

**BOARD OF INSPECTION AND SURVEY  
PERFORMANCE WORK STATEMENT (PWS)**

for

Engineering Analysis, Maintenance Process Audit, Analysis and Reporting

**1. INTRODUCTION**

The Board of Inspection and Survey (INSURV) has identified a need for technical expertise to support OPNAVINST 4700.7L compliance audits and modernize inspection processes through better use of technology. Contract support will improve INSURV's ability to determine the maintenance condition of the Fleet.

**2. BACKGROUND**

INSURV was established to advise SECNAV and the CNO in matters concerning the acceptance of newly commissioned ships and the suitability of active Fleet units for further service. The mission of INSURV is to keep higher authority informed of the material condition of the operating forces and is accomplished through appropriately scheduled ship inspections. OPNAVINST 4700.7L requires that the ship maintenance function have a Quality Management System (QMS) in place. INSURV assessment and auditing is a part of that QMS function. INSURV is currently involved in initiatives to take advantage of technology improvements and streamlining functions to enhance inspections in a fiscally responsible manner. Contractor support will enable INSURV to satisfy these requirements. The work involved and the products developed will enable the Board of Inspection and Survey to not only meet Title 10 responsibilities, but also greatly assist the Fleet Integration Executive Panel in cost-effectively maintaining adequate levels of material readiness through expected service life.

**3. REQUIREMENTS**

**3.1. GENERAL REQUIREMENTS**

3.1.a. The scope of this effort includes supporting the Fleet Commander's Annual Plan and INSURV's inspection process by providing engineering support to include: planning, data collection, analysis, and synthesis for the development of common assessment procedures. This supports the evaluation of Navy ship maintenance process conformance and resulting confidence in the reported versus actual ship material condition. The contractor shall support the execution of each assigned ship system Audit Plan. This work will support the command's mission and ultimately provide the U.S. Navy with crucial analysis of its ship system maintenance processes. In order to achieve these deliverables, the contractor will be required to interact with the Navy's maintenance teams and other maintenance process stakeholders.

3.1.b. The contractor will be required to provide monthly progress and financial status reports. (CDRL A001, A002).

**3.1.c. Non-Personal Services**

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute, personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

**3.1.d. Business Relations**

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

**3.1.e. Contract Administration and Management**

The following subsections specify requirements for contract management administration and personnel administration.

(1) Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at INSURV and the contractor's corporate offices.

(2) Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintain proper and accurate timekeeping records of personnel assigned to work on the requirement.

(3) Personnel Administration

The contractor shall provide the following management and support as required. The contractor shall provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support all contract tasks (See paragraph 10 Place of Performance). The contractor shall provide administrative support to employees in a timely fashion (timekeeping, leave processing, pay, emergency needs).

3.1.f. Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations.

Contractors may add subcontractors to their team after notification to the Procuring Contracting Officer (PCO) with concurrence from the Contracting Officer Representative (COR).

3.1.g. Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources.

The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

3.1.h. Contractor Identification in the Government Workplace.

All contractor and subcontractor personnel shall be required to wear company picture identification badges so as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone, or via electronic mail, contractor and subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors and subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signatures shall identify company affiliation.

3.1.i. Organizational Conflict of Interest (OCI) Compliance Plan

Upon task order award, develop for Contracting Officer approval, implement and maintain a contract-specific OCI Compliance Plan to recognize and thereafter avoid, neutralize or mitigate potential or perceived organizational conflicts of interest in the performance of contracts the awardee, or any of its business units, performs or has the ability to perform in the future.

3.2. PERFORMANCE REQUIREMENT

3.2.1. Engineering Analysis and Support. Specific tasks to be provided include but are not limited to the major categories identified below:

- a) In supporting the Fleet Commander's Annual Plan and INSURV's audits and inspections, the contractor shall perform the following tasks:
  - (1) Collaborate with INSURV in the development and implementation of an Analysis Plan to meet the following objectives:
    - a) Determine a ship's material condition by researching current maintenance databases and reporting on the findings and degree to which the findings comply with current maintenance instructions and directives. (CDRL A003)
    - b) Determine confidence in the ship's Current Ship's Maintenance Project (CSMP) and reported material condition by comparing findings from research to CSMP databases and supporting reports. (CDRL A003)
    - c) Assist in the development of audits to determine the effectiveness of maintenance processes impacting ship's ability to reach its Expected Service Life (ESL). The Analysis Plan should include: (CDRL A004)
      - Detailed work instructions.
      - Example analyses.
      - Training materials.
  - (2) Audit preparation and reporting, command reports:
    - a. The contractor will access US Navy maintenance databases to extract data as necessary to build spreadsheets of pertinent data; conduct analysis to determine percentages of compliance, and provide written reports on the data and analysis. (CDRL A003)
    - b. The contractor will review naval messages, technical documentation, conduct personnel interviews, and observe inspections shipboard in the conduct of data gathering.
    - c. Attend meetings and conferences as required in the performance of this task. (CDRL A005)
    - d. Written reports will be prepared using formatted brief and reporting templates provided by INSURV. (CDRL A003, A006)
    - e. Assist in research and development of new audits pertaining to the conduct of new construction, maintenance, overhaul, survey, and repair of naval vessels. (CDRL A004)
    - f. Using data provided by INSURV, draft reports or modify existing reports using MICROSOFT Office products to include POWERPOINT. (CDRL A006)
  - (3) Brief INSURV leadership on the current maintenance philosophy and practices being employed by US Navy Maintenance entities as required and provide written reports of new practices as they occur.
- b) The contractor will support INSURV's Strategic Communications Plan by attending meetings and Knowledge Sharing Networks (KSN) as required. The contractor will support INSURV in research for new opportunities for Strategic Communications. (CDRL A005)

#### 4.0. DELIVERABLES:

The Contractor shall provide the following in accordance with Contract Data Requirements List (CDRL):

- A001 Monthly progress reports.
- A002 Monthly financial status reports.
- A003 Audit reports and briefs.
- A004 Audit and analysis plans.
- A005 Meeting reports.
- A006 Command reports.

#### 5.0. 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 and be physically capable to perform the duties both in the office and aboard ship. If the offeror does not identify the labor categories listed in 5.1 by the same specific title, then a cross-reference list shall be provided in the offeror's proposal identifying the difference.

b) The Government will review resumes of contractor personnel proposed to be assigned, and if personnel are not currently in the employ of Contractor, a written agreement from potential employee to work will be part of the technical proposal.

c) If the Contracting Officer or Ordering Officer (OO) 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 TO. 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 sufficient 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:

5.1. Key Personnel Requirements:

a. Certain skilled experienced professional and/or technical personnel are essential for successful Contractor accomplishment of the work to be performed under this contract. Key personnel whose resumes are required for evaluation are as follows:

- Senior Engineer (SME/Analyst)
- Auditor/Analyst

b. The Contractor agrees that key personnel designated in the technical proposal shall be available and shall not be replaced during the first 120 days of the task order, 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 qualifications of the person being replaced. If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or otherwise become unavailable to perform under the task order is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the task order may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, they may equitably adjust (downward) the contract price or the fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

5.1.1. Senior Engineer (Key Personnel):

Education: Requires a Bachelor of Science (BS) degree in Engineering from an accredited college or University or ten (10) years experience with INSURV and TYCOM maintenance practices.

Experience:

- a. A minimum of ten (10) years of experience in work related to U.S. Navy ship maintenance programs.
- b. Work experience and knowledge of the TYCOM, Submarine Maintenance Engineering Procurement Planning (SUBMEPP), Surface Maintenance Engineering Planning Program (SURFMEPP), and Carrier Planning Activity (CPA) maintenance processes.
- c. In depth experience with Reliability Centered Maintenance practices.
- d. Work experience developing and executing audits of maintenance practices.
- e. Possess analytical skills to assess and evaluate data derived from maintenance audits.
- f. Knowledge and experience with INSURV charter and practices is desired.

#### 5.1.2 Auditor/Analyst (Key Personnel):

##### Experience:

- a. Must be able to document experience conducting US Navy maintenance audits with all three major engineering enterprises: Submarine Maintenance Engineering Procurement Planning (SUBMEPP), Surface Maintenance Engineering Planning Program (SURFMEPP), and Carrier Planning Activity (CPA) maintenance processes.
- b. Must provide certificate in Reliability Centered Maintenance (RCM Level I or II).
- c. Must document experience developing and executing audits of maintenance practices to include a brief description of sources and methods used.
- d. Must document experience producing briefs for use at the flag level.
- e. Must be able to document an understanding of INSURVs mission and current strategic plan.
- f. Must document ability to use MICROSOFT Office products to include EXCEL and POWERPOINT during the conduct of auditing, analysis, and reporting.
- g. Must document experience developing manpower requirements matrices.

#### 6.0. POST-AWARD REQUIREMENTS

After receipt of this Task Order Award and prior to starting work all personnel must have a SECRET clearance and CAC.

#### 7.0. CONTRACT SECURITY CLASSIFICATION SPECIFICATION

7.1. The Department of Defense Contract Security Classification Specification (DD for 254), attached hereto, itemizes the security classification requirements for this task order. The work to be performed under this task order requires access to and the handling of classified information up to and including the SECRET security level. The Contractor shall obtain personnel clearances prior to starting work under this contract.

7.2. All personnel performing classified duties under this contract shall possess, at minimum, a Security Clearance of at least SECRET for all personnel assigned to perform work on board U.S. Navy ships. 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 three working days prior to visit (except in cases of urgency).

#### 8.0. PRIOR WRITTEN PERMISSION REQUIRED FOR SUBCONTRACTS

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

8.2. Pursuant to FAR 9.603, "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.

8.3. After award subcontract services less than \$100,000 may not 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.

#### 9.0. TRAVEL

Travel is not authorized or required

#### 10.0. PLACE OF PERFORMANCE

All services shall be performed at the Joint Expeditionary Base, Little Creek, INSURV headquarters facility located in building 1602, 2600 Tarawa CT, STE 250, Virginia Beach, VA 23459.

**11.0 Government Furnished Property.**

All contractor personnel will work on-site at the government place of performance. Desks, chairs, computers and phones will be provided as GFP.