

NAVFAC Online Pesticide Reporting System

STATEMENT OF WORK

I. BACKGROUND

The NAVFAC Atlantic Applied Biology Branch provides oversight of the pest management programs on Navy and Marine Corps properties. The NAVFAC Online Pesticide Reporting System (NOPRS), a web-based reporting tool, was designed to provide a centralized online source of information enabling Navy, Marine Corps and contract environmental, natural resources, and pest management personnel to browse and submit pest management information. Users can directly record and report all pest management operations as required by the DODI 4150.07, OPNAVINST 6250.4C, OPNAV M-5090.1, and MCO 5090.2A pesticide chapters. Further, the NOPRS enables a single consistent reporting format to address Congressional, Department of Defense, and Navy/Marine Corps reporting mandates for Navy/Marine Corps pest management, such as headquarters level Measures of Merit (MOM) reports, installation summary reports, and year-end program reports.

II. STATEMENT OF WORK

The purpose of this contract is to provide Applied Biology program data compilation and management, and database maintenance in support of the NAVFAC Online Pesticide Reporting System. The programming support and database system maintenance will enable the existing NOPRS functionality, including data calls/queries, to perform effectively and efficiently. The scope of this effort involves the migration of the entire NAVFAC Online Pesticide Reporting System (program software and database) to the contractor's website, system maintenance on that site, and the ability to obtain pest management reports and queries from the database. These efforts allow NAVFAC Atlantic Applied Biology staff to gather and distribute the necessary pest management program statistics and information on Navy/Marine Corps installations, to make program management decisions, and to increase the NOPRS functionality.

A. Services Required:

Task 1. Pest Management Data Management and Data Call Support: This task includes data management and compilation of pest management reports and queries. During the year that this task order covers, there is one main data call, the DOD Pest Management Measures of Merit. This data call requires the total amount of pesticide active ingredient to be counted and reported annually. The contractor's responsibility for this data call would be to provide Applied Biology with an excel spreadsheet of all pesticide records reported through NOPRS from the previous fiscal year (see completion schedule and deliverables). This task also includes providing a spreadsheet of all pesticide use records quarterly, so that Applied Biology is able to monitor pesticide use prior to data call submission. This task includes approximately 3 additional reports to be compiled on an as needed basis; these reports may include pesticide data calls from the Armed Forces Pest Management Board, historical pest management summaries, installation summary reports, and year-end program reports. This task also includes maintaining and editing the master pesticide list and master installation list as needed. The average number of users logging in to NOPRS per month is 130, and the average number of records submitted monthly is 10,500.

Task 2. Pest Management Updates to NOPRS Elements: The functionality of NOPRS has already been developed and completed, and has been used for over 8 years. The contractor's responsibilities in this task are to migrate the entire NAVFAC Online Pesticide Reporting System (program software and database) to a contractor-hosted server, maintain the system on that server, resolve any issues that arise during pest management reporting, and to provide minor functional updates/enhancements if required by the Contracting Officer. This task also includes

adding/modifying pest management queries. One defined query to be added under this task is an installation query to determine how many and which installations are reporting through the NOPRS. This task may also include approximately additional queries.

Task 3. Reports: Progress reports shall be submitted to the COR via email on a monthly basis. Each report should include a detailed summary of work accomplished under each task and estimated percentage of each task completed to date. Activities planned for the following month should be incorporated as well as any issues encountered while performing the tasks. Progress report structure and information required may be amended as requested by the COR.

B. Completion Schedule and Deliverables:

The period of performance for this contract task order is September 1, 2016 through August 31, 2017. The Contractor shall adhere to the following schedule, unless otherwise approved by the Contracting Officers Representative (COR).

<u>Event/Deliverable</u>	<u>Due Date</u>
Spreadsheet of all pesticide records from Oct 1 2015 to Sept 30 2016	15 November 2016
Quarterly spreadsheet of pesticide records	Quarterly
Progress reports	Monthly
Entire NOPRS (program software and database)	31 August 2017

NOPRS Migration and Maintenance

The contractor is responsible for migration of the NAVFAC Online Pesticide Reporting System (program software and database) to the contractor's website, and maintenance of the system on that site. At the end of the performance period, the Contractor shall submit, via CD-ROM, DVD, or other electronic media as approved by the COR, the entire NAVFAC Online Pesticide Reporting System to include program software and database.

C. Electronic Data and Software Requirements:

It is the responsibility of the contractor to ensure that all electronic deliverables are fully compatible and functional based on the current applications used by the Navy Marine Corps Intranet (NMCI).

Text, Spreadsheet and Database Files:

The Navy and Marine Corps standard desktop computing software is currently Microsoft Office 2010. Progress reports and other text documents shall be provided in Microsoft Word 2010 and/or Adobe Portable Document Format (PDF) readable with Adobe Acrobat X Pro. Adobe PDF files should include a complete linked table of contents and all mention of tables or figures within the text of the report should be linked directly to the referenced table or figure. Quarterly pest management report/query spreadsheet files shall be provided in Microsoft Excel 2010 format via email to the COR. Database files shall be provided in Microsoft Access format, unless specified otherwise, as approved by the COR. All text, spreadsheet, and database files shall be delivered on CD-ROM, or DVD or other electronic media as approved by the COR.

III. GENERAL INFORMATION

A. Release of Information:

All electronic files and programs, and related products and materials, including those furnished by the Government, shall become the property of the Navy, and will not be issued, distributed, or published by the contractor without authorization from the COR.