

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NUMBER P00004		3. EFFECTIVE DATE 02/08/2021		4. REQUISITION/PURCHASE REQUISITION NUMBER 1300771683		5. PROJECT NUMBER (If applicable) N/A	
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk, VA 23511-3392		CODE N00189		7. ADMINISTERED BY (If other than Item 6) SCD		CODE C	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) Tekla Research, Inc. 10333 Southpoint Landing Blvd, Suite 207 Fredericksburg, Virginia 22407				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NUMBER			
				<input type="checkbox"/> 9B. DATED (SEE ITEM 11)			
				<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NUMBER N0017819D8686/N0018920F3014			
				<input type="checkbox"/> 10B. DATED (SEE ITEM 13) 03/19/2020			
CODE 07EQ9		FACILITY CODE 960649382					

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 _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication 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 NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER 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 data, 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

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

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Carlton Walton , Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		/s/Carlton Walton (Signature of Contracting Officer)	02/17/2021

General Information

The Line of Accounting information is hereby changed as follows:

100101:

From:

To: AC 1711319 U5EH 251 00019 0 050120 2D 000000 A00005958477

300101:

From:

To: AC 1711319 U5EH 251 00019 0 050120 2D 000000 A00005958477

The total amount of funds obligated to the task order is hereby increased from [REDACTED]

CLIN/SLIN	Fund Type	From	By	To
100101	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
300101	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the task order is hereby increased from [REDACTED]

CLIN/SLIN	From	By	To
1001	[REDACTED]	[REDACTED]	[REDACTED]
3001	[REDACTED]	[REDACTED]	[REDACTED]

Section B - Supplies and Services

CLIN - SUPPLIES OR SERVICES

FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
1000	H215	Provide Testing and Evaluation IAW the Performance Work Statement (PWS) (RDT&E)	12.00	Months	████████	████████
100001	H215	Base Year, Base Award funding. (RDT&E)				
100002	H215	Base Year Incremental Funding (RDT&E)				
1001	H215	Provide Testing and Evaluation IAW PWS (RDT&E)	6.00	Months	████████	████████
100101	H215	ERP funding document: 1300903247 (RDT&E)				
1002	H215	Provide Testing and Evaluation IAW PWS. FAR 52.217-8 (RDT&E) Option	6.00	Months	████████	████████

Cost Only Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
3000	H215	ODC Travel Base Year. NTE \$25,283.00 (RDT&E)	1.00	Each	████████
300001	H215	Base Year, Travel Funding (RDT&E)			
300002	H215	Corrected LOA (RDT&E)			
300003	H215	Base Year Incremental Funding (RDT&E)			
3001	H215	ODC Travel Option year 1 (6 months). NTE \$11,533 (RDT&E)	1.00	Each	████████
300101	H215	ERP: 1300903247 (RDT&E)			
3002	H215	ODC Travel Option Year FAR 52.217-8. NTE \$11,044.50 (RDT&E) Option	1.00	Each	████████

Section C - Description/Specifications/Statement of Work

PERFORMANCE WORK STATEMENT

For the Analytical Operational
Test and Evaluation Support Services
Of the
VH-92A Presidential Helicopter Replacement Program (TIEN 1806)
At COMOPTEVFOR Norfolk VA
13 Feb 2020

1. **Scope of Tasking.** Contractor will provide technical and analytical support to Commander, Operational Test and Evaluation Force (COMOPTEVFOR) in the definition, conduct and analysis of structured Initial Operational Test and Evaluation (IOT&E) of US Navy systems. This support will be required in one or more of the following forms: Documentation Review, Test Planning Support, Operational Test Design, Test Analysis and Reporting, Test Operations Support, Modeling and Simulation Support, and Program Management Support.
 1. Contractor will also provide technical and analytical support to Commander, Operational Test and Evaluation Force (COMOPTEVFOR) and the Commanding Officer, Marine Helicopter Squadron One (HMX-1) in the definition, conduct and analysis of structured Operational Test and Evaluation (OT&E) of the VH-92A (TEIN 1806). The contractor will provide specialized test information management services for the purposes of collection, storage, and data analysis of test data, which will be used to determine the operational effectiveness and operational suitability of the VH-92A against the Presidential Transport mission. This support will be required in one or more of the following forms: Documentation Review, Test Planning Support, Operational Test Design, Test Analysis and Reporting, Test Operations Support, and Program Management Support. The following represents (but is not limited to) the type of data collected during these tests:
 1. · Qualitative Human Factors Data (Text Narrative)
 2. · Quantitative Flight Log Data (Alpha-Numeric)
 3. · Qualitative Training System Surveys (Text Narrative)
 4. · Built-In-Test (BIT) Results (Alpha-Numeric)
 5. · Flight Costs (Alpha-Numeric)
 2. Data shall be collected via paper and desktop applications, as required. Aircrew debriefing data will be collected from paper debriefing sheets and kneeboard cards by government and contractor personnel. Aircraft Maintenance data will be accessed via the NALCOMIS application and downloaded to an appropriate test database. Analysts and OTDs are responsible for collecting and analyzing data to identify deficiencies in the data and/or satisfactory Critical Operational Issue (COI) resolution. The contractor will assist the analyst in the collating and analysis of the data. Provides specialized test information management support services in support of Operational Test. Support test planning, execution, and reporting to help determine the operational effectiveness/suitability of the VH-92A and aid in the resolution of Critical Operational Issues (COIs) and flight test objectives performed by HMX-1 aircrews and maintenance personnel.
1. **Background** The Presidential Helicopter Replacement aircraft (VH-92A) will replace existing In-Service aircraft (VH-3D and VH-60N) and become the primary helicopter employed by HMX-1 in support of the President, Vice-President, visiting Heads-of-State (HoS), and other official parties as directed by the White House Military Office (WHMO). The VH-92A will be a critical, national-level platform that provides survivable and dependable worldwide transportation capability and enables the strategic information superiority necessary to execute the duties of the President as the Commander-in-Chief, Chief Executive, and HoS.
2. **Period of Performance.** 03 April 2020 thru *02 Apr 2021 (Base Year), 03 Apr 2021 thru 02 Oct 2021 (Option Year 1), 03 Oct 2021 thru 02 Apr 2022 ("Dash-8")*.
1. **Placeof Performance.** Unless required to support mission accomplishment, work shall primarily be performed at the customer's site. If the number of personnel exceeds onsite capabilities, unclassified work will be expected to be performed offsite. The customer location is:

Marine Helicopter Squadron One (HMX-1)
Marine Corps Air Facility Quantico
2134 Rowell Road
Quantico, VA 22134

While onsite at HMX-1, the contractor shall comply with OPNAVINST 5239 (series), with specific regard to non-government hardware and software. IA program instruction will be provided to the Contractor at time of contract award.

- Travel.** Travel will be required throughout the course of this contract. All travel costs shall be in accordance with the Federal Travel Regulations (FTR). Invoices shall include actual costs experienced. Airfare shall be based on the lowest available cost for coach or economy in writing, in advance. Travel dates and locations are to be confirmed through HMX-1 in writing, prior to commencement of any travel.

1. Travel Instructions.

Ensure all Contractors supporting this requirement meet the minimum requirements of the [COMUSFLTFORCOM/COMPACFLTINST 6320.3 07Apr14](#), Medical Screening for U.S. Government Civilian Employees, Contractor Employee's, and Guests and Visitors Prior to Embarking From

Any travel OCONUS by the Contractor will need to review the Foreign Clearance Guide at <http://www.fcg.pentagon.mil> and select the country for travel.

During OCONUS travel, the contractor shall operate in accordance with International Traffic in Arms Regulation (ITAR) Part 124, approved by the Department of State, Office of Defense Trade Controls. Specific guidance can be found at: https://www.pmdtc.state.gov/regulations_laws/ita

1. Expected Travel Locations:

BASE YEAR

Location	# of Days each Trip	#of Trips during Base Period	Total # of Days (# of Trips X # of Days)
NAS Patuxent River, MD	1	50	50
Washington D.C.	1	15	15
Norfolk, VA	2	5	10
Other locations Buckley Air Force Base, Aurora, CO Joint Base Charleston, Charleston, SC	5	2	10

OPTION YEAR 1:

Location	# of Days each Trip	#of Trips during Option 1 Period	Total # of Days (# of Trips X # of Days)
NAS Patuxent River, MD	1	25	25
Washington D.C.	1	10	10
Norfolk, VA	2	3	6

"DASH-8":

Location	# of Days each Trip	#of Trips during Option 2 Period	Total # of Days (# of Trips X # of Days)
NAS Patuxent River, MD	1	25	25
Washington D.C.	1	10	10
Norfolk, VA	2	2	4

- Personal Services.** This is not a personal services Task Order. The contractors/sub-contractors should be well educated in respect to "personal services". No one (Government employee or

military) may task the contractor to perform work that is not listed in the delivery order, nor do the contractors take direction in the performance of their task from anyone other than their corporate manager and/or prime contractor, as appropriate.

1. **Privity Defined.** The legal term that defines the relationship between two parties of a contract, does not exist between the Government and the sub-contractor. Therefore, the Prime contractor is responsible for ensuring, through its own internal processes, that quality work is performed and delivered on time, by any subcontractors to meet the objectives of the prime contract. Formal direction to sub-contractors flows only through the prime contractor. There can be simultaneous communication between the prime contractor and the subcontractor, but the Government and the subcontractor cannot bypass the prime contractor to communicate directly with each other.

1. **ADP Requirements:** The Government will provide, if required, the necessary computer, work station/system access for on-site work. Those offerors assigned as Off-site will not be assigned government furnished ADP assets. Additionally, the offerors assigned ADP GFP will be held accountable to respond to the government's ADP inventory requirements conducted semi-annually re-occurring every Mar and Sep to ensure 100% accountability of all ADP assets. Any offeror not adhering to this call for inventory of ADP assets may be directed to forfeit their ADP GFP at no additional cost to the government. IAW FAR 52.245-1

1. **Other Direct Costs (ODCs).** If Applicable, ODCs consist of test equipment and supplies as required for performance of Task Orders. In no instance shall the contractor exceed the amount specified in the contract for ODC CLIN expenses.

2. **Receipt and Acceptance of Deliverables.** All Deliverables (CDRL's) listed will be delivered by the Contractor in accordance with the QASP and upon receipt and acceptance by the government the respective customer will acknowledge receipt and acceptance for timeliness and accuracy by sending an email to the COR stating so. This email will facilitate the formal government's position that they have accepted the respective product for timeliness and accuracy, the COR will forward a copy of this email to the prime of the Task Order and the email will become part of the COR folder for that respective Task Order.

1. **Specific Tasking.** In accordance with the PWS and the basic contract the contractor shall provide support in evaluating the operational effectiveness and suitability of the system under test that has been assigned to COMOPTEVFOR for OT&E, in accordance with the format prescribed in COTFINST 3980.2 series, Operational Test Director's Guide (or other governing references listed in paragraph 5 as applicable). The manual may be found at: <http://www.public.navy.mil/cotf/OTD/OTD%20Manual.pdf>

Milestones. The following Milestones are expected during execution of the Period of Performance in support of the system under test:

BASE YEAR:

Q3FY20.

a. Support IT-C1 execution, to include:

- i. Event planning,
- ii. Data collection,
- iii. RMRBs
- iv. Other meetings/products as required.

a. Support IOT&E execution, to include:

- i. Event planning,
- ii. Data collection,
- iii. RMRBs,
- iv. OTSBs,
- v. Other meetings/products as required.

a. Begin drafting products to support IOT&E Test Report deliverable to COMOPTEVFOR.

Q4FY20.

a. Support IOT&E execution, to include:

- i. Event planning,
- ii. Data collection,
- iii. RMRBs,
- iv. OTSBs,
- v. Other meetings/products as required.

a. Produce deliverables for COMOPTEVFOR Test Reporting Products for:

- i. CEWGs
- ii. SERBs
- iii. E-SERBs
- iv. Test Report (Blue/Gold Sheets, Data Analysis Summary, and Commander's Report).

Q1FY21.

a. Produce deliverables for COMOPTEVFOR Test Reporting Products for:

- i. CEWGs
- ii. SERBs
- iii. E-SERBs
- iv. Test Report (Blue/Gold Sheets, Data Analysis Summary, and Commander's Report).

Q2FY21.

a. Produce products for IT period Data Collection Plan (DCP), as required.

b. Support COMOPTEVFOR in the update of the VH-92A IEF, as required.

OPTION YEAR 1:

Q3FY21.

a. Produce products for IT period Data Collection Plan (DCP), as required.

b. Produce products for COMOPTEVFOR FOT&E-1 Test Plan Touchpoints A-D and CoT briefs.

c. Support COMOPTEVFOR in the update of the VH-92A IEF, as required.

Q4FY21.

- a. Produce products for COMOPTEVFOR FOT&E-1 Test Plan Touchpoint E and TPRBs.
 - b. Complete the FOT&E-1 Test Plan.
- a. Support COMOPTEVFOR in the update of the VH-92A IEF, as required.

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1. Documentation Review (Associated CDRL: A001)

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1. Review program documentation, including but not limited to and subject to minor fluctuation: Required Operational Capability (ROC) Projected Operational Environment (POE), Concept of Operations (CONOPS), Operational Requirements Documents (ORD), Test and Evaluation Master Plan (TEMP), Mission Needs Statement (MNS), Initial Capabilities Document (ICD), Capability Development Document (CDD), and Capability Production Document (CPD), Navy System Training Plan (NTSP), manning documents, Program Acquisition Logistics Support Plan (ALSP), training manuals, and operator and maintenance manuals, information support plan, Systems Security Authorization Agreements (SSAA), IA Strategy, Authority to Operate (ATO) or Interim ATO, Platform IT Risk Approval (PRA) or Interim PRA, Interim PRA POA&M, IA certification and accreditation package and provide comments, assist in the staffing and subsequent inclusion of the governments adjudicated comments from the Comment Resolution Matrix (CRM) associated with the program/s being directly supported.

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2. Operational Test Design Development (Associated CDRL: A005, A010, A011, A012, A013, A014)

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1. Assist in use of Mission Based Test Design (MBTD), Plan and design operational tests, and analyze the resulting data in order to obtain objective conclusions in support of Integrated Testing, in conjunction with mission-based Critical Operational Issues (COI), cross-referenced with Navy Mission Essential Task Lists (NMETL) and/or Joint Mission Essential Task Lists (JMETL). Operational Tests are to be conducted in conjunction with the IOT&E methodology, in accordance with existing COMOPTEVFOR Operational Test Director Manual.
 2. Conduct background research and provide analytical support and recommendations for the development of data collection plans for testing the operational effectiveness and suitability.

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3. Operational Test Planning (Associated CDRL: A002, A004, A005, A011, A012, A013)

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1. Assist in development of Test plans for Operational Testing (OT), Developmental Testing (DT) assists (to include Data Collection Plans (DCP's)), Early Operational Assessments (EOA), Operational Assessments (OA), Joint Concept Technology Demonstrations (JCTD), Quick Reaction Assessments (QRA), Initial Operational Test and Evaluation (IOT&E), and Follow-on Test and Evaluations (FOT&E), Verification Correction of Deficiencies (VCD) and compile data necessary to draft the test plans (both integrated and operational).
 2. Conduct background research and provide analytical support and recommendations for the development of data collection plans for testing the operational effectiveness and suitability.
 3. Devise test matrices and procedures to satisfy COMOPTEVFOR testing objectives.
 4. Determine data reduction/reconstruction requirements (including hardware and software resources necessary for the collection and storage); identify facilities which can provide this processing; and prepare appropriate documentation to support the required service(s).
 5. Draft Test plans (deliverables Touchpoint A through E) shall include the purpose of test, SuT/SoS descriptions, COI discussions, limitations, data qualified for OT, the test schedule, detailed method of test, data collection plan, and the data analysis plan.
 6. Revisions to the draft test plan may be required due to internal and external staffing of a Comment Resolution Matrix (CRM), these revisions will be required to be made by the contractor after government adjudication of any/all comments received.
 7. Determination of appropriate measures and data requirements
 8. Determination of test data collection sources and methods
 9. Generation of data requirements table
 10. Creation of appropriate data collection mechanisms and formats
 11. Develop data collection tracking mechanism to monitor test progress through each test event over each test period
 12. Identify storage requirements and appropriate locations, and develop organizational means by which to efficiently collect and archive

all types of test data planned for collection

4. Operational Test Execution and Data Collection (Associated CDRL: A005, A015)

1. Provide support in conducting liaison with model proponents, Verification and Validation (V&V) agents, developing agencies, Navy laboratories, service Cryptologic Agencies, Navy operational commands, other U.S. Government agencies, and hardware/software contractors to ensure that Modeling and Simulation (M&S) OT&E requirements are adequately addressed to permit timely and effective accreditation of M&S in support of OT&E.
2. Provide support in maintaining an M&S database that consists of the version and accreditation status of all M&S used in OT&E.
3. Support OTD in test execution and compile test event data collection packages (CONUS/OCONUS) for subsequent analysis.
4. Attend program review meetings with the Operational Test Director (OTD) during the timeframe in various locations and provide technical reports and observe demonstrations/test events as appropriate with OTD, collect test data, and provide technical reports.
5. Assist OTD as required in briefing test participants, emphasizing the objectives of the test event and specific data-gathering requirements for each participant.
6. Monitor test data collection on an ongoing, event-by-event basis, to include all types of test data (test cards, surveys, debrief sheets, etc)
7. Work with OTDs prior to each test event to ensure all required data collection requirements are included in event preparation and products
8. Proactively facilitate and pursue timely submission of appropriate data by testers in required formats
9. Enter test data into appropriate data collection mechanism(s), as required
10. Screen all data as submitted to ensure quality, consistency, and sufficiency of incoming data
11. Interface with NALCOMIS for periodic collection of reliability and maintainability data. Assist analyst in processing, scoring, and tracking maintenance data.
12. Maintain data collection tracking mechanism to monitor test progress throughout each test period, and identify any missing or uncollected data, voids in data collection plan, or anomalies identified in test that may require further testing
13. Generate periodic data collection metrics for HMX-1 leadership, as required, to track progress of test
14. Archive all test data as appropriate; organize and maintain means to enable on-demand retrieval of any archived data
15. Extract and provide data to OTDs/analyst as requested for processing and analysis.

5. Operational Test Data Analysis (Associated CDRL: A005, A014)

1. Perform data reduction and preliminary analysis of data to ensure data validity, prior to more detailed data processing. Assist the OTD and OTC when making assessments regarding specific issues, risk or deficiencies based on the results of data analysis. Utilization of a comment resolution matrix will be optimized to ensure adjudication of all comments by the government.
2. Correlate data using appropriate statistical techniques to analyze operational effectiveness and suitability tests and provide follow-up assistance as necessary on test reports and briefs.
3. Provide analysis to support COI resolution on all data identified critical for subtask/COI resolution, including Key Performance Parameters (KPP), Measures of Effectiveness (MOE) and Measures of Suitability (MOS) that will be included in the applicable section of the test reports. This data will also include reliability growth curves, key response variables, and any other data that the government feels is pertinent to the issue or deficiency development or COI resolution.

6. Operational Test Reporting (Associated CDRL: A006)

1. Shall provide the following reports, but not limited to and subject to minor fluctuation; Operational Test Agency Assessment Report (OAR) and Operational Test Agency Milestone Assessment Report (OMAR), OAR/OMAR, Operational Evaluation Report (OER) or Operational Test Agency Follow-on Evaluation Report (OFER), Letter of Observation (LOO), Operational Utility Assessment (OUA) report, Independent Operational Test and Evaluation (IOT&E) report.
2. Provide data to analyst as requested in consolidated format for processing, analysis, and distribution. Assist in reducing data into

selected reports and preparing an overall evaluation of the VH-92A.

3. Provide data support for PTIP process, to enable production of OTSB and CEWG products

7. Administrative Support (Associated CDRL: A007, A008, A009, A010, A015)

1. Provide the Technical Point of Contact (TPOC) with following reports (but not limited to and subject to minor fluctuation) the Trip/Technical Reports, Monthly Progress Reports, Annual Summary Reports progress of work on assigned tasks, conferences/meetings attended, work plans, and the expenditure of funds and labor hours during the month.
2. Provide support in conducting liaison with developing agencies, Navy laboratories, Navy Operational Commands, other U.S. Government agencies, and hardware/software contractors to ensure that OT&E requirements are adequately addressed to permit timely and effective testing.
3. When supporting multi-national projects (e.g. Joint Strike Fighter) the contractor will comply with ITAR and TAA regulations: https://www.pmdtc.state.gov/regulations_laws/itar.html.

1. **Deliverables**. The Government reserves the right to specify deliverables at the task order level. Data items required from the contractor are specified in the Contract Data Requirements List (CDRL), DD Form 1423. Not every CDRL will apply to each order. Quantities, delivery dates, and other particulars will be identified in the individual task orders issued under this contract.

1. CDRL A001 Documentation Review

1. Review program documentation, including but not limited to and subject to minor fluctuation: Required Operational Capability (ROC)/Predicted Operational Environment (POE), Concept of Operations (CONOPS), Operational Requirements Documents (ORD), Test and Evaluation Master Plan (TEMP), Initial Capabilities Document (ICD), Capability Development Document (CDD), and Capability Production Document (CPD), Navy System Training Plan, manning documents, Program Acquisition Logistics Support Plan (ALSP), training manuals, and operator and maintenance manuals, and provide comments, assist in the staffing and subsequent inclusion of the governments adjudicated comments from the Comment Resolution Matrix (CRM) associated with the program/s your directly supporting.

1. CDRL A002 Test Planning and Project Operations Support

1. Assist In The Development Of Critical Operational Issues (COI) Integrated Evaluation Framework (IEF) For Operational Testing (OT), Developmental Testing (DT) Assists, Early Operational Assessments (EOA), Operational Assessments (OA), Joint Concept Technology Demonstrations (JCTD), Observation Of Operational Capabilities (OOC), Independent Operational Test And Evaluation (IOT&E), And Follow-On Test And Evaluations (FOT&E), and compile data necessary to draft the tests (both integrated and operational).
2. Conduct background research and provide analytical support and recommendations for the development of data collection plans for testing the operational effectiveness and suitability.
3. Devise test matrices and procedures to satisfy COMOPTEVFOR testing objectives.
4. Determine data reduction/reconstruction requirements (including hardware and software resources necessary for the collection and storage); identify facilities which can provide this processing; and prepare appropriate documentation to support the required service(s).
5. Revisions to the draft test plan may be required due to internal and external staffing of a Comment Resolution Matrix (CRM), these revisions will be required to be made by the contractor after government adjudication of any/all comments received.

1. CDRL A004 Draft Test Plan Input

1. Draft Test plans (deliverables Touchpoint A through E) shall include the purpose of test, Sut/SoS descriptions, COI discussions, limitations, data qualified for OT, the test schedule, detailed method of test, data collection plan, and the data analysis plan.

1. CDRL A006, Draft Final Report

1. Draft deliverable in COMOPTEVFOR format to be submitted within fifteen days earlier of the designated completion time for the respective product in accordance with prescribed time lines contained within the OTD Manual unless otherwise agreed upon in advance with the OTD.
2. Final report can be; Letter of Observation (LOO), Observation of Operational Capabilities (OOC), Early Operational Assessment (EOA) or Operational Assessment (OA), Initial Operational Test and Evaluation (IOT&E), Follow On Test and Evaluation (FOT&E) or Verification Correction of Deficiencies(VCD).

1. CDRL A007, Trip/Technical Report

1. Contractor format acceptable. The contractor shall prepare a trip report detailing key information issued at the program meeting attended within five (5) working days after returning from the meeting.
2. Electronic versions are preferred and are to be submitted in MS Office-compatible media; contractor format of contents acceptable.

1. CDRL A008, Monthly Progress and Status Report

1. Contractor format acceptable. The contractor shall prepare a progress, performance and funds expenditure report by the 15th of the month starting one month after contract award, unless otherwise agreed upon with the OTD.

1. CDRL A009, Annual Summary Report

1. Contractor format acceptable. The contractor shall prepare a progress, performance and funds expenditure report within 30 days after the base year or option year ends.

1. CDRL A010, MBTD Database Output

1. MBTD Output formats. Contractor shall prepare Database Output reports based on completed MBTD steps.

1. Outputs include, but are not limited to and subject to minor fluctuation, COI Listing, Sub-Task hierarchy, Conditions and Attributes to Sub-Task cross reference, Attribute matrix, Conditions matrix, Vignette to Data Requirements to Test Methods Matrix, Vignette Resource Matrix and corrections documented within a comment resolution matrix.

1. CDRL A011, Design of Experiment IEF Inputs

1. Contractor shall produce a statistical package based on the IEF Test Design section format, containing the Factors (Conditions), Response Variables (Measures) and Run Matrix (test design samples) using information gathered during the MBTD Process.
2. Included in the package shall be Sigma (standard deviation), Delta (effect size), Alpha and resulting Confidence, and Beta and resulting Power values for each of the test vignettes determined by the MBTD process.

1. CDRL A012, IEF Document Input

1. Contractor shall provide inputs to and develop IEF documents for various programs based on MBTD outputs.
2. This includes, but is not limited to and subject to minor fluctuation, COI Tables, Vignette Tables, Subtask Hierarchy Tables, Conditions, Attributes to Subtask Tables, Vignette to Data Requirements to Test Method Tables, Attribute Tables, Filtered Conditions Tables, Data Element Tables, Resource Tables, Survey Sheets and DOE write-ups.

1. CDRL A013, Technical Editor Review

1. Provides complex technical writing and editing this includes but is not limited to and subject to minor fluctuation;
 1. Test and Evaluation Master Plan (TEMP), comment and forwarding letters, Test Plans, Evaluation Reports, several other variations of test reports in multiple formats, evaluation assessments, tactics guides, modeling and simulation accreditation and other documents associated with IOT&E.
1. Ensures continuity with project details is maintained, and that all operational, technical, and analytical issues and objectives have been addressed.
2. The contractor provides technical writing, and editorial support directed toward ensuring the quality assurance and quality control, accuracy, logic, content, clarity, reliability, format, and grammar of OPTEVFOR documentation associated with IOT&E.
3. Contractor must ensure official markings, downgrading instructions and distribution statements are correctly used on all documents applicable.

1. CDRL A014, Analysis Working Group (AWG) Design of Experiment Working Group (DWG) and System Evaluation Review Board (SERB) Process Documentation

1. The AWG, DWG and SERB process documentation will include (but not be limited to) all data that is identified critical for subtask/COI resolution, including Key Performance Parameters (KPP), Measures of Effectiveness and Measures of Suitability that will be included in the applicable section of the test reports.

1. CDRL A015, Test Execution and Data Collection

1. Support OTD in test execution and compile test event data collection packages (CONUS/OCONUS) for subsequent analysis
2. Develop briefings as required for test participants, emphasizing the objectives of the test event and specific data gathering requirements for each participant.

1. **Minimum Personnel Requirements.** As described in the minimum personnel requirements relative and comparative emphasis is given where applicable between the testing, analytical and/or writing competencies within respective labor categories. The government reserves the right to

provide historical information used to successfully perform. This may include Labor Categories and Qualifications within those Labor Categories already identified in this contract. It will be up to the Offeror to determine what Labor Categories and Qualifications within those Labor Categories already identified within the contract they will propose at the contract level to achieve success. In addition to the warfare specific labor categories, note the following over-arching categories which may be also be required:

1. Flight Test Engineer/Test Planning: paragraphs a, b, c, d, e, f and g

- a. At least six (6) years Marine Helicopter Squadron One (HMX-1) Presidential helicopter operations experience.
Four (4) years T&E experience within the last eight (8) with Presidential helicopters and familiarity with Naval Air Warfare Center Aircraft Division (NAWCAD) structure and flight test requirements/operations.
Completion of COMOPTEVFOR OTD and Post Test Iterative Process courses within the last 3 years.
- b. VH-92A requirements knowledge.
- c. Three (3) years' experience with Testing and Evaluation (T&E) with COTF planning, execution and PTIP experience preferred.
- d. Current, within the last 5 years, working knowledge of the Navy and multi-service missions, operations, logistics, management, and organizational responsibilities.
- e. Current, within the last 5 years, working knowledge of the DoD 5000 Series, OPNAVINST 5000.42 Series, as well as SECNAVINST 5000 series.

1. Communications Engineering: paragraphs a, b and c

- a. At least ten (10) years of telecommunications and communication systems engineering, with at least five (5) years of experience with communication systems required to execute Presidential support operations including requisite coordination with the White House Communications Agency (WHCA).
- b. Recent, within the past 10 years, qualification as a HMX-1 Communication Systems Officer (CSO)..
- a. Completion of COMOPTEVFOR OTD course within the last 3 years from the start date of new PoP of this requirement.
- a. Three (3) years' experience with Testing and Evaluation (T&E) with COTF planning, execution and PTIP experience preferred.

1. Logistics/Maintenance Engineering/Management: paragraphs a, b, c and d

- a) At least four (4) years experience with Logistics/Maintenance Engineering maintenance in HMX-1 maintenance departments.
- a. Qualification as one of the following:
 - a. Aircraft Maintenance Officer,
 - b. Assistant Aircraft Maintenance Officer,
 - c. Maintenance Material Control Officer,
 - d. Maintenance Chief,
 - e. OR Maintenance Control Chief.
- b. Possess a detailed, working knowledge of programs and processes governed by COMNAVAIRFORINST 4790.
- c. Completion of COMOPTEVFOR OTD and RMLA courses within the last 3 years from the start date of new PoP of this requirement.
- d. Three (3) years' experience with Testing and Evaluation (T&E) with COTF planning, execution and PTIP experience preferred.

1. Operations Analysis: paragraphs a, b, c, d, e, f and g

- a. At least four (4) years of HMX-1 operations experience.
- b. At least four (4) years of experience as an operations research systems analyst supporting Test and Evaluation.
- c. Operations Research Systems Analysis (ORSA) knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; using scientific rules and methods to solve problems.
- d. Demonstrated experience identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system and the ability to choose the right mathematical methods or formulas to solve a problem.
- e. Demonstrated ability to interact effectively within the naval community and communicate the results of the operational analysis to sponsoring activities and decision makers.

- f. Demonstrated ability to apply analytical methodologies to evaluate the operational effectiveness and suitability of combat systems, weapon systems, and combat support systems.
- g. Completion of COMOPTEVFOR OTD, RMLA and Post Test Iterative Process courses within the last 3 years.
- h. Three (3) years' experience with Testing and Evaluation (T&E) with COTF planning, execution and PTIP experience preferred.

1. Data Manager

- a. Three (3) years of experience with applicable DoD/DoN instructions and policies (e.g., TEMP, CDD, Test Plan development and approval processes, Operational Assessment management, and IOT&E/OT&E /FOT&E management)
- b. Three (3) years of experience with test information management
- c. Strong background in Naval Aviation maintenance and operating knowledge of NALCOMIS
- d. Strong background in MS Office applications, particularly MS Excel; MS Access experience is desired
- e. A 4 year degree from an accredited College or University

1. **Security Clearance Required.** A minimum security clearance of TOP SECRET is required for those personnel supporting this task. Any personnel proposed to work on this effort shall be eligible for necessary clearances to immediately begin performance at the time of award.

1. **Yankee-White, Category 2** access will be required for specific Labor Categories and the need identified by the government at a time subsequent to the award, the contractor will be required to fulfill its obligation and ensure they meet this criteria to fully support the requirement. Guidance is provided in [Department of Defense Instruction NUMBER 5210.87, Selection of DoD Military and Civilian personnel and Contractor Employees for Assignment to Presidential Support Activities.](#)

2. Acronym List.

ALSP	Acquisition Logistics Support Plan
ATO	Authority to Operate
CDD	Capabilities Development Document
CDR	Critical Design Review
CDRL	Contract Data Requirements List
CIPT	Capabilities Integrated Product Team
CNO	Chief of Naval Operations
COC	Chain of Command
COI	Critical Operational Issue
COMNAVAIRFORINST	Commander Naval Air Forces Instruction
COMOPTEVFOR	Commander Operational Test and Evaluation Force
COMPACFLTINST	Commander Pacific Fleet Instruction
COMUSFLTFORCOM	Commander United States Fleet Forces Command
CONOPS	Concept of Operations
CONUS	Continental United States
COT	Concept of Test
COTD	Chief Operational Test Director
COTF	Commander, Operational Test and Evaluation Force
COTFINST	COTF Instruction
COTS	Commercial Off the Shelf
CPD	Capabilities Production Document
CRM	Comment Resolution Matrix
CSO	Communication Systems Officer
DA	Decision Authority
DC	District of Columbia
DCP	Data Collection Plan
DMAP	Data Analysis and Management Plan
DOD	Department of Defense
DOE	Design of Experiments
EDM	Engineering Design Model
ESERB	Executive System Evaluation Review Board
FTD	Flight Training Device
FY	Fiscal Year
IEF	Integrated Evaluation Framework
GUI	Graphical User Interface

HMX-1	Marine Helicopter Squadron One
HoS	Head of State
IA	Information Assurance
IAW	In Accordance With
IBR	Integrated Baseline Review
ICD	Initial Capabilities Document
ICW	In Coordination With
IEF	Integrated Evaluation Framework
ILSP	Integrated Logistics Support Plan
IMTP	Integrated Master Test Plan
IOT&E	Initial Operational Test and Evaluation
IT	Integrated Test
ITT	Integrated Test Team
KPP	Key Performance Parameters
LOO	Letter of Observation
MBTD	Mission Based Test Design
MCS	Mission Communications System
MD	Maryland
MNS	Mission Needs Statement
MOE	Measures of Effectiveness
MOS	Measures of Suitability
MS	Microsoft
M&S	Modeling and Simulation
MTD	Maintenance Training Device
MTP	Master Test Plan
NALCOMIS	Naval Aviation Logistics Command Management Information System
NAWCAD	Naval Air Warfare Center Aircraft Division
OA	Operational Assessment
OAR	Operational Assessment Report
OER	Operational Evaluation Report
OFER	Operational Test Agency Follow-on Evaluation Report
ONI	Office of Naval Intelligence
OOC	Observation of Operational Capabilities
OPNAVINST	Office of the Chief of Naval Operations Instruction
OPORDS	Operation Orders
OPTEVFOR	Operational Test and Evaluation Force
ORD	Operational Requirements Document
ORSA	Operations Research Systems Analyst
OT	Operational Test
OT&E	Operational Test and Evaluation
OTA	Operational Test Agency
OTD	Operational Test Director
OTRR	Operational Test Readiness Review
OTSB	Operation Test Scoring Board
OUA	Operational Utility Assessment
PAG	Presidential Airlift Group
PCO	Presidential Communications Officer
PDR	Preliminary Design Review
POA&M	Plan of Action and Milestones
POE	Projected Operational Environment
POTUS	President of the United States
PRA	Platform Risk Approval
PWS	Performance Work Statement
Q	Quarter
QRA	Quick Reaction Assessments
R&M	Reliability and Maintainability
RMLA	Reliability, Maintainability, Logistic supportability and Availability
ROC	Required Operational Capability
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SERB	System Evaluation Review Board
SFR	System Functional Review
SIL	Systems Integration Lab
SM	Standard Missile
SME	Subject Matter Expert

TEIN	Test and Evaluation Identification Number	
TELECON	Telephone Conference	
TEMP	Test and Evaluation Master Plan	
TP	Test Plans	
TPOC	Technical Point of Contact	
TTF	Transition Task Force	
US	United States	
VA	Virginia	
VCD	Verification of Correction to Deficiencies	
VV&A	Verification, Validation and Accreditation	
V&V	Verification and Validation	
WHCA	White House Communications Agency	
WHMO	White House Military Office	
	WIPT	Working Integrated Product Team

Section D - Packaging and Marking

N/A

Section E - Inspection and Acceptance

At Government By Government

Section F - Deliveries or Performance

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

1000	04/03/2020 - 04/02/2021
1001	04/03/2021 - 10/02/2021
3000	04/03/2020 - 04/02/2021
3001	04/03/2021 - 10/02/2021

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

1002	10/03/2021 - 04/02/2022
3002	10/03/2021 - 04/02/2022

Section G - Contract Administration Data

Contracting Officer Representative

Accounting Data

CLIN/SLIN	PR Number	Amount
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N0018920F3014

100001	13007716831000	██████████
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LLA :

AA 1701319 U5EH 251 00019 0 050120 2D 000000 A00005352220

Standard Document #: N0001919PR03802

300001	13007716833000	██████████
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LLA :

AB 1701319 U5EH 251 00019 0 050120 2D 000000

Standard Document #: N0001919PR03802

BASE Funding: ██████████

Cumulative Funding: ██████

N0018920F3014P00002

300001	13007716833000	██████████
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LLA :

AA 1701319 U5EH 251 00019 0 050120 2D 000000 A00005352220

Standard Document #: N0001919PR03802

300001	13007716833000	██████████
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LLA :

AA 1701319 U5EH 251 00019 0 050120 2D 000000 A00005352220

Standard Document #: N0001919PR03802

300002	1300771683300002	██████████
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LLA :

AA 1701319 U5EH 251 00019 0 050120 2D 000000 A00005352220

Standard Document #: N0018919PR03802

Accounting Data

300002 1300771683300002 [REDACTED]
LLA :
AA 1701319 U5EH 251 00019 0 050120 2D 000000 A00005352220
Standard Document #: N0018919PR03802

MOD P00002 Funding: [REDACTED]

Cumulative Funding: [REDACTED]

N0018920F3014P00003

100002 1300863021 [REDACTED]
LLA :
AB 1701319 U5EH 251 00019 0 050120 2D 000000 A00005675363
Standard Document #: N0001920PR06544

300003 1300863021 [REDACTED]
LLA :
AB 1701319 U5EH 251 00019 0 050120 2D 000000 A00005675363
Standard Document #: N0001920PR06544

MOD P00003 Funding: [REDACTED]

Cumulative Funding: [REDACTED]

N0018920F3014P00004

100101 1300903247 [REDACTED]
LLA :
AC 1711319 U5EH 251 00019 0 050120 2D 000000 A00005958477
Standard Document #: N001921PR02660

300101 1300903247 [REDACTED]
LLA :
AC 1711319 U5EH 251 00019 0 050120 2D 000000 A00005958477
Standard Document #: N001921PR02660

MOD P00004 Funding: [REDACTED]

Cumulative Funding: [REDACTED]

Section H - Special Contract Requirements

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
 - a. All pre-award information, questions, or data;
 - b. Freedom of Information inquiries;
 - c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
 - d. Arranging the post award conference (See FAR 42.503).

Name: Aaron Martin

Address: 1968 Gilbert St

Ste600

Norfolk, VA 23511

Phone: 757-443-1601

OR

Paul Cofield

1968 Gilbert St, Ste 600

Norfolk, VA 23511

757-443-1454

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: NAVSUP FLC Norfolk

Address: 1968 Gilbert St

Ste 600, Norfolk VA 23511

Phone: 757-43-1601

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: NA

Address: -----

Phone: -----

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: DFAS Columbus

Address: -----

Phone: -----

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: Tim Burrows

Address: COTF, Norfolk, VA

Phone: 757-457-6056

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: NA

Address: -----

Phone: -----

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: NA

Address: -----

Phone: -----

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: NA

Address: -----

Phone: -----

(End of text)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(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.

"Payment request" and "receiving report" are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

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

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.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 shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a

deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

2-IN-1 Services

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF "combo" document type to create some combinations of invoice and receiving report in one step.]

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

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N57023
Admin DoDAAC**	N57023
Inspect By DoDAAC	

Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	N57023
Accept at Other DoDAAC	
LPO DoDAAC	N57023
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert "See Schedule" or "Not applicable.")

(**Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

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

WAWF point of contact.

LCDR John McNeil

757-457-6283

John.mcneil@cotf.navy.mil

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

Section I - Contract Clauses

52.217-5	Evaluation Of Options	JUL 1990
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	DEC 2018

CLAUSES INCORPORATED BY FULL TEXT

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 1 day.

(End of clause)

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 1 day provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1 day 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 the end date of the 52.217-8.

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability to be confirmed in writing by the Contracting Officer.

(End of clause)

252.227-7013- Rights in Technical Data.

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s) is/are incrementally funded. For CLINs 1000 and 3000 the sums of \$190 000.00 and \$10 000.00 respectively of

the total price are presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause the Contractor agrees to perform up to the point at which the total amount payable by the Government including reimbursement in the event of termination of those item(s) for the Government's convenience approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT. As used in this clause the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when in the Contractor's best judgment the work will reach the point at which the total amount payable by the Government including any cost for termination for convenience will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding if any needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification or by an agreed substitute date the Contracting Officer will terminate any item(s) for which additional funds have not been allotted pursuant to the clause of this contract entitled TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT .

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date and the contract will be modified accordingly.

(e) If solely by reason of failure of the Government to allot additional funds by the dates indicated below in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted an equitable adjustment will be made in the price or prices (including appropriate target billing and ceiling prices where applicable) of the item(s) or in the time of delivery or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled disputes.

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled DEFAULT. The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

CLIN 1000:

On execution: ██████████

Remainder TBD: ██████████

Total: ██████████

CLIN 3000:

On execution: ██████████

Remainder TBD: ██████████

Total: ██████████

(End of clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order the following delineation of duties is provided including the names addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information questions or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: Aaron Martin

Address: 1968 Gilbert St

Ste600

Norfolk VA 23511

Phone: 757-443-1601

OR

Paul Cofield

1968 Gilbert St Ste 600

Norfolk VA 23511

757-443-1454

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42 302 and DFARS 242 302 except in those areas otherwise designated herein.

Name: NAVSUP FLC Norfolk

Address: 1968 Gilbert St

Ste 600 Norfolk VA 23511

Phone: 757-43-1601

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: -----

Address: -----

Phone: -----

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: DFAS Columbus

Address: -----

Phone: -----

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When in the opinion of the Contractor the COR requests effort outside the existing scope of the contract (or delivery/task order) the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or in the case of a delivery/task order until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: Tim Burrows

Address: COTF Norfolk VA

Phone: 757-457-6056

In the event that the COR named above is absent due to leave illness or official business all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: -----

Address: -----

Phone: -----

6. TECHNICAL ASSISTANT if assigned by the requiring activity is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW technical direction to the contractor and recommending corrective actions; and

h. Providing written reports to the COR as required concerning trips meetings or conversations with the contractor.

Name: -----

Address: -----

Phone: -----

7. ORDERING OFFICER is responsible for:

- a. Requesting obtaining and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: -----

Address: -----

Phone: -----

(End of text)

THE FOLLOWING NAVSUP LOCAL TEXT IS HEREBY MADE PART OF THE STATEMENT OF WORK/PERFORMANCE WORK STATEMENT.

NAVSUP _____ [activity] may utilize contractor support through the AbilityOne Program as needed to perform contract closeout functions for this acquisition. Information including business sensitive/confidential or proprietary data that the offeror provides to the Government or information already in the possession of the Government may be viewed and utilized by the AbilityOne Program support contractor personnel during the course of its contract performance. The information that may be made available to the support contractor may include for example pricing and technical proposals historical contract pricing and performance information Commercial Asset Visibility (CAV) reporting information and similar data/information.

By submission of a proposal in response to this solicitation the offeror and its subcontractors consent to a release of their business sensitive/confidential or proprietary data to the Government's AbilityOne Program support contractor personnel in order to perform close out services. Prior to the release of any such information to the support contractor the support contractor will have in place with the Government a Non-Disclosure/Non-Use Agreement in accordance with the terms of the AbilityOne Program support contract.

Offerors may execute their own Non-Disclosure Agreement with the AbilityOne Program (AbilityOne contact information available from the contracting point of contact). The support contractor must provide copies of the executed agreements to the Contracting Officer and the Contracting Officer's Representative (COR) for the support contract; and the offeror/contractor for this acquisition must provide copies of the executed Agreement to the Contracting Officer for this acquisition. If the offeror/contractor seeks such a Non-Disclosure Agreement with the AbilityOne Program support contractor the Agreement must be executed no later than the date of final delivery under the resulting NAVSUP _____ [activity] contract.

Enterprise-wide Contract Manpower Reporting (NMCARS 5237.102-90)

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

- (1) W Lease/Rental of Equipment;

(2) X Lease/Rental of Facilities;

(3) Y Construction of Structures and Facilities;

(4) D Automatic Data Processing and Telecommunications IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;

(5) S Utilities ONLY;

(6) V Freight and Shipping ONLY.

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

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

(End of Text)

Section J - List of Attachments

Attachment Number	File Name	Description
	2.P00004.02 - 10004170777 PWS.docx	February 2021 PWS
	N0018920R3020_Attachment5.doc	QASP Matrix
	N0018920R3020_Attachment6.pdf	DD-254
	N0018920R3020_Attachment4.doc	QASP
	N0018920R3020_Attachment1.doc	CAP