

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
			J	1	19
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 20-Apr-2015	4. REQUISITION/PURCHASE REQ. NO. N6588615RX5A074		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVSUP FLC JACKSONVILLE CONTRACTS DIV ALAN D BERGMAN 110 YORKTOWN AVE, 3RD FLOOR NAS JACKSONVILLE FL 32212-0097	CODE N68836	7. ADMINISTERED BY (If other than item 6)		CODE	
		See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. N68836-15-R-0007	
			X	9B. DATED (SEE ITEM 11) 16-Apr-2015	
				10A. MOD. OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE			FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
1. Added Attachment 1 (Past Performance Data Sheet) and Attachment 2 (Past Performance Survey).					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		20-Apr-2015	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

PAST PERFORMANCE INFORMATION

Past Performance Data

Attachment 1

CONTRACTOR PERFORMANCE DATA SHEET

Offerors shall complete and return this form with their offer

(OFFERORS SHALL NOT SUBMIT PAST PERFORMANCE INFORMATION ON CONTRACTS WITH FRCSE JACKSONVILLE, FL)

Contractor's Business Name: _____ Solicitation No: N68836-15-R-0007

List Performance Data on your two most recently completed Federal Government contracts (not to exceed three years since completion) for like or similar work as listed in the RFP. (If cannot provide information on two Federal Government contracts, then list state, local, or commercial contracts, in that order, to complete this report.)

Contract Number: _____ Date Contract Completed: _____

Contract Quantity/Length of Service: _____

Indicate whether you were the Prime or Subcontractor for this effort: Prime _____ Subcontractor _____

Contract Type: Fixed Price _____ Cost Reimbursement _____ Other (Specify) _____

Description of work performed: _____

Customer Name: _____

Email Address: _____

Telephone No.: _____

Contract Number: _____ Date Contract Completed: _____

Contract Quantity/Length of Service: _____

Indicate whether you were the Prime or Subcontractor for this effort: Prime _____ Subcontractor _____

Contract Type: Fixed Price _____ Cost Reimbursement _____ Other (Specify) _____

Description of work performed: _____

Customer Name: _____

Email Address: _____

Telephone No.: _____

Attachment 2

PAST PERFORMANCE SURVEY

Please complete and email to contract specialist Alan.D.Bergman@navy.mil

RFP: N68836-15-R-0007

Name of Contractor that performed work: _____

Contract No. _____

Date Work performed: _____

RATING SCALE

Please use the following ratings to answer the questions. If you are unable to rate an item because it was not a requirement, never an issue, or you have no knowledge of the item in question, then you should mark "NA".

Acceptable - The Company's performance was satisfactory and you would consider doing business with them again. There were minor performance problems, which were satisfactorily corrected.

Unacceptable - The Company's performance was entirely unsatisfactory and you would not do business with them again under any circumstances. There were serious performance issues with the contractor for which the contractor's corrective actions were ineffective.

NOTE: For statements indicating "Unacceptable" please provide an explanation in the comments section of the survey.

Acceptable Unacceptable

A. QUALITY OF PRODUCT OR SERVICE:

- (1) The Contractor provided a product or service that conformed to contract requirements, specifications, and standards of good workmanship.
- (2) The Contractor submitted accurate reports.
- (3) The Contractor utilized personnel that were appropriate to the effort performed.

B. COST CONTROL:

- (1) The Contractor performed the effort within the estimated cost/price.
- (2) The Contractor submitted accurate invoices on a timely basis.
- (3) The Contractor demonstrated cost efficiencies in performing the required effort.

- (4) The actual costs/rates realized closely reflected the negotiated costs/rates.

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C. SCHEDULE:

- (1) The tasks required under this effort were performed in a timely manner and in accordance with the period of performance of the contract.
- (2) The Contractor was responsive to technical and/or contractual direction.

D. BUSINESS RELATIONSHIPS:

- (1) The Contractor demonstrated effective management over the effort performed.
- (2) The Contractor maintained an open line of communication so that the Contracting Officer's Representative (COR) and/or Technical Point of Contact (TPOC) were apprised of technical, cost, and schedule issues.
- (3) The Contractor presented information and correspondence in a clear, concise, and businesslike manner.
 - (4) The Contractor promptly notified the COR, TPOC, and/or Contracting Officer in a timely manner regarding urgent issues.
 - (5) The Contractor cooperated with the Government in providing flexible, proactive, and effective recommended solutions to critical program issues.
 - (6) The Contractor made timely award to, and demonstrated effective management of, its subcontractors.
 - (7) The Contractor demonstrated an effective small/small disadvantaged business subcontracting program.

E. CUSTOMER SATISFACTION:

- (1) The products/services provided adequately met the needs of the program.
- (2) The Contractor was able to perform with minimal or no direction from the COR or the TPOC.
- (3) I am satisfied with the performance of the Contractor under this effort.

F. KEY PERSONNEL:

- (1) The labor turnover in key personnel labor categories was minimal and did not adversely affect Contractor performance.
- (2) The Contractor proposed qualified personnel to fulfill the requirements of the contract.

G. OTHER:

(1) Would you award this firm another contract? () Yes () No If you answered "No" provide an explanation. _____

(2) Was the contract terminated for default? () Yes () No

If you answered “Yes”, provide an explanation. _____

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

EVALUATION FACTORS

52.212-2 EVALUATION-COMMERCIAL ITEMS

(a) The Government will place a contract resulting from this solicitation to the responsible Offeror whose proposal conforming to the solicitation is the lowest priced technically acceptable offer. Non-price factors will be evaluated on an acceptable, unacceptable basis. To be considered technically acceptable, a proposal must receive a rating of “acceptable” for each non-price factor and any subfactors.

(b) Prior to evaluating an offeror’s Technical Proposals the government will review past performance information. Only those offers with acceptable past performance information will receive further consideration in review of technical and pricing information submitted.

The following factors and subfactors shall be used to evaluate the technical acceptability of offers:

Factor One (1) Technical Capability:

Subfactor One: Staffing and Management Approach- Offeror’s shall demonstrate an understanding of the solicitation requirements by describing in detail their staffing and management approach and plan to perform and manage the work specifically require by the Performance Work Statement (PWS) in Attachment B (Task Order 1). The staffing and management approach shall address how the offeror will be able to provide suitable support staff within 30-days of receipt of a Task Order and the procedures in place to prevent gapped support services due to vacant positions.

Acceptable – the Offeror’s proposed staffing and management approach gives a detailed description of its approach and plan to perform and manage the work specifically require by the PWS in Attachment B (Task Order 1). The Offeror’s proposed labor mix is capable of meeting the performance requirements of the PWS in Attachment B (Task Order 1). The staffing and management approach identifies the processes in place to provide suitable staffing and prevent gapped services.

Unacceptable - the Offeror’s proposed technical approach does not give a detailed description approach and plan to perform and manage the work specifically require by the PWS. The staffing and management approach fails to identify the processes in place to provide suitable staffing and prevent gapped services.

Subfactor Two: Quality Control Plan- The offeror shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. Offerors shall therefore prepare and submit a quality control plan. The plan shall, at a minimum, discuss the contractor’s overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, and identifying potential improvements. The plan shall also discuss internal review processes to include at a minimum: who will perform reviews and how reviews and/or inspections will be conducted (e.g. random, customer complaint, etc.).

Acceptable – Offeror’s quality control plan clearly meets the minimum requirements of the solicitation.

Unacceptable - Offeror does not clearly meet the minimum requirements of the solicitation.

Factor Two (2): Past Performance- The contractor shall submit a minimum of three Past Performance Surveys for the past three years for work that is the same or similar to that required in the Statement of Work (SOW) for efforts not documented in the Past Performance Information Retrieval System (PPIRS). The survey shall be submitted by the individual completing the questionnaire prior to RFP closing date. Contractors can provide other information (verifiable references) that may be relevant in determining past performance history for the same or similar work. Please ensure the point of contact information is current at time of submission. The Government will review past performance information. Past performance information considered by the Government for the offeror’s performance as a prime contractor and/or subcontractor and the performance of its key management personnel may include the following areas: Quality of products or services, Timeliness, Business Relationships and Customer Satisfaction.

The following adjectival ratings apply for past performance:

Acceptable - Based on the offeror’s performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror’s performance record is unknown. In the case of a offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can reasonably be assigned, the offeror may not be evaluated favorably or unfavorably on past performance. Therefore, the offeror shall be determined to have unknown past performance. In the context of acceptability/unacceptability, “unknown” shall be considered “acceptable.”

Unacceptable - Based on the offerors performance record, the Government has no reasonable expectation that the offer will be able to successfully perform the required effort.

Offerors must be rated as “Acceptable” for Technical Capability and “Acceptable” for Past Performance in order to be evaluated for Price. Any subfactor rated as unacceptable will result in a rating of unacceptable for Technical Capability.

Factor 3 - Price (Failure to furnish the price proposal in accordance with the instructions may render the offer unacceptable):

- (a) Offerors shall return a fully executed Section B based upon the proposed burden hourly rate and estimated labor hours set forth in Attachment A. The labor rates proposed in Attachment A will be legally binding for the duration of the contract.
- (b) Pricing shall be firm-fixed pricing and include all requirements as required to perform the work listed in the performance work statement of the solicitation. The Offeror’s price proposal for shall be evaluated to determine if it is complete, consistent and reasonable with the Offeror’s technical capability, and reflects a clear understanding of the solicitation requirements. The price evaluation will include an analysis of the Offeror’s price proposal in Section B and an analysis of the labor rates provided in Attachment A. Price is not scored or numerically weighted; it will be determined fair and reasonable utilizing price analysis and/or cost analysis if required.
- (c) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirements. All options prices will be considered in the award evaluation criteria including the additional six month period covered by FAR 52.217-8. The pricing used for the option under FAR 52.217-8 will be based on one-half of the previous option year pricing. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).
- (d) The Government will not use the price proposal submitted for Task Order 1 for price analysis.

(e) This is a requirements contract as defined in FAR 16.503. The estimate labor hour quantity listed in Attachment A is based upon the most current information. This estimate is not a representation to an offeror or contractor that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable or normal. It is the contractor's sole responsibility to determine appropriate resources to accomplish the work required by the PWS.

ALL OFFERORS SHALL SUBMIT ATTACHMENT A (SEE BELOW).

ITEMIZED PRICE BREAKDOWN CLIN0001

PWS Tasks / Historical Labor Category	Estimated Labor Hours Quantity	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 0001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 0001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 0001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 0001AD)	3840		
		TOTAL	

ITEMIZED PRICE BREAKDOWN CLIN1001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 0001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 1001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 1001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 1001AD)	3840		
		TOTAL	

ITEMIZED PRICE BREAKDOWN CLIN2001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN	11520		

2001AA)			
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 2001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 2001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 2001AD)	3840		
TOTAL			

ITEMIZED PRICE BREAKDOWN CLIN3001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 3001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 3001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 3001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 3001AD)	3840		
TOTAL			

ITEMIZED PRICE BREAKDOWN CLIN4001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 4001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 4001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 4001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 4001AD)	3840		
TOTAL			

ATTACHMENT B

PERFORMANCE WORK STATEMENT

**Performance Work Statement (PWS) for
Administrative and Training Support
Fleet Readiness Center Southeast (FRCSE)**

1.0 SCOPE

The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida.

2.0 Background

The estimated support requirements as delineated this Performance Work Statement (PWS) as generally aligned with the percentage effort stipulated:

Support Requirements	PWS Paragraph	Anticipated Percentage
Administrative Services and Support	4.1	45%
Administrative Assistance and Executive Office Support	4.2	15%
Technical Instructor/ Course Development Support	4.3	25%
Technical Instructor Support	4.4	15%

The Period of Performance for this Task Order will be from 21 May 2015 – 20 May 2016. The scope of work associated with each of these task activities may vary slightly by program precedent and volume throughout the performance period. The Contractor is responsible for providing suitable administrative and training support for ongoing responsibilities delineated in this PWS. Prices will be based upon the labor rates for each corresponding performance period set forth in the offeror's labor rates as proposed in Attachment A.

3.0 APPLICABLE DIRECTIVES

- FRCSEINST 5200.9, Business Management System

- FRCSEINST 5090.1, Environmental Management System
- FRCSEINST 5213.1A, Forms Management
- FRCSEINST 7410.1, Labor Verification and Error Correction Process
- FRCSEINST 5103.2, Safety and Occupational Health
- FRCSEINST 3500.2 Training and Employee Development

4.0 SPECIFIC REQUIREMENTS: The contractor shall perform the following support tasks:

4.1 ADMINISTRATIVE SERVICES AND SUPPORT:

The work locations for this task order will be:

Work Location:	% of the work effort:
Hangar 140, Mezzanine D8, NAS JAX	16.66%
Building 101, Room W, Code 65300, NAS JAX	16.66%
Building 101, Room B, Code 63200, NAS JAX	16.6%
Building 101, Room B77, Code 64 NAS JAX	16.6%
Building 101, Room C-48A, Code 62800, NAS JAX	16.6%
Building 6201, Room A6B, Cecil Commerce Center	16.6%

The FRCSE Administrative and Division is responsible for providing administrative and support services to various shops to include aircraft, engine, manufacturing and component overhaul, and rework programs throughout the organization. In order to adequately support the organization, FRCSE requires administrative support services to process personnel actions, divisional correspondence, process travel documentation and updating divisional training records. The Contractor is responsible for establishing a suitable core staff mix, and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

:

- Processing Request for Personnel Action (RPA) (30-50 per month),
- Preparing Division Letters/Memorandums (10-15 per month),
- Processing Dense Travel Systems (DTS) actions, (30-40 per month),
- Reviewing and reporting Daily Clocking Time and Attendance (TAA) entries (12-14 per month) month, and
- Updating Division Training Completions in Employee Master Maintenance Application (EMMA) (15-20 per month).

Other daily activities include scheduling of routine appointments with the various organizations, maintenance of office files, mail and official correspondence as well of providing customer assistant to ensure FRCSE standards and procedures are consistent with the FRCSE Standard Operating Procedures.

4.2 ADMINISTRATIVE ASSISTANCE AND EXECUTIVE OFFICE SUPPORT:

The work location for this task order will be:

Work Location:	% of the work effort:
Cecil Commerce Center, Building 6201, Room A-8B	50%
Building 793, Room 104, NAS JAX	50%

The FRCSE Administrative and Division is responsible for providing administrative assistance to the Executive Office in support of daily operations. The Contractor is responsible for establishing a suitable core staff mix,

and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

- Processing Request for Personnel Actions (20-30 actions per month);
- Preparing Divisional Letters/SAB Memorandums (5-8 letters per month);
- Processing Defense Travel Systems (DTS) actions, (30-40 actions per month);
- Reviewing and reporting Daily Clocking Time and Attendance (TAA) entries (8-10 entries per month), and;
- Updating Division Training Completions in Employee Master Maintenance Application (EMMA) (15-20 per month).

Other daily activities include analyzing customer administrative support requirements based upon the assigned priorities of the Government and providing recommendation for accomplishment; developing a schedule to track and report key milestones, and providing customers with accurate, timely and complete information on the administrative support processes. The Contractor is required to research policy and procedural guidelines and historical files to identify precedents for unusual actions, to make recommendations concerning appropriate courses of action, and to prepare administrative documents consistent with standards and requirements established in governing guidelines and Standard Operating Procedures (SOPs).

4.3 TECHNICAL INSTRUCTION/COURSE DEVELOPMENT SUPPORT:

Contractor personnel will be staffed at the following location:

-Building 101, Room F, Training Management Office (TMO) NAS JAX

The FRCSE Administrative and Division is responsible for providing technical instruction and course development support to meet the Command's training requirements. The Contractor is responsible for establishing a suitable core staff mix, and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

- Enrolling FRCSE employees in FRCSE training classes and updating training records (2,500-3,500 per month). Note: The majority of FRCSE personnel have no computer access and the contractor will be responsible for continuous enrollment and updating of the employees training records in EMMA.
- Updating and developing training courses, policies and procedures that will be used to enhance FRCSE's posture as it relates to safety, environmental, and productivity. (20-30 per month); and
- Processes Training Documents for Payments (15-20 per month).

Other daily activities include analyzing customer training requirements based upon the assigned priorities of the Government and providing recommendation for accomplishment; developing training milestones, and providing customers with accurate and complete information on FRCSE training requirements. The Contractor is required to provide training liaison with all FRCSE competencies to identify precedents for unusual training requirements, and to make recommendations concerning the most cost effective methods of training through the use of Computer Based Training (CBT), Distance Learning and computer-assistance on-site training.

4.4 TECHNICAL INSTRUCTION SUPPORT:

Contractor personnel will be staffed at the following location:

- Building 101, Room F, Training Management Office (TMO) NAS JAX

The FRCSE Administrative and Division is responsible for providing training liaison and support to the FRCSE Training Division (TMO), Competencies Leads, Divisional Training Coordinators, Command Secretaries and Supervisors. The Contractor shall be required to provide continuous updates and documentation on Command's training worksheets, post completed training to EMMA; and verification of payments to vendors prior to scheduling training dates. The Contractor is responsible for establishing a suitable core staff mix, and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

- Completing Training Registrations (2,500 per month),
- Updating training records in EMMA (2,500 per month) and;
- Teaching Assigned Department of the Navy Topics (4-6 per month). Teachings of the assigned topics include the following courses: Sexual Assault Prevention, Communication Skills, Seven Habits of Highly Effective People® and other courses in accordance with the approved training curriculum. The Contractor is required to provide creative teaching techniques (e.g. presentations, audience interaction, role-playing) in order to maintain high motivation and interest in the subject areas; prepare and assemble materials to be presented

Other daily activities include managing the Command Cardio Pulmonary Recitation (CPR) program, which includes tracking the automated external defibrillators (AEDs) throughout the Command, coordinating CPR classes and maintaining course completion reports. The Contractor is required to provide training liaison support to key FRCSE divisions (e.g. HR, Safety, Airspeed Office, Environmental) to identify existing training requirements, as well as providing recommendations concerning the most cost effective methods in the accomplishment of recurring and ad hoc training requirements.

5.0 SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION

During performance of this contract, the contractor shall provide uninterrupted support and personnel with sufficient skills to accomplish the tasks contained in this PWS. The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

TASK 4.1 AND 4.2: Contractor personnel shall be skilled in the use of commercial software applications required to perform the tasks described in the paragraphs 3.1 and 3.2. Specifically, the contractor shall be skilled in the use of PCs and knowledgeable in the following software applications: Windows, and Microsoft Office with PowerPoint, Excel, Word and MS Outlook Mail. Contractor personnel shall have the ability to enter, save retrieve, edit, and present text, spreadsheets and/or charts. Take dictation and transcribe Contractor personnel shall be proficient in dictation and transcribing, grammar, spelling and punctuation. Contractor personnel shall be capable of acquiring skills in the application of specialized software applications, including those that are unique to the Navy, e.g., NDMS Time and Attendance (TAA), Employee Master Management Application (EMMA), Defense Travel System (DTS).

TASK 4.3 and 4.4: Contractor personnel shall be skilled in the use of a number of commercial software applications required to perform the tasks described in paragraphs 3.3 and 3.4. Specifically, contractor personnel shall be skilled in the use of PCs and knowledgeable in the following software applications: Windows, and Microsoft Office with PowerPoint, Excel, Word and MS Outlook Mail. Additionally, contractor personnel shall be capable of acquiring skills in the application of specialized software applications, used in the TMO. Contractor personnel shall be able to communicate effectively, both orally and in writing, with personnel at all levels of the Command.

6.0 PERFORMANCE REQUIREMENTS SUMMARY

Contractor's Activity	Standard	AQL	Monitoring Method
Perform requirements specified in sections 4.1 – 4.4	Contractor must meet assigned requirements as specified in the PWS	No more than one missed assignment or incorrect submission per month	Random inspections, customer

	– 95%		feedback/surveys
Perform requirements specified in section 23.0	Contractor must meet assigned requirements as specified in the PWS – 95%	Deliver report outlining meeting observations, conclusions, recommended actions, and additional information such as handouts to the COR within two working days after meeting completion	100% Inspection

7.0 PERIOD OF PERFORMANCE:

21 May 2015 – 20 May 2016

8.0 WORKING HOURS: As determined by individual task orders, the contractor shall develop personnel work schedules to ensure tasks described in the PWS are performed during FRCSE core hours. Normal core hours are Monday - Friday 0600-1430, Monday through Friday, excluding federal holidays. No overtime will be authorized.

Federal Government observed holidays: New Year’s Day, Martin Luther King, Jr., President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Shutdown Periods: There are occasions when the FRCSE reduces operations in conjunction with the following holidays: Thanksgiving Day, Christmas Day, and New Year’s Day which encompass additional non-holiday work days and weekends. When such a notice is given, the contractor shall modify its support level for the reduced operations.

9.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS: Work is normally performed in an office environment. There may be brief visits through industrial or other specialized areas. Apply established safety regulations and practices to minimize minor violations and to avoid major violations due to employee error or negligence. Contractor personnel shall completely understand and be physically capable of performing all aspects of the work described herein.

10.0 TRAVEL: As determined by individual task orders, local travel is anticipated to support performance under this PWS. Contractor personnel performing tasks 4.3 and 4.4 may be required to travel to local sites within FRCSE Naval Air Station, Jacksonville and the Cecil Commerce Center FL, with exact sites to be determined by the Training Management Office (TMO). It is anticipated that 10 such trips annually may be required, and normally transportation will be made utilizing Government provided transportation assigned to and checked out by the Government Representative at the FRCSE Training Management Office. If Government provided transportation is not available, contractor shall be responsible for providing necessary Transportation. Travel reimbursements are not authorized under this contract.

11.0 NON-PERSONAL SERVICE STATEMENT: Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

12.0 EMPLOYMENT OF FEDERAL EMPLOYEES: The contractor shall not employ or enter into a contract with any person to perform work under this contract who is an employee of the United States Government, either military or civilian, unless such person receives approval IAW applicable Federal, and DOD regulations.

13.0 SECURITY REQUIREMENTS: Work under this contract requires access to personally identifiable information (PII) and information protected by the Privacy Act of 1974. Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be US Citizens; therefore US Citizenship is a requirement. In all cases contract employees must meet eligibility requirements for a position of trust at a minimum. The contractor shall comply with all applicable DoD security regulations and procedures during the performance of this contract. Contractor personnel shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, sensitive but unclassified (SBU) information, and all government personnel work products that are obtained or generated in the performance of this contract. Contractor personnel are required to have a favorable National Agency Check, Local Agency Check and Local Credit Check (NACLCL) investigation at a minimum in accordance with DoD Instruction 8500.2. Local Agency Check and Local Credit Check must be submitted and results received prior to commencement of work.

AN “UNFAVORABLE” OR “NO DETERMINATION” ADJUDICATION OF THE CONTRACTOR EMPLOYEES INVESTIGATION WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS TO THE WORKSPACE AND RECORDS.

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, SBU information, areas critical to the operations of the command, and/or classified information. Although these contracts may not be classified, contractor employees are required to have obtained a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLCL) determination at a minimum. The Department of the Navy (DoN) has determined that all DoN Information systems are sensitive regardless of whether the information is classified or unclassified. A contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DoN Computer systems must undergo investigation for a position of trust to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when determinations for facility access only will be required on the contractor employees. The following addresses those requirements for Security.

NO FOREIGN NATIONAL WILL BE EMPLOYED ON THIS GOVERNMENT CONTRACT.

This clause does not apply to employees hired overseas In accordance with Status of Forces Agreements, Diplomatic (memorandums) of understanding or other Host Nation Agreements. Employees hired under these agreements are subject to local pre-employment checks.

“Each contractor employee shall comply with the HSPD-12 E-Verify Federal Acquisition Regulations FAR **Clause 52.222-54** Employment Eligibility Verification”

All contractors, working within DoN Spaces must be entered into the Joint Personnel Adjudication System (JPAS), and then owned by their contracting company facility security officer (FSO). The receiving command Security Manager will then service those individuals in JPAS for tracking and monitoring of their investigation status.

If no previous investigation exists the contractor personnel shall complete the requirement for a NACLCL.

NACLCL's for positions of trust will be processed through the receiving command Security Manager.

Investigative requirements for DoN Contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of contractor personnel for security clearance eligibility are processed by the Office of Personnel Management (OPM) and adjudicated by Defense Industrial Security Clearance Office (DISCO). When Sensitive Compartmented Information (SCI) access is at issue, the **Department of the Navy Central Adjudication Facility** (DoNCAF) is the adjudicative authority for all DoN Contractor personnel requiring SCI access eligibility.

The Contractor shall ensure that a complete security package, (SF-85, SF-85P, SF-86 and FD258 2 copies) are submitted to the Command Security Officer receiving the contracted services in order for the Security Officer to conduct a suitability review of the submitted investigative forms.

The Contractor FSO or security representative shall ensure that individuals assigned to the command are U.S. citizens and will ensure completion of the SF-85P or SF-86. The SF-85P or SF-86 along with the original signed release statements and two applicant fingerprint cards (FD 258) will be forwarded to the receiving command Security Manager at least one week prior to reporting for duty.

Personnel cannot be properly processed and provided system access prior to their reporting date without receiving the investigative paperwork one week prior.

For contracts requiring a position of trust the Command Security Officer will submit the forms for a position of trust. For classified contracts the contractor FSO will submit the SF-86 to OPM for processing and eventual adjudication by DISCO.

The completed SF-85P or SF-86 will be reviewed by the receiving command Security Manager for completeness, accuracy and suitability prior to the submission. If the contractor appears suitable after the questionnaire has been reviewed, the request will be forwarded to OPM.

The completed SF-85P or SF-86 along with attachments will be forwarded to the Office of Personnel Management (OPM) who will conduct the NACI investigation or equivalent. All contract personnel will in-process with the receiving command Security Manager and Information Assurance Manager upon arrival to the command and will out-process prior to their departure.

Please note: When processing a Questionnaire for National Security Positions, the applicants can only access the e-QIP system if they have been instructed to do so by an appropriate official at sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire, unless granted access by an appropriate agency official. The e-QIP software can be accessed at the Office of Personnel Management (OPM) website <http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil> the contractor shall provide the completed Questionnaire for Public Trust Positions, or Questionnaire for National Security Positions with the original signed release statements and two applicant fingerprint cards (FD 258) to the receiving command Security Manager for suitability determination. The receiving command Security Manager will review the form for completeness, accuracy and suitability issues, and forward to OPM as detailed on the OPM website. Applicants can obtain an SF-86 or SF-85P by visiting the Office of Personnel Management (OPM) website located at: <http://www.opm.gov/forms/html/sf.asp>. The responsibility for providing the fingerprint cards rests with the contractor.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the receiving command Security Manager for the determination in cases where a favorable determination cannot be reached due to the discovery of potentially derogatory information. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information. Determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure. Security clearance requirements are defined in the DD-254 of the basic contract for those contracts that will require employees to handle classified information.

The FSO will ensure that the SAAR-N is forwarded to the receiving command Security Manager for receipt at least one week prior to the start date for the individual.

"ALL AUTHORIZED USERS OF DoD INFORMATION SYSTEMS SHALL RECEIVE INITIAL INFORMATION ASSURANCE IA ORIENTATION AS A CONDITION OF ACCESS AND THEREAFTER MUST COMPLETE ANNUAL IA REFRESHER AWARENESS TRAINING TO MAINTAIN AN ACTIVE USER ACCOUNT."

Pre-employment Clearance Action: Employees requiring access to classified information, upon reporting to their position, will be read into access by the local command security representative. A local classified material handling indoctrination will take place at that time.

The I-9 form lists acceptable forms of identification that can be provided to prove U.S. citizenship. Dual citizens are required to renounce their secondary citizenship in order to work for the U.S. Government. Citizenship can be renounced by turning in the foreign national passport to a government security officer for destruction or to the originating embassy of the passport. Individuals should request a signed affidavit from their embassy recognizing the renouncing of their citizenship.

Acceptable Proof of Citizenship

- a. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include: baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of birth. Other documentary evidence can be early census, school, or family bible records, newspaper files, or insurance papers. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.
- b. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.
- c. A Passport, current or expired, is acceptable proof of citizenship.
- d. A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.
- e. If Citizenship is from the Island of Puerto Rico; see Puerto Rico Birth Certificates Law 191 of 2009, at web site <http://www.prfaa.com/birthcertificates/>.
- f. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:
 - (1) A Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.
 - (2) A Report of Birth Abroad of a Citizen of the United States of America
 - (3) A Certificate of Birth.

14.0 GOVERNMENT PROPERTY FURNISHED: The Government will provide adequate working space, all equipment (e.g., desk, chair, computer, printing equipment, desk-top printer, copier, telephone, etc.), utilities, janitorial services and expendable operating supplies for the duration of this contract. Contractor personnel shall maintain the assigned office space in a neat and orderly manner. Contractor personnel shall only use government-furnished facilities, equipment and supplies to accomplish the tasks required under this contract. Personal or company use of phones, utilities, computers, printers, copiers, etc., not directly related to required services is strictly prohibited. The use of Government vehicles incidental in the performance of this tasking is authorized. Contractor personnel shall not remove any Government furnished equipment or supplies from the worksite without the express written permission of the Contracting Officer's Representative (COR) or their designated representative.

15.0 CONTRACTOR FURNISHED MATERIAL

N/A

16.0 CONTRACTOR IDENTIFICATION: Contracting personnel must identify themselves as "contractors" when attending meetings, answering Government telephones, or working in situations where their actions could be construed as official Government acts. The contractor must ensure their employee(s) display(s) his or her name and the name of the company while in the work area, and include the company's name in his or her email display.

17.0 PERSONNEL COMPLIANCE: The contractor shall ensure contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, "off limits" areas, and possession

of firearms or other lethal weapons. When two or more directives or instructions apply, the contractor shall comply with the more stringent of the directives or instructions.

18.0 SMOKING/DRUG/ALCOHOL POLICY: Contractor personnel shall comply with local command smoking policies and workforce requirements. The contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. Copies of both policies will be provided to the contractor by the local command Administrative Officer (AO) at performance start date.

19.0 PERSONNEL CONDUCT: The selection, assignment, reassignment, transfer, supervision, management, and control of contractor personnel employed to perform tasks specified herein shall be the responsibility of the contractor. The contractor shall be responsible for the performance and conduct of contractor and subcontractor employees at all times. Personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government's standards of conduct.

20.0 PERSONNEL REMOVAL: Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and security shall be applicable to all contractor employees and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the contractor from the responsibility for the work defined in this contract. The contractor is expected to provide support services despite personnel removal or other unforeseen condition.

- **Removal by Installation Commander:** The Installation Commander may, at his discretion, bar an individual from the installation under the authority of 18 USC 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.
- **Removal Requested by Contracting Officer Representative (COR):** The COR may require the contractor to remove an employee working under this contract for reasons of misconduct or security violations. Contractor employees shall be subject to dismissal from the premises upon determination by the COR that such action is necessary in the interest of the Government.
- **Removal by Military Police:** Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee's presence on the installation may be contrary to good order, discipline, or installation security and safety.
- **Removal for Unsatisfactory Performance:** The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

21.0 INTERACTION WITH OTHER ACTIVITIES: Government and contractor personnel will be working in common areas during working hours. Contractor performance shall not interfere with Government work in the area where any service or maintenance work is being performed. In the event the contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this PWS, the contractor shall notify the COR immediately. The contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the contracting officer (KO) to stop work. Failure by the contractor to notify the COR and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions. Other Government contractor's may be performing required services in areas that interrelate with the requirements of this contract. The Government will facilitate initial contact between contractors performing other contracts and this contract. The contractor shall provide all further required coordination between other contractors for any task specified in this contract that relates to or impacts on any other contracted work.

22.0 SAFETY: The contractor is solely responsible for compliance of all safety regulations of employees while working on government owned or leased facilities. All accidents which may arise out of, or in connection with, performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the KO and COR within twenty-four hours of such occurrence. Reports shall provide full details of the accident, including statements from witnesses. The fore-going procedures shall also apply to any claim made by a third party against the contractor as a result of any accident that occurs in connection with performance under this contract.

23.0 DELIVERABLES: Management/Quality Control Plan (QCP): The contractor shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. The contractor shall prepare and submit a management/quality control plan within five (5) working days of contract start date. The plan shall discuss the contractor's overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, identifying potential improvements, and managing day to day operations. As part of the management/QCP, the contractor may conduct internal QC inspections. Results of any contractor internal QC inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this PWS. The Government may periodically require the contractor to update/revise the management/QCP to ensure quality service is maintained throughout the life of the contract.

24.0 MEETINGS AND BRIEFINGS: When requested by the COR, the contractor shall attend, participate in and furnish input to scheduled and unscheduled meetings, conferences, and briefings. Frequency may be weekly, monthly, or as otherwise required.

- **Meeting Attendees:** Meeting attendees shall include contractor managerial, supervisory, and/or other personnel knowledgeable of the subject matter.
- **Reporting Requirements:** When the contractor is the sole representative on behalf of the Government at meetings or conferences, the contractor shall deliver a related report to the COR within two working days after meeting completion. The report shall include identifying information, general observations and conclusions or recommended actions, and any additional information, such as handouts.

25.0 GOVERNMENT MANAGEMENT OVERSIGHT: Government management will provide general instructions on limitations, deadlines, and any additional instructions for unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy, and completeness.

26.0 COR/ACOR POINTS OF CONTACT AND INSPECTION AND ACCEPTANCE

26.1 The COR under this contract and the person responsible for performing inspection and acceptance of the contractor's performance at the destination) is:

COR	Donna Sneed
Phone:	(904) 790-4145 or DSN 690-4145
E-mail	donna.sneed1@navy.mil
ACOR	William Martini
Phone:	(904) 790-4188 or DSN 690-4188
E-mail	william.martini@navy.mil

27.0 CONTRACTOR MANPOWER REPORTING REQUIREMENT

The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services for the Fleet Readiness Center Southeast via a secure data collection site.

The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.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, beginning with 2015. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mill>

(End of Summary of Changes)