as required, to support the mission-related tasks and may involve supplementary data reports, plans, studies, documentation or related presentations
- c. Providing Data Transfer Translation services for various types of engineering technical data compatible with commercial and CALS standards.
- d. Providing a cross-reference search capability to relate specific categories to specific end items with data indexed into the areas of malfunction investigations, contracts, production lot data and vendor qualifications.
- e. Developing/documenting program management and control plans, procedures and reports.

3.11 Computer Management Analysis

The Contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission-related production engineering support. Areas of particular involvement include:

- a. Operation/maintenance of various databases and provides help desk support to various customers utilizing government computer systems.
- b. Responsible for the life cycle development of the following applications: ESTDS, ESTM CD-ROM, ESTM via NMCI Installation Hero Database Tool, SWO20
- c. Creates technical manuals from ESTDS applications
- d. Coordinates data gathering for Publication of ESTDS CD-ROM

- e. Responsible for all operations, design and performance of various databases using Delphi, Framemaker, and Microsoft Access
- f. Provide software support to customers

3.12 Inventory Management

The Contractor shall perform independent analysis and technical studies and provide inventory management services in the area of mission-related production engineering support. Areas of particular involvement include:

- a. Performs a variety of technical transportation and inventory supply management functions in a number of specialized areas of expertise (inventory management, causative research, material expediting, material coordination for special program and storage management related to Government activities, FMS cases, contractors and depots).
 - i. Tracks individual case problems and transportation inventory actions which require consideration of program requirements, as well as specific variations from standardized guidelines.
 - ii. Researches discrepancies between the warehouse and stock records. Works independently researching inventory records by developing audit trails from issue/receipt documents, commercial bills of lading, and files from Naval Ammunition Logistics Center, and other Government activities and contractors.
 - iii. Maintains guidelines, prescribes procedures and assigns responsibility for reporting of all inert ordnance Government owned material held by NSWC IHD Picatinny Detachment.
- b. Performs detailed research for desired information in supporting records on files such as FMS cases, stock material, and requisition files. This requires familiarity with the ROLMS system and knowledge of inventory and requisition status.
 - i. Receives and reviews DD-1348 or DD-1149 documents from information provided to the PHST Center
 - ii. Creates and maintains Microsoft Excel files listing all material requisitioned, issued and received.
 - iii. Creates and maintains Excel files on non-received material and expedites by changing priorities, "required by" delivery dates, cancellation of shipments, sending/receiving AMMO transit Naval messages.
 - iv. Upon receipt of material, compares documentation with material for accuracy and annotates status.
 - v. Forwards monthly status reports to the Director of reportable and non-reportable material received/issued.
 - vi. Prepares and schedules transportation pick-up with trucking companies for FMS Cases and Commercial Collect shipments
 - vii. Requisitions, expedites, receives and ships material

3.13 Secure Asset Staging Management

The Contractor shall perform independent analysis and technical studies and provide warehouse management services in the area of mission-related production engineering support. Areas of

particular involvement include:

- a. Involves the receipt and shipment of Packaging, Handling, Storage and Transportation (PHST) equipment, test items and SOM (Sponsor Owned Material), ensuring specifications, quantity and quality of shipments are correct; verifying items and identifying losses; maintaining an organized warehouse layout; loading and unloading trucks and transporting material locally when needed.
- b. Participates in the shipping, receiving, organizing, storing and issuing of SOM and PHST equipment. Prepare 1149's by pulling materials; packing boxes; building boxes; placing order in delivery area.
- c. Receives stock and non-stock items and ensures specifications, quantity and quality of orders are correct.
- d. Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- e. Drives vehicles (e.g. truck, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- f. Prepares materials by pulling from stock for the purpose of meeting delivery requirements.
- g. Participates in physical inventories for the purpose of verifying stock.
- h. Responds to inquires of staff for the purpose of providing information and/or direction regarding the status of shipments and deliveries.
- i. Maintains documents, files and records (e.g. 1149's, 1348's, etc.)
- j. Maintains delivery vehicles, Forklifts (e.g. checking fluid levels, battery levels, etc.)
- k. Maintains safe and clean work environment by keeping shelves, pallet area, floors, and workstations neat; maintaining clean shipping area; complying with procedures, rules, and regulations
- l. A valid forklift operator's license is required for this task.

4.0 REPORTING REQUIREMENT IN ACCORDANCE WITH NMCARS Part 5237.102(90)

The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for ERP sustainment support 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> .