

2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 25-Aug-2017	4. REQUISITION/PURCHASE REQ. NO. N6922417RCS4005	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00189	7. ADMINISTERED BY (If other than Item 6) CODE	S1109A

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DCMA ST. PETERSBURG  
830 Central Avenue, Suite 500  
ST. PETERSBURG FL 33701  
SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) CWU, Inc. 19321 US Hwy 19N, Suite 602C Clearwater FL 33764-3144		9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-16-D-8676-EX01 10B. DATED (SEE ITEM 13) 30-Sep-2016
CAGE CODE 3YRB3	FACILITY CODE	[X]

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers 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 one (1) copy 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 ACKNOWLEDGEMENT 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)  
SEE SECTION G

**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.
<input type="checkbox"/>	
<input type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joseph A Haviland, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Joseph A Haviland (Signature of Contracting Officer)	25-Aug-2017

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## GENERAL INFORMATION

The purpose of this modification is to exercise Option I for the period 30 September 2017 through 29 September 2018. All other terms and conditions remain unchanged. Accordingly, said Task Order is modified as follows:

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$313,312.68 by \$313,312.68 to \$626,625.36.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8002	O&MN,N	0.00	313,312.68	313,312.68

The total value of the order is hereby increased from \$313,312.68 by \$313,312.68 to \$626,625.36.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8002	0.00	313,312.68	313,312.68

A conformed copy of this Task Order is attached to this modification for informational purposes only.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R499	Base - Services to support the Department of the Navy, Office of Civilian Human Resources Stennis Operations Center (OCHR-STE). (O&MN,N)	12.0	MO	\$26,109.39	\$313,312.68
8002	R499	Option I - Services to support the Department of the Navy, Office of Civilian Human Resources Stennis Operations Center (OCHR-STE). (O&MN,N)	12.0	MO	\$26,109.39	\$313,312.68
8003	R499	Option II - Services to support the Department of the Navy, Office of Civilian Human Resources Stennis Operations Center (OCHR-STE). (O&MN,N)	12.0	MO	\$26,109.39	\$313,312.68
		Option				

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement

Provide support services to satisfy the overall operational objective of the Department of the Navy (DON), Office of Civilian Human Resources (OCHR) Stennis Operations Center (OCHR-STE). The primary objective is to provide contractor services and deliverables through performance of administrative services to assist workload requirements at both locations.

#### 1 Introduction

The Department of the Navy (DON) employs over 200,000 civilians at more than 1,200 naval activities throughout the world. DON Civilians provide the essential expertise, administrative and technical continuity, and quality-of-life program support necessary for the DON to meet its mission. The OCHR is an Echelon II Command reporting to the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)), STE in an Echelon III commands.

##### 1.1 Mission

The mission of OCHR-Stennis is to recruit, retain, reward, and sustain the DON's civilian workforce in a manner consistent with established merit principles, and applicable law, rules, and regulations.

##### 1.2 Scope

The scope of this order is for the service provider (contractor) to provide all necessary personnel, supervision, management, and services except for those provided by OCHR-STE. The contractor shall be responsible to accomplish tasks identified in Section 3 of this statement.

### 2 General Requirements

#### Place of Performance:

OCHR-Stennis  
9110 Leonard Kimble Rd.  
Stennis Space Center, MS 39522

#### 2.1 Non-Personal Services

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

The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Actions of contractor employees 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 U.S. 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 Regulations (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

#### 2.2 Business Relations

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

#### 2.3 Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration. The contractor shall ensure all specific sections of this contract are accomplished as written without request from the Contracting Officer's Representative (COR).

##### 2.3.1 Contract Management

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

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### 2.3.2 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall provide guidance and supervision for the overall operation of services.

The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement. The contractor shall have timesheets certified by government representative, as identified in QASP, prior to submission of invoices.

The contractor shall have one contractor employee assigned who will serve as the liaison between the Site Project Manager (SPM) (identified in QASP) and the corporate office. This contractor shall provide oversight of day-to-day performance of contractor employees; notification of vacation/time off to SPM; timesheet collection and submission; and resolve any personnel issues that may arise.

### 2.3.3 Personnel Administration

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

### 2.3.4 Contract Special Considerations/Instructions

No data provided to, or developed by the contractor shall be used for any purpose other than this contract. All information (data files and hard copy documentation) becomes the property of the government and the contractor shall return them to OCHR-Stennis at the completion of this award.

The contractor is responsible for safeguarding all DoD information while in support of the Ops Centers, IAW DoD security and information technology, DONCIO, and NETWARCOM policies. The provisions of the Privacy Act of 1974 protect information included in this requirement. The contractor shall apply the provisions and limitations of Freedom of Information Acts (FOIA). Any information of a sensitive nature, i.e. PII, shall not be disclosed, copied, modified, used (except in completion of the requirement) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government's written express consent.

The contractor shall not take PII documents (hard copy or electronic) out of the government facility. Processing or storing unclassified information (CUI), including PII, on non-government issued equipment is strictly prohibited.

### 2.4 Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the Procuring Contracting Officer (PCO) or Contracting Officer Representative (COR). Cross teaming may or may not be permitted.

### 2.5 Contractor Personnel, Disciplines, and Specialties

The contractor shall, within 15 calendars days before commencement of the contract performance period, provide the COR a list of all employees who will perform work under this contract. This list shall include full name, social security number, clearance level (minimum of secret eligibility) and position to be held by each employee. This list must remain current at all times. Each employee shall hold a security clearance as required by the attached Security Clearance DD Form 254 (DoD Contract Security Classification Specification). The contractor shall notify the COR, in writing, prior to personnel substitutions at least 10 working days prior to the proposed substitution in writing. The contractor shall recognize the negative impact on continuity of services created by staff turnover. The contractor shall make every effort to minimize turnover. The contractor shall backfill its vacant positions within 15 business days from the date of vacancy.

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources. The contractor shall ensure the labor categories as defined in the Labor Categories descriptions (see attachment), labor rates, and man-hours utilized in the performance of each Task (PWS line item) issued hereunder will be the minimum necessary to accomplish the task.

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The contractor shall, at minimum, have the qualifications specified under this Section, required to perform tasks under Section 3. However, the qualifications may not be applicable to all subtasks.

### 2.5.1 Personnel Qualifications

Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, be an United States citizen, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offer or does not identify the labor categories listed by the same specific title, then a cross-reference list shall be provided in the offeror's proposal identifying the difference. The contractor shall have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in the order.

The Government reserves the right, during the life of the contract, to request, review, and determine if a given work history contains necessary and sufficiently detailed, related experience to reasonable ensure the ability for effective and efficient performance. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. If the Government questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that person is qualified as prescribed herein shall be upon the contractor.

The contractor shall ensure training of all personnel in Privacy Act regulations and customer service interpersonal skills prior to the contract start. Additionally, the contractor personnel shall complete all mandated DoD online training required to access government computers. Online training is given on the first day of employment and annually thereafter. Access to employee data is considered confidential in nature and treated with the same level of care that the contractor treats its own confidential business information. The information shall not be disclosed, copied, modified, or used, except in the completion of assigned duties.

### 2.5.2 Certifications, Licenses, & Computer Skills

The contractor employees must have:

- Basic to intermediate skills in Microsoft Office 2007 and above products to include but not limited to Word, Outlook, & Excel.
- Basic to intermediate skills in Adobe Products to include but not limited to Acrobat Reader, LifeCycle Design, & Adobe Professional X
- Knowledge and/or ability to learn DoD/DON software programs (ex. ASARS, DCPDS) and general hardware.
- Have good verbal and written communication skills
- Able to type 40 WPM
- Knowledge and/or ability to learn the official Navy correspondence manual and official Navy protocol
- High School Graduate or equivalent

### 2.5.3 Physical Requirements or Other Expertise Required

The contractor employees must:

- Be able to lift and move 50-70 lbs, and operate a hand cart
- Be able to stand for long periods of time
- Have all appropriate licenses and ability to operate an automotive vehicle
- Have Secret Clearance eligibility verifiable through Joint Personnel Adjudication System (JPAS).
- Have good organizational abilities with attention to detail
- Have good customer service skills
- Be skilled in general office procedures to include but not limited to typing, filing, and faxing, sorting and distributing mail, answering telephones (including a headset).

### 2.6 Location and Hours of Work

Accomplishment of the results contained in this PWS requires work at the location listed under Section 2. On-site support shall be provided for a minimum of eight (8) hours per day during core hours. Core hours of work are Monday through Friday between 0600 and 1800 at OCHR-Stennis, except federal holidays.

#### 2.6.1 Federal Holidays

Unless notified of an emergency authorized by the Contracting Officer, the contractor shall not work on any of the following holidays\*\*:

Federal Holiday	Date
New Year's Day	January 1st *
Martin Luther King's Birthday	Third Monday in January

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President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th *
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11th *
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25th *

\* If the date falls on a Saturday, the Government holiday is the preceding Friday. If the date falls on a Sunday, the Government holiday is the following Monday.

\*\* These are unpaid holidays.

### 2.6.2 Overtime

Overtime is NOT authorized

### 2.6.3 Federal Closure

In certain instances, as the President may direct closure of the federal government during a normally scheduled workday, the contractor is not required to work. Contractors will be paid in this instance.

### 2.6.4 Timesheets

The contractor shall provide a weekly copy of time and attendance sheets to the government representative specified in the QASP.

### 2.7 Travel / Temporary Duty (TDY)

Travel is not a requirement of this order for OCHR-Stennis. Contractor personnel must obtain written authorization from the COR when travel may be required in support of tasks. The contractor expense reports shall be prepared and processed in accordance with the Joint Travel Regulations (JTR).

## 3 Performance Requirements

The following section specifies the Performance Objectives and Performance Elements for the contract. Program Office (PO) herein refers to OCHRSTE. Any and/or all tasks under this section may be performed within any department/division of a PO and is at the discretion of the SPM upon concurrence with the COR.

### 3.1 Administrative Support

The contractor shall provide administrative support for the PO to include but not limited to:

- a. Provide daily administrative support to include printing, emailing, faxing, copying, binding, and filing.
- b. Draft and update of automated reports
- c. Run and print workload reports.
- d. Perform data entry for DCPDS, Excel, Access, and other automated Systems.
- e. Perform research in DCPDS.
- f. Determine corrective action required for personnel pay, benefits and entitlements
- g. Evaluate personnel system data for accuracy
- h. Prepare trends analysis of data accuracy
- i. Provide training on personnel system data requirements
- j. Draft standard operating procedures for personnel system data validation

### 3.2 Secretarial Support

The contractor shall provide secretarial support assistance for the PO to include but not limited to:

- a. Perform word processing of documents, memoranda, and other materials
- b. Prepare correspondence in accordance with SECNAV M-5216.5 Correspondence Manual and OCHR Corporate Communications Guide/Instructions.
- c. Create marketing flyers and brochures
- d. Prepare routing slips for distribution.
- e. Take, transcribe, and distribute meeting minutes for supervisory and staff meetings.
- f. Update and maintain schedules for conference rooms, training rooms, and calendars, including information

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gathered by telephone, email, or in person.

- g. Coordinate and schedule meetings for departments and the PO using Outlook calendar.

### **3.3 Customer Service Support:**

The contractor shall provide customer service support assistance for the PO to include but not limited to:

- a. Direct phone calls to appropriate staff and location or take messages when required.
- b. Answer personal inquiries relative to the activities of the office when the information required can be supplied from own knowledge of office activities or can be located in office files or records.
- c. Accomplish clerical, statistical, and data entry tasks in support of the administrative work of the office.
- d. Use systems to create, delete and search files and records, store or extract material from a variety of software packages.
- e. Type a variety of narrative and tabular material into automated equipment utilizing the full range of keys, codes, proofing symbols, functions and applications to develop products in final form.
- f. Route RPA's
- g. Provide follow-up for request for information to include Freedom of Information Act (FOIA).
- h. File documents appropriately for merit, Delegated Exam (DE), and Priority Placement Program (PPP) registration.
- i. Print and prepare notice of results letters for approval and mailing.

### **3.4 Electronic/Hardcopy Official Personnel Files (eOPFs)**

The contractor shall provide maintenance of paper OPF's & eOPF support assistance for the PO to include but not limited to:

- a. Create new OPFs for government employees
- b. Update electronic tracking system (ACCUTRAX)
- c. Scan hard copy documents and upload to shared drive
- d. Copy and maintain documents in OPFs
- e. Fill OPF requests from internal customers IAW all applicable guidance and policies
- f. Prepare OPFs for shipment
- g. Deconstruct files which include sensitive data/privacy act information for file shredding and incineration
- h. Upload, download, print & Index documents into eOPF
- i. Request prior service for new employees

## **4 Special Requirements**

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

### **4.1 Security and Safety**

#### **4.1.1 Security:**

The contractor shall conform to the provisions of OPNAVINST 5540.8 (series) (DoD Industrial Security Program), SECNAVINST 5510.36 (series) (DON Information Security Regulation), SECNAVINST 5510.30 (series) (DON Personnel Security Program), and DD Form 254 (DoD Contract Security Classification Specification).

The contractor is responsible for obtaining security clearances that can be verified through the (JPAS) prior to reporting for duty.

The contractor personnel shall not be authorized access to DON Privacy Act information or systems prior to clearance by the government's Security Officer (identified in QASP). The contractor shall utilize the DoD CAC to access government computers and applications, which require DoD digital certificates. All CACs shall be returned to the government upon an employee's separation, or upon the end of the contract period of performance.

#### **4.1.2 Safety Issues:**

This work requires long periods of standing, walking, bending, etc. Personnel files are maintained in large-type cabinets with rotating shelves. Some tasks require lifting, pushing, and pulling of moderately heavy items in order to perform the essential function of filing.

### **4.2 Transition:**

The contractor shall follow the transition plan submitted as part of the proposal and keep the Government fully informed of status throughout the transition period. Throughout the phase-in/phase-out periods, it is essential that attention be given to



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minimize interruptions or delays to work in progress that would impact the mission. The contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods.

### 4.3 Government Furnished Materials & Property

The Government shall provide necessary adequate workspace including basic office equipment utilities, access to military local area network (LAN/MAN/WAN) services (unclassified), telephone and fax (local, DSN, & long distance), electronic mail, LAN support, reproduction facilities and facilities to store PII papers and data (media disks, hard drives, etc.) should it be necessary. The contractor will be provided the authority to access all information required to perform duties. The SPM will provide coordination assistance to assist the contractor in accessing required information.

The Government will provide the following information: access to relevant government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

### 4.4 Applicable Directives

The contractor shall comply with all documents including but not limited to the listed below and referenced under Section 3, Performance Requirements and Section 7, Related Documents.

- DD Form 254 (DoD Contract Security Classification Specification)
- SECNAV M-5216.5 Correspondence Manual
- OCHR Corporate Communications Guide/Instruction
- Department of Defense (DOD) Joint Travel Regulations (JTR) (DOD Regulations for traveling under authorization)
- DoD M-5200.01-V4 Controlled Unclassified Information Manual
- DODs manual for how to control unclassified information
- OPNAVINST 5540.8 (DoD Industrial Security Program),
- SECNAVINST 5510.36 (DON Information Security Regulation),
- SECNAVINST 5510.30 (DON Personnel Security Program)
- DODI 1400.25 (DoD Civilian Personnel Management System)
- SECNAV M-5200.35 (DON Managers' Internal Control Manual)

## 5 Deliverables

The contractor shall provide a monthly status report to OCHR-Stennis identifying the work performed during the month, products submitted during the month, and the name of the Government Representative that had received the Task Group Products submitted. The monthly status report shall be submitted in hard-copy and electronically (DVD/CD). The electronic submission shall use Microsoft Office or Adobe PDF file formats. The monthly status report shall be due no later than the 10<sup>th</sup> calendar day of every month following the month where the work was completed. The monthly report shall include but is not limited to:

- Monthly Burn Rate including labor categories, hours, and dollars in accordance with the contract
- Copies of timesheets randomly selected by the COR
- Monthly list of the following:
  - 3.1 Administrative Support
    - o Number and name of draft and/or updated reports by week
    - o Number and name of printed reports
    - o Number of hours by week data entry was performed per system or computer program
    - o Number of times room set-up/take-down was completed by week
  - 3.2 Secretarial Support
    - o Number of documents edited and/or created by week
    - o Number of correspondence edited and/or created by week
    - o Number or marketing flyers and/or brochures edited and/or created by week
    - o Number of meetings where meeting notes were taken by week
    - o Number of calendar schedules changed/updated by program office/department per week
  - 3.3 Customer Service Support
    - o Number of RPAs routed by week
    - o Number of requests for FOIA by week
    - o Number of phone calls and walk-ins assisted by week
    - o Number of filed documents by week
    - o Number of NORs prepared by week
  - 3.4 Electronic/Hardcopy OPFs
    - o Number of new OPFs created by week
    - o Number of files updated with ACCUTRAX by week
    - o Number of documents scanned by week
    - o Number of OPFs updated and copied by week
    - o Number of OPFs prepped for shipment by week

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- o Number of OPF requests filled by week
- o Number of OPFs deconstructed by week
- Number of problematic compensation analysis conducted by week.
- Monthly narrative section of work products by task.
  - o 3.1 - Synopsis of administrative support provided
  - o 3.2 – Synopsis of secretarial support provided
  - o 3.3 – Synopsis of customer service support provided
  - o 3.4 – Synopsis of OPF support provided

## 6 Related Documents

The following Documents are related to this project:

- OCHR Corporate Communications Guide/Instructions

## 7 Acronyms

Acronyms are listed by issuing agency in alphabetical order:

### Federal Government

- CAC – Common Access Card

### Department of Defense

- JPAS – Joint Personnel Adjudication System
- DoD – Department of Defense
- DODM –Department of Defense Manual
- DODI – Department of Defense Instruction
- DCPDS – Defense Civilian Personnel Data System

### Department of the Navy

- DON – Department of the Navy
- OPNAVINST – Operations of the Department of the Navy Instruction
- SECNAVINST – Office of the Secretary of the Navy Instruction
- SECNAV M – Office of the Secretary of the Navy Manual
- DONCIO – Department of the Navy Chief Information Officer

### Office of Civilian Human Resources

- OCHR – Office of Civilian Human Resources
- Ops Center – Operations Center

### Contract

- SPM – Site Program Manager
- PM – Project/Program Manager
- COR – Contracting Officer’s Representative
- CO – Contracting Officer

(End of Performance Work Statement)

### Labor Category Descriptions by Department of Labor

<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>

#### 01020 ADMINISTRATIVE ASSISTANT

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

#### 01152 DATA ENTRY OPERATOR II

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.

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### **01111 GENERAL CLERK I**

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

### **01112 GENERAL CLERK II**

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

(End of Labor Category Descriptions)

### **NMCARS 5237.102-90 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)**

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

- W, Lease/Rental of Equipment;
- X, Lease/Rental of Facilities;
- Y, Construction of Structures and Facilities;
- S, Utilities ONLY;
- V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address  
<https://doncmra.nmci.navy.mil>.

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

(End of clause)

### **Wage Determination**

WD 05-2301 (Rev.-17) Wage Determination (Hancock, MS) - Provided for OCHR-STE

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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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## **SECTION E INSPECTION AND ACCEPTANCE**

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## SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8001	9/30/2016 - 9/29/2017
8002	9/30/2017 - 9/29/2018

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8001	9/30/2016 - 9/29/2017
8002	9/30/2017 - 9/29/2018

The periods of performance for the following Option Items are as follows:

8003	9/30/2018 - 9/29/2019
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Services to be performed hereunder will be provided at:

OCHR Stennis Operations Center  
9110 Leonard Kimble Road  
Stennis Space Center, MS 39522-0002

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## SECTION G CONTRACT ADMINISTRATION DATA

### APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (SEP 2015)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

Valorie D Wheat, OCHRSTE  
 9110 Leonard Kimble Road  
 Stennis Space Center, MS 39522  
 valorie.wheat@navy.mil  
 228-813-1015

(End of clause)

### CONTRACT TYPE

This RFQ is soliciting a Firm Fixed Price (FFP) type task order order. The performance envisions 12 equal monthly increments of service for the Administrative Assistant, Data Entry Operator II, General Clerk I, and General Clerk II. A month of services is described as an increment of one-twelfth (1/12) of the hours shown below worked in pursuit of the overall objectives of this Statement of Work. Any significant deviations from this increment should be brought to the attention of the COR and the Contracting Officer as a matter of contract administration. The hours worked during the month should be included as part of a monthly status report. The labor categories and number of hours are as follows:

Labor Categories	Base Period	Option I	Option II	Total
Administrative Assistant	1,920	1,920	1,920	5,760
Data Entry Operator II	1,920	1,920	1,920	5,760
General Clerk I	7,680	7,680	7,680	23,040
General Clerk II	3,840	3,840	3,840	11,520

(End of clause)

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

(a) Definitions. As used in this clause—

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

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

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

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

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

(1) Have a designated electronic business point of contact in the System for Award Management at

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<https://www.acquisition.gov>; and

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

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

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

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

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

**2-in-1**

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

**Not applicable**

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

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S1109A
Inspect By DoDAAC	N69224
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	N69224
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	N69224
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

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

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

Valorie Wheat, [valorie.wheat@navy.mil](mailto:valorie.wheat@navy.mil)

(g) WAWF point of contact.



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

(End of clause)

#### FAR 52.204-2 -- SECURITY REQUIREMENTS (AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified “Confidential,” “Secret,” or “Top Secret.”

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual, and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

#### **CONTRACTOR UNCLASSIFIED ACCESS TO FEDERALLY CONTROLLED FACILITIES, SENSITIVE INFORMATION, INFORMATION TECHNOLOGY (IT) SYSTEMS OR PROTECTED HEALTH INFORMATION (JULY 2013)**

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

#### **APPLICABILITY**

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

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

#### **ACCESS TO FEDERAL FACILITIES**

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

#### **ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions

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

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

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

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

#### **INTERIM ACCESS**

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

#### **DENIAL OR TERMINATION OF ACCESS**

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

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

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

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

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(End of clause)

Accounting Data

SLINID	PR Number	Amount
8001	N6922416RCS4001	313312.68
LLA :		
AA 1761804 12TU 251 71207 0 056521 2D 692240 22416RCS4001		
Standard Number: N6922416RCS4001		

BASE Funding 313312.68  
Cumulative Funding 313312.68

MOD 01

8002	N6922417RCS4005	313312.68
LLA :		
AB 1771804 12TC 251 71207 0 056521 2D 692240 22417RCS4005		
Standard Number: N6922417RCS4005		

MOD 01 Funding 313312.68  
Cumulative Funding 626625.36

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

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## **SECTION I CONTRACT CLAUSES**

### **52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

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

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed three years.

(End of clause)

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## **SECTION J LIST OF ATTACHMENTS**

OCHR Stennis - DD 1423

OCHR Stennis - DD 254