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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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4000	Ordnance Logistics Support Services (O&MN,N)		1.0 Lot	\$1,264,047.12	\$75,842.83	\$1,339,889.95
400001	(O&MN,N)					
400002	(O&MN,N)					
400003	(O&MN,N)					
400004	(O&MN,N)					
400005	(O&MN,N)					
400006	(O&MN,N)					
400007	(O&MN,N)					
400008	(O&MN,N)					
400009	(O&MN,N)					
400010	(O&MN,N)					
400011	(O&MN,N)					
400012	(O&MN,N)					
400013	(O&MN,N)					
400014	(O&MN,N)					
400015	(O&MN,N)					
4001	Ordnance Logistics Support Services (O&MN,N) Option		1.0 Lot	\$1,275,560.56	\$76,533.63	\$1,352,094.19
4002	Ordnance Logistics Support Services (O&MN,N) Option		1.0 Lot	\$1,287,419.40	\$77,245.16	\$1,364,664.56
4003	Ordnance Logistics Support Services (O&MN,N) Option		1.0 Lot	\$1,299,634.00	\$77,978.04	\$1,377,612.04

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
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6000	Other Direct Cost/Travel (O&MN,N)	1.0 Lot	\$5,548.00
6001	Other Direct Cost/Travel (O&MN,N) Option	1.0 Lot	\$5,548.00
6002	Other Direct Cost/Travel (O&MN,N) Option	1.0 Lot	\$5,548.00
6003	Other Direct Cost/Travel (O&MN,N) Option	1.0 Lot	\$5,548.00

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT

#### ORDNANCE LOGISTICS SUPPORT SERVICES

#### 1.0 General

##### 1.1 Scope:

Navy Munitions Command Continental United States (NMC CONUS) West Division is an Echelon III Command responsible for ordnance logistics and management of assigned activities.

This task order includes a wide range of technical and integrated logistics support, ordnance inventory, asset inventory, maintenance of various databases, and field support services to NMC CONUS West Division (NMC CWD), and Detachment Seal Beach and Fallbrook Annex. In summary, the task includes the following support requirements:

Support to the Surface Missile Systems Branch at NMC CWD Detachment Seal Beach including manpower necessary to support the Standard and Tomahawk Missile systems including maintaining supply parts inventory control during material movement and tracking.

Ordnance logistics and inventory support shall be provided to NMC CWD Detachment Seal Beach to include inventory and identification of items to be candidates for disposal and process reports as required. Identify excess material and process the material through DRMO.

Minor and Plant Property management and administration support to NMC CWD, Detachment Seal Beach, and Annex Fallbrook.

Missile production support to the Air Launched Missile Branch at the NMC CWD Detachment Seal Beach, Fallbrook Annex.

##### 1.2 Project Objective and Background:

###### 1.2.1 Objective:

The objective of this task order is to provide ordnance support services to NMC CWD, Detachment Seal Beach, and Fallbrook Annex.

Support specific to the Surface Missile Systems (SMS) Division at NMC CWD Detachment Seal Beach includes support of the Standard, Tomahawk Missile, and Vertical Launch systems material coordination, movement, and tracking. Support services include management of communication technologies for this division.

Support specific to NMC CWD, Detachment Seal Beach, and Fallbrook Annex will include computer systems support, traffic management, truck driving and heavy equipment operations,

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## 2.0 Specific Requirements.

The following sections outline the specific task order requirements, performance indicators, associated standards, and government quality assurance methods.

Subtask Order Description: Surface Missile Systems (SMS) Branch support.

This task order encompasses the Contractor's requirements for the establishment and operation of the positions described below. The performance based standards and surveillance methods for measuring the successful operation of each of these positions have been added to each position's task description:

The contractor will provide all manpower, supervision, equipment and materials necessary to meet its support requirements applicable to the Standard and Tomahawk missiles and components while maintaining supply parts inventory control during material movement and tracking. These responsibilities will be accomplished through the following tasks:

### 2.1.1 Reconciler

The contractor will store, retain accountability, manage and distribute Standard and Tomahawk Missile System inventory consisting of missiles and related production components, and repair parts. The contractor will perform the physical inventory of all spare and repair parts as necessary to maintain inventory accuracy, identify inventory errors, and correct any verified discrepancies noted based on available data and pre-adjustment research. This work is performance monthly for inventory for inventory sampling, and at least annually for inventory of storage locations, and semi-annually for production buildings. The contractor shall prepare complete inventory status reports, such as magazine inventory reports and MLRSs at a minimum during the inventory occurring as monthly sampling, annual inventory for storage, and semi-annual inventories of production buildings. The contractor shall perform updates to OIS-R for missiles and missile components on a daily basis to accurately reflect the production processes being performed and the status of the missile / components. Track issue and receipt support functions for inert and Hazard Class 1.4 explosives are also provided by the contractor requiring accurate tracking, proper warehousing and storage, identification of obsolete / excess materials, and verification of material availability on a daily basis. Physical movement of inert and 1.4 explosive material is required which will necessitate use of forklifts and a government acceptable qualification/certification program. Forklifts will be provided as Government Furnished Equipment in accordance with the clause(s) identified in 52.247-25.

Security clearance requirement: Secret

Place of Performance: Bldgs. 43, 44, 878, 879, 907, 910, 911, 915, and 923

Reference documents: The contractor shall adhere to the current version of the following documents to the extent they are applicable to the work required by this PWS: PEO IWS 3A 8815.1, PEO (U & W) INSTR 8023.1, NAVSEA OP5, OPNAVINST 8020.14/MCO P8020.11, OPNAV 8023.24A, OPNAV 5530.13, NAVSUP P-724, NAVSUP P-805 and appendices, NAVSEA 8023.11A, and COMNAVREGSW 8020.2A.

Hardware: It is anticipated that this effort will utilize PCs, printers, bar code equipment, and other peripheral equipment provided via DoD's Navy/Marine Corp Internet (NMCI) IT services contract, or government-owned applications/equipment.

Software: It is anticipated that this effort will use various commercial off-the-

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shelf and government developed software including but not limited to Microsoft Office Word, PowerPoint, Excel and Outlook Exchange; OIS-R, APS, SMSMDS and SMEPS provided via DoD's Navy/Marine Corp Internet (NMCI) IT services contract, or government-owned applications/equipment. Microsoft Office (Word, PowerPoint, Outlook, Excel, Access) is provided via DoD's Navy/Marine Corp Internet (NMCI) IT services contract. OISW, OISR, APS, SMSMDS, and SMEPS are government-developed applications

#### 2.1.1.1

The contractor shall conduct inventory of ordnance at the Surface Missile Branch. No less than the following inventories will be performed: 12 monthly sampling inventories, semi-annual production building inventories, and an annual storage inventory. During the inventory process, the contractor shall identify those items that appear to be candidates for disposal, process reports as necessary, and identify and correct warehousing / packaging issues. In addition, the contractor shall identify excess material, and process that material through DRMO when necessary. The contractor shall reconcile discrepancies to include the identification of inventory errors, the verification and correction of discrepancies, and the performance of pre-adjustment research. The contractor shall prepare complete inventory status reports such as magazine inventory reports and MLSR's when necessary or requested. All personnel will be qualified and certified to handle ordnance.

Container and Canister Support. The contractor shall perform corrosion control and cleaning operations for canisters and containers. This effort is in conjunction with the rate of Surface Missile production. This includes minor sanding and touch up operations, re-stenciling, and minor repairs. Along with operations of the wash rack at bldg 907, the operational responsibilities include filter changes on the wash rack and maintenance of the equipment to ensure no contamination of the waste water that would be in violation of environmental concerns. This shall be done every 30 to 45 days, but is dependent upon demand for canisters and containers from the shop.

Stowage / Warehousing Support. Develop database and stowage system improvements for all inert and explosive storage areas assigned to the Surface Missile System Branch. Plan for stowage compliant to all applicable warehousing requirements. The contractor shall identify: space available, volume of material currently required to stow with a historically projected future receipt/issue quantity; compability of material types, consolidation of type; impound of unserviceable material; and logical material flow. This plan, founded on the applicable warehousing requirements and material technical data, when approved by the government shall then be executed and maintained by the contractor. The goal is compliance with Navy storage requirements and having material readily available for shipment.

Equipment and Material Planning/Tracking.

Security clearance requirement: Secret

Place of Performance: Bldgs. 43, 44, 878, 879, 907, 910, 911, 915, and 923

Reference documents: The contractor shall adhere to the current version of the following documents to the extent they are applicable to the work required by this PWS: PEO IWS 3A 8815.1, PEO (U & W) INSTR 8023.1, NAVSEA OP5, OPNAVINST 8020.14/MCO P8020.11, OPNAV 8023.24A, OPNAV 5530.13, NAVSUP P-724, NAVSUP P-805 and appendices, NAVSEA 8023.11A, and COMNAVREGSW 8020.2A.

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Hardware: It is anticipated that this effort will utilize PCs, printers, and other peripheral equipment on the NMCI network or government purchased equipment.

Software: It is anticipated that this effort will use various commercial off-the-Shelf and government developed software including but not limited to Microsoft Office, Word, PowerPoint, Outlook, Excel, OISW, OISR, APS, SMSMDS, and SMEPS is provided via DoD's Navy/Marine Corp Internet (NMCI) IT services contract. OIS-W, OISR, APS, SMSMDS, and SMEPS are government-developed applications..

Plan, schedule, and assist in the procurement of missile components, handling equipment, test equipment, and related materials. Assist in the setup of equipment. The objective of this task is to monitor and track the incoming/outgoing sections, parts and equipment to identify when these items will be available for use.

Conduct inventory of Surface Missile Systems (SMS) stockrooms and update government owned spreadsheets/databases/systems to reflect recommended changes and implement changes to correct product number, nomenclature, quantities and any critical characteristics. Critical characteristics are defined as specifications such as size, thread type that define the difference between similar parts - ie: screws, bolts, etc.

The contractor shall maintain an accurate accounting of supply and equipment inventory. Ensure that all equipment, including those needing calibration, is properly managed, monitored and accounted for utilizing applications available via the NMCI IT contract such as MS Access, or MS Excel.

The contractor shall ensure that all Hazardous Materials are inventoried and issued properly. The contractor shall maintain inspection logs, Material Safety Data Sheets management system, and ensure that proper equipment, conveyances, and supplies are available to dispose of Hazardous Waste.

### 2.1.5 Systems Applications Support

The purpose of this sub-task is to provide technical and integrated logistics support services to the Surface Missile System (SMS) Division.

Apply knowledge of systems applications, NMCI's IT services, and technical support protocol and contacts, the computer support task provides basic troubleshooting, and recommends problem resolution for users of a variety of office and government developed application. In general, the technical support provided will be to help the user resolve problems with applications and/or data communications, or to guide them to the appropriate helpdesk sources. Due to restrictions imposed by NMCI network security, and helpdesk services provided under NMCI contract, most support will be limited to configurable features available to end-users. Administrator services such as application installations, upgrades, removal, and hardware configurations are services typically provided under the NMCI contract for PC's. Application modification or maintenance to DoD-developed applications used during the production or maintenance process (e.g. SMSMDS) is made by DoD application programmers, but requires local identification, tracking, and collaboration.

Security Clearance requirements: Secret

Place of Performance: As assigned

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Reference documents: All required references will be provided by the Government.

2.1.5.1. The Contractor shall provide time-line information, listings, or other types of documentation to government contacts in the form of email, spreadsheets, charts/graphs and other electronic files or hardcopy documents.

Examples of information/documents to be provided to the government may include, but aren't limited to, the following: equipment inventory listings, steps for maintaining NETWARCOM approvals of IT Platform systems (MK 698 test sets), proposed plans for new and existing equipment or communication/data capture systems; development of Abbreviated System Decision Paper (ASDP) for IT items not available on NMCI contract; proposed steps and/or milestones related to the upcoming migration from NMCI to NGEN;

The contractor is expected to stay knowledgeable in current IT-related policies and assist in ensuring compliance. The Contractor shall stay up-to-date with application changes and upgrades and provides alerts to government personnel when changes may impact existing procedures where procedure includes use of affected application.

Identify and develop justification for SMS Division resource requirements and and provide requirements information to Detachment Seal Beach and NMC CWD program manager. The contractor shall prepare slides and briefing documentation for presentation to Detachment Seal Beach and SMS Division management. These briefing papers and presentation materials shall utilize computer and hardcopy media. The Contractor will identify improvements to include, but not limited to, best commercial practices, and user process improvements to facilitate cost reductions while increasing resource availability

Maintain an accurate accounting of supply and equipment inventory related to communication systems and related equipment. Ensure that all equipment/resources are properly managed, monitored, available, properly maintained, and accounted for. Plan and coordinate the collection of accurate resource inventory including material hardware, software, peripherals & consumable parts/supplies within the SMS Division. Determine and accommodate anticipated replenishment requirements to meet demand forecasts.

2.1.5.4. The Contractor shall provide field problem analysis, including recommendations for corrective action and guidance for resolution and one-on-one aid to the user. Problems may include, but are not limited to, the identification of worn or damaged peripherals, connectivity problems, etc.

Provide guidance and training to users and system application team on procurements, new application, troubleshooting and resolution to system deviation from standard procedures. Determine and resolve process problems with users, orients user personnel on new or changed procedures.

Provide monitoring, packing, and proper labeling for all incoming and outgoing shipments of hardware, software, and support resources to ensure timely delivery to customers. Monitor and report interim status and report completion of projects. Identify time frames necessary for replacement of NMCI hardware. Identify and propose for the Government, in the form of periodic reports, those NMCI-approved hardware and software movements,

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additions, or changes that will improve user productivity.

## 2.2 Subtask Order Description: Ordnance Support

This task order consists of the positions listed below. The standards for the successful accomplishment of these functions and the government's method of surveillance follow each of the functions. Specific tasks include:

### 2.2.1 Ordnance Inventory

Security clearance requirement: Confidential

Place of Performance: Throughout the base (Seal Beach)

Reference documents: The contractor shall adhere to the current versions of the following documents to the extent they are applicable to the work required by this PWS: NAVSEA OP5, OPNAVINST 8020.14/MCO P8020.11, OPNAV 8023.24A, OPNAV 5530.13, NAVSUP P-724, NAVSUP P-805 and appendices, NAVSEA 8023.11A, and COMNAVREGSW 8020.2A, NAVSEA OP 2165, Vol. 1, NAVSEA SW023-AG-WHM-010, MIL-STD-1320.

Hardware: It is anticipated that this effort will utilize PCs, optical scanning equipment and related peripherals, printers, and other peripheral equipment.

Software: It is anticipated that this effort will use various commercial off-the-shelf software including, but not limited to Microsoft Office Word, PowerPoint, Excel and Outlook Exchange; this effort will also use Navy database software, i.e. Ordnance Information System Retail (OIS-R).

The contractor shall conduct inventory of ordnance at NMC CWD Detachment Seal Beach. This work is performed monthly for inventory sampling and at least annually for inventory of storage locations. During the inventory process, the contractor shall identify those items that appear to be candidates for disposal, process reports as necessary, and identify and correct warehousing / packaging issues. In addition, the contractor shall identify excess material, and recommend processing material through DRMO. The contractor shall develop and prepare documentation for such processing. The contractor shall reconcile discrepancies to include the identification of inventory errors, the verification and correction of discrepancies, and the performance of pre-adjustment research. The contractor shall prepare complete inventory status reports such as magazine inventory reports and MLSR's when necessary. All personnel will be qualified and certified to handle ordnance.

### 2.2.2 Truck Driver

Security clearance requirement: Confidential

Place of Performance: Throughout the base, field headquarters in Bldg. 59

Reference documents: None

The contractor shall provide services as a truck driver utilizing vehicles up to a 5 ton stake bed. Explosives and inert material may be transported. Contract employee(s) must hold a valid Class C Driver's License with hazardous endorsement.

### 2.2.3 Transportation Manager

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Security clearance requirement: Secret

Place of Performance: Bldg. 110

Reference documents: The contractor shall adhere to the current revisions of the following documents to the extent they are applicable to the work required by this PWS: DOD 4500.9-R (Defense Transportation Regulation Part II); NAVSEA SW020-AF-HBK-010 (Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives and related Hazardous Materials); Title 49 Code of Federal Regulations; NAVSEA OP 5 Volume 1 (Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping); NAVSEA SW023-AG-WHM-010 (On-Station Movement of Ammunition and Explosives by Truck and Rail Car); NAVSEA SW020-AG-SAF-010 (Navy Transportation Safety Handbook for Ammunition, Explosives and Related Hazardous Materials); Bureau of Explosives Tariff No. 6000 (Hazardous Materials Regulations for the Department of Transportation); DOD 5100.76-M (Physical Security of Sensitive Conventional Arms, Ammunition, and Explosive); NAVSUP 505 (Preparing Hazardous Material for Military Air Shipments); NAVSUPINST 4600.86 (Transportation of Material); and IATA (International Air Transport Association).

Hardware: It is anticipated that this effort will utilize desktop computers, printers, and other peripheral equipment.

Software: It is anticipated that this effort will use various commercial off-the-shelf and government software including but not limited to Microsoft Office Word, PowerPoint, Excel, and Outlook Exchange; Ordnance Information System Retail (OIS-R) Automated Planning System (APS), Global Freight Management (GFM), Defense Transportation Tracking System (DTTS), Financial Air Clearance and Transportation System (FACTS) and PowerTrack.

In accordance with reference documents, conduct and provide expertise to Det Seal Beach in Federal traffic management principles and policies; transportation industry operations, practices, and capabilities; special handling or movement requirements associated with freight or other transportation operations; and the application of published classification guides, rate tariffs, dockets, agreements, contracts, and related carrier and Federal publications in the classification of freight and the determination of appropriate rates and routes. Work elements will include data entry, maintenance of schedules, paper work filing, database report generation, development of Excel spreadsheets and PowerPoint presentations.

#### 2.2.4 Minor Plan, RITA, and NMCI Property Inventory Management and Administration

Administrate and maintain Minor and Plant Property Inventory Control, Regional Inventory Tracking Application (RITA), and NMCI property programs supporting the NMC CWD Ordnance Support Office and Explosives Safety Office, NMC CWD Detachment Seal Beach and Fallbrook Annex by the methods detailed below.

1 Maintain active, pending, and completed plant and minor property inventory records. Process per DODINST 4160.21M and NAVCOMP Manual Vol. 3 Chapter 6. Maintain active, pending, and completed Regional Inventory Tracking Application (RITA) inventory records on an on going basis. Develop Missing Lost Stolen Report (MLSR)'s documentation when inventory items can not be accounted for. Ensure signed copies of documentation (e.g. transfer, shipping, or MLRS's) are obtained, maintained, and filed for audit purposes. Ensure inventory assets classification levels are identified and are

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transferred, maintained, and disposed of in accordance with security and information assurance regulations. Perform causative research for discrepancies identified during inventory process, provide outcome to designated government representative.

2. Tag new property. Class 3 and 4 plant property - includes assigning and tagging Navy Identification Numbers (NID) (with the exception of USN numbered vehicles and material handling equipment per NAVSUP P- 50009), preparing DD Form 1342 and forwarding to Financial Management Branch. Minor property – includes affixing identification tags per NAVCOM Manual, and current DOD directives and creating associated records in the Defense Property Administration System (DPAS), or current government system, database. Administer and apply RITA inventory identification and tracking labels. Label assets with appropriate data classification sticker (e.g. Unclassified, Classified, Sensitive, Secret, etc.). Use standardized naming conventions for like equipment to the greatest extent possible. Ensure assets are assigned to a specific user or custodian.

3. Update Minor Property and RITA records. Enter new asset information into government provided inventory systems or spreadsheets. Update and/or delete items from cost center accounts contained in the DPAS and/or RITA database per completed and approved survey document DD Form 200, or completed excess document DD Form 1348-1 or DD Form 1149, signed by the custodian. Other tasks shall include transfer of property between departments, activities, or DRMO. Perform custodial inventory and update records upon notification of employee transfer or departure. Keep quarterly backup of property records and maintain for a minimum of three years.

4. Support Controlled Minor Property and RITA inventories. Delete, add, revise, and transfer minor property changes per DODINST 4160.21M. Delete, add, revise, and transfer property in the RITA database. Provide current controlled minor property and RITA listings when requested by the COR. Tri-annual inventory required per NAVCOMP Manual Vol. 3. RITA inventories are to be conducted semi-annually, based upon COMPACFLT guidance. Minor property inventories are to be conducted annually. Provide inventory reports (to include beginning inventory, final inventory, MLSR's, causative research, copies of transfer documentation, and general findings) to COR upon completion of required inventories.

5 Shipping, Tracking, and Documentation. Develop documentation and prepare minor, plant, or RITA property assets for shipment to repair facility or transfer between activities. Track shipments and obtain receipt signatures for property records. Maintain and coordinate records of pooled resources and assets issued on a temporary basis for use. Issue/deliver assets and follow up with user for return of asset if not returned by scheduled date.

2.2.4.1.6 NMCI Inventory Tracking and End-User Support. Maintain inventory listing for NMCI equipment. Facilitate movement, additions, or changes of NMCI hardware or software as required. Apply knowledge of NMCI services, equipment, and software, to provide basic troubleshooting, and recommend problem resolution for users. In general, the technical support provided will be to help the user resolve problems with hardware, applications, and/or data communications, or to guide them to the appropriate helpdesk sources. Elevate NMCI issues to local Government Point-of-Contact. Conduct and support NMCI asset inventories, including software and hardware inventory and reconciliation. Inventory consists of NMCI assets used at NMC CWD, Det Seal Beach, and Fallbrook Annex. Wall-to-wall inventories are expected to occur on an annual basis

2.2.4.1.7 Receive and process excess non-ordnance related material for disposal.

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Includes screening, identifying opportunities for segregating, salvaging, redistributing, exchanging, returning, and palletizing per DODINST 4160.21 (latest edition). Load and ship/transport material not reutilized to Defense Reutilization and Marketing Office (DRMO). All metal recyclable items will be disposed of through the Navy Region Southwest recycling program. Ensure all DD1348s are correct and complete for turn-in. Update the controlled minor property listing or RITA database as required.

2.2.4.1.8 Receive and process precious metals for re-entry into the supply system or disposal. Per DODINST 4160.21-M, maintain a separate file of precious metal expenditure documents. With appropriate approvals, transport to DRMO. Maintain on-site document history files.

2.2.4.1.9. Recommend disposal of IT assets in accordance with Navy's NETWARCOM and Information Security guidelines. Additional guidance is promulgated in Navy Telecommunications Directives (NTDs). This includes, but is not limited to, the disposition and/or disposal of hard drives (see NTD 12/08).

#### OPSCAN and Radio Support

Conduct OPSCAN (barcode scanners, printers, and associated parts/equipment) and radio support for Detachment Seal Beach and Fallbrook Annex. Conduct programming and cloning of OPSCAN equipment used for ordnance field support. Distribute equipment and maintain accurate and complete inventory of OPSCAN and radio equipment. Provide recommendations for procurement of replacement items (e.g. batteries, straps, etc.).

Recommend repair and coordinate shipment of OPSCAN and radio assets. Prepare and package equipment for shipment. Track assets returned for warranty work or repair. Maintain warranty information for assets.

### 2.3. Subtask Order Description: Air Launched Missile (ALM) Branch Support.

This task order encompasses the contractor's responsibilities for the establishment and operation of the work described below.

Security Clearance requirement: Secret

Place of Performance: Bldg. 380, NMC CONUS West Division, Seal Beach Detachment, Fallbrook Annex. Standard schedule is the 5-4-9 compressed work schedule. Monday through Thursday is a 9 hour work day with the first Friday being an 8 hour workday. Every second Friday is a standard day off. Overtime work may be required to support ALM workload requirements and requires prior government approval.

Reference documents: The contractor shall adhere to the following documents to the extent that they are applicable to the work required by this SOW: OPNAVINST 8000.16B Naval Ordnance Management Publication (NOMP) and NWSSBDETFB INST V-00-0103-FB Standard Operating Procedures (SOP).

Hardware: This effort will utilize Microsoft Office, Word, Excel, and provided software that is U.S. Navy and U.S. Air Force specific.

#### 2.3.1 AWARS/TMRS Data Entry

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The contractor will process all missile maintenance performed utilizing the Naval Aviation Airborne Weapons Information System (AWIS) module All Weapons Analysis and Reporting System (AWARS) and the Air Force Tactical Munitions Reporting System (TMRS), will process and retrieve all Conventional Ordnance Deficiency Reports (CODRs) utilizing the Naval Aviation Deficiency Reporting System (DRWEB). Will demonstrate ability to retrieve data utilizing the Naval Ordnance Information System (OIS), will also review daily Naval message traffic utilizing the Defense Message System (DMS), and will assist in the Production Control section as required.

Utilizing the NAVAIR Airborne Weapons Information System (AWIS), the contractor will track missile maintenance, disassembly, and assembly of Navy Maverick (AGM-65) and Navy Sidewinder (AIM-9) missile systems on a daily basis. Utilizing the All Weapons Analysis and Reporting System (AWARS), the contractor will research all-up-round (AUR)/component histories within the NAVAIR database. Contractor will create and maintain configuration sheets and maintenance data sheets for in-work missiles and their corresponding components utilizing the AWARS DES module of AWIS. Utilizing the Naval Ammunition Reclassification data (NARS) module within AWIS, the contractor will retrieve NAR data for comparison against on-hand assets. Contractor will attend and participate in the annual AWIS User Conference/Training.

Contractor will utilize the DRWEB module in AWIS for entry and retrieval of Conventional Ordnance Deficiency Report (CODR) data.

Contractor will utilize the Tactical Munitions Reporting System (TMRS) for missile maintenance, disassembly, and assembly of the Air Force Maverick (AGM-65) missile system; create configuration sheets and maintenance data sheets for in-work missiles and their corresponding components. Contractor will research all-up-round (AUR)/component histories within the database and create all mandatory ship-disks for outgoing AUR/component shipments. Contractor will receive all incoming shipment ship-disks and enters corresponding data into the database. Contractor will function as the Database Administrator for the local TMRS stand-alone system. Receives and installs all program updates to include the creation and maintenance of TMRS user accounts; troubleshoots all database errors with the TMRS help desk located at Warner-Robins Air Force Base (AFB), Warner-Robins, Georgia. Contractor will attend the TMRS training course located at Warner-Robins AFB, Warner Robins, Georgia.

Contractor shall conduct research, mine and retrieve data within the local Ordnance Information System (OIS) database. Contractor shall retrieve technical data to ensure proper identification of AURs and their corresponding components. Contractor shall retrieve Naval Ammunition Re-classification (NAR) retrievals to ensure items are placed in the proper condition code. Contractor shall also be able to perform asset reconciliation to confirm physical asset quantities and locations. Contractor shall retrieve asset transaction history to confirm material configuration changes, movements, issue dates, and other required transactions.

Contractor retrieves daily Naval message traffic in the Defense Message System (DMS). Performs daily checks of DMS for CODR responses from fleet units or other storage activities. Maintains a CODR message binder for both Sidewinder and Maverick missile systems, and retains hard copy messages for historical file keeping and visual verification of inbound missiles/components that will require maintenance upon arrival to Fallbrook.

Contractor shall: (1) Conduct data entry of ALM civilian personnel timesheets utilizing the SLDCADA time management website and maintain historical time keeping records.

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Timesheets are considered privacy act data and are required to be stored in a secure location, (2) Track local budget to actual expenditures for various programs within ALM and maintain those funds according to workload requirements. FISC will provide detailed guidance regarding Organizational Conflict of Interest clauses applicable to this work element, (3) Create OIS generated and locally generated movement documents for movement of missiles and/or components into or out of the production building, (4) Perform inventory management of various programs within the ALM building and the missile/component magazine storage locations, (5) Generate shipment preparation worksheets (SPWs), (6) Provide administrative support for various programs within ALM, including production control support, development of reports and spreadsheets used in the tracking of Sidewinder rocket motors, and compliance with required inspection criteria.

**Monthly Financial Summary:**

The contractor shall provide a monthly billing (for the work done in the previous month) by the 5<sup>th</sup> workday of the month itemized by employee name, skill category, number of regular hours worked, number of overtime hours worked and the building number employees are assigned to. Any other direct charges i.e. travel and per diem expenses will also be included on the monthly billing as applicable. The billing shall show labor hours and related costs for the current period, the task order to date, the total amount negotiated for the task order and the amount remaining on the task order. Other Direct Costs (ODCs) shall be reported similarly. This allows for efficient and accurate tracking to task order financials over the full course of the effort, and provides effective insight into declining funds availability so the government can budget in a timely manner.

**3.2 Monthly Status Report:**

The contractor shall provide a monthly status report by the 5th workday of each month which provides a brief summary of accomplishments made during the reporting period, the deliverables that were submitted, and the progress of deliverable products pending submission, and any current or anticipated problems. These reports shall be no longer than three pages.

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## **SECTION D PACKAGING AND MARKING**

Packing and Marking shall be in accordance with Section D of the Seaport-e Multiple Award IDIQ contract.

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance shall be in accordance with Section E of the IDIQ contract.

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance for the following items are as follows:

4000            8/1/2010 - 07/31/2011  
6000            8/1/2010 - 07/31/2011

The period of performance for the following option items are as follows:

4001            8/1/2011 - 07/31/2012  
6001            8/1/2011 - 07/31/2012  
4002            8/1/2012 - 07/31/2013  
6002            8/1/2012 - 07/31/2013  
4003            8/1/2013 - 07/31/2014  
6003            8/1/2013 - 07/31/2014

### Place of Performance

On-site work will be performed at the Naval Weapons Station, Seal Beach, California and Naval Weapons Station, Fallbrook, California.

Hours of Work: Contractor personnel are expected to conform to client agency normal business hours, which is Monday through Friday, and usually day shift, with the exception of Federal holidays. Actual hours of work will be agreed upon at task order start up. Work outside of normal work hours, if required, will be discussed and agreed upon between the Task Leader and the COR. The Contractor is required to have signed authorization for any hours exceeding 40 hours per week prior to the work being performed.

Equipment Purchases: The Contractor is required to have signed authorization for any equipment purchases.

Travel: The contractor may be required to travel local and/or long distance to support the requirements outlined above. The number of Contractor personnel required will be determined at the discretion of the Client Representative or designee. For all trips, the point of departure will be the regular worksite, unless otherwise directed by the Client Representative or designee.

52.242-15 - STOP WORK ORDER (AUG 1989 - ALTERNATE I)

52.247-34 - FOB DESTINATION

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## SECTION G CONTRACT ADMINISTRATION DATA

TYPE OF CONTRACT (DEC 1999)

This is a Cost Plus Fixed Fee task order.

SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.cb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site: <http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

Contract Number	N00178-04-D-4047
Delivery Order	NW04
CAGE Code	1PQS6
Pay DoDAAC:	HQ0338
WAWF Invoice Type	Cost Voucher
Issue By DoDAAC:	N00244
Admin DoDAAC:	S2404A
Document Type	2-IN-1
Service Acceptor DoDAAC:	HAA722
Ship to Extension (if applicable)	N47615
LPO DoDAAC:	N47615
Send Additional Emails Notification to:	<a href="mailto:Crystal.Shepherd@navy.mil">Crystal.Shepherd@navy.mil</a>

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice (s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact: [m\\_crna\\_invoice@navy.mil](mailto:m_crna_invoice@navy.mil)

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## SEAPORTE TASK ORDER ADMINISTRATION PLAN

In order to expedite the administration of this task order, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the task order award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications or information regarding the administration function assigned.

1. The Procuring Task order Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of task orders.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in task order terms and/or conditions.

Name: Dorothy Rodgers  
 Fleet and Industrial Supply Center  
 Regional Contracts Division Seal Beach  
 800 Seal Beach Blvd, Bldg 239  
 Seal Beach, CA 90740  
 Tel: (562-626-7384)

Contract Specialist:

Name: Cuc Tran  
 Fleet and Industrial Supply Center  
 Regional Contracts Division Seal Beach  
 800 Seal Beach Blvd, Bldg 239  
 Seal Beach, CA 90740  
 Tel: (562-626-7139)

2. The Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302, and DFARS 242.302 except those areas otherwise designated herein.

Name: DCAA Virginia  
 Gene A. Brooks  
 10500 Battleview Parkway, Suite 200  
 Manassas, VA 20109  
 Tel: (540) 951-6128

3. The Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of this task order prior to final payment to the contractor.

Name: DCAA Springfield Branch Office  
 5904 Richmond Hwy, Suite 200  
 Alexandria, VA 22303-1864  
 Tel: (703) 325-9542

4. The paying office is responsible for making payment of proper invoices after acceptance is documented.

Name: DFAS Columbus Center  
 South Entitlement Operations  
 P. O. Box 182264  
 Columbus, OH 43213

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5. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the task order. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic task order between the contractor and any other person be effective or binding on the government. If in the opinion of the contractor, an effort outside the scope of the task order is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a task order change.

Name: Cyrstal Shepherd  
800 Seal Beach Blvd, Bldg 110  
Seal Beach, CA 90740  
Tel: (562) 626-7811

The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of task order requirements; milestones to be met within the general terms of the task order or specific subtasks of the task order; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the task order. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a task order change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Task order Surveillance

(1) The COR shall monitor the contractor's performance and progress under the task order. In performing task order surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the task order. If the task order is directed to perform the task order services in a specific manner, the line is being crossed. In such as situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the task order into one for personal services.

(2) The COR shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When task order performance is taking place at a government location, the COR shall also monitor contractor employees performing under the task order with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the task order.

(3) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the task order you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible task order, must reflect evaluation of at least 180 days of contractor performance.

The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of task order performance. Subsequent CPARs covering any task order option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of

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performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the TOM must take into consideration all documentary information available and any information developed from personal observations.

2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR may request DCAA to take a payment offset on questioned costs, when documentary evidence or personal observations do not support submitted invoices. The COR shall notify DCAA when questioned costs have been resolved with the contractor. The COR will ensure that DCAA conducts floor checks and/or timecard checks when actual monitoring is not feasible. The COR will be cognizant of the invoicing procedures and the prompt payment due dates detailed elsewhere in the task order.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final voucher no more than 60 days after completion of task order performance. The COR shall ensure that the voucher is clearly marked as a "Final Voucher."

#### d. Task order Modifications

(1) The COR is responsible for developing the statement of work for change orders, technical direction letters (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

(2) Once the Task ordering Officer has requested and received the contractor's proposal the COR shall review and evaluate the contractor's proposal and furnish comments and recommendations.

#### e. Administrative Duties

(1) The COR is responsible for taking appropriate action on technical correspondence pertaining to the task order and for maintaining files on each task order. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the task order.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to ensure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

#### i. Written Report/Task order Completion Statement

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractor's performance. The report shall be submitted within 30 days prior to the exercise of any task order option and 60 days after task order completion. The report shall include a written statement that services were received in accordance with the Task order terms and that the task order is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor. For task orders where technical direction letters (TDLs) are issued, one consolidated report which addresses all actions under the task order

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may be submitted.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the task order you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of task order completion.

(3) The COR is responsible for providing necessary assistance to the Task ordering Officer in performing Task order Close-out in accordance with FAR 4.804, Closeout of Task Order Files.

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Accounting Data
SLINID  PR Number          Amount
-----
400001          48000.00
LLA :
AA 1701804 70BA 252 40628 0 068688 2D C72018 406280NC4MBQ
Standard Number: N4062810RC72018

400002          75000.00
LLA :
AB 1701804 70BA 252 40628 0 068688 2D C70025 476150NTNMBQ
Standard Number: N4761510RC70025

400003  N4761510RC71002      134984.00
LLA :
AC 1701804 70BA 252 40628 0 068688 2D C71002 476150NCNMBQ

400004          300000.00
LLA :
AD 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSSQCQ
Standard Number: N4761510RC4S008

400005          10000.00
LLA :
AE 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSTQ4Q
Standard Number: N4761510RC4S008

400006          15000.00
LLA :
AF 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSVQBQ
Standard Number: N4761510RC4S008

400007          8723.00
LLA :
AG 1701804 70BA 252 40628 0 068688 2D C4S008 476150HSUQ6Q
Standard Number: N4761510RC4S008

400008          20000.00
LLA :
AH 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSSQ1Q
Standard Number: N4761510RC4S008

6000          5000.00
LLA :
AH 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSSQ1Q
Standard Number: N4761510RC4S008

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BASE Funding 616707.00  
Cumulative Funding 616707.00

MOD 01

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400004 110000.00  
 LLA :  
 AD 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSSQCQ  
 Standard Number: N4761510RC4S008

400005 20000.00  
 LLA :  
 AE 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSTQ4Q  
 Standard Number: N4761510RC4S008

400007 10158.19  
 LLA :  
 AG 1701804 70BA 252 40628 0 068688 2D C4S008 476150HSUQ6Q  
 Standard Number: N4761510RC4S008

400008 85000.00  
 LLA :  
 AH 1701804 70BA 000 40628 0 068688 2D C4S008 476150HSSQ1Q  
 Standard Number: N4761510RC4S008

400009 N4761810RC4A006-01 4200.00  
 LLA :  
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400010 N4761810RC4A006-01 30000.00  
 LLA :  
 AK 1701804 70BA 000 40628 0 068688 2D C4A006 476180HAAQEQ

400011 N4761810RC4A006-01 17012.95  
 LLA :  
 AL 1701804 70BA 000 40628 0 068688 2D C4A006 476180HASQBQ

400012 N4761810RC4A006-01 13500.00  
 LLA :  
 AM 1701804 70BA 000 40628 0 068688 2D C4A006 476180HANQCQ

400013 N4761810RC4A006-01 14300.00  
 LLA :  
 AN 1701804 70BA 000 40628 0 068688 2D C4A006 476180HARQAQ

MOD 01 Funding 304171.14  
 Cumulative Funding 920878.14

MOD 02

400014 N4761511RC71003 100000.00  
 LLA :  
 AP 1711804 70BA 252 40628 0 068688 2D C71003 476151NCNMBQ

400015 N4761511RC70004 300000.00  
 LLA :  
 AQ 1711804 70BA 252 40628 0 068688 2D C70004 476151NTNMBQ

MOD 02 Funding 400000.00  
 Cumulative Funding 1320878.14

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES)(OCT 2005)

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services. The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution to such personnel, in accordance with paragraph (d) below.

(c) The contractor agrees that [insert "during the term of the contract" or "during the first 30 DAYS of the contract", no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or family friendly leave. In such an event, the contractor must promptly provide the information required by paragraph (d) below to the Contracting Officer for approval prior to the substitution or addition of key personnel.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, information regarding the full financial impact of the change, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

(h) Noncompliance with the provisions of this clause will be considered a material breach of the terms and conditions of the contract for which the Government may seek any and all appropriate remedies including Termination for Default pursuant to FAR Clause 52.249-6, Alt IV, "Termination (Cost-Reimbursement)".

### SECURITY REQUIREMENTS

Security classifications of the work to be performed will be unclassified.

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NOTE: Foreign nationals may be submitted as candidates for unclassified positions.

Facilities. The government shall furnish the facilities required to house and maintain proper and efficient work areas for data ranging up through Secret.

The contractor shall submit a comprehensive security plan that will ensure compliance with the Industrial Security Manual to ensure proper protection of classified data, material, and equipment. The plan will include, but not be limited to, the physical security and integrity of spaces, the badging of personnel and personnel access control, physical security orientations and briefings, compliance with Navy security regulations, when housed on Navy property.

#### **INSURANCE - WORK ON A GOVERNMENT INSTALLATION**

The following types of insurance are required in accordance with the clause entitled, Insurance - Work On A Government Installation (FAR 52.228-5), and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage.
- (3) Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

#### **5252.211-9502 GOVERNMENT INSTALLATION WORK SCHEDULE (OCT 2005)**

##### HOURS OF OPERATION AND HOLIDAY SCHEDULE

The Holidays applicable to this order are:

New Year's Day, 1 January

Martin Luther King's Birthday, Third Monday in January

President's Birthday, Third Monday in February

Memorial Day, Last Monday in May

Independence Day, 4 July

Labor Day, First Monday in September

Columbus Day, Second Monday in October

Veteran's Day, 11 November

Thanksgiving Day, Fourth Thursday in November

Christmas Day, 25 December

\* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday.

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If the holiday falls on a Sunday, the observance shall be on the following Monday.

**PASSES AND BADGES:**

All contractor employees shall obtain the required employee passes. The Government will issue badges without charge. When an employee leaves the contractor's service, the employee's Government pass and badge shall be returned within 10 days. The contractor personnel shall carry company employment identification with them at all times. Subcontractor employees must register with Security. They will be issued a temporary Government badge and must be escorted by a contractor employee with a permanent badge at all times.

**H61S GOVERNMENT FURNISHED PROPERTY (GFP) (FEB 2005)**

(a) The Government shall furnish Government property to the Contractor for use in connection with this task order as identified in Attachment (3) .

NAVAL WEAPONS STATION  
800 SEAL BEACH BLVD, BLDG 110  
SEAL BEACH, CA 90740

(b) Only the identified items, in the quantity shown, will be furnished by the Government; however, additional Government property may be made available. All other material required for the performance of this task order shall be furnished by the Contractor. GFP furnished under this task order is for use exclusively under this task order unless specified otherwise in writing by the TOM.

(c) All Government Property furnished under this task order shall be returned to NAVAL WEAPON STATION at the completion of the task order unless otherwise specified. The Contractor shall immediately advise the TOM, in writing, of any property lost, damaged, or transferred out of the Contractor's possession.

**MATERIAL HANDLING VEHICLES AND EQUIPMENT:**

The Government shall furnish material handling equipment (e.g. diesel and electric forklifts) and vehicles (e.g. stake trucks) for use by authorized contractor personnel to execute the work identified in this Performance Work Statement. The Government (CWD) has determined that the sharing of material handling equipment and vehicles (Government & Contractor) is a.) the most cost effective utilization of available resources; b.) consistent with mission application; c.) ensures the safety, security, compliance, and proper use of vehicles and equipment; d.) provides for the rotation of vehicles and equipment, where practical and economical, to equalize usage. In addition, the presence of individual fleets (government and contractor) would pose a safety and transportation risk within the work areas.

The contractor, in the performance of task related duties, may use government vehicles to travel between places of performance and other government offices. The use of any government vehicle for personal use is strictly prohibited. When operating a government vehicle, the contractor shall post a removable placard (e.g. magnetic), with 1" lettering, on the driver and passenger doors which states the following:

**For Official Use Only  
U.S Government Vehicle  
Contractor Operated**

The contractor shall comply with the requirements of FAR Part 51, 41 CFR 101-38, and 41 CFR 101-39. Contract personnel must possess and maintain qualifications/certifications to operate designated vehicles and material handling equipment. Contractor shall keep records of personnel qualifications to operate vehicles and material handling equipment. Contractor records are subject to government audit.

The contractors who operate government furnished vehicles must comply with the licensing requirements of state and local motor vehicle laws. Contractors are prohibited from using government passenger-type vehicles for the purpose of transporting personnel. Typical vehicles authorized for use under the contract include 5 and 10-ton stake trucks. Occasional use of a Truck Tractor, up to 52,000 GVW, is authorized on a case-by-case basis by a designated

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contract employee who holds a class A driver's license. Government material handling equipment, such as fork-lifts or other wheeled methods of transporting inert-type material, are authorized only for use in the performance of contract tasks. Contractors are to establish and enforce suitable penalties for their employees for unofficial use of Government vehicles and equipment. POV's are not authorized for use in ordnance field areas.

The contractor personnel shall not be issued an OF-346 (U.S. Government Motor Vehicle Operator's Identification Card) or a Construction Equipment Operator's License (NAVFAC 11260/2). The contractor personnel assigned to operate government owned motor vehicles/equipment in performance of a contract shall be certified/licensed, by the contractor and at the contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor shall document all operator qualifications. This documentation shall be provided to the Government prior to an operator engaging in any mode of equipment operation. The Government shall retain documentation.

Contractor shall maintain complete insurance coverage, to include, but not limited to, personnel, material handling equipment, vehicles, and property. Insurance requirements are documented herein.

The contractor in the performance of task related duties may use government vehicles. This may include, but not be limited to, transportation between the places of performance, other government offices, airports, and supply contractors. The use of any government vehicle for personal use is strictly prohibited.

The operator of each government vehicle is responsible for ensuring that the equipment is safe and reliable.

Vehicles are to be inspected by the operator on a daily basis in accordance with NAVFAC P-300 Chapter 4, Para. 4-1.11.2. Unsafe conditions and/or malfunctions are to be reported to the Government representative or designee who will ensure that repairs is completed.

Contractors are prohibited from using government-owned weight handling equipment, unless granted specific approval by the NWS Seal Beach Program manager.

Contractor Furnished Items and Services.

Technical Support, Hardware, Supplies:

The contractor shall comply with and provide the technical support necessary to accomplish the requirements of the task order. There is currently no requirement for hardware. The contractor may be required to provide material and supplies.

Security clearances:

The contractor shall pre-clear any new employees prior to their starting on the task order for the security clearance required in paragraph 3. This includes the completion of a successful NAC "National Agency Check" (for example) for all positions. The contractor shall be required to wear a contractor identification badge at all times while on government property. Contractor shall submit a completed "Conflict of Interest and Non-Disclosure Statement" form for every employee and appropriate corporate officer on behalf of the corporation. The contractor shall secure the background checks and security clearances required and referenced in this Performance Work Statement.

Safety Equipment:

The contractor shall provide the safety gear in support of task requirements and undertakings.

Industrial Safety.

Occupational Safety and Health Program (OS&H Program):

The contractor personnel on the base are responsible for the Occupational Safety and Health (OS&H) of their employees. Contractor(s) shall develop, establish, and implement an OS&H Program identical to the Navy Occupational Safety and Health Program (NAVOSH Program). Contractor(s) shall identify employees and OS&H Program elements, such as Personal Protective Equipment, Medical Surveillance, etc., applicable to them. Interface with the NAVOSH Office for on going program developments and technical support to ensure regulatory compliance

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OS&H program elements. Provide NAVOSH Program documentation and records to Base Management or outside agency representatives as requested. Important Program Elements are:

Workplace Inspections:

The Contractor shall inspect the work locations and surrounding areas of all contract employees. All employees shall report Unsafe and Unhealthful Working Conditions to their supervisors to facilitate corrective action. The correction of deficiencies is the joint responsibility of Contractor and Base Management. At any time the contractor work site may be inspected for state and federal Safety and Health Code compliance.

Medical Surveillance:

The contractor employer shall schedule contract employees in appropriate physical examinations based on their occupational exposures. Monitoring and periodic examinations shall be scheduled as stated in paragraphs General Requirement for Contractor Employees and Random Drug Testing.

Physical examinations. The contractor shall provide pre-employment physical examinations. Annual exams will also be provided by the Contractor for employees over the age of 60. Bi-annual exams will be provided for all other employees. Physical exams must be successfully passed. Exams are to be managed, provided, and paid for by the contractor. The government shall be immediately informed of physical exam failures which impact the ability to perform work and the contractor's next steps to resolve.

drug testing. The contractor shall provide pre-employment drug testing. All contractor employee must participate in a random drug testing program provided and managed by the contractor. The government shall be immediately informed of positive results and the contractor's next steps to resolve. NMC CWD Detachments are drug free workplaces and the contractor shall maintain the same standard for employment.

Mishap Prevention:

All precautionary safety measure shall be taken to prevent mishaps from occurring. Employees shall report all mishaps, including minor incidents, to their supervisor. The supervisors are responsible for the investigation and prevention of mishaps. Contractor personnel, federal employees and their supervisors are encouraged to work together to identify and prevent mishaps.

Voluntary Protection Program (VPP):

NAVWPNSTA Seal Beach is a Voluntary Protection Program (VPP) Challenge site and requires all prime contractors and subcontractors to comply with OSHA standards, DOD, Navy and NAVWPNSTA Seal Beach Safety and Health regulations.

Contractors shall:

- record and report all injuries of their employees per 29CFR1904 .
- provide a safe and healthful work environment for their employees.
- require their employees to follow safety rules, standards, and regulations.
- take action to hold employees accountable for non-compliance of safety rules, standards, and regulations.
- review work sites daily to identify any existing workplace hazards and get them corrected, or implement interim controls to protect employees.

Employees shall:

- comply with all safety rules, standards, and regulations.
- report unsafe conditions and safety hazards to their supervisor.

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- mentor co-workers in safety and health.
- report all on the job injuries to their supervisor immediately.

Additional information regarding the VPP program can be obtained from the NAVWPNSTA Seal Beach Safety Office.

Qual/Cert Program. The contractor shall develop a Qual/Cert Program and provide training necessary for all employees to be qualified and certified to work with explosives and ammunition in accordance with OPNAVINST 8023.14 (Series) before being assigned to work with explosives. This includes training in the operation of forklifts. Qualification and certification records will be provided to the designated Government representative. Final Qual/Cert program approval will be determined by the Seal Beach Detachment Director. Final signature of the individual qual/cert will be the responsibility of the Contractor.

Indemnification:

In consideration of the permission granted for the use of Government vehicles by contractor employees in performing their duties under this PWS, the contractor expressly agrees to indemnify and hold harmless the United States Government and its agencies and instrumentalities against all suits, actions, claims, costs, or demands (including, without limitation, suits, actions, claims, costs, or demands arising from death, bodily injury, and property damage), caused by contract personnel during the course of operating a Government vehicle, except for those collisions and vehicle failures caused by the gross negligence of the U.S. Government or its agencies or instrumentalities, to which the U.S. Government, its agencies or instrumentalities may be subject by reason of damage or injury (including death) to the property or person of anyone.

Subcontract Work

The contractor is authorized to subcontract as required to accomplish the requirements specified in this Performance Work Statement. The use of subcontractor services shall be limited to support requirements beyond the capability of both government and contractor resources. Use of subcontract resources is subject to government approval prior to implementation.

Services:

The Government has determined that use of this contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is being used to procure personal services prohibited by the Federal Acquisition Regulation part 37.104 titled "Personal services contract".

Intellectual Property:

This task order is funded by the United States Government. All intellectual property generated and delivered pursuant to this Performance-Based Statement of Work will be subject to the federal acquisition regulations which entitle the Government to unlimited license of all technical data and computer software developed exclusively with government funds, a nonexclusive "paid-up" license to practice any patentable invention or discovery made during the performance of the contract, and a "paid-up" nonexclusive and irrevocable worldwide license to reproduce all works (including technical and scientific articles) produced during the performance of the contract.

Section 508:

All Electronic and Information Technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.access-board.gov/508.htm>.

**H81S TRAVEL COSTS AND RESPONSIBILITIES (MAY 2006)**

(a) Performance under this task order may require travel by contractor personnel. If travel, domestic or overseas, is required, the Contractor shall be responsible for making all needed arrangements for his personnel. This includes,

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but is not limited to, medical examinations; immunizations; passports, visas, etc. and security clearances. If any work will take place on a U.S. Navy vessel, the Contractor shall obtain boarding authorization for all contractor personnel from the Commanding Officer of the vessel. Authorization shall be obtained prior to boarding. The number of contractor personnel required will be determined at the discretion of the TOM or designee. For all trips, the point of departure will be NWS Seal Beach or home station if nearer unless otherwise directed by the TOM or designee. All trips will require approval by TOM or designee in writing via either memorandum or e-mail prior to the commencement of the travel.

(b) The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the task order in accordance with FAR subpart 31.2 or 31.3 as applicable

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## SECTION I CONTRACT CLAUSES

All the provisions of Section I clauses in accordance with Basic SeaPort-e MAC Contract for Cost Plus Fixed Fee apply to this task order plus the following.

52.204-7 - Central Contractor Registration (Oct 2003)

52.216-8 - Fixed Fee (Mar 1997)

52.222-4 - Contract Work Hours and Safety Standards Act - Overtime Compensation (SEP 2000)

52.222-41 - Service Contract Act (1965)

52.223-6 - Drug Free Workplace (MAY 2001)

52.228-7 - Insurance - Liability to Third Persons (MAR 1996)

52.232-20 - Limitation of Cost (Apr 1984)

52.232-22 - Limitation of Funds (Apr 1984)

252-223-7004 - Drug Free Work Force (SEP 1988)

252.231-7000 - Supplemental Cost Principles (DEC 1991)

52.223-5 - Pollution Prevention and Right-To-Know Information (AUG 2003)

52.223-10 - Waste Reduction Program (Aug 2000)

52.237-02 - Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)

252.223-7006 - Prohibition on Storage and Disposal of Toxic and Hazardous Materials (Apr 1993)

252.204-7005 - Oral Attestation of Security Responsibility (AUG 1999)

252.223-7006 - Prohibition on Storage and Disposal of Toxic and Hazardous Materials (APR 1993)

### **52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of contract expiration.

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**52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days after receipt of available funds; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 54 months.

**52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of labor (29 CFR Part 4), this clause identifies the classes of service employee expected to be employed under the contract and states the wages and fringe benefits payment to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

The following statement is for INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION. As stated in the FAR clause. the employee class monetary wages and fringe benefits are those equivalent to federal service employees at the local contracting activity.

Labor Categories:

Ordnance Technician

Labor Rate: \$30.64

Fringe: \$7.66

Computer System Analyst

Labor Rate: \$25.32

Fringe: \$6.33

Supply Technician

Labor Rate: \$21.45

Fringe: \$ 5.36

Truck Driver

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Labor Rate: \$23.02

Fringe: \$ 5.761

Warehouse Specialist

Labor Rate: \$18.18

Fringe: \$4.55

Equipment Planner

Labor Rate: \$21.45

Fringe: \$5.36

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## **SECTION J LIST OF ATTACHMENTS**

Attachement 1 - DOL Wage Determination 05-2047 Rev 11 dated 6/15/2010

Attachement 2 - DOL Wage Determination 05-2057 Rev 11 dated 6/15/2010

Attachement 3 List of GFP

Attachement 4 Quality Assurance Surveillance Plan