

PERFORMANCE WORK STATEMENT

NAVY PUBLIC AFFAIRS AND VISUAL INFORMATION SUPPORT SERVICES

1. INTRODUCTION

The contractor shall provide management, administrative and technical support services to Navy Public Affairs and Visual Information (PA/VI) units. Support Services shall be provided in the areas of Equipment and Logistics Management; Operational Planning and Execution; Training and Readiness; Inventory Management; Imagery Archiving; Project Management and Administrative Services.

Examples of the type of work to be performed by the contractor are provided in this Performance Work Statement (PWS).

2. BACKGROUND

The Navy Public Affairs Support Element's (NPASE) mission is to train, equip, and employ expeditionary public affairs (PA) forces that support fleet and component Commanders with scalable and immediate deployable force packages with current and emerging PA and visual information (VI). This includes providing individuals and detachments which are trained in PA and VI operational and tactical planning execution and assessment; broadcast and print journalism; multi-media production; and specialized hand-held imaging capabilities that documents force deployments and activities of the Navy, and when tasked to other services, for the attainment of naval, military and national objectives.

NPASE's Table of Allowance (TOA) consists of approximately 600 line items of PA/VI equipment (Attachment V to this Performance Work Statement (PWS)). NPASE does not have the necessary manning or space to support the inventory needed to conduct its mission. Therefore, contractor support is needed to provide services to fabricate, assemble, package, store, and ship expeditionary imagery kits. The contractor shall also provide training on the VI systems in the expeditionary imagery kits.

3. SCOPE

The Contractor shall furnish all the necessary services, qualified personnel, and facilities, not otherwise provided by the government, as needed to perform the work described in the PWS. This includes conducting research, providing assessments, and making recommendations to the Command regarding all things pertaining to the integration of expeditionary imagery kits from the equipment listed in the TOA (Attachment V). The contractor shall provide technical and engineering support in the development of PA/VI kits and systems for deployed NPASE personnel. The contractor shall work directly with the Contracting Officer's Representative (COR) to determine the requirements of the PA/VI kits and systems and develop a preliminary list of contents for review and approval. The contractor shall maintain inventory management of all equipment; provide operator and maintenance training for the kits upon delivery; and provide logistical support to the government by receiving, transporting, storing, and shipping PA/VI

equipment.

The contractor shall load any required software to PA/VI systems and equipment and ensure proper connectivity with imagery acquisition, input/output, and production devices. Contractor services include creating backup images of the loaded system and making it available to the government. This ensures that the government has an accurate and dependable means for restoring the system in the event of a computer failure. In addition, the contractor shall install and integrate Commercial-Off-The-Shelf (COTS) software such as Adobe Creative Cloud applications on PA/VI systems and equipment.

4. SPECIFIC REQUIREMENTS

4.1 The contractor shall install, test and provide follow-up support for PA/VI equipment and shall be required to assemble a kit of expeditionary Video and Still deployable kits. Contractor personnel shall be trained, qualified and experienced in working as Equipment and Logistics Managers; Operational Planning and Execution Analysts; Training and Readiness Analysis; Trainers; Imagery Archiving Specialists; Support and Project Managers. Contractor personnel shall possess or be able to obtain a civilian passport if international travel is required as determined by the COR.

4.2 The Contractor shall provide the engineering and technical support necessary to assemble and test PA/VI hardware/software. In addition, the contractor shall provide technical support for the preparation, installation, and upgrade of all PA/VI software on deployable laptops.

4.3 The Contractor shall draft correspondence in response to mission support requests and maintain records and files of all operations and exercises that the PA/VI unit supports. The Contractor shall have experience with Microsoft Project and understand project management and risk management fundamentals.

4.4 The Contractor shall be familiar with databases to monitor personnel training and development such as Fleet Training Management and Planning System (FLTMPS), Navy Knowledge Online (NKO), Total Workforce Management System (TWMS), and Advanced Skills Management (ASM), Defense Priorities and Allocations System (DPAS).

4.5 The Contractor shall ensure all deploying personnel are familiar with all required PA/VI equipment which includes cameras and accessories as well as deployable computers and all applicable software.

4.6 The Contractor shall be responsible for accomplishing the program task as set forth in this PWS and shall be the focal point for all program communication between the government and the contractor. The Contractor's Program Manager shall direct the contractor's effort through management systems that will provide program progress visibility to assure on-time completion of contract requirements including, but not limited to, the following:

- a. Technical Performance;
- b. Proposed solutions to problem areas and schedule controls; and
- c. Changes in program personnel.

4.7 Program Control Requirements – The contractor shall exercise program controls necessary to maintain visibility of schedule status and performance levels.

4.8 Program Review Presentations and Conferences - The contractor shall provide periodic Program Reviews to government Program Managers and/or the COR. Specific contractor representatives shall be required to attend Program Review Conferences convened by the Government Program Manager and/or COR. Contractor review presentations shall be for the purpose of reviewing the program status in terms of work performed, significant accomplishments, problems encountered and plans to overcome problems. Program reviews shall be presented by the contractor’s Program Manager in a scheduled time that is acceptable to the Government’s Program Manager and/or COR.

4.9 Warehouse Facility – To support a portion of the Equipment and Logistics Management segment of this requirement, the contractor shall provide, at a minimum, a warehouse facility in accordance with the following criteria:

- The Facility – Facility shall be located within a 30 mile radius of Norfolk, Naval Base, NPASE HQ, 9420 Third Avenue, Norfolk, VA 23511-2125. Facility shall be climate controlled with a minimum floor space to accommodate TOA equipment that measures 10,000 cubic feet in volume and weighs in excess of 50,000 pounds. The maximum warehouse stacking height is twenty-five (25) feet, allowing for prescript clearances from sprinkler heads, light fixtures, structural members, etc. The minimum floor load capacity shall be 400 pounds per square foot.
- Facility shall have Controlled access with installed electronic security system.
- All space shall be contiguous and on a single floor, with the warehouse floor being level, smooth finished concrete.
- With regard to the warehouse floor space, climate controlled means ensuring the material being stored is protected from all-weather elements.
- Contractor shall provide internet and telephone service for all contractor personnel at the facility.
- The provided Warehouse facility and office shall be cleaned weekly and free of any loose debris.

5. FUNCTIONAL REQUIREMENTS

The contractor shall provide all support necessary to successfully satisfy the requirements and performance objectives of this PWS. Support shall include, but not be limited to, the following tasks:

5.1 Equipment and Logistics Management

The contractor shall manage a \$9M, 600 line item TOA (Attachment V) and its associated life cycle in support of the required Operational Capabilities and Projected Operational Environment (ROC/POE) and Missions, Functions, and Tasks (MFT).

The contractor shall ensure all PA/VI equipment received from the government is properly

accounted for and transported to the contractor's warehouse where the equipment will be inventoried and stored until needed by the government. The contractor shall maintain an inventory database of all PA/VI equipment stored in the warehouse.

The contractor shall provide system design and integration services on PA/VI equipment based on requirements provided by the government. Based on mission requirements, the contractor shall integrate PA/VI equipment into deployable kits that meet the requirements for PA/VI missions. The contractor shall determine the best engineering approach to design PA/VI kits to have the capabilities and functionalities required. The contractor shall load software on deployable computers to facilitate the required productivity, connectivity, as well as imagery processing, editing, and transmission.

The contractor shall handle the logistics of shipping PA/VI kits and equipment. This includes packing the PA/VI equipment and shipping it using the most expeditious and cost effective method taking into account the priority/need of equipment. The contractor will complete all required documentation and paperwork for shipments. The contractor will track the shipment until it is received at its destination point.

The contractor shall provide technical support to the government on PA/VI equipment such as answering questions from personnel on the operation of equipment. If necessary, the contractor will conduct research of the problem to identify the best answer and solution. The contractor shall provide assistance with user operation as well as basic troubleshooting and repair of PA/VI equipment.

The contractor shall serve as the on-site technical representative who functions as a liaison between the government and manufacturers/vendors when troubleshooting and repairing PA/VI equipment. The contractor shall coordinate all repair and warranty work on PA/VI equipment. All failed and/or malfunctioning PA/VI equipment will be sent to the contractor. The contractor will troubleshoot the equipment to determine the problem. If the equipment is still under warranty, the contractor shall coordinate the shipping of the failed equipment to the authorized repair facility. If the part is not under warranty, the contractor shall inform the COR and receive instruction from the COR on how to proceed. If the COR approves the repair, the contractor shall make arrangements with a repair facility to have the failed part repaired. The contractor shall coordinate shipping, tracking, and receiving of all malfunctioning and failed PA/VI equipment.

The contractor shall coordinate the repair of PA/VI equipment as needed. The contractor shall report the estimated cost of repairs to the COR prior to authorizing the repair. This task includes troubleshooting, cleaning, repairing, replacing components and whatever services are necessary to return equipment to normal operational condition and specifications.

5.2 Operations Management

The contractor shall be responsible for mission planning, coordination, communication and deployment/redeployment of NPASE personnel in order to meet mission requirements. The contractor shall provide pre-deployment, deployment and post-deployment support of active duty and reserve personnel assigned to NPASE units worldwide. The contractor shall track NPASE

forces from initiation of orders to mission completion.

The contractor shall be responsible for the direct support of the Request for Forces (RFF) and Feasibility of Support (FOS) tasking of NPASE personnel. The contractor shall review, analyze, and validate U.S. Fleet Forces sourcing assignments in support of Combatant Commanders' (RFF), Deployment Orders (DEPOD), Execution Orders (EXORD), Global Force Management Allocation Plan (GFMAP), augmentation support requests, and rotational plans to determine logistical and support requirements and make recommendations for appropriate courses of action.

The contractor shall collaborate with Numbered Fleets, Type Commanders (TYCOM), other NPASE supported commands and internal staff codes to identify issues, develop solutions and coordinate tasks to meet all near and long-term requirements based on mission, availability of resources and established priorities.

The contractor shall supervise the coordination of transportation requirements for all NPASE personnel departing on missions using the Joint Operation Planning and Execution System (JOPES) when appropriate.

5.3 Operational Planning and Execution

The contractor shall provide assistance to the Operations Officer with RFF and FOS tasking of PA/VI personnel. The contractor shall also provide pre-deployment, deployment and post-deployment support of active duty and reserve personnel assigned to PA/VI units worldwide.

The contractor shall provide a recommendation for PA/VI equipment to be utilized on missions based on validated Combatant Commander requirements. The contractor shall also provide any necessary engineering for the PA/VI equipment being deployed with command personnel. In the event that PA/VI equipment needs to be shipped to deployed personnel, the contractor shall assist in the coordination and logistics of the getting the required equipment to the correct personnel.

The contractor shall develop, implement and maintain accurate databases and archives of all missions on government furnished equipment. The contractor shall coordinate the transportation requirements for all NPASE personnel departing on missions, using the JOPES.

The contractor shall coordinate with the Officers-in-Charge, Readiness Officer, Training Officer and detachment Operations Officers to ensure each mission assignment has a valid training track and proper equipment issuance plan, and deployment requirements including medical, visas, training and security clearance are appropriately completed.

5.4 Training and Readiness

The contractor shall identify training support necessary to ensure deploying personnel can effectively operate all required PA/VI equipment and schedule training with deployable personnel if needed. The contractor shall ensure that the required training is conducted with the necessary personnel at the time and location as determined by the COR.

Training support for PA/VI related systems/equipment is required and the contractor shall have an established and approved training program with the objective of maintaining trained and qualified deployable personnel. The training shall focus on user operation of PA/VI equipment, computers, and software.

The contractor shall assess the comprehension and capability of expeditionary PA/VI personnel to ensure they are capable of operating PA/VI equipment and systems as required for specific missions.

The contractor shall utilize multiple databases to monitor personnel training and development such as Fleet Training Management and Planning System (FLTMPS), Navy Knowledge Online (NKO), Total Workforce Management System (TWMS), Corporate Enterprise Training Activity Resource System (CeTARS), and Advanced Skills Management (ASM).

The contractor shall manage the Advanced Skills Management (ASM) system and serve as the on-site representative between ASM headquarters support staff and NPASE. The contractor shall create all personnel accounts, assign and approve proper permissions within the system, build/update training and readiness task lists as deemed necessary, and provide system support and training to NPASE personnel as needed.

The contractor shall coordinate with Officers-in-Charge, Readiness Officer, Operations Officer and detachment Training Officers to identify billet NEC fit/fill requirements and liaise with Navy detailers and DINFOS quota control personnel to secure required training quotas.

5.5 Training

The contractor shall possess a high knowledge level in photography and an advanced knowledge level of all PA/VI equipment utilized by deploying personnel. This is required in order for the Contractor to provide training in one-on-one, group, classroom, or field sessions. Contractor training shall include instructions in software applications that deploying personnel use in the performance of their duties. Training shall ensure that deploying personnel can effectively operate all required PA/VI equipment necessary to meet all mission PA requirements. The Contractor's lesson plans shall be presented in such a way as to ensure the students receiving the training meet all learning objectives. The COR shall approve all lesson plans developed by the contractor.

The contractor shall be responsible for managing the in-house PA/VI fleet training program (Expeditionary Skills Courses). The contractor shall oversee all curricula reviews, course changes and course development related to the program. The contractor shall liaise with PA/VI subject matter experts (SME) on curricula updates and collaborate with Numbered Fleets, TYCOM and other NPASE supported commands and internal staff codes to identify necessary updates and changes to course content. The contractor shall coordinate with the Officers-in-Charge and local training teams to ensure an accurate and sustainable course schedule is produced annually. The contractor is responsible for drafting and coordinating with NPASE staff

the release of the schedule as approved by the COR.

The contractor shall maintain student feedback and metrics for the in-house PA/VI training program and will review these metrics annually with the Officers-in-Charge, local training staff, and the NPASE triad.

The contractor shall develop, implement, monitor and maintain databases and archives to ensure timely completion of all internal and external annual training requirements to include Defense Information School (DINFOS), Center for Personnel and Professional Development (CPPD), General Military Training (GMT) and other training requirements as deemed necessary.

5.6 Project Management

The contractor shall be responsible for planning, organizing, securing, managing, leading, and controlling resources to achieve specific project goals. The contractor shall possess the required technical skills and management acumen to complete temporary projects with specific goals and objectives and that bring about beneficial change and added value. The contractor shall achieve all project goals while operating within the constraints of scope, time, quality, and budget.

The contractor shall work with the government in identifying objectives and requirements for projects and feasibility studies. Risk analysis shall be conducted on projects as determined by the COR.

5.7 Inventory Management

The contractor shall collect broken, outdated, and nonessential PA/VI equipment. The contractor will determine which PA/VI equipment is serviceable and which is not. Imagery equipment that is functioning properly will be added to the ready for issue (RFI) screening pool. Non-ready for issue (Non- RFI) PA/VI equipment that is determined to be serviceable shall be repaired. Imagery equipment that is beyond economical repair shall be disposed per applicable directives.

The contractor shall coordinate the repair of PA/VI equipment as needed. The contractor will report the estimated cost of repairs to the COR prior to authorizing the repair. This task includes troubleshooting, cleaning, repairing, replacing components and whatever services are necessary to return equipment to normal operational condition and specifications.

5.8 Imagery Archiving

The contractor shall retrieve stored digital imagery from the media department/division on U.S. Navy aircraft carriers, amphibious assault ships, and hospital ships. The contractor will transport the digital imagery files to a government facility on Norfolk Naval Base, Norfolk, Virginia.

The contractor shall review all imagery files for photographic quality and caption accuracy. If

necessary, the contractor shall work with the individual photographer to ensure the Visual Information Record Identification Number (VIRIN) and caption information is correct. The contractor shall screen the imagery files to ensure there is no duplication of photographs, videos, and graphics.

The contractor shall ship via traceable delivery method an external storage device containing all imagery screened for content and reviewed for accuracy to Navy Visual News Service located at the Pentagon in Washington DC.

5.9 Visual Information Services

The contractor shall serve as the primary point of contact for East Coast afloat Media Departments/Divisions on all PA/VI manning, equipping, and training matters.

The contractor shall organize and administer pre-deployment PA/VI readiness assessments. These assessments are designed to determine the skill-level and competency of Sailors in the afloat Media Department/Division as well as ensuring that the operational condition of visual information equipment meets the standards necessary to support public affairs Navy Mission Essential Tasks.

The contractor shall develop best practices and provide standard operating procedures for East Coast afloat Media Departments/Divisions. The contractor shall work with the Media Department/Division leadership in documenting lessons learned in the Navy's Lessons Learned Information System (NLLIS).

The contractor shall function as a liaison between the afloat Media Department/Division and TYCOM in identifying and validating PA/VI manning, equipping, and training requirements. The contractor shall work with the Afloat Media Department/Division leadership to ensure compliance with all applicable directives.

5.10 Integration Services

To support the training and readiness objectives of the Expeditionary PA/VI Command, the government will acquire PA/VI equipment and provide to the contractor. The contractor shall provide installation and integration support services to the Government Furnished Equipment (GFE) on an as needed basis as determined by the COR. The type of contractor support required shall be in the areas of engineering, evaluation, integration and installation of PA/VI equipment.

5.11 Administration

The contractor shall have administrative experience in the areas of correspondence, personnel pay, and travel. This is required in order for the Contractor to perform office support activities to support personnel with travel requirements and liquidations, as well as, any other personnel administrative duties. Duties may include fielding telephone calls, receiving and directing visitors, preparing correspondence, drafting and editing instructions, creating spreadsheets and presentations, recordkeeping, drafting naval messages, processing authorizations and vouchers in Defense Travel System (DTS), adjudicating pay issues, and process actions into the Navy

Standard Integrated Personnel System (NSIPS) and the Transition Online Processing System (TOPS).

6. CONTRACTOR PERSONNEL

Contract personnel shall maintain high personal standards of technical knowledge and demonstrate professional competence in Navy Public Affairs and Visual Information Services. In addition to this technical background and skills, contract personnel must be able to effectively perform in a military background, and possess a familiarity the organization and hierarchy of the U.S. Navy military rank/grade structure, knowledge of Navy and military terminology, and shipboard /installation environments and configurations. The qualifications for personnel that may be utilized in individual task orders shall meet or exceed the qualifications stated in the Government Labor Category Descriptions, Attachment II to this Request for Quotation (RFQ).

7. GENERAL QUALIFICATIONS FOR ALL WORKERS

At a minimum, all contract personnel shall meet the following requirements:

7.1 Contract personnel shall read, write, speak, and understand the English language fluently and maintain good communication skills with all personnel and ranks/grade structure of the U.S. Navy/military.

7.2 Contract personnel shall be physically capable of standing and/or sitting for extended periods of time and capable of normal ambulation.

7.3 Contract personnel shall be U.S. citizens. All contract personnel will be required to access Navy information technology networks/systems containing sensitive information. Only contract personnel who are U.S. citizens can be granted access to Department of Navy (DON) Information Technology networks/systems and sensitive information (see NAVSUP 5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information Or Unclassified IT System (May 2010)).

See Attachment II to this RFQ for Labor Category Descriptions that defines labor category requirements.

8. DELIVERABLES

The contractor shall prepare the reports in the table below in accordance with DD Form 1423 using compatible existing U.S. Government systems (Microsoft Office Professional, other applicable Microsoft products, and products currently used on U.S. Government computer systems).

No.	Deliverable	Task No.	Description	Due Date
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1.	Inventory Report		Report shows the PA/VI equipment currently in the contractor's warehouse.	Tenth work day of the month.
2.	Shipping Report		Report documents what PA/VI equipment has been	Tenth work day of the month.
3.	Training Report		Report shows what training has been conducted for Government	Tenth work day of the month.
4.	Warranty Services Report		Report shows warranty work required and performed for failed	Tenth work day of the month.
5.	Screening Pool Inventory Report		Report shows what PA/VI equipment is available for East Coast Naval Shins.	Tenth work day of the month.
6.	Shipping Document Report		Report shows imagery shipped to Naval Visual News Service.	Tenth work day of the month.

9. 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 Navy Public Affairs Support Element 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>.

10. PLACE OF PERFORMANCE

All work performed by the contractor in support of this PWS shall be performed at the following places with approximated percentage times the contractor will be located at these sites.

- a. Contractor's Hampton Roads, VA, facility(s) – approximately 5%;
- b. Government's on-site office locations at the Naval Base, Norfolk, VA and San Diego, CA – approximately 90%; and
- c. Other locations in the Continental United States (CONUS) and Outside Continental United States (OCONUS) – approximately 5%

11. HOURS OF OPERATION

Normal working hours are 7:30 A.M. to 4:00 PM Monday through Friday excluding federal holidays. The work schedule may be adjusted based on a customer defined work schedule cohesive to their program/project workload. Overtime may be required.

Telework is authorized IAW NPASE and company policies.

12. TRANSITION PLAN

The contractor shall provide a Transition Plan that clearly details an approach/plan for the Phase-In of Services defined in the PWS and a Move of Equipment defined in the Table of Allowance (TOA) items provided as Attachment V. Both areas shall require coordination with the incumbent contractor, the COR, and familiarization with the warehouse site location and TOA equipment stored within.

The Phase-In of Services shall commence at time of initial task order award(s) and may continue for the first thirty (30) days of the period of performance. During the Phase-In transition period, the successor contractor shall prepare to assume full responsibility for all areas of the incumbent contractor's supply chain/inventory management functions in accordance with the terms and conditions of the contract. The successor contractor shall meet with the incumbent contractor and discuss all aspects of the Phase-In of Services/Equipment.

The Move of Equipment shall commence within the first fifteen (15) days of the period of performance and shall be completed within the first thirty days of the period of performance. The contractor shall be responsible for moving the existing TOA equipment inventory from the incumbent contractor's warehouse site to its conforming warehouse site. The Move of Equipment by the contractor shall not negatively impact the performance of work under the contract, support of the customer, or the mission of the NPASE Activity being served or supported by the contract effort.

The contractor shall be responsible for the transition of services/equipment under the contract and shall provide a comprehensive transition plan including a detailed timeline for all actions necessary for a smooth transition of operational responsibility and for moving the TOA inventory from its current location to the contractor's warehouse. The contractor shall provide a contingency plan detailing management initiatives of any issues/obstacles anticipated during the Phase-In of Services and the Move of Equipment with proposed solutions. Both the Phase-In of Services and the Move of Equipment shall be completed prior to the expiration of the current contract.

13. PHASE-OUT TRANSITION PLAN

The contractor shall be responsible for developing a Phase-Out Transition Plan prior to the completion date of this contract, including option periods if exercised. The Phase-Out Transition Plan shall fully describe how the contractor will approach the removal of contractor property; any actions required to ensure continuity of operations by a successor contractor or the Government; and orderly transfer of contract responsibility to a successor contractor. The contractor shall work with the successor contractor and the Government for a period beginning 30 days prior to the expiration of the contract to Phase-Out this contract and transition to the new contract. The contractor shall remove all contractor-owned equipment and supplies from the premises by the expiration/termination of the contract. The contractor shall provide the Phase-

Out Transition Plan to the COR within 30 days of the COR's request.

14. GOVERNMENT FURNISHED PROPERTY AND MATERIALS

The Government to provide workspace, access to secure and unsecure phone lines, and dedicated computer equipment. Consumables will also be provided. TOA items will be received by the contractor for storing, integrating, packing, and shipping.

15. MATERIALS

Materials purchased under this contract shall be for packing material/supplies and shipping costs in support of the PA/VI kitting requirement and for shipment of PA/VI equipment that is to be repaired. The Contractor shall be responsible for coordinating placement of any material orders and for receiving the material. The Contractor shall submit costs for materials/shipping expenses on monthly invoices and shall be reimbursed for actual expenses incurred. Material & Handling (M&H) and General & Administrative Expense (G&A) are authorized.

16. SECURITY REQUIREMENTS

16.1 Secret Security Clearance required – all contractor personnel performing work under this contract must be able to hold/obtain a Secret Level Clearance.

16.2 The Contractor's warehouse facility shall be cleared and secured to hold TOA items and material.

17. NON-PERSONAL SERVICES STATEMENT

Contractor employees performing services under this contract will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees comply with the performance work standards outlined in the Performance Work Statement (provided as Attachment I to this RFQ). Contractor employees will perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the task order 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 United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, otherwise violating the prohibitions set forth in Subparts 7.5 and 37.1 of the FAR. The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

18. REVIEW OF RESUMES

The Government reserves the right to review the resumes of contractor employees performing under the contract solely for the purpose of ascertaining their qualifications relative to the personnel qualifications terms of the contract. Accordingly, the contractor shall furnish such resumes to the Contracting Officer upon request by the Contracting Officer's Representative, Ordering Officer or Contracting Officer.

19. MINIMUM INSURANCE REQUIREMENTS

IAW with 52.228-5, Insurance-Work on a Government Installation, the following are minimum insurance requirements as defined in FAR 28.307-2, Liability:

(a) Workers' compensation and employer's liability. Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers. (See 28.305(c) for treatment of contracts subject to the Defense Base Act.)

(b) General liability.

(1) The contracting officer shall require bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

(2) Property damage liability insurance shall be required only in special circumstances as determined by the agency.

(c) Automobile liability. The contracting officer shall require automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Aircraft public and passenger liability. When aircraft are used in connection with performing the contract, the contracting officer shall require aircraft public and passenger liability insurance. Coverage shall be at least \$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 at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

(e) Vessel liability. When contract performance involves use of vessels, the contracting officer shall require, as determined by the agency, vessel collision liability and protection and indemnity liability insurance.

20. MINIMUM GUARANTEE

Per 52.216-22 (b), "Indefinite Quantity", the minimum guarantee for this contract is **\$3,000.00**.

21. GOVERNMENT VEHICLES

On occasion the Contractor may be required to drive or ride as a passenger in Government owned vehicles (GOV) both on-site at Norfolk Naval Base, VA, or off-site at various locations. These vehicles may include cars, trucks, and vans. If required and approved on a case-by-case basis by the COR, the Contractor may be allowed or approved to use a Government vehicle to transport equipment/material related to the customer's project/program. Government provided vehicles shall be used solely for the purposes described in this PWS.

The Contractor shall provide employees with a valid driver's license and shall be liable for its employees during transport. The Contractor shall provide and maintain its own means of transportation between the off-site Contractor facility and the Government facility for the movement of material.

22. IDENTIFICATION OF CONTRACTOR MOTOR VEHICLES

The Contractor shall display on each of its vehicles the company name in a manner and size that is clearly visible. All vehicles shall display a valid state license plate and safety inspection sticker, if required. Contractor vehicles operated on Government property shall be maintained in good repair and operated by a state licensed driver.

23. OTHER DIRECT COSTS (ODCs):

23.1 PACKING MATERIAL/SUPPLIES AND SHIPPING COSTS

The Contractor shall handle the logistics of packing and shipping PA/VI kits and equipment using the most expeditious and cost effective method. The Contractor shall also pack and ship any PA/VI equipment that the COR approves to be repaired. All packing material/supplies and shipping costs shall be in accordance with the estimated not to exceed amount identified in Section B of the contract. These are not to exceed amounts and shall not include any profit, overhead, material handling and/or G&A indirect rates. The application of these indirect rates on ODCs (Packing/Material/Supplies and Shipping Costs) is not allowable under this contract. Packing material/supplies and shipping costs will be reimbursed at actual cost, so long as supporting documentation is provided with the invoice.

23.2 REIMBURSABLE TRAVEL COSTS

Except as otherwise provided below under non-reimbursable travel costs, the contractor will be reimbursed for travel costs in accordance with the Federal Travel Regulations (FTR) in effect at the time of the travel. This directive can be accessed at <http://www.gsa.gov/portal/content/104790>. It is the Department of the Navy (DON) policy not to allow a charge of profit or fee on reimbursable items. Therefore, travel will be reimbursed at actual cost, excluding any profit, G&A, and/or Overhead. The applications of these indirect rates on Travel are not allowable under this contract. Airfare shall be based on the lowest available cost for coach or economy in writing in advance. The Contractor is not authorized to perform any travel that is not in conjunction with this contract. The COR shall notify the contractor in advance when travel is required. Upon notification, the contractor shall submit a travel request which identifies the estimated travel cost to the COR for approval. A trip report

will be submitted in contractor format upon completion of all approved travel (contractor format) to the COR. All travel costs shall be in accordance with the estimated not to exceed amount identified in Section B of the contract and will be reimbursed at actual cost, so long as supporting documentation is provided with the invoice.

23.2.1 NON-REIMBURSABLE TRAVEL COSTS

- Travel performed for personal convenience, daily travel to and from the contractor's facility will not be reimbursed by the Government.
- Travel costs incurred in the replacement of contractor personnel, for any reason, will not be reimbursed by the Government.
- No travel or subsistence costs will be reimbursed for work performed within a 50-mile radius of the place of performance where services are being provided.
- Relocation costs and travel costs incident to relocation of Government facilities are not allowed.

24. APPLICABLE DOCUMENTS

ROC/POE for NPASE (OPNAVINST 3501.387A)
Mission, Function, and Tasking (MF&T) for NPASE
Table of Allowance (TOA) for NPASE