

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER N0016116RC16538		PAGE 1 OF 32	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER N00189-16-T-0286	
6. SOLICITATION ISSUE DATE 03-May-2016		7. FOR SOLICITATION INFORMATION CALL:		a. NAME BRIAN NEUMANN		b. TELEPHONE NUMBER (No Collect Calls) 757-443-1358	
8. OFFER DUE DATE/LOCAL TIME 12:00 PM 11 May 2016		9. ISSUED BY CODE N00189 NAVSUP FLC NORFOLK CONTRACTING NORFOLK OFFICE ATTN: B. NEUMANN 1968 GILBERT ST, SUITE 600 NORFOLK VA 23511-3992 TEL: 757-443-1358 FAX: 757-443-1424		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$27.5M NAICS: 541512		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
12. DISCOUNT TERMS		15. DELIVER TO USNA INFO TECH SERVICES DEPT BILL PECK 290 BUCHANAN ROAD ANNAPOLIS MD 21402-5045 TEL: 410-293-1475 FAX:		16. ADMINISTERED BY CODE			
17a. CONTRACTOR/OFFEROR CODE		18a. PAYMENT WILL BE MADE BY CODE					
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE				23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. <input checked="" type="checkbox"/>				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:			

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p>SEE SCHEDULE</p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)
		42c. DATE REC'D (<i>YY/MM/DD</i>)

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	IT CONSULTING FFP INFORMATION TECHNOLOGY (IT) CONSULTING, INSTALLATION AND CONFIGURATION SERVICES AS DESCRIBED IN THE PERFORMANCE WORK STATEMENT (PWS). FOB: Destination MILSTRIP: N0016116RC16538 PURCHASE REQUEST NUMBER: N0016116RC16538 SIGNAL CODE: J	1	Job		

NET AMT

PERFORMANCE WORK STATEMENT

Performance Work Statement
Business Intelligence (BI) Suite Implementation Assistance
United States Naval Academy, Annapolis, MD
Information Technology Services Division

1.0 Introduction

The United States Naval Academy’s (USNA’s) Information Technology Services Division (ITSD) has provided Ad Hoc, dynamic, and static reporting solutions for our Enterprise Resource Planning (ERP) system users for more than 15 years using the SAP BusinessObjects platform.

In an effort to modernize the toolset that we offer our users for these purposes, we have purchased licenses for the latest version of the SAP Business Intelligence Suite (BI 4.x), and we require assistance for the planning and execution of the following primary tasks:

1. Assessment and planning of the overall effort.
2. Installation and configuration of the most recent stable version of BusinessObjects BI Suite 4.x on Production and Development/Test servers (2 servers).
3. Configuration of the Production and Development/Test BusinessObjects Platform, Web Intelligence, Crystal Reports for Enterprise, and Design Studio
4. Migration of the current Production and Development/Test BusinessObjects XI 3.1 platform, users, and documents to BI Suite 4.x.
5. Assessment of the BusinessObjects environment to recommend best practices in terms of universe design, administration, data restrictions, and use of installed tools.
6. Basic training on topics found in the following courses: Web Intelligence Delta (WNAW41) or Web Intelligence Report Design I (BOW310) and BusinessObjects Administration and Security (BOE310, BOE320).

2.0 Background

USNA is currently running BusinessObjects XI 3.1 SP6 on Windows Server 2008 (one Production server and one Development/Test server), using Active Directory Authentication and SSL using DoD certificates. We will provide further information on the physical infrastructure for this system prior to commencement of work on this contract.

BusinessObjects 4.0 was introduced to USNA in 1997 with five licenses. WebIntelligence 2.0 was added in 1999, then upgraded to v. 5.0 in 2000 and 6.1 in 2004 and eventually to version 6.5. XI 3.1 was introduced in 2010 (concurrently with 6.5), and BusinessObjects 6.5 was retired by USNA in October 2015. For BI 4.x, we have purchased five named user licenses and 30 concurrent user licenses.

The primary data sources are the ERP systems (track Midshipmen, Admissions, and Naval Academy Preparatory School information) and Remedy (a help desk ticketing system). Another universe is planned for this year for Cascade Server web content management system information. In addition, there is an Auditing universe in both production and development.

There are approximately 140 ad-hoc users and 250 routine users of public documents, as well as the entire brigade (4,400 Midshipmen) who use public documents on an infrequent basis. Public documents are accessed through BusinessObjects OpenDocument function using a common user account. There are 16 universes.

There are 262 public documents and 1,150 personal documents, and approximately 150 Inbox documents. Growth rate for personal documents and Inbox documents is approximately 5% per month.

Current Windows server specifications are:

Prod: HP C-Class, four 2.3 GHz AMD processors, 32 GB RAM, 32-bit OS, 480 GB XIV storage

Test: HP C-Class, two 2.3 GHz AMD processors, 16 GB RAM, 32-bit OS, 288 GB XIV storage

The new target environment is Gen8 machines: HP Proliant BL465c Gen8 2 AMD Opteron Processor 6380 (16 cores). This machine is rated at 27,650 SAPS. Our requirement is for 31,000 SAPS but that is based on a high estimate of users and using Crystal Reports which we don't use currently. These servers will be brought online by USNA prior to the work on this PWS commencing.

The USNA Business Intelligence team is comprised of three staff who share the duties of administration, universe design, and report development. They will be available for up to 100% of their work day as needed, but they will also need to attend to day-to-day duties as priorities dictate.

To successfully implement this software suite, USNA will need support and consultation services for the assessment, planning, installation, configuration, migration, and documentation of the system, as well as recommendations of best practices to fully leverage the capabilities of BI Suite 4.x.

3.0 Project Breakdown and Objective

The objective of this effort is to obtain a professional contractor support team with the necessary technical expertise who will utilize a two phase approach to successfully complete the required installation, configuration, migration, and documentation of the system, as well as recommend best practices to fully leverage the capabilities of BI Suite 4.x.

Phase I is assessment and planning, immediately followed by Phase II, which is project execution and training, per the government agreed upon project plan developed by the contractor in Phase I.

The migration to the new environment should have as little impact as possible to both users and the development team other than the change in user interface and program features. Specifically, there shouldn't be any significant manual updates by users required to make their reports work, and the universe environment should essentially work "as is" with the barest of modifications needed.

4.0 Specific Tasks

The contractor shall provide professional staff with the necessary technical expertise to perform the following representative tasks:

4.1 Phase I: Assessment and Planning

1. The contractor shall evaluate and assess the server environment for both the current XI 3.1 installation and the BI Suite 4.x software, with particular focus on the sizing parameters of the BI Suite 4.x environment, as well as the likely performance of the new environment while also considering potential growth over two years.
2. The contractor shall review and assess current BusinessObjects security, rights and access levels configuration, including the "canned" reports accessible via the BusinessObjects OpenDocument function from the Reports menu of our three ERP applications (AIS, MIDS and NSTAR), with a focus on proper protection of Personally Identifiable Information (PII) in accordance with DoD requirements.
3. The contractor shall review and assess existing report, universe, and object architecture, to include determining whether the current use of single common user account with BusinessObjects OpenDocument function for public documents is allowable under our new BusinessObjects licensing paradigm (USNA was under CPU-based licensing when the interface was first developed).
4. The contractor shall create a project plan of action and milestones (POA&M) for all Phase II tasks including, but not limited to:
 - a. Installation and configuration of BI Suite 4.x components and the migration of the XI 3.1 components to the new BI Suite 4.x servers.
 - b. Training classes outlined in section 4.2.3.
 - c. Assessment of the current Universe and reporting environment and recommendations on best practices and use of the tools in USNA's reporting portfolio (Web Intelligence, Crystal Reports for Enterprise, and Design Studio).
5. The contractor shall provide a written report on evaluation/assessment findings and recommendations.

4.2 Phase II: Installation, Configuration, Migration, Recommendations, and Training

4.2.1 Installation, Configuration, and Migration

1. The contractor shall install and configure the latest version of BI Suite 4.x (specifically BI Platform, Web Intelligence, Crystal Reports for Enterprise, and Design Studio) to two servers (Dev and Prod).
2. The contractor shall migrate databases, universes, users, public documents, inbox documents, personal documents (and other necessary components) to the new environment (to two servers), from the existing BO XI 3.1 environment. USNA plans to continue to use the Universe Design tool/.UNV universes for the near future.
3. The contractor shall install auditing features and reports, probe reports, and monitoring.
4. The contractor shall modify or replace the current Enterprise Resource Planning (ERP) system usage of BusinessObjects OpenDocument function for access to all public documents via a single user account.

5. The contractor shall transfer knowledge verbally and in written form of all procedures utilized in the above steps to the government.

4.2.2 Recommendations on Universe/Report Development Best Practices

1. The contractor shall assess the current universe design, public documents and personal documents environment and make recommendations for implementation of Crystal Reports for Enterprise, Information Design Tool, and the .UNX universes, and to provide recommendations for universe design (to include best practices for managing contexts), proper controls and access restrictions.
2. The contractor shall recommend an approach to properly protect PII (minimally: SSN, Name, date and place of birth, mother's maiden name, etc.) per DoD requirements.
3. The contractor shall make recommendations on how to replace (or an alternative to) the current ERP reporting interface (public documents are accessed via BusinessObjects OpenDocument) and the impact on BusinessObjects licensing requirements.
4. The contractor shall recommend approaches to effectively use Design Studio to produce dashboards.
5. The contractor shall recommend best practices regarding administration utilities, to include 3rd party tools, (e.g., for reviewing and reporting on report usage as well as universe permissions/restrictions).
6. The contractor shall review and comment on the USNA training plan for SAP BusinessObjects courses to prepare the USNA support team to administer and use the installed BusinessObjects tools.

4.2.3 Onsite Training for Web Intelligence and Administration

The contractor shall provide a basic training for 3 team members on topics found in the following courses:

1. WNAW41 - Web Intelligence Delta 4.1
2. BOW310 – Web Intelligence Report Design I
3. BOE310 - Business Intelligence Platform: Administration and Security.
4. BOE320 - Business Intelligence Platform: Administering Servers (Windows).

5.0 Deliverables

5.1 Phase I

1. Written POAM in a contractor/government agreed upon format for completion of Phase II.
2. Written report in a contractor/government agreed upon format on evaluation/assessment findings and recommendations.

5.2 Phase II

1. Fully functional BI Suite 4.x Production and Development Environments. Each environment should have:
 - a. An operational BI 4.x development environment for Crystal Reports for Enterprise, Web Intelligence, and Design Studio. This includes all necessary components for the BO Auditor reports to run.
 - b. An operational administration environment for both environments (Central Management Console, Central Management Server, and Central Configuration Manager), with a validation checklist for all components.

- c. All public documents have been successfully migrated (approximately 275) from BusinessObjects XI 3.1 to BI Suite 4.x and are accessible from the ERP systems or via another means as agreed to by USNA.
 - d. All personal documents and inbox documents have been successfully migrated (approximately 1,300 total). There should also be a written process by which the remaining documents can be migrated.
 - e. Documented procedures from which an additional environment could reasonably be established by USNA after the end of the contract work.
2. Successful delivery of training topics specified in Section 4.2.3
 3. Written recommendation on continuing education for the next 12 months for the USNA Business Objects team to efficiently and effectively operate its BI Suite.
 4. Written knowledge transfer of all activities in a contractor/government agreed upon format, such that USNA could reasonably replicate the server installation and configuration work in this contract (e.g., setup of a new server and installation of BI Platform (server and web components)).
 5. Written recommendations on best practices on areas outlined in Section 4.2.2.
 6. Written weekly project status reports in a contractor/government agreed upon format with a working list of current risks and issues, due by start of business every Monday morning through project lifetime.

6.0 Performance Standard

1. Timeliness. Contractor shall provide reports within specified time limits.
2. Accuracy. Products shall be factually accurate, complete, and in accordance with USNA standards and policies, as well as other standards and deliverables as mutually agreed to by both the Government and contractor.
3. Quality. Products shall be free of spelling and grammatical errors, formatted appropriately, and fully coordinated with stakeholders.
4. Compatibility. All products must be fully compatible with the format for Microsoft Word, Excel, PowerPoint, Access, MS Project and other application programs used to capture information. No product will be incompatible with the program's standard applications.
5. Contract performance shall start within sixty (60) days of contract award. The contractor shall identify the contractor personnel it intends to perform the work within thirty (30) days of contract award.

7.0 Monitoring Method

1. Upon receipt of a deliverable or product the government technical program manager (TPM) will review and assess each deliverable to ensure its timeliness, its accuracy, and completeness in accordance with deadlines and guidance given.
2. The TPM will spot check data for accuracy and provide feedback on findings and correction,

if required.

8.0 Orientation Meeting

Prior to any work commencing, ITSD will host an orientation meeting which will be attended by the contractor and all relevant key personnel to discuss the expected work effort, goals, and timelines and to ensure contractor understanding of the performance work statement (PWS). The ITSD and the contractor shall collaborate on the planning of the overall project to include approach, methodology, and prior work performed relevant to this contract. The project initiation includes onboarding of support contractor personnel, review and update of project management plans and expected schedule for the effort.

9.0 Contractor Qualifications

The Contractor must be a certified SAP BusinessObjects Partner with a proven track record of success, specifically in migrating from BusinessObjects XI 3.1 to BI Suite 4.x. Additional desirable certifications include SAP BusinessObjects Solutions Provider Partner and/or Silver, Gold, or Platinum Partner.

The Contractor must provide SAP BusinessObjects certified technicians with at least five (5) years of demonstrated experience as subject matter expert in Administration, Universe Design, and Report Development. Desired certifications at a minimum are Business Intelligence Suite 4.x, Web Intelligence 4.x, and Crystal Reports 2013.

10.0 Period of Performance

The period of performance will be from 15-Jun-2016 and must successfully be completed NLT 31-DEC-2016.

11.0 Travel

All work will be conducted on site at the USNA. No additional travel is required for the work in this contract.

12.0 General Information and Provisions

The contractor personnel will work a maximum of 40 hours per week unless exceptions are approved in advance by the TPM. The contractor personnel normal working hours will follow a Monday through Friday, 8 hours per day schedule (excluding meals, breaks and Federal Holidays) which includes the core hours of 0900 through 1500. Services will be invoiced in accordance with contract requirements.

12.1 Government Furnished Equipment (GFE)

As necessary, contractor personnel shall have access to desk space and standard USNA telephone, computer, software, printer, and photocopy resources necessary to perform administrative tasks under this PWS. No government-provided equipment shall be removed from USNA.

All computer equipment and peripheral devices provided for contractor personnel remain the property of the government and are subject to monitoring and regulations regarding appropriate use of government equipment. The contractor personnel shall be provided building access cards and/or keys, which shall be returned to the TPM upon completion of this project. All government furnished equipment to be issued is considered to be incidental to the place of performance.

12.2 Government Furnished Information (GFI)

The Government TPM will provide the contractor with and/or arrange for the delivery to the contractor all relevant government information needed for project performance. After award of contract, the TPM and contractor will

engage in a kick-off meeting to resolve any questions or concerns and to establish deliverable deadlines. A schedule for regular, recurring meetings between the TPM, and contractor will be arranged by mutual agreement.

13.0 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee’s duties, such employees shall in-process with the Navy Command’s Security Manager and Information Assurance Manager upon arrival to the Navy command and

shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI),

provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

SF-85 Questionnaire for Non-Sensitive Positions
Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

14.0 Quality Assurance Surveillance Plan

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of the Exploration Division in support of USNA is the timely, accurate and thorough completion of all contract requirements.

2. Performance Standards.

- a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract.
- b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, compatibility and accuracy.
- c. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor’s record of conforming to contract requirements and to standards of good workmanship, the contractor’s adherence to contract schedules including the administrative aspects of performance, the contractor’s history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor’s business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic inspection, and validated customer complaints.

4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contractor Quality Control Plan	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the COR Quarterly for overall QC activities.	As Required for corrective actions.	100% Compliance with the contractor plan.
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, CDRLs, Task Orders, etc., as applicable.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.

Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	As Required	All performance elements rated Satisfactory (or higher)
Invoicing	Invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	As Required	100% accuracy

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

Incentives/Disincentives:

The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within five days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

15.0 Government Contacts

Mr. William Peck (Technical Program Manager)
 290 Buchanan Road
 U.S. Naval Academy
 Annapolis, MD 21402
 Tel: 410-293-1475
 Email: peck@usna.edu

LT Steave Phann (Technical Point of Contact)
 290 Buchanan Road

U.S. Naval Academy
Annapolis, MD 21402
Tel: 410-293-1478
Email: phann@usna.edu

Mr. Brian Neumann (Contract Specialist)
1968 Gilbert St., Ste 600
Norfolk, VA 23511
Tel: 757-443-1358
Email: brian.d.neumann@navy.mil

Ms. Candace Reid (Contracting Officer)
1968 Gilbert St., Ste 600
Norfolk, VA 23511
Tel: 757-443-1347
Email: candace.reid@navy.mil

16.0 eCMRA – Contractor Manpower Reporting Application

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this order for CNRMA via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address:
<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

INSTRUCTIONS TO OFFERORS

INSTRUCTIONS TO OFFERORS

I. GENERAL

The proposal package shall consist of:

- VOLUME I:
 - Factor I Technical
- VOLUME II:
 - Factor II Past Performance
 - Factor III Price

IMPORTANT NOTES:

- (1) 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 the contracting point of contact, Brian Neumann, brian.d.neumann@navy.mil **no later than 12:00 pm, NOON, Eastern Standard Time (EST), on 09 May 2016**. The Government reserves the right not to respond to any questions received concerning this solicitation after the questions receipt date above. Accordingly, vendors are encouraged to carefully review all solicitation requirements and submit questions to the Government early in the solicitation timeframe.
- (2) Proposals are due by the date and time shown in Block 8 of the RFQ; and are to be submitted via one of the following methods:

If sent Other than United States Postal Service:

NAVSUP Fleet Logistics Center Norfolk
 Mail and Material Processing Center Code 245.3
 Attn: Brian Neumann, Code 245.1
 9550 Decatur Avenue
 Norfolk, VA 23511-3328

If sent using United States Postal Services:

NAVSUP Fleet Logistics Center Norfolk
 Contracting Department
 Attn: Brian Neumann, Code 245.3
 1968 Gilbert Street, Suite 600
 Norfolk, VA 23511-3392

If using E-mail:

Brian.d.neumann@navy.mil

II. PROPOSAL CONTENT

The selection of a vendor for award will be based on two PHASES. The evaluation factors are listed below.

PHASE I:

Factor I – Technical

Contractor and its personnel must meet the minimum qualifications listed below.

Minimum qualifications:

As referenced in paragraph 9.0 of the PWS;

- The Contractor must be a certified SAP BusinessObjects Partner with a proven track record of success, specifically in migrating from BusinessObjects XI 3.1 to BI Suite 4.x. Additional desirable certifications include SAP BusinessObjects Solutions Provider Partner and/or Silver, Gold, or Platinum Partner.
- Contractor personnel must be certified technicians with at least five (5) years of demonstrated experience as subject matter expert in Administration, Universe Design, and Report Development. Desired certifications at a minimum are Business Intelligence Suite 4.x, Web Intelligence 4.x, and Crystal Reports 2013.

Offerors whose technical capability are rated “Marginal or Unacceptable” will be rejected and removed from further competition without additional consideration of their past performance and price.

PHASE II:**Factor II - Past Performance:**

The offeror shall demonstrate relevant past performance or affirmatively state that it possesses no relevant past performance. Relevant past performance is performance under contracts or efforts within the past five years prior to the solicitation closing date that is the same as or similar to, the scope and magnitude of the work described by this solicitation.

To demonstrate its past performance, the offeror shall identify up to three (3) of its most relevant contracts or efforts within the past five (5) years, and provide any other information the offeror considers relevant to the requirements of the solicitation. Offerors should provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation. If subcontractor past performance is provided as part of the three (3) of its most relevant contracts or efforts, the subcontractor past performance will be given weight relative to the scope and magnitude of the aspects of the work under the solicitation that the subcontractor is proposed to perform. Therefore, the offeror's past performance submittal shall detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform.

The offeror should complete a "Past Performance Information Form" for each reference submitted. The form is provided as an Attachment to the solicitation.

In addition to the information requested above, offerors shall contact their past performance references and request that each reference complete the attached "Past Performance Report Form" (Attachment to the Solicitation) and e-mail the completed survey form directly to Brian Neumann at brian.d.neumann@navy.mil by the DUE DATE OF THIS SOLICITATION. The Government reserves the right to consider past performance report forms received after the due date of the solicitation and to contact references for verification or additional information.

Factor III – Price

This submittal shall include completed solicitation documents and additional supporting documentation described below.

- A complete and signed Standard Form (SF) 1449, "Solicitation/Contract/Order for Commercial Items" and executed copy of Amendments, if applicable.
- RFQ Section "Schedule of Supplies/Services" completed by the offeror
- Unless completed in ORCA, "Representations, Certifications and Other Statements of Offerors" completed by the offeror.

All price and price supporting information shall be contained in the price submittal. No price or pricing information shall be included in any other submittal including cover letters. Vendors are responsible for submitting sufficient information to enable the Government to fully evaluate their price submittal.

EVALUATION

The Government intends to award a Firm Fixed Priced (FFP) type contract to the responsible vendor whose quote represents the best value after evaluation in accordance with the factors in the solicitation.

The Government intends to award solely on the information contained in the quote and is not obligated to seek completion or clarification of resumes and past performance information. The Government intends to award without discussions.

The selection of a vendor for award will be based on two PHASES, as follows:

PHASE I

- (1) Factor I – Technical

PHASE II

- (2) Factor II – Past Performance
(3) Factor III - Price

Quotes will be reviewed in the order identified above. Any quotes identified as “Marginal or Unacceptable” during PHASE I will not continue for review in PHASE II and, subsequently, will no longer be considered for award. During PHASE II, the evaluation of quotes will consider the vendor's past performance to be more important than technical, technical to be more important than price, and technical and past performance, when considered together, to be significantly more important than price.

The following factors shall be used to evaluate quotes:

PHASE I:

Factor I – Technical -Resumes

The purpose of the technical factor is to assess the offeror’s proposed approach to satisfy the Government’s requirements. The evaluation of risk is related to the assessment of the offeror’s proposed technical submittal. Risk, as it pertains to source selection, is the potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a offeror’s proposed approach to achieving the technical factor involves risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance. Risk will be considered in the evaluation of the resumes.

For the Technical factor, the rating table identified in Table 1 below will be utilized for the assignment of ratings. The technical evaluations will be based on each offeror’s response to the minimum qualification requirements of “Instructions to Offerors” and the contents of the Performance Work Statement (PWS).

A combined Technical/Risk Rating will be utilized in the evaluation of the resume. The combined technical/risk rating includes consideration of risk in conjunction with the strengths, weaknesses, and deficiencies in determining technical ratings. Combined technical/risk evaluations will utilize the combined technical/risk ratings listed in the below ratings tables.

**Note: Offerors receiving a rating of “Marginal or Unacceptable” in this factor will be rejected and removed from further competition without additional consideration of their past performance.

PHASE II

Factor II - Past Performance

Past performance will be evaluated based on relevancy and confidence.

For the Past Performance factor, the ratings identified in Tables 2 and 3 below, entitled “Past Performance Relevancy Ratings Table” and “Past Performance Confidence Assessment Ratings Table,” respectively will be used for the assignment of ratings for relevancy and confidence assessment. Relevancy includes similarity in scope and

magnitude. Offeror's past performance information will be evaluated to determine the quality and usefulness as it applies to performance confidence assessment.

Past Performance will be assessed as follows:

Evaluation will focus only on work experience already performed. Work yet-to-be performed, and work prior to the last 5 years, will not be considered.

Past Performance Relevancy Ratings – Regarding relevancy, each past performance reference under each offeror's Past Performance submission will be evaluated to determine its individual scope and magnitude relative to the instant requirement. The following definitions will apply to this evaluation:

- Scope: Experience in the areas defined in the Performance Work Statement (PWS).
- Magnitude: The measure of the similarity of the dollar value of actually performed work that exists between the PWS and the offeror's references.

Offerors lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the past performance submittal of a offeror with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous offeror to the Government. In this instance, the offeror will receive a rating of "Not Relevant" in the relevancy rating factor.

Past Performance Confidence Assessment Ratings – The overall assigned rating for Past Performance will be the Past Performance Confidence Assessment rating. The assignment of this rating will be based on the quality of the relevant past performance and will consider the currency and relevance of the information, source of the information, context of the data, and general trends in contractor's performance. The quality of performance under a past performance reference that has no relevance to the instant requirement will not be considered in the overall assessment of Past Performance Confidence. In the case of a offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance rather the offeror will receive an "Unknown Confidence" rating.

In order to verify past performance information and determine the quality of the past performance submission, the Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires (i.e. the Past Performance Report Form), telephone interviews and existing data sources to include but not limited to Contractor Performance Assessment Reporting (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.

This evaluation and rating is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the offeror's past performance will be used as a means of evaluating the relative capability of the offeror and other competitors to successfully meet the requirements of the RFQ. In determining the rating for the past performance evaluation sub-factor, the Government will give greater consideration to the contracts which the Government feels are most relevant to the RFQ.

Factor III - Price

The vendor's proposed price will be evaluated in accordance with FAR 13.106-3(a).

Vendors responding to this solicitation are advised that, prior to award, the government may request vendors to submit information/data to support price reasonableness such as copies of paid invoices for the same or similar items, sales history for the same or similar items, price list with effective date and/or copies of catalog pages along with any applicable discounts. Failure to submit the requested information may result in disqualification of the submitted quote.

Options, to include FAR 52.217-8, will be evaluated pursuant to solicitation provision FAR 52.217-5, Evaluation of Options. The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that a quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

Although price is the not the most important evaluation factor, it has the potential to become more significant during the evaluation process. The degree of importance of price will increase with the degree of equality of the quotes in relation to the other factors on which selection is to be based. The importance of price will also increase when a vendor's price is so significantly high as to diminish the value to the Government that might be gained under the other aspects of the offer. If, at any stage of the evaluation, all offerors are determined to have submitted equal, or virtually equal, quotes, price could become the factor in determining which offerors shall receive the award.

Rating Tables

The following adjectival ratings shall be used in the evaluation of quotes:

Resumes Rating Table

These ratings will be used in the evaluation of the resumes

TABLE 1

Rating	Description
Outstanding	Quote meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Quote meets requirements and indicates a thorough approach and understanding of the requirements. Quote contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Quote meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal*	Quote does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The quote has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable**	Quote does not meet requirements and contains one or more deficiencies. Quote is un-awardable

DEFINITIONS:

Strength - An aspect of a offeror's quote that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

Weakness - A flaw in the quote that increases the risk of unsuccessful contract performance.

Significant Weakness - A flaw that appreciably increases the risk of unsuccessful contract performance.

Deficiency - A material failure of a quote to meet a Government requirement or a combination of significant weaknesses in a quote that increases the risk of unsuccessful contract performance to an unacceptable level.

Risk – (as it pertains to source selection) The potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a offeror’s proposed approach to achieving the technical factor or its sub-factors

may involve risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

Past Performance Relevancy Ratings

TABLE 2

Rating	Description
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

Past Performance Confidence Assessment Ratings

TABLE 3

Rating	Description
Substantial Confidence	Based on the offeror’s recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror’s recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror’s recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror’s recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the offeror’s performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

Source Selection Decision

The Government intends to evaluate quotes and award a contract using the simplified acquisition procedures of FAR Subpart 13.1. The Government shall select the vendor whose quote represents the best value to the Government, considering price and other factors when compared to other vendors. The Government also reserves the right to not award a contract or order if the award is not in the best interest of the Government.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 26-MAY-2016 TO 31-DEC-2016	N/A	USNA INFO TECH SERVICES DEPT BILL PECK 290 BUCHANAN ROAD ANNAPOLIS MD 21402-5045 410-293-1475 FOB: Destination	N00161

CLAUSES INCORPORATED BY REFERENCE

252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7997 (Dev)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (Deviation 2016-O0003)	OCT 2015
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	DEC 2015
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	DEC 2015
252.204-7015	Disclosure of Information to Litigation Support Contractors	FEB 2014
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.225-7048	Export-Controlled Items	JUN 2013
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.239-7010	Cloud Computing Services	AUG 2015
252.239-7017	Notice of Supply Chain Risk	NOV 2013
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.246-7003	Notification of Potential Safety Issues	JUN 2013
252.247-7023	Transportation of Supplies by Sea	APR 2014

CLAUSES INCORPORATED BY FULL TEXT

252.203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV

2011)

(a) Definition. Covered DoD official is defined in the clause at 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake activities on behalf of the offeror for any resulting contract, are presently in compliance with all post-employment restrictions covered by 18 U.S.C. 207, 41 U.S.C. 2101-2107, and 5 CFR parts 2637 and 2641, including Federal Acquisition Regulation 3.104-2.

(End of provision)

252.203-7996 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS—REPRESENTATION (DEVIATION 2016-O0003)(OCT 2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in section 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

252.204-7008 COMPLIANCE WITH SAFEGUARDING COVERED DEFENSE INFORMATION CONTROLS (DEC 2015)

(a) Definitions. As used in this provision--

Controlled technical information, covered contractor information system, and covered defense information defined in clause 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting.

(b) The security requirements required by contract clause 252.204-7012, Covered Defense Information and Cyber Incident Reporting, shall be implemented for all covered defense information on all covered contractor information systems that support the performance of this contract.

(c) For covered contractor information systems that are not part of an information technology (IT) service or system operated on behalf of the Government (see 252.204-7012(b)(1)(ii))--

(1) By submission of this offer, the Offeror represents that it will implement the security requirements specified by National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations" (see <http://dx.doi.org/10.6028/NIST.SP.800-171>), not later than December 31, 2017.

(2)(i) If the Offeror proposes to vary from any of the security requirements specified by NIST SP 800-171 that is in effect at the time the solicitation is issued or as authorized by the Contracting Officer, the Offeror shall submit to the Contracting Officer, for consideration by the DoD Chief Information Officer (CIO), a written explanation of—

(A) Why a particular security requirement is not applicable; or

(B) How an alternative but equally effective, security measure is used to compensate for the inability to satisfy a particular requirement and achieve equivalent protection.

(ii) An authorized representative of the DoD CIO will adjudicate offeror requests to vary from NIST SP 800-171 requirements in writing prior to contract award. Any accepted variance from NIST SP 800-171 shall be incorporated into the resulting contract.

(End of provision)

252.204-7011 ALTERNATIVE LINE-ITEM STRUCTURE (SEP 2011)

(a) Line items are the basic structural elements in a solicitation or contract that provide for the organization of contract requirements to facilitate pricing, delivery, inspection, acceptance and payment. Line items are organized into contract line items, subline items, and exhibit line items. Separate line items should be established to account for separate pricing, identification (see section 211.274 of the Defense Federal Acquisition Regulation Supplement), deliveries, or funding. The Government recognizes that the line item structure in this solicitation may not conform to every offeror's practices. Failure to correct these issues can result in difficulties in accounting for deliveries and processing payments. Therefore, offerors are invited to propose an alternative line item structure for items on which bids, proposals, or quotes are requested in this solicitation to ensure that the resulting contract structure is economically and administratively advantageous to the Government and the Contractor.

(b) If an alternative line item structure is proposed, the structure must be consistent with subpart 204.71 of the Defense Federal Acquisition Regulation Supplement and PGI 204.71. A sample solicitation line-item structure and a corresponding offer of a proposed alternative line-item structure follow.

Solicitation:

Item No.	Supplies/Service	Quantity	Unit	Unit price	Amount
0001.....	Computer, Desktop with CPU, Monitor, Keyboard and Mouse.	20	EA

Alternative line-item structure offer where monitors are shipped separately:

Item No.	Supplies/Service	Quantity	Unit	Unit Price	Amount
0001.....	Computer, Desktop with CPU, Keyboard and Mouse.	20	EA
0002.....	Monitor.....	20	EA

(End of provision)

252.209-7991 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2016 APPROPRIATIONS (DEVIATION 2016-O0002) (OCT 2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in sections 744 and 745 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds made available by this or any other Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [____] is not [____] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [____] is not [____] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
--------------------	----------------------------

Pay Official DoDAAC	
Issue By DoDAAC	
Admin DoDAAC	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

252.239-7009 REPRESENTATION OF USE OF CLOUD COMPUTING (SEPT 2015)

(a) Definition. Cloud computing, as used in this provision, means a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or

service provider interaction. This includes other commercial terms, such as on-demand self-service, broad network access, resource pooling, rapid elasticity, and measured service. It also includes commercial offerings for software-as-a-service, infrastructure-as-a-service, and platform-as-a-service.

(b) The Offeror shall indicate by checking the appropriate blank in paragraph (c) of this provision whether the use of cloud computing is anticipated under the resultant contract.

(c) Representation. The Offeror represents that it--

___ Does anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

___ Does not anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

(End of provision)

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore

categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLIC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

NAME: Candace Reid
ADDRESS: 1968 Gilbert St., Ste. 600, Norfolk, VA
TELEPHONE: 757-443-1347

(End of Clause)