AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES	
S	1	31

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
0002	11-Dec-2014	N5005414RCFOC14	

6. ISSUED BY CODE N00189

NAVSUP FLC NORFOLK CONTRACTING
NORFOLK OFFICE
ATTN: J. ANDREWS
1968 GILBERT STREET, SUITE 600
NORFOLK VA 23511-3392

7. ADMINISTERED BY (If other than item 6) CODE

See Item 6

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)

CODE FACILITY CODE

X	9A. AMENDMENT OF SOLICITATION NO. N00189-15-R-0002
X	9B. DATED (SEE ITEM 11) 12-Nov-2014
	10A. MOD. OF CONTRACT/ORDER NO.
	10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [ ] is extended, [X] is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

[ ] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[ ] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

To address vendor questions and modification as a result. Changes include but are not limited to the following:

1. Updated PWS Section C.10(e) to allow for general and specialized experience to be gained concurrently.
2. Updated Instructions to Offerors - Proposal Format and Cost/Price Proposal
3. Graphics in C.7.1.1.1 DELIVERY ORDER SUMMARY REPORT were removed and provided in Attachment IX - Graphical Presentation Summary Report.
4. Updated PWS Section C.4

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 11-Dec-2014

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:
PERFORMANCE WORK STATEMENT

PERFORMANCE WORK STATEMENT (PWS) TECHNICAL SERVICES

C.1 SCOPE OF WORK

(a) This Performance Work Statement (PWS) describes the minimum effort required to provide the Submarine Mechanical/Electronics Systems engineering, analytical, logistics and technical support to Mid Atlantic Regional Maintenance Center (MARMC). Technical Support shall be defined as: providing the equipment and system expertise to aid in trouble shooting, repair, assessment analysis, inspection, root cause localization and identification, maintenance training, logistics configuration support, alteration development /installation, and/or long term problem resolution related to the specific equipment type.

(b) Due to the flexible nature of the configuration of the various classes of submarines in use and supported by MARMC; and since not all submarines have the same systems/equipments installed and many of the systems/equipments have more than one version; a complete list of these systems and equipments is not possible. Additionally, systems/equipments are continually being added and/or deleted from service as they are developed or become obsolete. Essentially, submarine systems include any and all systems and equipments both major and minor, that comprise the HM&E Systems, Acoustics, Combat Control, Weapons Systems (excluding the weapon), Communication, Navigation, Networking Systems, Periscope and Electronic Surveillance Systems and suites, including their power supplies, ancillary, peripheral, sensors, support equipment, trainers, training and tactical software, and handling systems. The contractor shall be tasked to perform on any submarine mechanical/electronic system and or the equipment that may be installed in any vessel or shore facility worldwide.

(c) A major portion of the work required under this contract will be troubleshooting, assessment, installation, test, certification, incidental repair, refurbishment and the logistical support to submarine combat, electronic systems and mechanical systems support (including but not limited to, ventilation, cooling water, electrical, cable, fiber, submerged diesel systems and hydraulic subsystems) world wide.

(d) When ordered in individual Performance Work Statements (PWS), the Contractor shall provide the requisite engineering, analytical, logistical, and technical support of a non-personal nature for submarine HM&E systems and Electrical/ Electronic and Combat systems. Support shall be provided in the following areas:

(1) Technical Assistance
(2) Equipment Operation Assessment
(3) Shipboard Alteration (SHIPALTs), Temporary Alterations (TEMPALTs), Alteration Installation Team (AIT) Engineering Change (ECs) and Field Change (FCs) Support
(4) Extended Shipyard or Pier side Availability Repair and Modification support
(5) Integrated Logistics Support (ILS)
(6) Program Planning

C.2 APPLICABLE DOCUMENTS

(a) Obtaining Copies of Documents. When needed for performance of ordered tasks, contractor shall obtain and provide necessary copies of Specifications, Standards, Handbooks, and Data Item Descriptions stocked at Naval Publications and Forms Center (NPFC) or to an industry standard adopted by DOD. If the required document is not in stock at NPFC, then the originator of the individual PWS shall provide it.

(b) When needed for performance of ordered tasks, the technical assistant of the individual PWS, will provide technical documents such as Military Standards, instructions, technical manuals, engineering drawings, maintenance documentation, ILS documentation, etc. which are not stocked at NPFC.

C.3 TASK REQUIREMENTS

(a) Work to be performed and required deliverables shall be described in PWSs to be placed against the contract by the Contracting Officer or designated Ordering Officer and shall be within the parameters of one or more of the general tasks listed below in paragraphs C.3.1-C.3.6.

(b) As may be required to perform the level of effort described in the PWS, the Contractor shall furnish all labor and facilities in order to: fabricate, assemble, receive, install, remove, inventory, verify, package, store, and ship both material and equipment as necessary in the performance of these efforts except for those facilities, material, and equipment specifically provided by the Government. The Contractor shall acquire or procure those incidental material items necessary to complete tasking.

(c) The Contractor is solely responsible for the technique which will be used to fulfill the terms of this Performance Work Statement (PWS). Further, the Contractor remains solely responsible for control and supervision of their contracted personnel in performance of this PWS.

(d) The Contractor is solely responsible for the safety of their personnel while working on board ships, as well as when working in shipboard tanks and confined spaces. The contractor shall perform atmospheric safety certification when work is required in tanks and unventilated space.

C.3.1 FLEET TECHNICAL ASSISTANCE (FTA) TASKS: Provide technical support for the evaluation and correction of fleet equipment/system casualties; provide technical assistance on Submarine mechanical, electrical, electronic, combat systems to incidental repair or replace malfunctioning or failed components, units or subsystems. This assistance will generally consist of problem analysis, troubleshooting, isolation, correction and checkout testing to return the mechanical/electronics systems/equipment to fully operational condition.

(a) The Contractor shall perform this system and/or equipment troubleshooting, repair and evaluation in naval submarines and shore-based activities CONUS and/or OCONUS. Typical of the type of service that may be required, but not intended to be an all-inclusive list are:

(1) Provide on-site and distance support (DS) technical assistance and coordination for Atlantic and Pacific fleet submarine mechanical/electrical/electronic/combat systems and related equipment.

(2) The Contractor shall provide hardware and software technical expertise to troubleshoot equipment failures, determine corrective repair action and repair equipment.

(3) Provide logistical or logistics support as an integral part of on-site technical assistance.

(4) The Contractor shall provide hardware and software technical expertise to train ship's force personnel in the operation, maintenance and logistics support of specific equipment.

(5) Preparation of written debriefs to ship's force and MARMC managers or other designated Government representatives. The format for this effort would be in accordance with the Joint Fleet Maintenance Manual (current revision), Technical Assistance Visit Report (TAVR), and or MARMC Branch heads or designated governmental representative direction.

(6) Original Equipment Manufacturer (OEM) technical support as required the contractor is required to supply personnel through using the Prime or subcontractor (Teaming partners) personnel. If needed, Prime contractor may use purchase orders to secure personnel to accomplish task order.

(7) The Contractor shall support/use current government software systems for tracking of problems associated with equipments/systems, and for system analysis.

(8) The Contractor shall provide and coordinate the handling, loading and unloading of non-ordinance Peculiar Special Support Equipment (PSS/E).

C.3.2 SYSTEM EQUIPMENT ASSESSMENT TASKS: The Contractor shall perform assessment and maintenance of shipboard Submarine Mechanical/Electronics Systems and equipment, training in maintenance/overhaul processes, identification, compilation and production of Measures of Effectiveness (MOE's) and other metrics as required, as well as data analysis and reliability engineering.

(a) Typical of the type of service that may be required, but not intended to be an all-inclusive list are:

(1) The Contractor shall identify the need for, and then develop, maintain, assess, and/or modify formalized ship-visit programs, equipment test programs which will include the ship visit criteria, plans, tests, procedures to be employed, and/or related documentation.

(2) The Contractor shall, using established operation and maintenance data reporting systems whenever feasible, perform measurement of the operational and maintenance performance of systems/equipments and logistic support items.

(3) The Contractor shall identify the need for, and then develop, maintain, assess, and/or modify engineering change proposals, instructions, technical manuals, maintenance requirement cards, engineering drawings, and other technical documents. This effort may include manuscript, preliminary, and/or document preparation.

(4) The Contractor shall utilize STAARS, Maintenance Data System/Casualty Reports (MDS/CASREP) and other data to determine whether Submarine specific equipment is properly supported and provide data as needed to the Submarine Continuous Maintenance program as necessary.

(5) The Contractor shall operate, test, inspect, align, groom, repair and assess equipment material condition during TSRA, HM& ERA / INSURV's, CSA, PDMA, & Pre-Arrival, and Pre-Deployment grooms, or similar test and inspection programs as necessary.

(6) The Contractor shall support/use current government software systems for tracking of problems associated with equipments/systems.

(b) Participation in the aforementioned efforts may require frequent and extended travel to various naval homeportlocations, as well as remote locations OCONUS.

C.3.3 SHIPBOARD ALTERATIONS (SHIPALTs), TEMPORARY ALTERATIONS (TEMPALTs), MODERNIZATION/ALTERATION INSTALLATION TEAM (AIT), ENGINEERING CHANGES (ECs) AND FIELD CHANGES (FCs) SUPPORT TASKS: The Contractor shall perform installation, installation test tasks to Submarine Mechanical/Electronics Systems and related services necessary to provide the support specified in individual PWSs.

(a) Typical of the type of service that may be required, but not intended to be an all-inclusive list are:

(1) The Contractor shall assemble and coordinate specialized modernization/installation teams and/or alteration installation teams (AIT).

(2) The Contractor shall develop, assess, recommend changes, and maintain installation and alteration program plans, schedules, instructions, Installation Control Drawings, and procedures, including conduct of ship checks and facility inspections.

(3) The Contractor shall design, procure, fabricate, assemble and conduct installation of approved Engineering Changes (EC's) and Ship Alterations (SHIPALT's). The Contractor shall coordinate engineering and planning services for system installation. The Contractor shall develop, update, and maintain hardware implementation, planning, and scheduling documents.

(4) The Contractor shall review and comment on SHIPALTS, TEMPALTS's and other types of alterations or working plans for each submarine ship class and/or ship for compliance with installation drawings.

(5) The Contractor shall monitor and verify system/equipment first-time installations in each submarine ship class against applicable installation drawings and recommend any corrective action.

(6) The Contractor shall identify the need to design, develop, validate, modify, and fabricate program related maintenance/installation support items, test equipment, tools, jigs, and fixtures and associated drawings/documentation.

(7) The Contractor shall calibrate, repair, modify, package, store, ship, and other wise maintain the support and test equipment in a ready for issue state for mechanical, electrical, electronic, combat systems and or related equipment support teams. System's test equipment is to be maintained in this pool and shall be those specified and furnished as GFP in individual PWS's.

(8) The Contractor shall review, comment and/or modify pre-arrival shipyard/maintenance activity/ AIT tests and inspection procedures.

(9) The Contractor shall provide depot services for the receiving, temporary storage and shipment of equipment, engineering change kits, ship alteration kits, technical manuals and other technical documents.

(10) When authorized by the COR or a SME, the Contractor shall cannibalize mechanical, electrical, electronic and combat systems equipments/systems/trainers for the purpose of obtaining repair parts.

(11) The Contractor shall provide installation technical support to Type Commanders, NAVSEA, shipyards, In-Service Engineering activities, and Original Equipment Manufacturer's (OEM).

(12) The Contractor shall support/use current government software systems for tracking of problems associated with equipment/system.

(13) The contractor shall provide for Quality System Management Support.

(b) The Contractor shall perform system and/or equipment installation and/or de-installation, testing, operation, modification, troubleshooting, repair and evaluation in naval vessels and shore-based activities CONUS and or OCONUS.

C.3.4 EXTENDED SHIPYARD OR PIER SIDE AVAILABILITY REPAIR AND MODERNIZATION SUPPORT TASKS: The Contractor shall, independently or as a member of a government/contractor/shipyard repair team in support of Submarine Mechanical/Electronics Systems to perform the following tasks:

(a) The shipyard or pier side availability repair tasks and related services necessary to provide the support are typical tasks, which include but are not limited to:

(1) Repair, align, calibrate, and test designated mechanical, electrical, electronic and combat systems/equipments, including removal from and reinstallation at shore sites or onboard various submarines, in accordance with formal procedures from applicable technical manuals and instructions.

(2) Install or prepare newly installed or existing mechanical /electronic systems/equipments for formal testing at shore sites or onboard various ships. Perform the designated formal tests to validate the specific operational and performance criteria. Submit a formal report certifying the overall and specific physical, operational and performance status.

(3) Shall develop, analyze, assess, validate, comment on, maintain, and/or modify technical criteria and/or repair and overhaul of systems/equipments that prescribe the scope, depth, and frequency of maintenance and inspections to be performed.

(4) Identify the need for, develop, analyze, maintain, assess, and/or modify plans and other documents for the establishment, certification or improvement facilities, documentation, and support equipment, training, and manning to assure continuing fleet support.

(5) The Contractor shall provide engineering services and assistance for equipment repairs beyond the skill level and resource capability of the fleet, shore maintenance activities and shipyards.

(b) The Contractor shall support/use current government software systems for tracking of problems associated with equipment/system.

(c) Participation in the aforementioned efforts may require frequent and extended travel to various naval homeport locations, as well as remote locations OCONUS.

C.3.5 INTEGRATED LOGISTIC SUPPORT TASKS: The Contractor shall perform those integrated logistics in support of Submarine Mechanical/Electronics Systems and all related support services as necessary to include logistics audits, reviews and assessments, which determine the adequacy of logistics support and recommend corrective actions to technical documentation, tools, support equipment, configuration, test equipment, and repair parts.

(a) Typical of the type of service that may be required, but not intended to be an all-inclusive list are:

(1) The Contractor shall develop, execute, maintain, assess and recommend changes to ILS plans, policies, procedures, and other related documentation.

(2) The Contractor shall identify the need for, develop, assess, present and/or maintain operations and maintenance training material.

(3) The Contractor shall maintain a technical publication repository of classified and unclassified technical publications. The contractor shall maintain the publications contained therein with the latest revisions available.

(4) Perform shipboard ILS validations and verifications, review logistic documentation and submit 4790/CK forms to document configuration changes. This type of update includes Coordinated Shipboard Allowance List (COSAL) reviews for proper Allowance Parts List (APL) coverage, identification of material requisitions for items that are required to correct discrepancies, the preparation of PMS documentation, the development of Allowance Appendage Pages (AAP) for new support items, the development of Provisioning Technical Documentation (PTD) and the maintenance of ship system configuration data.

(5) Assist in updating of ship’s Current Ships Maintenance Project (CSMP) with validated deferrals in accordance with specified uploading procedures. The development of line diagram and system operating procedures as well as equipment/system maintenance requirements may also be required.

(6) Develop or update configuration base lines through component validations of installed equipment and systems.

(7) Assist in identifying, locating, requisitioning, tracking and storing parts, material, and specialized tools and equipment required for routine periodic and specialized maintenance actions.

(8) Assist in the inspection, receipt, loading, transportation and issue of parts, material, and specialized tools and equipment required for routine periodic and specialized maintenance actions.

(b) The Contractor shall support/use current government software systems for tracking of problems associated with equipment/system.

C.3.6 PROGRAM PROJECT MANAGEMENT SUPPORT TASKS: Program/project support in support of Submarine Mechanical/Electronics Systems tasking may include any and all existing programs or new programs that affect the shipboard maintenance which MARMC has the cognizant responsibility to execute. Tasking may include:

(a) The Contractor shall perform those program support tasks and related services necessary to prepare, update, and maintain various presentation packages consisting of charts, graph handouts, etc.

(b) The Contractor shall attend and participate in various reviews, meetings, conferences, boards, working groups, demonstrations, tests, audits, surveys, etc., in the performance of the other tasking elements of this PWS.

(1) Attendance and participation in the efforts described above may require the preparation of graphic and/or textual presentation material; the taking of minutes; and/or the publication of agendas, reports, and/or action items lists.

(2) Develop and maintain various government controlled off-line databases and Internet Web databases in support of these programs.

C.4 FACILITIES

(a) It is anticipated that the following level of effort for each lot year will be utilized as follows:

Approximately 60% Norfolk, VA
Approximately 10% Groton, CT
Approximately 5% Portsmouth, NH
Approximately 5% Kings Bay, GA
Approximately 5% Bremerton, W A
Approximately 5% San Diego, CA
Approximately 5% Pearl Harbor, HI
Approximately 5% Guam

Note:

- For pricing purposes, consider 100% of work to take place at Government Site.
- This does not constitute a guarantee by the Government that these personnel will be utilized by, or may be billed to the Government.

(b) The Contractor is required to have liaison offices in accordance with the following:

(1) Upon award of contract, the Contractor shall maintain a primary facility within a Fifty (50) miles commuting distance of MARMC. The facility shall be adequate for performance of the tasks required by the PWS including at least 100 square feet space available for the temporary storage of SECRET materials and documentation. Additional adequate storage space shall be available to maintain, package, ship, and temporarily store test equipment and fixtures, and technical documentation. This storage area shall meet the following humidity and temperature requirements as specified: Winter 75 degrees F and 35-40% relative humidity; and summer, 75 degrees F and 45-50% relative humidity.

C.5 CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(a) The Department of Defense Contract Security Classification Specification (Form DD254), attached hereto, itemizes the security classification requirements for this contract. The work to be performed under this contract requires access to, and the handling of classified information up to and including the TOP SECRET security level. The Contractor shall obtain personnel clearances from the Department of Industrial Security Program at the TOP SECRET Level prior to starting work under this contract.

(b) All personnel performing classified duties under this contract shall possess at minimum, a DOD industrial Security Clearance of at least CONFIDENTIAL. All personnel assigned to perform work on board U.S. Navy Submarines must possess a minimum clearance of SECRET, with the ability to obtain a TOP SECRET clearance as is required for all personnel assigned to perform work on the Forward Electronic Systems or External Communication suites on board U.S. Navy submarines. Contractor requests for visit authorizations shall be submitted in accordance with DOD 5520.2M (Industrial Security Manual for Safeguarding Classified Information) as early as possible and not later than five working days prior to visit (except in cases of urgency).

C.6 DEFINITIONS

(a) Full-Time Experience is defined as being the primary duty, all day, every workday for the period specified.

(b) Hands-on is physical involvement with the equipment. For example, testing the equipment does not include preparing test procedures or evaluating data but does include performing the test.

(c) Specialized Experience in excess of the minimum required may be substituted one (1) year of Specialized Experience for one (1) year of General Experience.

(d) When experience is required on specified or equivalent equipments, this equivalency will be determined on a case by case basis.

(e) When "one year" of training is specified, it means at least 48 weeks formal training.

(f) The terms Forward Electronics Spaces (FES), Non-Propulsion Electronics Spaces (NPES), Submarine Warfare Federated Tactical Systems (SWFTS) are all synonymous and should be recognized as all spaces forward of the reactor on board U.S. Naval Submarines. The terms are used interchangeably in multiple documents and for the purposes of this PWS they shall be taken to mean; Submarine systems that include any and all systems and equipments both major and minor, that comprise the Hull Mechanical & Electrical systems, acoustic, combat control, weapons systems (excluding the weapon), communication, navigation, network systems, periscope and electronic surveillance systems and suites, including their power supplies, ancillary, peripheral, sensors, support equipment, trainers, training and tactical software, and handling systems.

C.7 REPORTS

Within sixty (60) days of contract award, the Contractor shall complete development of, and maintain, a Internet site accessible through the latest version of Firefox, Netscape, and/or Internet Explorer, and capable of supporting on-line real time cost and technical reporting as further described in paragraphs C.7.1, C.7.1.1.1, C.7.1.1.2, C.7.1.1.2.1, C.7.1.1.2.2, C.7.1.2.3, C.7.1.2.4, C.7.1.2.5, C.7.1.2.6, C.7.1.1.3, C.7.1.2, C.7.1.2.1 and C.7.1.2.2 below. The following paragraphs are an example of one way of setting up an Internet base site. These reports shall support a print capability and have the option to download into an electronic format. “Electronic format” is defined as Microsoft Office 2000 ACCESS, EXCEL, or a format, which can be converted to any of the preceding file formats from within the listed software programs.
The Internet site shall be capable of supporting two (2) distinct levels of Government personnel access as follows:

1. Supervisory Access – MARMC Code 270 Submarine Technical Support Section heads shall be granted access (Read Only) to delivery orders for each of their respective contractor support delivery orders.

2. COR/ACOR Access – The MARMC COR and ACOR assigned to this contract shall be granted full access (Read Only) to all delivery order reporting.

C.7.1. COST REPORTING

The cost reporting system shall be linked to the contractor's Defense Contract Audit Agency (DCAA) approved accounting system in order to assure timely cost data reporting.

C.7.1.1.1 DELIVERY ORDER SUMMARY REPORT

(a) The Task Order Summary Report is a high level status of all costs associated with an individual task order. This report shall include the following data:

(1) Task Order Number
(2) Task Order Title
(3) Start Date
(4) Completion Date
(5) Contractor Program Manager or Engineer (P.O.C.) assigned to task
(6) In addition to the aforementioned data, the contractor shall provide the following cost accounting data.
(7) Awarded/Expended to Date/Remaining Total Funding/Funded
(8) Dollar Percentage Expended
(9) Awarded/Expended to Date/Remaining Labor Dollars
(10) Awarded/Expended to Date/Remaining Straight Time (ST) and Overtime (OT) Labor Hours
(11) Percentage Hours Expended [ST/OT/Cumulative]
(12) Awarded/Expended to Date/Committed/Remaining Travel Dollars
(13) Awarded/Expended to Date/Committed/Remaining ODC Dollars

Example Format:

Task Order #:
Task Order Title:
Start Date: MM/DD/YYYY
Completion Date: MM/DD/YYY
Contractor Program Manager:

	Hours			**Dollars**		
	TOTAL	**ST**	**OT**	**Labor**	**ODC**	**Total**
Awarded						
Expended						
Committed						
Remaining						
Funded						

(b) Furthermore, the contractor shall present the data graphically associated with each Task order. Separate graphs shall be maintained for the following: Labor Hours, Labor Dollars, ODC Dollars, and Total Task Order Dollars.

(c) The established ceiling (Control) amount for either dollars or hours shall be depicted on each graph. At the task's inception, the contractor shall then establish a planned spend rate over the duration of the project. Finally, the actual spend rate of dollars or hours shall be graphically presented.

The following graphical presentations, provided in Attachment IX – Graphical Presentation Summary Report, are submitted as a representation example only. Figures 1 through 4 are minimum suggestions for data inputs and

graphical representations of the data. The Contractor shall develop the format and the COR will authorize use of the final product.

C.7.1.1.2 TASK ORDER DETAIL REPORTS

From the Task Order Summary Report interface, hypertext mark-up language (HTML) hotlinks shall be provided to enable viewers to access Task Order Detail Reports as described below.

C.7.1.1.2.1 LABOR DETAIL REPORT

A list of each individual (by name) charging time against the Task order shall be provided with the following information included:

(1) Cumulative Labor Hours/Dollars
(2) Total Labor Hours Charged, to Date, Against the Task Order
(3) Awarded Hours per Labor Category
(4) Expended Hours per Labor Category
(5) By PLAD and TCN
(6) Employee name

C.7.1.1.2.2 ODC DETAIL REPORT

A list of all material related charges shall be provided, including the following:

(1) Date(s) of Purchase
(2) Dollar Amount(s)
(3) Total Material Charges, to Date, Against the Task Order
(4) Privately Owned Vehicle (POV) Mileage Cost(s)
(5) Total Travel Charges, to Date, Against the Task Order
(6) Total Sub-Contracting Charges, to Date, Against the Task Order

C.7.1.1.3 CONTRACT PROGRESS AND STATUS (CDRL A002)

(a) The contractor shall maintain a Contract Progress and Status Report indicating overall contract man-hours and cost conditions. Access to this report shall be limited to the COR and ACOR.

(b) The contractor's Contract Progress and Status Report shall be maintained electronically via the Internet. Report shall include, but not be limited to, the following:

(1) Contractor's Name and Address
(2) Contract Number
(3) Total Contract Awarded Hours and Dollars
(4) Contract Awarded Hours and Dollars by Lot/Option Year/Fiscal Year
(5) Total Cumulative Hours and Dollars Awarded to Date
(6) Cumulative Hours and Dollars Awarded to Date by Lot/Option Year/Fiscal Year
(7) Total Remaining Contract Hours and Dollars
(8) Remaining Contract Hours and Dollars by Lot/Option Year/Fiscal Year
(9) Percentage Contract Hours and Dollars Remaining
(10) Percentage Contract Hours and Dollars Remaining by Lot/Option Year/Fiscal Year
(11) Cumulative ODC Dollars Invoiced Against the Contract
(12) Man-hour and cost curves portraying actual/projected conditions throughout the contract
(13) Matrix of hours charged by individuals and labor categories against contract (totaled by individual and labor category).

NOTE – Fiscal Year refers to the Government’s fiscal year of October 1st to September 30th.

C.7.1.2 TECHNICAL/STATUS REPORTING

The following Technical/Status Reports shall be made available via the Internet and shall be posted in a Microsoft Word format.

C.7.1.2.1 TASK ORDER PROGRESS AND STATUS (CDRL A001 and A003)

(a) The Contractor shall post Task Order Progress and Status Reports indicating work progress and status of assigned tasks and milestones. This report shall be submitted on a monthly basis, unless the Task Order's Contract Data Requirements List, DD Form 1423, specifies more frequent reporting. An e-mail notification shall be sent to the Code 270 Branch head/COR/ACOR, assigned to the task, alerting them to the posting.

(b) The Contractor's Task Order Progress and Status Report shall include, but is not limited to, the following:

(1) Contractor's Name and Address
(2) Contract Number, PWS Number & Title and MARMC Code
(3) Date of Report
(4) Title and Brief Description of PWS
(5) Serial Number of Report
(6) Period covered by report and identification of which task is covered.
(7) Description of progress made during period reported, including problem areas encountered, and recommendations, if any, for subsequent solution beyond the scope of the task.
(8) Results obtained related to previously identified problem areas.
(9) Task schedule status

(c) Any Task order progress and status report identifying problem areas encountered, shall initiate an e-mail notification to the MARMC Code 270 Branch head assigned the function and to the COR/ACOR.

C.7.1.2.2 TRIP REPORTS

The contractor shall post Trip Reports to the web within ten (10) working days of returning from any period of travel. These reports shall indicate the following:

(1) PWS #
(2) Date(s) of Travel
(3) Location of Trip
(4) Names of Individuals on the Trip
(5) Purpose of Trip
(6) Trip Liaison Efforts
(7) Significant Results

An e-mail notification shall be sent to the cognizant Code 270 branch head assigned to the task, alerting them to the posting.

C.8 PRIOR WRITTEN PERMISSION REQUIRED FOR SUBCONTRACTS

C.8.1 Pursuant to FAR 44.101, subcontractor is defined as "any supplier, distributor, vendor, or firms that furnish supplies or services to or for "prime contractor."

C.8.2 Pursuant to FAR 9.6, "The government will recognize the integrity and validity of contractor team arrangements; provided, the arrangements are identified and company relationships are fully disclosed in an offer or, for arrangements entered into after submission of an offer, before the arrangement becomes effective." If the Contracting Officer determines prior to award that the teaming arrangement meets the requirements of FAR 44, no further consent is required.

C.8.3 After award subcontract services less than $250,000 may be subcontracted to or performed by persons other than the contractor or the contractor's employees without the prior written consent of the Ordering Officer.

C.9 PLACE OF PERFORMANCE

Engineering and Technical Support Services shall be performed at the Contractor's facility, on U.S. Naval Submarines, in U.S. Navy and commercial shipyards, at various contractor sites and U.S. Naval facilities or as otherwise specified in individual PWS. Support services may also be required on-board Submarines while operating at sea, and outside the continental United States. Approximately 10 percent of the effort will be performed on submarines at sea. See Section C4 for more specifics.

C.9.1 The contractor and all subcontractors shall be required to comply with OPNAV Instructions 6420.1 (Physical Requirements for Non-Submarine Personnel Embarked in Submarines) while working on this contract. This instruction references that all non-submarine personnel that embark in submarines for at-sea operations and sea trials, complete a Submarine Embarkation Medical Information Form and meet medical screening requirements. Embarkation is defined as the boarding of a submarine for the purpose of a voyage away from shore.

C.10 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992) (SUP 5252.237-94C)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience and/or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the contractor does not identify the labor categories listed in C.10.1 through C.10.29 by the same specific title, then a cross-reference list shall be provided in the contractor's proposal identifying the difference.

(b) The contractor shall submit resumes for those individuals (identifying the labor category) proposed for the PWS with their cost proposal unless the individual has already been approved for that particular labor category. In those instances, the contractor will list the individual's name and labor category proposed in the cost proposal. The **Government shall review all proposed contractor personnel resumes prior** to assignment to any PWS and prior to the PWS's commencement date. If personnel are not currently in the employ of the Contractor, a written agreement from the potential employee to work will be part of the technical proposal, as well as the individuals resume.

(c) If the Contracting Officer (KO), questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(d) The Contractor shall have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in the PWS. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Contracting Officer or Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

(e) The following describes the Labor Categories and minimum personnel requirements for personnel performing under this contract: (General experience and specialized experience requirements can be obtained concurrently unless otherwise specified in the job description.)

C.10.1 COMPUTER PROGRAMMER III: The Computer Programmer III shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full-time experience in computer programming and/or coding of programs in the following language: C+,C++, Unix/Linux

C10.2 COMPUTER SYSTEMS ENGINEER: The Computer Systems Engineer shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Six (6) years full-time experience at the professional level (working as a Computer Systems Analyst III) on Submarine Electrical/Electronic Systems integration; and

(c) GENERAL EXPERIENCE: Three (3) years full-time experience in the application of C+,C++ , Unix/Linux and or similar military programming skills.

C.10.3 DRAFTER IV: The Drafter shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full-time experience in the preparation of mechanical and or electrical and or /electronic engineering drawings that include the following:

(1) Multiple views, detail drawings, and assembly drawings, and
(2) Weights, load capacities, dimensions, quantities of materials, and
(3) Conceptual and developmental drawings, production prototype drawings and final production drawings and associated lists that meet the requirements of DOD-D-1000 for level I, II, and III engineering drawings; and production drawings and associated lists that meet the requirements of DOD-D-1000 for level I, II, and III engineering drawings; and

(c) GENERAL EXPERIENCE: Two (2) years full-time experience performing work as a drafter II.

C.10.4 ELECTRICAL ENGINEER: The Electrical Engineer shall be able to demonstrate the following minimum experience:

(a) EDUCATION: Bachelor's Degree in Engineering, or Physics from an accredited four (4) year college or university.

(b) SPECIALIZED EXPERIENCE: Two (2) years full-time experience at the professional engineering level (working as an electrical/electronic engineer) involving the design and engineering support of digital circuitry to be used in submarine Electrical/Electronic systems. This experience must have totally occurred within three years prior to submittal of resume; and

(c) GENERAL EXPERIENCE: Three (3) years full-time experience at the professional engineering level (working as an electrical/electronic engineer) in the design of electronic/electro-mechanical circuits, modules, equipment's, and/or the development of Test Program Sets for complex automatic test equipment, etc.

C.10.5 ELECTRICIAN SHIPBOARD: The Shipboard Electrician shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full time experience at the journeyman level as an electrician and completion of formal apprenticeship or equivalent training and experience; and

(c) GENERAL EXPERIENCE: Four (4) years full-time experience in installing, modifying, testing, repairing and removing electronic and electrical equipment such as transformers, generators, motors, electrical distribution panels, and intercommunications systems onboard Naval Ships/Submarines. This person shall interpret written instruction, specifications, engineering drawing and plans. Shall also demonstrate the ability to assemble and

install electrical/fiber cables and grounding straps. Conducts electrical tests, determines malfunctioning or faded components and affects repair or replacement.

C.10.6 ENGINEERING TECHNICIAN IV (Key Labor Category): The Engineering Technician IV shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Three (3) years full-time engineering experience in the operation, maintenance, installation, test and/or repair of submarine mechanical and or electrical and or electronic systems/equipment. Experience in evaluating the material condition of ship systems and implementing corrective action; and

(c) GENERAL EXPERIENCE: Five (5) years full-time technical experience in the design, installation, test, and/or repair of mechanical/electrical/electronic or mechanical systems/equipments.

(d) The Contractor shall submit four (4) resumes total, two (2) for each area of specialized experience of (2) hull mechanical and electrical and (2) forward electronic systems requirements.

C.10.7 ENGINEERING TECHNICIAN V (Key Labor Category): The Engineering Technician V shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Six (6) years full-time engineering experience in the operation, maintenance, installation, test and/or repair of submarine mechanical/electrical and or electronic systems/equipment. Experience in evaluating the material condition of ship systems and implementing corrective action; and

(c) GENERAL EXPERIENCE: Eight (8) years full-time technical experience in the design, installation, test, and/or repair of mechanical/ electrical/electronic systems/equipments.

(d) The Contractor shall submit four (4) resumes total, two (2) for each area of specialized experience of (2) hull mechanical and electrical and (2) forward electronic systems requirements

C.10.8 INTEGRATED LOGISTICS SUPPORT (ILS) MANAGER: The Integrated Logistic Support Manager shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Six (6) years full-time experience in logistics engineering acquisition, fleet introduction, installation, test operation, and life cycle support of the AN/BQQ-10 Series/AN/BYG-1 combat systems or a computerized and computer-controlled combat system which closely resembles the AN/BSY-1 or AN/BSY-2 in complexity, operation, maintenance approach and installation.

(c) GENERAL EXPERIENCE: Five (5) years full-time experience in Navy Integrated Logistic Support and System Life Cycle Support areas of the DOD/Navy Integrated Logistics System. The experience shall include each of the following Navy ILS components listed below in support of a major forward electronic system or HM&E systems.

(1) Maintenance Planning
(2) Manpower, personnel, and training support
(3) Supply support
(4) Test Equipment support
(5) Technical logistic data
(6) Packaging, handling, storage, and transportation

(7) Design and installation
(8) Configuration Management

C.10.9 INTEGRATED LOGISTICS SUPPORT (ILS) SPECIALIST: The Integrated Logistic Support specialist shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full-time experience in submarine fleet logistic support including experience in the fleet introduction, installation, test, operation, and life cycle support of the AN/BQQ-10 Series and AN/BYG-1 combat systems or a computerized and computer-controlled combat system which closely resembles the AN/BSY-1 or AN/BSY-2 in complexity, operation, maintenance approach and installation.

(c) GENERAL EXPERIENCE: Four (4) years full-time experience in Navy Integrated Logistic Support and System Life Cycle Support areas. This experience shall include each of the following Navy ILSJ of a major forward electronic system or HM&E systems.

(1) Maintenance Planning
(2) Manpower, personnel, and training support
(3) Supply support
(4) Test Equipment support
(5) Technical logistic data
(6) Packaging, handling, storage, and transportation
(7) Design and installation
(8) Configuration Management

C.10.10 IT TECHNICIAN: The IT Technician shall possess and be able to demonstrate the following experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Three (3) years full-time hands-on experience in the installation, test and/or maintenance of SUBLAN, NTCSS, HBSS, and NIPS advanced information technology equipment and or major network administration systems; on board US Naval Submarines or an equivalent civilian work experience outside of the military.

(c) GENERAL EXPERIENCE: Five (5) years full-time experience in the operation and/or maintenance of various computer controlled equipment used to perform tests, simulations, or real time operations such as installed forward control systems onboard Naval ships/Submarine. Submarine experience is desired but, not a requirement.

C.10.11 JUNIOR ENGINEER: The Junior Engineer shall be able to demonstrate the following minimum experience:

(a) EDUCATION: Completed Associates degree (or equivalent certified completion hours towards) a Bachelor's Degree in Engineering, or Physics from an accredited four (4) year college or university.

(b) SPECIALIZED EXPERIENCE: One (1) year full-time experience at the professional engineering level (working as a mechanical/electrical/electronic network engineer) involving the design and engineering support of mechanical and or digital circuitry to be used in Navy Submarines mechanical/ electrical/electronic systems.

(c) GENERAL EXPERIENCE: One (1) year full-time experience at the professional engineering level (working as an mechanical/electrical/electronic network engineer) in the design of mechanical//electronic/electro-mechanical circuits, modules, equipment's, and/or the development of Test Program Sets for complex automatic test equipment, etc.

C.10.12 MACHINIST, MAINTENANCE: The Maintenance Machinist shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full time experience at the journeyman level as a machinist and completion of formal apprenticeship or equivalent training and experience; and

(c) GENERAL EXPERIENCE: Two (2) years full time experience at producing replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instruction and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard material parts, and equipment required to this work; and fitting and assembling parts into mechanical equipment.

C.10.13 MAINTENANCE TRADES HELPER: The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

C.10.14 MECHANICAL ENGINEER: The Mechanical Engineer shall be able to demonstrate the following minimum experience:

(a) EDUCATION: Bachelor’s Degree in Engineering, or Physics from an accredited four (4) year college or university.

(b) SPECIALIZED EXPERIENCE: Two (2) years full-time experience at the professional engineering level (working as an mechanical engineer) involving the design and engineering support of mechanical systems to be used in submarine. This experience must have totally occurred within three years prior to submittal of resume; and

(c) GENERAL EXPERIENCE: Three (3) years full-time experience at the professional engineering level (working as mechanical engineer) in the design of mechanical systems, modules, equipment’s, and/or the development of Test Program Sets for complex system test equipment, etc.

C.10.15 MATERIAL EXPEDITER: The material expediter shall be able to demonstrate the following minimum experience.

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full time experience handling delicate electronic and electrical equipment and components. Must be trained and experienced in the identification of Electro-Static Discharge Sensitive (ESDS) equipment and components, and

(c) GENERAL EXPERIENCE: Four (4) years full-time experience in locating and moving equipment and materials between work sites according to predetermined schedules and priorities, and keeps related shipping schedules, shipping/receiving records, and inventory records.

C.10.16 MECHANIC, SHIPBOARD: The shipboard mechanic shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full time experience at the journeyman level as a shipboard mechanic and completion of formal apprenticeship or equivalent training and experience; and

(c) GENERAL EXPERIENCE: Four (4) years full-time experience in installing and removing mechanical equipment components, foundations, bulkheads, hatches, cable runs, and piping for air, chill water, ventilation, and hydraulic systems. Work involves most on the following: Interpreting written instructions, engineering drawings and specifications; planning and laying out work, using a variety of hand tools and precision measuring instruments; selecting material and components.

C.10.17 PIPE FITTER: The pipe fitter shall be able to demonstrate the following minimum experience

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Four (4) years full time experience in assembling, installing and repairing pipes, tubes, fittings, and fixtures associated with electrical, electronic and HM&E mechanical systems cooling and air pressurization requirements; and

(c) GENERAL EXPERIENCE: Four (4) years full-time experience in interpreting all works from blueprints, drawings, manuals and written work requests. Perform all layout work for complete cooling and air pressurization systems. Must possess the ability to bend, form, connect, and solder materials from iron, brass, copper, steel and plastic tubing and fittings.

C.10.18 SENIOR SYSTEMS ANALYST: The Senior Systems Analyst shall be able to demonstrate the following minimum experience:

(a) EDUCATION: Bachelor's Degree from an accredited four (4) year college or university.

(b) SPECIALIZED EXPERIENCE: Six (6) years full-time experience in program acquisition, installation and fleet support of Submarine mechanical/electrical/electronic systems/equipment; and possess knowledge of:

(1) DOD/Navy systems and programs acquisition, and
(2) Navy systems requirements, standards, and procedures, and
(3) Navy procurement and acquisition, and
(4) Navy configuration management, data management, and program management; and

(c) GENERAL EXPERIENCE: Six (6) years full-time experience in Navy programs life cycle support.

C.10.19 SENIOR SYSTEMS ENGINEER: This labor category is subdivided into six separate disciplines; Combat Control, Weapons, Acoustic, Communication, Navigation and Hull Mechanical & Electrical. Even though the qualifications are written the same for each discipline, the employee shall possess all the qualifications in only one of the six disciplines. Should the Contractor attempt to qualify an employee in more than one of these disciplines, the full requirement for each discipline shall be met. The Senior System Engineer shall be able to demonstrate the following minimum experience.

(a) EDUCATION: Bachelor's Degree from an accredited four (4) year college or university.

(b) SPECIALIZED EXPERIENCE: Six (6) years full-time engineering experience in the fire control, weapons, acoustics, communications and navigation subsystems and/or equipments of a Submarine Combat System, or a computerized and/or computer controlled combat system which closely resembles the AN/BQQ-10, AN/BYG-1, AN/BLQ-10 systems in complexity, operation, maintenance approach, and installation; and/or Six years full-time engineering experience in the support of all sub-systems onboard submarines in the HM&E disciplines. This individual shall poses the qualifications in the operation, maintenance approach, and installation for

installing and removing mechanical equipment components, foundations, bulkheads, hatches, cable runs, and piping for air, water systems, chill water, ventilation, and hydraulic systems.

(c) GENERAL EXPERIENCE: Eight (8) years full-Time technical experience in an electrical/electronic field or HM&E field support and:

(d) MANAGEMENT & LEADERSHIP EXPERIENCE: Three (3) years full-time experience in program management of a type and complexity equivalent to that necessary to support Advanced Submarine Systems Combat Control, Acoustic, Communication, Navigation programs and HM&E programs. This experience cannot be concurrent with either the specialized or general experience.

C.10.20 SHEET METAL WORKER, MAINTENANCE: The Maintenance Sheet metal Worker shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full-time experience at the journeyman level as a sheet metal worker and completion of formal apprenticeship or equivalent training and experience; and

(c) GENERAL EXPERIENCE: Two (2) years full-time experience performing the following: Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet metal maintenance work from blueprints, models, or other specifications; setting up and operation all available types of sheet metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet metal articles as required.

C.10.21 SUPPLY SUPPORT MANAGER: The Supply Support Manager shall be able top demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Ten (10) years full-time submarine supply management experience in Submarine Navy Supply Organization active duty military equivalency is at the E- 7 and above level on-board submarine Surface ship and shore installation experience is not acceptable;

(c) GENERAL EXPERIENCE: Five (5) years full-time experience in Navy Submarine Supply Support areas, and Experience in Navy Supply Support areas such as:

(1) Provisioning
(2) Replenishment
(3) Navy procurement
(4) Computer-based automated provisioning such as Navy ICAP's program
(5) R-supply/OMMS-NG shipboard system
(6) NCTSS Shipboard System

C.10.22 SUPPLY TECHNICIAN: The Supply Technician shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Six (6) years full-time experience in submarine fleet logistics support including experience in the fleet introduction, installation, test, operation, and life cycle support of submarine mechanical/electronic systems/equipment. Experience in evaluating the material condition of ship systems and implementing corrective action; and

(1) Four years on-board submarine supply experience; and
(2) Submarine CASREP requisition; and
(3) Submarine Inventory Management; and
(4) Navy procurement and provisioning procedures

(c) GENERAL EXPERIENCE: Two (2) years full-time experience in Navy Integrated Logistics Support and System Life Cycle Support areas. This experience shall include each of the following Navy ILS components listed below in support of a major forward electronic system:

(1) DOD and/or Navy Supply Support Systems
(2) COMSUBLANT/COMSUBPAC supply support directives, standards, and documentation
(3) Afloat supply procedures
(4) Navy Supply System organizations
(5) R-Supply OMMS-NG supply procedures and operations
(6) Maintenance Planning
(7) Test equipment support
(8) Technical logistical data
(9) Packaging, handling, storage, and transportation
(10) Configuration Management

C.10.23 SYSTEMS ANALYST: The Systems Analyst shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Three (3) years full-time experience in Submarine Forward Electronic Systems acquisition and lifecycle support. Possess knowledge of:

(1) DoD/Navy systems and programs acquisition; and
(2) Navy systems requirements, standards, and procedures; and
(3) Navy procurement and acquisition; and
(4) Navy configuration management, data management, and program management; and

(c) GENERAL EXPERIENCE: Three (3) years full-time experience in Navy programs acquisition and lifecycle support.

C.10.24 TECHNICAL INFORMATION SPECIALIST: The Technical Information Specialist shall be able to demonstrating the following minimum experience:

(a) EDUCATION: Bachelor’s Degree in Computer Information Systems from an accredited four (4) year college or university.

(b) SPECIALIZED EXPERIENCE: Four (4) years full-time experience in technical data management of Submarine Combat Systems and or Mechanical Systems acquisition life cycle programs in the following areas.

(1) Assembling technical data package for the AN/BLQ-10, AN/BQQ-10 Series, AN/BYG-1,subsystems acquisition; and
(2) Assembling technical data packages for Mechanical HM&E subsystems acquisition and
(3) Developing and preparing program reports, briefings, and presentations including draft and final versions; and
(4) Reviewing and evaluating Program Management data, providing analyses recommendations, with supporting evidence; and

(c) GENERAL EXPERIENCE: Three (3) years full-time experience in technical data management in the following areas:

(1) Developing, formatting, and publishing technical reports in narrative form with graphics including basic historical information, current status, and expected schedule of future events for the following type report: reports, configuration identification manuals, test procedures, etc., and

(2) Reviewing, evaluating, and maintaining engineering management data items such as engineering, drawings, manuals, workload, labor distribution, and other documents.

C.10.25 TECHNICAL PROJECT MANAGER (Key Labor Category): The Technical Project Manager shall be able to demonstrate the following minimum experience:

(a) EDUCATION: Bachelor's Degree from an accredited four (4) year college or university, or an equivalent as determined by the government. Equivalent is 10 full years as a Technical Project Manager in the private sector or Technical Branch Manager in Government service.

(b) SPECIALIZED EXPERIENCE: Ten (10) years full-time experience in the management of technical projects involving major Submarine Mechanical/Electrical/Electronic systems/equipment. Eight (8) years full-time experience in the supervision of technical personnel engaged in work involving the Submarine Mechanical/Electronics systems/equipment Systems; and

(c) GENERAL EXPERIENCE: Six (6) years full-time experience in the management of technical projects involving Submarine Mechanical/Electronics systems/equipment Systems; and five years full-time experience in the supervision of technical personnel engaged in work involving Submarine Mechanical/Electronics systems/equipment Systems.

(d) Specialized and General Experience may be acquired concurrently.

C.10.26 TECHNICAL WRITER: The Technical Writer shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Four (4) years full-time experience in the documentation of operational/maintenance/installation data using standard military practices;

(c) GENERAL EXPERIENCE: N/A.

C.10.27 WELDER, COMBINATION, and MAINTENANCE: The Maintenance Combination Welder performing work onboard submarines shall be able to demonstrate the following specialized experience

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Three (3) years of demonstrated experience with and certification for performing GTAW or GMAW welding processes on-board submarines. This person shall have working knowledge of: all acceptable trade methods, NAVSEA TECH PUB T9034-AD-GIB-010/1688, NAVSEA TECH PUB S9074-AQ-GIB-010/248, and NAVSEA TECH PUB T9074-AS-GIB-010/271. They must possess skills to make complete penetration and fusion welds. This person shall have completed SUBSAFE Awareness and Work Authorization Training for working on-board submarines.

(c) GENERAL EXPERIENCE: Minimum of five (5) years of experience performing shipboard welding utilizing MIG and TIG methods in all positions for various metals and alloys. Must have experience and job skills to perform fit-up, welding and workmanship inspections. Possess the necessary skills, knowledge, and ability to work from blueprints, drawings and technical data packages.

C.10.28 WORD PROCESSOR II: The Word Processor II shall be able to demonstrate the following minimum experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Six (6) months full-time experience utilizing computerized word processing systems in the preparation, typing, and storage of documents, and data entry in prepared spreadsheets and databases; and

(c) GENERAL EXPERIENCE: Two (2) years full-time experience in the preparation, typing, and filing of military documentation, including typing in the appropriate format for technical manuals, specifications, and other technical documentation, and including data entry in spreadsheets and databases.

C.10.29 WORD PROCESSOR III: The Word Processor III shall be able to demonstrate the following experience:

(a) EDUCATION: No requirement specified.

(b) SPECIALIZED EXPERIENCE: Two (2) years full-time experience utilizing computerized word processing systems in the preparation, typing, and storage of documents, and data entry in prepared spreadsheets and databases.

(c) GENERAL EXPERIENCE: Four (4) years full-time experience in the preparation, typing, filling of military documentation, including typing in the appropriate format for technical documentation, and including data entry in spreadsheets and database

C.10. 30 DRAFTER III: The Drafter III shall be able to demonstrate the following minimum experience:

(a) SPECIALIZED EXPERIENCE: One year's full-time experience in the preparation of mechanical and or electrical and or /electronic engineering drawings that include the following:

(1) multiple views, detail drawings, and assembly drawings, and
(2) weights, load capacities, dimensions, quantities of materials, and
(3) conceptual and developmental drawings, production prototype drawings and final production drawings and associated lists that meet the requirements of DOD-D-1000 for level I, II, and III engineering drawings; and production drawings and associated lists that meet the requirements of DOD-D-1000 for level I, II, and III engineering drawings; and

(b) GENERAL EXPERIENCE: Two years full-time experience performing work as a Drafter I.

C.11 KEY PERSONNEL REQUIREMENTS

(a) Certain experienced personnel are essential for successful contractor accomplishments of the work to be performed under this contract. The categories listed below are those defined as "Key Personnel":

TECHNICAL PROJECT MANAGER
ENGINEERING TECHNICIAN IV
ENGINEERING TECHNICIAN V

(b) The Contractor agrees that key personnel designated in the contract proposal will be available for contract performance and shall not be replaced during the first 120 days of the contract, unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the minimum qualifications for the position, as listed herein. If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise

become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the PWS, the contract may be terminated by the Contracting Officer for default.

C.12 DEPARTMENT OF LABOR (DOL) DETERMINATION OF MINIMUM WAGES AND FRINGE BENEFITS

The U. S. Department of Labor Wage Determination No. 94-2543, Rev. Compliance with this determination is mandatory.

C.13 PAYMENT OF DIRECT SUPPORT COSTS (i.e., TRAVEL, PER DIEM, RELATED SUPPORT AND OTHER DIRECT COSTS)

C.13.l Reimbursable Travel Costs (Travel and Per Diem): Except as otherwise provided below under non-reimbursable travel costs, the contractor will be reimbursed for authorized travel costs in accordance with the Joint Travel Regulations in effect at the time of the travel, plus applicable DCAA approved burden rate(s). No fee will be allowed on travel and per diem costs.

C.13.2 Non-reimbursable Travel Costs

C.13.2.1 Travel performed for personal convenience, daily travel to and from the contractor's facility will not be reimbursed as a direct charge.

C.13.2 .2 Travel costs incurred in the replacement of personnel will not be reimbursed by the Government to the contractor when such replacement is accomplished at the contractor or employee's convenience.

C.13.2.3 No travel or subsistence costs will be reimbursed for work performed within a 50-mile radius of the contractor's office. The contractor will not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed.

C.13.2.4 Relocation costs and travel costs incident to relocation are not allowed.

C.13.3 Related Support Costs

C.13.3.1 The cost of related support furnished pursuant to specific authorization by the Ordering Officer shall be reimbursed at the Contractor's invoice cost, less any discounts to be taken plus applicable DCAA approved burden rate(s). No fee shall be allowed on related support costs. Estimated related support line may be used for, but not limited to, sub-contracting, material, transportation, facilities and warehousing specific to tasks set forth in individual PWS. Expendable related support costs for items such as office supplies: report paper, diskettes, printer ribbons, printer wheels/thimbles, drafting equipment and tools of the trade items, such as word processing and reproduction equipment or any equipment that is normally found in an office shall be absorbed by the contractor in his applicable burden rate. The Contractor shall support related support invoice with copies of paid invoices or store room requisitions to support all related support costs claimed.

C.13.4 Other Direct Costs

C.13.4.1 The cost of other direct costs authorized under each individual PWS shall be reimbursed at cost plus the Contractor's applicable DCAA approved burden rate(s).

C.13.4.2 FEE WILL NOT BE ALLOWED ON ANY OTHER DIRECT COSTS.

C.14 DEFINITION OF STRAIGHT TIME, OVERTIME

C.14.1 STRAIGHT TIME is defined as a workweek of 40 hours (in accordance with FAR 22.103-1).

C.14.2 OVERTIME is defined as any time worked by a Contractor's employee in excess of the employee's normal workweek and in excess of 40 hour: per week (in accordance with FAR 22.103-1). Overtime shall be used only upon prior approval by the SME/ACOR/COR with concurrence of the Contracting/Ordering Officer, which includes approval within a task order.

C.15 MANDATORY NUCLEAR AND SAFETY TRAINING.

During the performance of this contract, all contractor personnel that perform non-nuclear work on nuclear powered vessels must receive training (at no cost to the government) in the areas delineated below prior to commencing work:

(a) For work exclusive of the propulsion plant and exclusive of nuclear spaces and systems defined in NAVSEAINST C9210.4 series, training is required, at no cost to the government, in the following:

(1) U. S. citizenship and security requirements
(2) Mercury exclusion
(3) General ship safety and drill requirements
(4) Basic radiation awareness, control areas, and signs

(b) For work that may be near or bordering secondary containment boundaries or bordering spaces and systems defined in NAVSEAINST C9210.4 series, training is required in the following:

(1) Training listed in paragraph a. above
(2) Requirements for working on secondary containment boundaries

(c) For (non-nuclear system) work in or affecting propulsion system spaces or systems including those listed in NAVSEAINST C9210.4 series, training is required in the following:

(1) Training listed in paragraph b. above
(2) Security requirements or NNPI IAW NAVSEAINST 5511.32B
(3) Maintenance cleanliness requirements within propulsion spaces
(4) Spaces access, requirements, including dosimeter

(d) Refresher training is required at least annually (and semi-annually for personnel requiring paragraph c. training)

(e) Simple training records including lesson plan, brief outline of class content and attendance records will he maintained and made available to MARMC on request.

(f) Liaison with ship's reactor department is required to determine if any additional ship/work special training is required prior to start of work requiring training of paragraph b. or c. above. Any additional training will be completed prior to commencing work.

C.16 REIMBURSEMENT OF OTHER DIRECT COST

FEE WILL NOT BE ALLOWED ON ANY OTHER DIRECT COSTS.

(a) Reimbursable travel costs (travel and per diem): Except as otherwise provided below under non-reimbursable travel costs, the Contractor will be reimbursed for authorized travel in accordance with the Joint Travel Regulations in effect at the time of the travel. Travel in excess of the Contractor’s employees normal commuting distance incurred in support of direct task requirements such as the pickup or delivery of task related materials, attendance at task related meetings, or the delivery of task deliverables shall require a travel voucher. The voucher shall show the names of the traveling parties, mileage determined from odometer readings and purpose and point of travel. Receipts and/or proof of cost are required, except when specifically not required by the JTR, when regulation does not required for OCONUS, when not practical, or when waived by the Contracting Officer.

(b) Non-reimbursable travel cost: Travel performed for personal convenience such as daily travel to and from work at the Contractor's facility will not be reimbursed. Travel costs incurred in the replacement of personnel will not be reimbursed by the Government to the Contractor when such replacement is accomplished at the Contractor or employee's convenience.

(c) Shipboard Stay: Whenever work assignments require temporary duty aboard a Government ship, the Contractor will be reimbursed at the per diem rates identified in the DOD Joint Travel Regulations, Volume 2. In accordance with FMP Supplement 990-2, Subchapter S9, "Pay for Irregular or Intermittent Duty involving Physical Hardship or Hazard", for the periods when hazardous boarding/leaving, captive status, or high/catapult pay apply, employees shall he entitled To a pay differential equal to 25% of the rate of basic pay applicable to the employee.

C.17 FORWARD ELECTRONIC SYSTEMS SKILL SET PROFICIENCY TRAINING:

During the performance of this contract, all contractor personnel that perform Submarine Forward Electronic Systems Support, will be required to attend commercial software/hardware systems skill set training courses (at no cost to the government). In order to develop and maintain the necessary skill sets to support submarine Forward Electronic systems. The contractor shall maintain an in-house/out-house training program that will develop, maintain and expand on the necessary skills required to conduct assigned work under this contract.

(a) The skill sets include but are not limited to:

(1) Network Training
(2) IP Protocol Training
(3) Unix/Linux/Red Hat Linux Training
(4) Router Training
(5) Fiber optics (Repair/Installer) Training
(6) Microsoft Office Suite Training
(7) Security + Network Training and Certifications which are in compliance with the Information Assurance Workforce Improvement Program DoD 8570. (series)
(8) Basic hydraulic functional theory, i.e. Parker Hannifin Corp Basic Hydraulic Technology and IndustrialHydraulic Technology Part II.

(b) Simple training records including brief outline of the class's content and attendance records will be maintained and made available to MARMC on request by the COR.

C.18 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

(1) W, Lease/Rental of Equipment;
(2) X, Lease/Rental of Facilities;
(3) Y, Construction of Structures and Facilities;
(4) S, Utilities ONLY;
(5) V, Freight and Shipping ONLY.

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.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

LIST OF ATTACHMENTS

Attachment I	–	Pricing Spreadsheet
Attachment II	–	Level of Effort CPFF
Attachment III	–	Past Performance Information Form
Attachment IV	–	Performance Risk Assessment Questionnaire
Attachment V	–	Quality Assurance Surviellance Plan (QASP)
Attachment VI	–	Contract Administration Plan (CAP)
Attachment VII	–	DD254
Attachment VIII	–	CDRLs A001, A002 and A003
Attachment IX	–	Graphical Presentation Summary Report

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

INSTRUCTIONS TO OFFERORS

The Government intends to evaluate proposals and award without discussions with offerors. Accordingly, each offeror should submit its most favorable terms from a cost/price and non-price standpoint. However, the Government reserves the right to conduct discussions if later determined by the contracting officer to be necessary.

At the time of the solicitation closing date, offerors shall submit the information specified in paragraphs A. (I) through (IV) below.

A. Proposal Contents:

I. Technical Approach

The offeror's technical proposal shall convince the government that the offeror is capable of fully providing the services identified in the PWS by the contract start date. Technical proposals shall demonstrate the offeror's overall understanding of the PWS minimum requirements. The offer shall demonstrate compliance with requirements delineated within the PWS. The offeror’s proposal shall consist of a written submission to the Government, which will consist of the offeror’s Program Management Plan and Staffing Plan as follows:

- Program Management - The Offeror shall demonstrate a complete understanding of all requirements of the PWS; discuss its capability to fully implement and execute all requirements of the PWS (Section C.3); and address its management and oversight of the contract in order to meet the requirements of the PWS.

- Staffing Plan - The offeror shall provide a staffing approach for utilization of the offeror's personnel resources that demonstrates an understanding of the skill sets required to successfully accomplish the tasks of the PWS. This staffing approach should demonstrate the offeror's ability to meet the minimum key personnel requirements of the PWS.

II. Past Performance

In order to facilitate the Government's evaluation of this factor; the offeror shall provide information on **no more than three (3) previous contracts** whose effort was relevant to the effort required by this solicitation; the contracts provided should have been performed within the last five (5) years. The Government evaluation will focus only on work experience already performed. Yet-to-be performed work and experience prior to the last five (5) years will not be considered. Offerors may submit performance data regarding current contract performance as long as a minimum of one year of performance has been completed as of the closing date of this RFP.

Relevant past performance for proposed subcontractor(s) may be submitted. If subcontractor contracts are submitted, the offeror must also clearly indicate the percentage of work that the subcontractor(s) will perform under each task/category of effort throughout the course of the contract. If subcontractor past performance is provided as part of the three (3) contracts or efforts, the subcontractor past performance will be given weight relative to the amount of effort under the solicitation that the subcontractor is proposed to perform. Therefore, the offeror's proposal should detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform. Offerors may also provide references where they have performed as a subcontractor. If past performance as a subcontractor is provided as part of the three (3) contracts or efforts, it will be given weight relative to the amount of effort performed under that contract.

The Government may verify past performance information. The Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires, telephone interviews and existing data sources to include but not limited to CPARS. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government. This past performance information will be used for the evaluation of past performance. Past Performance submission is limited to 15 pages (5 pages per reference contract). Information provided beyond 15 pages will not be considered. This does not include questionnaires.

Past Performance shall, at a minimum, provide the following information:

- Contract Number/Task Order Number
- Contract Type
- Contract Period of Performance
- Annual Contract/Task Order Cost
- Description of work performed
- Valid name, phone number and email address of Contracting Officer and Contracting Officer Representative/Technical Point of Contact. It is incumbent upon Offerors to ensure they are providing a valid names, phone numbers and email addresses. References who cannot be contacted will receive a neutral rating.

In the description of work, Offerors should provide a detailed explanation demonstrating the similarity of the contracts in terms of scope and magnitude, to the requirements of the RFP for purposes of the relevancy.

Past performance information shall be provided in accordance with **Attachment III** "Past Performance Information Form". In addition to the information previously requested offerors shall contact their past performance references and request that each reference complete **Attachment IV** "Performance Risk Assessment Questionnaires" and e-mail the completed form(s) directly to both Jennifer Andrews and Jana Cleveland, e-mails: jennifer.andrews@navy.mil and jana.cleveland@navy.mil, BY THE DUE DATE OF THE

PROPOSALS. The Government may consider questionnaires received after the due date of the proposals. The Government reserves the right to contact references for verification or additional information.

If the Offeror possesses no relevant past performance, it should affirmatively state this fact in their proposal. Failure to submit the completed narratives questionnaires shall be considered certification (by signature on the proposal) that the Offeror has no past performance for like or similar items for the Government to evaluate.

III. Cost/Price Proposal

The government anticipates awarding a hybrid contract consisting of both Fixed Price and Cost Plus Fixed Fee services. The offeror agrees to hold the prices in its offer firm for 180 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation. The Cost/Price submission should include all elements of cost/price and other information as appropriate to support the proposed cost/price. The cost/price submission is not page limited, but is strictly limited to cost/price information. Offers shall consist of and must include the following:

1. A complete and signed Solicitation and executed copy of all Amendments, if applicable, completed by the offeror

2. RFP Section B "Schedule of Supplies/Services" completed by the offeror, to include B-3 PAYMENT OF FIXED FEE.

3. Letters of commitment from all significant subcontractors. Significant subcontractor is defined as those subcontractors providing effort consisting of 10% or more of the total effort.

4. Fixed Price Proposal:

   The fixed price portion of the proposal shall be a complete and detailed breakdown to support the fixed price portion of the level of effort required in Section B of the RFP. At a minimum it should include:

   a. Separate price breakdown for the performance period.

   Fixed prices shall be entered into **Attachment I – Pricing Spreadsheet**, readable in Microsoft Office Excel format. Offerors shall not alter the format of the spreadsheets except that column(s) may be widened.

5. Cost Proposal:

   a. The cost portion of the proposal shall be a complete and detailed cost breakdown to support the Cost portion of level of effort required in Section B of the RFP, also provided as **Attachment II – Level of Effort CPFF**. At a minimum it should include:

      - the direct rates for the labor categories found in the Section B, Level of Effort clause, including how they were developed;
      - the fringe and overhead rates, including how they are applied to the direct labor;
      - the G&A rates;
      - the fixed fee, which should be derived by applying the rate of the fee to only the burdened labor costs, not to Other Direct Costs (ODCs) or travel;
      - and the Government provided amount for ODCs and travel found below, plus G&A or material handling fees on ODCs and travel, if applicable.

   b. The cost proposal shall include all elements of cost and such other cost information as considered appropriate to support your proposal. The cost information shall be completed in accordance with the following:

- Cost proposal spreadsheets shall be readable in Microsoft Office Excel and all formulas used shall be made visible.
- Separate cost information shall be submitted for each year of the services specified in Section B of the solicitation.
- Supporting data including labor rates and hours, and burden rates (fringe, overhead, G&A) used in developing the cost breakdown to support the level of effort (provided as an estimate for pricing purposes in Section B) shall be furnished and properly referenced.
- If you are currently being audited, or have been audited by the Defense Contract Audit Agency (DCAA)/ Defense Contract Management Agency (DCMA), the Offeror shall provide the following information in their Cost Proposal (including subcontractor(s)):

  - DCAA/DCMA office
  - Auditor
  - Telephone no.
  - Facsimile no.
  - Email address
  - CAGE Code number
  - DUNS number
  - Accounting system approval
  - Purchasing system approval
  - CAS disclosure statement dated
  - Last Equal Employment Opportunity (EEO) check

- A copy of the most recent DCMA approved Forward Pricing Rate Agreement, if available.
- The following amounts shall be utilized for evaluation purposes only in determining the total cost for the entire contract. If the offeror intends to apply G&A or overhead to these costs during performance of the contract, the G&A or overhead rates shall be provided and the dollar amounts shall be added to the costs provided below in the cost breakdown. The offeror shall include an explanation in their price proposal as to how the proposed rates will be applied in accordance with FAR Part 31 and their accounting system. Additionally, offerors shall state in their price proposal if the proposed indirect rates are approved by or have been audited by the Defense Contract Management Agency (DCMA) or the Defense Contract Audit Agency (DCAA). If no G&A and/or overhead rates are proposed, it will be determined that the offeror does not intend on applying any applicable indirect cost to provided Travel and ODCs.

YEAR	**ODC's**	**TRAVEL**
Base Year	$ 3,797,075.00	$ 5,394,250.00
Option Year I	$ 3,978,195.00	$ 5,651,555.00

c. All subcontracts set forth in the technical proposal shall be priced in the cost proposal. Subcontracts regardless of dollar value shall be adequately documented to facilitate a determination of cost reasonableness/realism.

6. For pricing purposes, consider 100% of work to take place at Government Site.

IV. Small Business Subcontracting Plan

Offerors shall also submit a Subcontracting Plan in accordance with FAR 19.704(a). Offerors are permitted to submit a master subcontracting plan so long as it is created in accordance with FAR 19.701 and FAR 19.704(b). Small Business Subcontracting Plan is ONLY REQUIRED OF LARGE BUSINESSES OR SMALL BUSINESSES THAT QUALIFY AS LARGE BUSINESS UNDER NAICS CODE 541330 ($38.5 M). The Small Business Subcontracting Plan shall address the elements identified in FAR 19.704(a)(1) through FAR 19.704(a)(11) and minimum goals.

The Small Business Subcontracting Plan shall provide targets, expressed as percentages of dollars for the base year and all subsequent option periods, as well as a total for the two year summary, for Small Businesses, Small Disadvantaged Businesses, Service-disabled veteran-owned small businesses, Women-Owned Small Businesses, and HUBZone small businesses. The target goals may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor. Target goals will be incorporated and become part of any resultant contract(s). Small Business Subcontracting Plans should contain the following minimum goals:

- 28% for Small Businesses
- 9.5% for Small Disadvantaged Businesses
- 5% for Service-Disabled Veteran-Owned Small Businesses
- 5.5% for Women-Owned Small Businesses
- 3% for HUBZone Small Businesses

The completion and submission of the above items will constitute an offer (proposal) and will indicate the offeror's unconditional assent to the terms and conditions of this RFP and any attachments and or exhibits hereto. Alternate proposals are not authorized. Offerors objecting or taking exception to the terms and conditions of the RFP may be determined to be ineligible for award.

B. Proposal Format:

The offeror is required to submit the original and four hard copies plus one electronic copy of its proposal to FLC Norfolk Contracting Department ATTN: Jennifer Andrews, 1968 Gilbert Street, Suite 600, Norfolk VA, 23511. The proposal and other information must be provided in accordance with the following table:

VOLUME	CONTENTS and PAGE LIMITATIONS
I	**Technical Proposal**
	Program Management Plan (50 pages)
	Staffing Plan (30 pages plus Resumes of Key Personnel (2 page limit per resume))
	Technical Program Manager – 1 resume
	Engineering Technician IV – 4 resumes (2 with HM&E discipline, 2 with the Forward Electronics discipline
	Engineering Technician V - – 4 resumes (2 with HM&E discipline, 2 with the Forward Electronics discipline
II	**Past Performance**
	Past Performance Information Form (5 pages per reference)
	Past Performance Risk Assessment Questionnaires (no page limit)
III	**Cost/Price Proposal** (no page limit)
	Signed RFP and Amendments (if applicable)
	Completed Section B
	Attachment I – Cost Spreadsheet
	Supporting Cost Documentation
	Attachment II – Pricing Spreadsheet
	Supporting Price Documentation
	Completed Representations and Certifications
IV	**Small Business Subcontracting Plan** (no page limit)

The written material shall be submitted on 8.5 inch by 11 inch paper. The pages may be printed on both sides of plain white bond paper. When both sides of a sheet of paper contain material, it will be counted as two (2) pages. The font for text shall be 12 point or larger and at least one inch margins all the way round. Text smaller than 12 point may only be used in charts and tables. All company letterheads and logos (except to the extent that the offeror requests that information remain proprietary) are to be removed from all paper used in the offer. The page limits specified by the solicitation are inclusive of tables, diagrams, matrices, title pages, page separators, etc. Pages

exceeding assigned page limits will not be considered for evaluation. Acronym lists, table of contents, title pages, and page separators are included in the page limits.

Each volume should contain the following items in addition to the other information required by this solicitation:

Cover: The cover should indicate the following:

- Title of the proposal
- Volume Number (I, II, III, or IV)
- Proposal category (Technical Approach, Past Performance, Cost/Price Proposal or Small Business Subcontracting Plan)
- Request for Proposal (RFP) Number
- Name and address of offeror, Cage Code, DUNS, Business Size and applicable Tax I.D. Number (TIN)
- Identification if original or a copy of the proposal
- Proposal validity period of **six (6) months from date of proposal submission**.

Table of Contents: The table of contents should provide sufficient detail as to allow the important elements to be easily located. The use of tabs and dividers is encouraged.

Requirements for Style: Each offeror shall submit a proposal that clearly and concisely describes and defines the contractor's response to the requirements contained in the RFP. Unnecessary elaboration or other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of understanding of cost consciousness. Elaborate art work, expensive paper or bindings, and expensive visual or other presentation aids are neither necessary nor desired. The proposal shall contain all the pertinent information in sufficient detail in the one area of the proposal where it contributes most critically to the discussion of the same information. When necessary, the offeror shall refer to the initial discussion and identify its location within the submitted proposal.

IMPORTANT NOTES:

(1) Offerors shall respond to all requirements of the solicitation document. Offerors are cautioned not to alter the solicitation.

(2) In order to ensure that all questions submitted by potential offerors are answered prior to the solicitation closing date, one consolidated list of questions concerning the solicitation should be submitted via e-mail to both Contract Specialists, Jennifer Andrews and Jana Cleveland, jennifer.andrews@navy.mil and jana.cleveland@navy.mil no later than 4:00 pm, Eastern Time (ET), on **November 24, 2014**. The Government reserves the right not to respond to any questions received concerning this solicitation after the questions receipt date above. Accordingly, offerors are encouraged to carefully review all solicitation requirements and submit questions to the Government as early as possible.

(3) Proposals are to be submitted via hardcopy submission in the volumes, format and quantities as identified herein. All electronic files and versions of offerors proposal shall be compatible with Adobe Acrobat 9.0 and Microsoft Office Suite version 2010. The offeror shall be responsible for ensuring that their electronic proposals via CD ROM are virus free. The electronic copy shall exactly match print versions of the submitted documents. If the Government finds a discrepancy between the original paper copy of the proposal and the electronic copy provided on the CD ROM, the paper copy will take precedence. The electronic copy shall be accompanied by a printed inventory that identifies all the file contents and their electronic formats. In addition, the electronic file shall be labeled with your company's name, RFP number, submission date, and the words "Source Selection Sensitive." Offerors shall submit their hardcopy proposals to the address specified below. **Proposals are due no later than 4:00 pm Eastern Standard Time (ET) December 22, 2014.**

If sent Other than United States Postal Service:

Fleet Logistics Center (FLC) Norfolk

Mail and Material Processing Center Code 200
Attn: Jennifer Andrews, Code 210
9550 Decatur Avenue
Norfolk, VA 23511-3328

<u>If sent using United States Postal Services</u>:

Fleet Logistics Center (FLC) Norfolk
Contracting Department
Attn: Jennifer Andrews, Code 210
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392

<u>Hand carried proposals shall be delivered to:</u>

Fleet Logistics Center Norfolk
Contracting Department
Attn: Jennifer Andrews, Code 210
1968 Gilbert Street, Bldg. W-143, Suite 600
Norfolk, VA 23511-3392

(End of Summary of Changes)