

**Performance Based Work Statement (PWS)
for
Hyperbaric Systems Support Services**

C.1.0 General/Organization/Scope/Background/Objective:

C.1.1 Organization to be supported:

Naval Facilities Engineering Command
Engineering and Expeditionary Warfare Center
1100 23rd Ave. Bldg. 1100
Port Hueneme, CA 93043-4301

- 1) Work is to be accomplished for the Naval Facilities Engineering Command (NAVFAC) Engineering and Expeditionary Warfare Center (EXWC)
- 2) Actual work locations will be detailed within individual Task Orders under this contract
- 3) The contractor will, in accordance with all applicable federal, state, and local laws, regulations, guidance, and policies, furnish the necessary personnel, services, products, materials, equipment, knowledge, and expertise to successfully complete the tasks required under this contract.
- 4) The recurring phrase, "The contractor shall," means that the firm selected for this procurement will, in accordance with all applicable federal, state, and local laws, regulations, guidance, and policies, furnish the necessary personnel, services, products, materials, equipment, knowledge, and expertise to successfully complete the tasks required under this contract.
- 5) The Contractor shall be responsible for complying with all applicable Federal Acquisition Regulations (FAR), and Defense Federal Acquisition Regulations (DFAR).

C.1.2 Scope:

This performance work statement is to describe tasking for hyperbaric systems services in support of projects involving various shore-based hyperbaric systems. The work will be performed in environments ranging from arctic to tropic and at all shore-based locations where installation, maintenance, inspection, repair, and overhaul operations may be needed to support NAVFAC EXWC customers.

C.1.2.1 Security Requirements:

- 1) Upon completion of this contract, all Controlled Unclassified Information (CUI) documentation (reports, working papers, photographs, drawings, etc.), and materials associated with this contract will be turned over to: NAVFAC EXWC, Code CIOFP, 1000 23rd Avenue, Building 1100, Port Hueneme, CA 93043-4370.
- 2) Contractor Common Access Card (CAC) requests shall be coordinated following the award of the contract with the Contracting Officer's Representative (COR). The issuance of the CAC is subject to the approval by the NAVFAC EXWC Security Office.

C.1.2.2 Physical Security:

The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured in accordance with federal, DoD, DON, and local policy requirements.

NOTE: Complete list of acronyms applicable to this PWS are found in Section 2.6.

C.1.3 Background:

The Naval Facilities Engineering and Expeditionary Warfare Center (EXWC) is tasked by the Navy to perform under the resulting indefinite delivery indefinite quantity (IDIQ) that will include services in support of various shore based hyperbaric facilities including recompression chamber facilities, diver training facilities, escape trainer facilities, hyperbaric medical facilities, surface supplied diving facilities, and dive lockers. Individual Task Orders may include technical support in the following general areas: Hyperbaric Systems Fabrication and installation; Hyperbaric Systems Overhauls; and Pressure Vessel for Human Occupancy Fabrication.

Previous acquisitions for this type of work were procured as competitive task orders under NAVSEA's SeaportE procurement system.

C.1.4 Objective:

- 1) The performance objectives described below are applicable to the total scope of services to be performed under this contract.
- 2) The Ocean Facilities Department of the Naval Engineering and Expeditionary Warfare Center (EXWC) is the Navy's technical center of expertise for shore-based hyperbaric systems design and engineering. The Ashore Hyperbarics and Diving System product group conducts development, fabrication, test, evaluation, inspection, maintenance and repair in the following technical areas.
 - Overhaul of Hyperbaric Systems
 - Recompression Chamber Facilities
 - High Pressure Charging Systems
 - Surface Supplied Diving Facilities
 - Escape Trainer Facilities
 - Hyperbaric Medical Facilities
- 3) In order to successfully perform the requirements of this contract, the contractor will require the following skills, abilities, and facilities to:
 - To perform cleaning and inspection in accordance with Mil-STD-1330D, which requires a certified clean room.
 - To store and maintain materials, which requires facilities to store contract materials separate from other work areas.
 - To perform Quality Control to maintain configuration control over complex systems.
 - To perform piping welding in accordance with the standards of American Society of Mechanical Engineers (ASME B31.1)
 - To produce drawing in AutoCAD 2010 or higher
 - To support performance of re-entry control procedures IAW US Navy Dive Manual
 - To provide Non-Destructive Testing in accordance with ASME V.

C.2.0 Definitions as applied to this contract:

C.2.1 Defective Service:

A service output that does not meet the standard of performance associated with it in the PWS.

C.2.2 Contracting Officer’s Representative (COR):

A COR is a government employee appointed by the Contracting Officer to provide technical direction/clarification and guidance with respect to the contract performance work statement. Their authority is clearly defined in an appointment letter. COR appointment letters are tailored to specific Task Order requirements and vary in the amount of authority. They also serve as the key on site point of contact for the Contractor Project Officer. Qualifications could include technical expertise in the functional areas of this PWS. They are also responsible for surveillance of the contractor's progress in fulfilling the PWS requirements specified in the contract Task Order. All COR appointees inform the Port Hueneme prime COR and Contracting Officer of any technical or contractual problems or delays.

C.2.3 Quality Control (QC):

Actions taken by the Contractor to control the quality (practices, resources, and activities) of services, ensuring requirements of the PWS are met.

C.2.4 Quality Assurance (QA):

Actions taken by the government to ensure Contractor services meet the requirements of the PWS.

C.2.5 Knowledge and Skill Levels:

Entry-Level: Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Journeyman: Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Senior: Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments.

Master: Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation.

C.2.6 Government and Acquisition Acronyms:

Acronym	Description
AQL	Acceptable Quality Level
CLIN	Contract Line Item Number
COB	Close Of Business
CONUS	Continental United States
COR	Contracting Officer’s Representative
CVS	Contractor Verification System
CYE	Calendar Year End
DFAR	Defense Federal Acquisition Regulation

DISA	Defense Information Systems Agency
DoD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
DON	Department Of Navy
DWAS	Defense Working capital fund Accounting System
EOY	End Of (Fiscal) Year
FAR	Federal Acquisition Regulation
FAQ	Frequently Asked Questions
FEC	Facilities Engineering Command
FMO	Financial Management Office
FTE	Full-Time Equivalent
FY	Fiscal Year
GF	General Fund
GOTS	Government-off-the-shelf
NAVFAC	Naval Facilities Engineering Command
NBVC	Naval Base Ventura County
NGEN	Next Generation NMCI Network (see NMCI)
NAVNETWARCOM	Naval Network Warfare Command
EXWC	Naval Facilities Engineering and Expeditionary Warfare Center
NMCI	Navy Marine-Corps Intranet
OCONUS	Outside Continental United States
OO	Ordering Officer
OST	Operational Support Team
PBSOW	Performance Based Statement of Work
POC	Point Of Contact
PW	Public Works
PWS	Performance Work Statement
QA/CM	Quality Assurance/Configuration Management
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QI	Quality Improvement (as applicable to QI Sessions)
SECNAV	Secretary of the Navy
SLIN	Sub Line Item Number
TOM	Task Order Manager
USC	US Code (US Public Law)
PVHO	Pressure Vessel for Human Occupancy
NDT	Non Destructive Testing

C.2.7 References:

Electronic copies of all applicable documents and publications will be provided by the Task Order upon request

C.3.0 Contract Description and Deliverables:

Task Orders negotiated under this contract shall include its own list of deliverables and/or Contract Data Requirements List (CDRL) as specified by the Government. They will include appropriate details such as content, format, timing, and receiving party.

The Contractor shall provide the following documentation according to the delivery scheduled shown in Table 2 and in attachment 1 in Section J.

CDRL	DESCRIPTION	SOW	DUE DATE	FREQUENCY
Preliminary Design Submittal	Design and Plan of all fabrication, overhaul or maintenance data IAW Task Order PWS.		60 days after award date	Once
As-Built Submittal	Documentation of all fabrication, overhaul and maintenance IAW Task Order PWS.		30 days before CCD	Once
Monthly Report	Progress Report and Current Schedule		Monthly	Monthly

Format deliverables: All reports and CDRLs will be submitted electronically in two formats. A Microsoft Office 2010 compatible format and an Adobe Acrobat PDF version 5.0 or higher are required. Documents shall be supplied electronically via a readable media (CD, E-mail). Note: Minimum Protection Requirements for Controlled Unclassified Information: Security Classifications Guides (OPNAVINST 5513 services) and unclassified limited documents (e.g. FOUO, Distribution Statement Controlled) are not authorized for public release and, therefore, cannot be posted on a publicly accessible web server or transmitted over the internet unless appropriately encrypted.

Submittals shall provide a comprehensive description of work being documented. Drawings, charts, illustrations and other material needed to clarify the presentation shall be included. The format for required reports shall reflect the appendices to the submittal.

Reports shall be clearly written, described the work adequately, be well edited and be acceptable for release as a quality document. The report shall document the results of all analyses performed. Draft reports shall be finished products requiring only technical changes as the result of Government review.

C.3.1 Schedule:

The delivery schedule for work ordered will be defined in each individual Task Order

C.3.2 Services Required:

The contractor shall provide all labor, material, equipment and facilities to perform the work as described below.

C.3.2.1 The contractor shall travel to Government facilities and other locations to perform the services as described in Section 4.0 of this PWS. Locations may include project locations worldwide and work aboard government, government contracted or contractor chartered vessels or platforms.

C.3.2.2 The contractor shall participate in project reviews at the contractor's facility, project sites, and other locations as specified by individual Task Orders. The contractor shall provide facilities (meeting or working spaces) and equipment (presentation and information technology equipment, etc.) for project reviews conducted at the contractor's facility.

C.3.2.3 The contractor shall provide progress reports, quality control reports, project schedules, financial reports, technical reports, drawings, manuals, or any other documentation as specified by the contract and individual Task Orders.

C.3.2.4 Unless otherwise directed in individual Task Orders, the contractor shall utilize Microsoft Office software (Word, Excel, PowerPoint, Project) for preparation of documents and Adobe Acrobat compatible software for scanned and formatted data. Drawings produced by the contractor shall be in AutoCAD 2010 unless otherwise specified in the individual Task Orders.

C.3.2.5 Services required under this contract shall normally be performed at the contractor's facilities or a field location. Direct technical collaboration will also be required with EXWC personnel at the contractor's facility and/or at EXWC at the EXWC East Coast Detachment in Washington D.C. US citizenship is required. Specific classification requirements will be specified in individual Task Orders.

C.3.3 Technical Services:

Technical support to accomplish tasks specified in individual Task Orders issued under this contract may be required in the following general areas. This list is not all inclusive, but is intended to show the range of capabilities required. The technical tasks and technology areas are as follows.

The estimated percentage of total work in each technical area is identified below. The actual work percentages may vary significantly.

C.3.3.1 Hyperbaric Systems Overhaul – 60%

- 1) Overhaul of certified and uncertified U. S Military Hyperbaric Systems.
- 2) Design, fabrication, installation and testing of piping systems and Pressure Vessels for Human Occupancy (PVHO's).
- 3) Documentation for fabrication, cleaning, and Non Destructive Testing (NDT) including all procedures and qualifications.

C.3.3.2 Recompression Chamber Facilities - 15%

- 1) New design of recompression chambers including new hull design requiring Finite Elemental Analysis (FEA) and Strain Gauging.
- 2) Fabrication of recompression chamber including all weldment, manways, reinforcement forgings, med-locks, viewports, support structures, and lugs.
- 3) Design, fabrication, installation, testing, and inspection recompression chamber support piping systems including systems for US Military facilities.
- 4) Documentation for fabrication, cleaning, and Non Destructive Testing (NDT) including all procedures and qualifications.

C.3.3.3 High Pressure Charging Systems – 10%

- 1) Design, fabrication, installation, testing, and inspection high pressure charging systems for US Military facilities.
- 2) Documentation for fabrication, cleaning, and Non Destructive Testing (NDT) including all procedures and qualifications.

C.3.3.4 Surface Supplied Diving Systems – 5%

- 1) Design, fabrication, cleaning, and NDT of certified surface supplied diving systems.
- 2) Documentation for fabrication, cleaning, and Non Destructive Testing (NDT) including all procedures and qualifications.

C.3.3.5 Escape Trainer Facilities –5%

- 1) New design of escape trainers including new hull design requiring Finite Elemental Analysis (FEA) and Strain Gauging.
- 2) Fabrication of recompression chamber including all weldment, manways, reinforcement forgings, med-locks, viewports, support structures, and lugs.
- 3) Design, fabrication, installation, testing, and inspection recompression chamber support piping systems including systems for US Military facilities.
- 4) Documentation for fabrication, cleaning, and Non Destructive Testing (NDT) including all procedures and qualifications.

C.3.3.6 Hyperbaric Medical Facilities – 5%

- 1) Design, fabrication, cleaning, NDT, installation, and testing of certified Hyperbaric Medical Facilities.
- 2) Documentation for fabrication, cleaning, and Non Destructive Testing (NDT) including all procedures and qualifications.

C.3.4 Personnel Requirements:

- 1) Proposed personnel must possess comprehensive knowledge of their respective discipline and demonstrated ability to perform the work and to summarize and document findings in specified report form.

C.3.5 Key Personnel:

- 1) The following definitions describe the positions of the key personnel required under this contract. One person may satisfy the requirement of more than one key position. Resume may be submitted for the personnel that together meet all the requirements of all key personnel positions.
- 2) When preparing proposals for Task Orders, the contractor shall explain how the qualifications of the personnel are suited to the government tasks and how key personnel will ensure that quality control is maintained.

C.3.5.1 Program Manager:

The individual must have:

- 1) Minimum of Ten (10) years of directly applicable technical and management experience in design, development, installation and maintenance of government hyperbaric and diving systems.
- 2) Four (4) years' experience as a Program Manager for a DOD Engineering Services Contract.

- 3) Four (4) years experience reviewing and approving the work of project managers, engineers, support staff and contract administrative personnel.
- 4) Senior-level experience with project concept development, planning, and systems engineering including requirements generation and analysis, development of test and evaluation plans, and interface definitions.

C.3.5.2 Project Manager:

The individual must have:

- 1) Minimum of eight (8) years of directly applicable experience in design, development, installation and maintenance of government hyperbaric and diving systems.
- 2) Three (3) years' experience in American Society for Mechanical Engineers Boiler and Pressure Vessel Code (ASME BPVC) calculations.
- 3) Three (3) years experience in the systematic planning for hyperbaric and diving systems fabrication, installation, and overhaul.
- 4) Four (4) years' experience as Project Manager for a DOD Engineering Services Contract

C.3.5.3 Project Engineer:

The individual must have:

- 1) Five (5) years practical experience in design or application of equipment and systems for use in government hyperbaric and diving systems.
- 2) Three (3) years' experience in American Society for Mechanical Engineers Boiler and Pressure Vessel Code (ASME BPVC) calculations and flow calculations.
- 3) Three (3) years' experience in the systematic planning for hyperbaric and diving systems fabrication, installation, and overhaul.
- 4) Bachelor's Degree in Engineering.

C.3.5.4 Field Supervisor:

The individual must have:

- 1) Ten (10) years of professional experience in fabrication, installation, and overhaul of government hyperbaric and diving systems projects.
- 2) A minimum of eight (8) years of the required experience shall have been in direct supervision of multi-disciplined hyperbaric systems labor forces, equipment and personnel for technically complex fabrication and installation projects in facilities.
- 3) Specific experience shall include: direct supervision of fabrication or installation crews and operations including weight handling equipment, high pressure piping, facility utilities, Navy Oxygen Cleaner (NOC) piping cleaning, and welding and burning equipment.

C.3.5.5 Senior Technician:

The individual must have:

- 1) Eight (8) years of professional experience in fabrication, installation, and overhaul of government hyperbaric and diving systems projects.
- 2) A minimum of ten (10) years of the required experience shall have been in direct work on multi-disciplined hyperbaric systems for technically complex fabrication and installation projects in facilities.
- 3) Specific experience shall include: work on fabrication or installation crews and operations including weight handling equipment, high pressure piping, facility utilities, Navy Oxygen Cleaner (NOC) piping cleaning, and welding and burning equipment.

C.3.5.6 Technician #1:

The individual must have:

- 1) Six (6) years of professional experience in fabrication, installation, and overhaul of government hyperbaric and diving systems projects.
- 2) A minimum of five (5) years of the required experience shall have been in direct work on multi-disciplined hyperbaric systems for technically complex fabrication and installation projects in facilities.
- 3) Specific experience shall include: work on fabrication or installation crews and operations including weight handling equipment, high pressure piping, facility utilities, Navy Oxygen Cleaner (NOC) piping cleaning, and welding and burning equipment.

C.3.5.7 Welder:

The individual must have:

- 1) Eight (8) years of professional experience in welding to ASME B31.1, "Power Piping" including qualifications in socket and butt welding of piping.
- 2) A minimum of five (5) years of the required experience shall have been in direct work on government hyperbaric and diving systems.

C.3.5.8 Quality Control Manager:

The individual must have:

- 1) Ten (10) years of professional experience in Quality Control (QC) of fabrication, installation, and overhaul of multi-disciplined systems projects.
- 2) A minimum of eight (8) years of the required experience shall have been in QC government hyperbaric and diving systems.
- 3) Specific experience shall include: QC of weight handling equipment, high pressure piping, Navy Oxygen Cleaner (NOC) piping cleaning, and ASME B31.1 pipe welding.

C.3.6 Specifications

The work under this contract shall be performed in accordance with the Performance Work Statement in the individual Task Order. In the event of any conflict between the Government specification and the Contractor's proposal submitted for the base contract or any Task Order, the Government specification shall control unless the government specifically accepts the deviation in writing.

C.3.7 Performance Requirements:

The contractors Performance Requirements are outlined in the Quality Assurance Surveillance Plan (QASP). Specific performance requirements for this contract and each subsequent contract will be provided when a request for proposal is submitted to the contractor.

C.3.7.1 Performance Objectives:

The performance objectives described below are applicable to the total scope of services being performed under this contract. Additionally, the performance specifications will be addressed in each Task Order. The measurable objectives that may be used include the following:

- 1) Timely proposal submissions that meet or exceed project requirements.
- 2) Ability to meet or exceed project schedule milestones.

- 3) Creation and management of an effective QA/QC and Health & Safety Program
- 4) Ability to manage multiple contract Task Orders.
- 5) Ability to demonstrate technical competence and innovation
- 6) Ability to perform project planning and produce appropriate technical documents/drawings as required.
- 7) Effective control and management of subcontractor efforts.
- 8) Ability to meet required performance specifications.
- 9) Ability to manage and execute Task Orders within the negotiated budget.
- 10) Ability to meet environmental requirements.

C.3.7.2 Performance Measurement:

The following will be used to measure performance of the above stated objectives.

- 1) All proposals are submitted on or before the due date and meet or exceed all project requirements.
- 2) In performance of Task Orders, all project schedules are met or exceeded (excluding government accepted delays).
- 3) Projects meet all OSHA and other standards as identified in the individual Task Orders.
- 4) Multiple contract Task Orders are managed while meeting all Task Order requirements.
- 5) Performance of the Task Order reflects technical competence and innovation that adds value to the overall project.
- 6) Technical documents and drawings meet or exceed project requirements.
- 7) Subcontractor cost, schedule, and technical competency meet or exceed project requirements.
- 8) All Task Order performance specifications are met.
- 9) All Task Orders are completed within the negotiated budget.
- 10) Projects meet all NEPA and other regulations as identified in the individual Task Orders

C.3.7.3 Quality Planning, Control and Assurance

C.3.7.3.1 Quality Assurance Surveillance Plan (QASP):

- 1) The Quality Assurance Surveillance Plan (QASP) outlines the framework and methods that will be utilized to provide surveillance and review of the Contractor's fulfillment of contract acceptance criteria and other contract standards, including its quality control plan execution. The Government shall develop the QASP and evaluate Contractor performance based on this framework. The Government will evaluate the overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards. The system shall be applicable to all subcontractors and members of the contractor's team, if appropriate.

C.3.7.3.2 Quality Control Plan (QC):

- 1) The Contractor shall monitor the specific project results to determine that they comply with relevant quality standards and identify ways to eliminate causes of unsatisfactory performance through utilization of its Quality Control (QC) plan based on International Organization for Standardization (ISO) 9000.
- 2) The Contractor shall address the quality control planning, execution and tracking to be utilized to assure compliance with Task Order performance standards. The contractor shall develop, implement and maintain a quality assurance program. The system shall included inspection, validation, evaluation, corrective action and procedures necessary to effect quality control of all performance and products under the contract. The system shall allow inspection and evaluation by the government.

C.3.8 Government Furnished Information, Services, and Equipment:

- 1) The Government will make available relevant standards, functional statements, technical manuals, computer systems guides, reference material, regulations, instructions, and operational procedures necessary to accomplish this contract.
- 2) The Contractor shall provide technical support as needed to meet the requirements of the Task Order as it pertains to facilities, supplies, and services.
- 3) Contractor shall be responsible for reproduction and shipping charges for training manuals.
- 4) Contractors traveling overseas shall be required to provide passports.

C.3.9 Utilities:

- 1) All utilities in NAVFAC facilities will be available for the Contractor's use in performance of duties as outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities. Contractors shall abide by installations trash removal and pickup policies.

C.3.10 Project Management and Contract Oversight:

C.3.10.1 Contract Review Meetings and Materials for Review:

- 1) Program and contract management requires day-to-day oversight of resources associated with all Task Orders under this contract. Program oversight shall include a well-defined and efficient line of authority, responsibility, and communication in managing all Task Orders people. The contractor will designate a Contract Project Officer who will be the contractor POC with the government COR and Contracting Officer for work related direction in accordance with the PWS and Task Orders
- 2) The Contractor Project Officer shall provide, on an ongoing monthly basis, project management information via status reports and/or meetings.
- 3) All meetings and reviews shall be held either at the Contracting Officer or the COR's office, or at any other location as specified by the COR within the geographic locations identified in the Task Order. The contractor shall submit a monthly status report consisting of an Executive Summary detailing the major accomplishments, activities, of the previous month and challenges that need attention.
- 4) These reports shall contain an accurate and timely summary of major accomplishments, and activities.
- 5) Reports will be provided to the COR in Adobe PDF format. Alternate report formatting may be considered at the discretion of the COR.
- 6) The Contractor shall submit monthly reports via E-Mail to the COR no later than Ten (10) business days from the first day of the following month.

C.4.0 Schedule/Travel/Training:

C.4.1 Hours of Work:

- 1) Hours of work shall vary based on the task being performed, but will generally conform to the NAVFAC business hours of 0600-1800. Certain tasks may require work and travel after normal business hours, including evenings, weekends, and holidays. Actual hours of work will be included within individual Task Orders.

C.4.2 Travel/Transportation:

- 1) Travel and Transportation: Performance under this contract may require travel by Contractor personnel at the Task Order level. If travel is required, the Contractor is responsible for making all needed arrangements for Contractor personnel. Travel may include trips to foreign countries. A valid passport is required for all contractor personnel traveling to foreign countries. Travel costs will be reimbursed in accordance with this section.
 - a. Travel
 - a.1 The Government may reimburse the Contractor for all allowable, allocable and reasonable travel costs incurred by the Contractor in performance of the task order –or – establish travel costs as part of the overall firm-fixed price established during task order negotiations.
 - a.2 If travel is reimbursed, travel costs will be reimbursed in accordance with FAR 31.205-46. If reimbursable travel is chosen, copies of all travel receipts must be included in the invoice as a condition of reimbursement.
 - a.3 Travel costs are payable only up to the rates or amounts authorized by the following:
 - a.3.1 Joint Travel Regulation (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) provisions applicable to civilian personnel as prescribed by the Department of Defense for travel in the United States, including Alaska, Hawaii, the commonwealth of Puerto Rico and its other territories and possessions; or
 - a.3.2 Standardized regulations (Government civilians, foreign areas) Section 925, maximum travel per diem allowances in foreign areas prescribed by the Department of State for travel in areas not covered in travel regulations cited above.
 - a.4 The contractor will be paid the fixed hourly rate for the specified category of labor for personnel in travel status subject to the following:
 - a.4.1 Travel must be to the temporary duty site from the regular work site and from the temporary duty site to the regular work site;
 - a.4.2 Payment will be at the straight (regular) time rate regardless of when the travel occurs and its duration.
 - a.4.3 Local transportation, lodging, meals, or any other expenses contractor personnel will not be reimbursed. (Local travel is determined to be travel within a 50 mile radius of the local A-E office).
 - b. Transportation

b.1 When transportation by privately owned conveyance is authorized, the Contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)

b.2 Contractor travel shall be reviewed and authorized by the COR prior to travel.

b.2.1 Any travel required to perform a task order should be specifically identified by the Contractor in its task order proposal.

b.2.2 If the contractor discovers a need to travel after task order award the Contractor shall send the travel request to the Contracting Officer's Representative (COR), with the Administrative Contracting Officer (ACO) cc'd, with the following information:

b.2.2.1. Date, time, and place of proposed travel

b.2.2.2 Purpose of the travel and how it relates to the contract

b.2.2.3 Contractor's estimated cost of travel

b.2.2.4 Names of individuals travel

b.2.2.5 A breakdown of estimated travel and per diem charges

b.3 The Contractor is responsible for obtaining visas, passports, international driver's licenses and any other documentation required to perform their work.

C.4.3 Training:

- 1) The Government will not pay costs, associated with the Contractor training employees in an effort to attain and/or maintain the minimum personnel qualification requirement(s), nor any specialized certification requirements of this contract.

C.4.4 Contractor Identification:

- 1) All Contractor employees shall ensure that when participating in meetings with Government and/or other Contractor employees, that their personnel properly identify themselves as Contractor employees so that their actions will not be construed as acts of Government officials.
- 2) In accordance with DFARS 211.106.
- 3) Contractor shall ensure that external correspondence signed by Contractor employees is on company letterhead. Internal correspondence, including e-mail and memoranda, must include the name of the company in the signature line or in another clearly identifiable location. In all contact with the public and Government officials, contractor personnel shall identify themselves as contractor employees working under contract to NAVFAC.
- 4) Contractor shall ensure that their onsite personnel, when receiving or placing telephone calls, identify their employer, in addition to whatever other appropriate greeting are used.
- 5) All Contractor staff working on-site at any of the client installations during Task Order performance shall wear at all times a DoD or Contractor furnished Identification. Additionally, contractor workspaces will be clearly marked "contractor" and their company name and their name

C.4.5 Non-Personal Service Statement:

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor employees will perform independent of and without the supervision of any Government official. The contractor shall submit an oversight plan that outlines how service providers on the contract will be managed by the contractor in order to perform the requirements of the contract. 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 Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

DRAFT