

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 29
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 17-Sep-2014	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO.(If applicable)
6. ISSUED BY INSTAL & VEHICLE SUP CONTRACTING DIV 6501 E. 11 MILE ROAD WARREN MI 48397-5000		CODE W56HZV	7. ADMINISTERED BY (If other than item 6) INSTAL & VEHICLE SUP CONTRACTING DIV CPT SHAWN ADKINS CCTA-HD/MS360 SHAWN.A.ADKINS4.MIL@MAIL.MIL WARREN MI 48397-5000		CODE W56HZV
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) NDIV INCORPORATED JEFFREY REDDING 2 SHADY LN NORTH ATTLEBORO MA 02760-3432			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X	10A. MOD. OF CONTRACT/ORDER NO. W56HZV-13-F-A077	
			X	10B. DATED (SEE ITEM 13) 25-Sep-2013	
CODE 1Y6C7		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
<p>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a) and FAR 52.217-9					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u> 1 </u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: adkinss14757 Modification number P00001 to contract W56HZV-13-F-A077 ****See Continuation Sheet - block 14****					
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) LYNN M. BYRNE / CONTRACTING OFFICER TEL: 586-282-6553 EMAIL: lynn.m.byrne.civ@mail.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Lynn M. Byrne</i>		16C. DATE SIGNED 17-Sep-2014
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

CONTINUATION SHEET - BLOCK 14

Modification number P00001 to contract W56HZV-13-F-A077

Reference Request: 0010586081

1. The purpose of this modification is to execute option year one for CLINS 1001, 1002, 1003, 1004, 1005, and 1006.
2. As a result of Modification P00001, the following changes are hereby made to the contract:
 - a.) CLINs 1001AA (funded @ \$191,700), 1001AB (funded @\$77,813.60), and 1001AC (funded @\$40,000) are established and funded in the total amount of \$309,513.60 in support of CLIN 1001.
 - b.) CLINs 1002AA (funded @ \$94,666.80) and 1002AB (funded @ \$14,926.80) are established and funded in the total amount of \$109,593.60 in support of CLIN 1002.
 - c.) CLINs 1003AA (funded @ \$95,000) and 1003AB (funded @ \$19,412.80) are established and funded in the total amount of \$114,412.80 in support of CLIN 1003.
 - d.) CLINs 1004AA (funded @ \$58,087.20), 1004AB (funded @ \$116,000), and 1004AC (funded @ \$23,709.60) are established and funded in the total amount of \$197,796.80 in support of CLIN 1004.
 - e.) CLINs 1005AA (funded @ \$1,183.20) and 1005AB (funded @ \$1,000) are established and funded in the total amount of \$2,183.20 in support of CLIN 1005.
 - f.) CLIN 1006 is established IOT support contract manpower reporting.
 - f.) Advanced Cyber Security / Information Assurance Support for Domino Servers in-scope escalation of duties description added to SOW under section 2.4.1.
3. Total contract value increased by \$733,500 from \$697,986.04 to \$1,431,486.04.
4. All other terms and conditions of the contract, except those addressed by this modification, remain unchanged and in full force and effect.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$733,500.00 from \$697,986.04 (EST) to \$1,431,486.04 (EST).

The standard size code has changed from 25.5M to 27.5M.

SUPPLIES OR SERVICES AND PRICES

CLIN 1001

The CLIN extended description has changed from Option Year 1. Priced option IAW vendor quote for \$309,513.60. The contractor shall provide three (3) full time equivalent mission support specialists to perform a variety of information management activities, as identified in the statement of work. Place of Performance: **INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE**MARK FOR: W56HZV-13-F-A077For billing and payment see Clause 52.232-4007 to Option Year 1. Priced option IAW vendor quote for \$309,513.60. The contractor shall provide three (3) full time equivalent mission support specialists to perform a variety of information management activities, as identified in the statement of work. Place of Performance: 10 Kansas Street Building 3, Room 128Natick Solider Systems CenterNatick, MA 01760POC: Adam Charczenko 508-233-6997 adam.b.charczenko.civ@mail.mil**INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE**MARK FOR: W56HZV-13-F-A077For billing and payment see Clause 52.232-4007.

The FSC code has changed from D399 to D318.

The SIC code 7376 has been added.

The NAICS code has changed from 541519 to 541513.

CLIN 1002

The CLIN extended description has changed from Option year 1. Priced Option IAW vendor quote: \$109,593.60The contractor shall provide one (1) full time equivalent (FTE) automation support specialist to perform a variety of information management automation activities, as identified in the statement of work. Place of Performance: **INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE**MARK FOR: W56HZV-13-F-A077For billing and payment see Clause 52.232-4007 to Option year 1. Priced Option IAW vendor quote: \$109,593.60The contractor shall provide one (1) full time equivalent (FTE) automation support specialist to perform a variety of information management automation activities, as identified in the statement of work. Place of Performance: 10 Kansas Street Building 3, Room 128Natick Solider Systems CenterNatick, MA 01760POC: Adam Charczenko 508-233-6997 adam.b.charczenko.civ@mail.mil**INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE**MARK FOR: W56HZV-13-F-A077For billing and payment see Clause 52.232-4007.

The FSC code has changed from D399 to D318.

The SIC code 7376 has been added.

The NAICS code has changed from 541519 to 541513.

CLIN 1003

The CLIN extended description has changed from Option Year 1. Priced option IAW vendor quote: \$114,412.80The contractor shall provide one (1) full time equivalent (FTE) information management support specialist to perform a variety of information management automation activities, as identified in the statement of work. Rates are IAW GSA schedule or better.Place of Performance: Edgewood,**INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE**MARK FOR: W56HZV-13-F-A077For billing and payment see Clause 52.232-4007 to Option Year 1. Priced option IAW vendor quote: \$114,412.80The contractor shall provide one (1) full time equivalent (FTE) information management support specialist to perform a variety of information management automation activities, as identified in the statement of work. Rates are IAW GSA schedule or better.Place of Performance: E-5027 Blackhawk RdAberdeen Proving Ground, MD 21010POC: Gregory Schech gregory.w.schech.civ@mail.mil 410-436-4283**INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE**MARK FOR: W56HZV-13-F-A077For billing and payment see Clause 52.232-4007.

The FSC code has changed from D399 to D318.

The SIC code 7376 has been added.

The NAICS code has changed from 541519 to 541513.

CLIN 1004

The CLIN extended description has changed from Option year 1. Priced option IAW vendor quote: \$158,596.80 The contractor will provide one (1) full time equivalent (FTE) information technology developer and project support specialist for the DA 3078 project sponsored by ILSC-CHPSID as identified in the statement of work. Place of Performance: **INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE** MARK FOR: W56HZV-13-F-A077 For billing and payment see Clause 52.232-4007 to Option year 1. Priced option increased by \$39,200 from original vendor quote of \$158,596.80. Price increase is due to in-scope escalation of duties regarding Advanced Cyber Security/Information Assurance Support for Domino Servers for a one year period beginning September 26, 2014. This information is for .25 FTE (based on 1960 hrs for the FTE). The contractor will provide one (1) full time equivalent (FTE) information technology developer and project support specialist for the DA 3078 project sponsored by ILSC-CHPSID as identified in the statement of work. Place of Performance: 10 Kansas Street Building 3, Room 128 Natick Solider Systems Center Natick, MA 01760 POC: Adam Charczenko 508-233-6997 adam.b.charczenko.civ@mail.mil **INCREMENTAL INVOICING BY THE CONTRACTOR IS ACCEPTABLE** MARK FOR: W56HZV-13-F-A077 For billing and payment see Clause 52.232-4007.

The FSC code has changed from D399 to D318.

The SIC code 7376 has been added.

The NAICS code has changed from 541519 to 541513.

CLIN 1005

The CLIN extended description has changed from Option Year 1. Travel anticipated to remain relatively constant estimated at \$25,000 per year throughout life of the contract and will be funded incrementally as travel requirements are identified. All travel shall be paid in accordance with the Joint Federal Travel Regulation. No travel shall take place without prior approval or direction from the Contracting Officer Representative. to Option Year 1. Travel anticipated to remain relatively constant estimated at \$25,000 per year throughout life of the contract and will be funded incrementally as travel requirements are identified. All travel shall be paid in accordance with the Joint Federal Travel Regulation. No travel shall take place without prior approval or direction from the Contracting Officer Representative. All travel shall be paid in accordance with the Joint Federal Travel Regulation. No travel shall take place without prior approval or direction from the Contracting Officer Representative..

The FSC code has changed from D399 to D318.

The SIC code 7376 has been added.

The NAICS code has changed from 541519 to 541513.

SUBCLIN 1001AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AA		1	Job	\$191,700.00	\$191,700.00
EXERCISED OPTION	Information Management Activities FFP Funding ISO CLIN 1001 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$191,700.00

ACRN AJ \$191,700.00
CIN: GFEB001058608100001

SUBCLIN 1001AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AB		1	Job	\$77,813.60	\$77,813.60
EXERCISED OPTION	Information Management Activities FFP Funding ISO CLIN 1001 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$77,813.60

ACRN AK \$77,813.60
CIN: GFEB001058608100002

SUBCLIN 1001AC is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AC		1	Job	\$40,000.00	\$40,000.00
EXERCISED OPTION	Information Management Activities FFP Funding ISO CLIN 1001 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$40,000.00

ACRN AL \$40,000.00
CIN: GFEB001058608100003

SUBCLIN 1002AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AA	Web/Server Support	1	Job	\$94,666.80	\$94,666.80
EXERCISED OPTION	FFP Funding ISO CLIN 1002 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$94,666.80

ACRN AJ \$94,666.80
CIN: GFEB001058608100004

SUBCLIN 1002AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AB	Web/Server Support	1	Job	\$14,926.80	\$14,926.80
EXERCISED OPTION	FFP Funding ISO CLIN 1002 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$14,926.80

ACRN AM \$14,926.80
CIN: GFEB001058608100005

SUBCLIN 1003AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AA		1	Job	\$95,000.00	\$95,000.00
EXERCISED OPTION	Production Automation Support FFP Funding ISO CLIN 1003 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT	\$95,000.00
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ACRN AL	\$95,000.00
CIN: GFEB001058608100006	

SUBCLIN 1003AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AB		1	Job	\$19,412.80	\$19,412.80
EXERCISED OPTION	Production Automation Support FFP Funding ISO CLIN 1003 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT	\$19,412.80
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ACRN AN	\$19,412.80
CIN: GFEB001058608100007	

SUBCLIN 1004AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AA		1	Job	\$58,087.20	\$58,087.20
EXERCISED OPTION	Project Support DA 3078 Automation FFP Funding ISO CLIN 1004 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$58,087.20

ACRN AN \$58,087.20
CIN: GFEB001058608100008

SUBCLIN 1004AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AB		1	Job	\$116,000.00	\$116,000.00
EXERCISED OPTION	Project Support DA 3078 Automation FFP Funding ISO CLIN 1004 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$116,000.00

ACRN AP \$116,000.00
CIN: GFEB001058608100009

SUBCLIN 1004AC is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AC		1	Job	\$23,709.60	\$23,709.60
EXERCISED OPTION	Project Support DA 3078 Automation FFP Funding ISO CLIN 1004 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$23,709.60

ACRN AM \$23,709.60
CIN: GFEB001058608100010

SUBCLIN 1005AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AA		1	Job	\$1,183.20	\$1,183.20
EXERCISED OPTION	Travel FFP Funding ISO CLIN 1005 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081				

NET AMT \$1,183.20

ACRN AJ \$1,183.20
CIN: GFEB001058608100011

SUBCLIN 1005AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AB EXERCISED OPTION	Travel FFP Funding ISO CLIN 1005 FOB: Destination PURCHASE REQUEST NUMBER: 0010586081	1	Job	\$1,000.00	\$1,000.00

NET AMT \$1,000.00

ACRN AM \$1,000.00
CIN: GFEB001058608100012

CLIN 1006 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006 OPTION	Contract Manpower Reporting FFP Not separately priced for base and all exercised options. FOB: Destination		Job		NSP

NET AMT \$0.00

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$733,500.00 from \$697,986.04 to \$1,431,486.04.

SUBCLIN 1001AA:

Funding on SUBCLIN 1001AA is initiated as follows:

ACRN: AJ

CIN: GFEB001058608100001

Acctng Data: 02120142014202000001121212510030004608

6100.9000021001

Increase: \$191,700.00

Total: \$191,700.00

Cost Code: A60EE

SUBCLIN 1001AB:

Funding on SUBCLIN 1001AB is initiated as follows:

ACRN: AK

CIN: GFEB001058608100002

Acctng Data: 0212014201420200000442423251 S.0024341.1 6100.9000021001

Increase: \$77,813.60

Total: \$77,813.60

Cost Code: A60EE

SUBCLIN 1001AC:

Funding on SUBCLIN 1001AC is initiated as follows:

ACRN: AL

CIN: GFEB001058608100003

Acctng Data: 02120142014202000001121212510030004578 6100.9000021001

Increase: \$40,000.00

Total: \$40,000.00

Cost Code: A60EE

SUBCLIN 1002AA:

Funding on SUBCLIN 1002AA is initiated as follows:

ACRN: AJ

CIN: GFEB001058608100004

Acctng Data: 02120142014202000001121212510030004608 6100.9000021001

Increase: \$94,666.80

Total: \$94,666.80

Cost Code: A60EE

SUBCLIN 1002AB:

Funding on SUBCLIN 1002AB is initiated as follows:

ACRN: AM

CIN: GFEB001058608100005

Acctng Data: 02120142014202000004424232510030004608S.0024341.1 6100.9000021001

Increase: \$14,926.80

Total: \$14,926.80

Cost Code: A60EE

SUBCLIN 1003AA:

Funding on SUBCLIN 1003AA is initiated as follows:

ACRN: AL

CIN: GFEB001058608100006

Acctng Data: 02120142014202000001121212510030004578 6100.9000021001

Increase: \$95,000.00

Total: \$95,000.00

Cost Code: A60EE

SUBCLIN 1003AB:

Funding on SUBCLIN 1003AB is initiated as follows:

ACRN: AN

CIN: GFEB001058608100007

Acctng Data: 02120142014202000004424232510030004579 6100.9000021001

Increase: \$19,412.80

Total: \$19,412.80

Cost Code: A60EE

SUBCLIN 1004AA:

Funding on SUBCLIN 1004AA is initiated as follows:

ACRN: AN

CIN: GFEB001058608100008

Acctng Data: 02120142014202000004424232510030004579 6100.9000021001

Increase: \$58,087.20

Total: \$58,087.20

Cost Code: A60EE

SUBCLIN 1004AB:

Funding on SUBCLIN 1004AB is initiated as follows:

ACRN: AP

CIN: GFEB001058608100009

Acctng Data: 02120142014202000001131312510030004577 6100.9000021001

Increase: \$116,000.00

Total: \$116,000.00

Cost Code: A60EE

SUBCLIN 1004AC:

Funding on SUBCLIN 1004AC is initiated as follows:

ACRN: AM

CIN: GFEB001058608100010

Acctng Data: 02120142014202000004424232510030004608S.0024341.1 6100.9000021001

Increase: \$23,709.60

Total: \$23,709.60

Cost Code: A60EE

SUBCLIN 1005AA:

Funding on SUBCLIN 1005AA is initiated as follows:

ACRN: AJ

CIN: GFEB001058608100011

Acctng Data: 02120142014202000001121212510030004608 6100.9000021001

Increase: \$1,183.20

Total: \$1,183.20

Cost Code: A60EE

SUBCLIN 1005AB:

Funding on SUBCLIN 1005AB is initiated as follows:

ACRN: AM

CIN: GFEB001058608100012

Acctng Data: 02120142014202000004424232510030004608S.0024341.1 6100.9000021001

Increase: \$1,000.00

Total: \$1,000.00

Cost Code: A60EE

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to SUBCLIN 1001AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1001AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1001AC:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1002AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU
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The following Delivery Schedule item has been added to SUBCLIN 1002AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1003AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1003AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1004AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU
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The following Delivery Schedule item has been added to SUBCLIN 1004AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM CHARCZENKO ADAM CHARCZENKO US ARMY - SOLDIER SYSTEM CENTER ADAM.CHARCZENKO@US.ARMY.MIL NATICK MA 01760 DSN: 256-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1004AC:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM BRIAN CHARCZENKO ADAM BRIAN CHARCZENKO 10 KANSAS STREET BLDG 45 RM L117 NATICK MA 01760-5000 508-233-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1005AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM BRIAN CHARCZENKO ADAM BRIAN CHARCZENKO 10 KANSAS STREET BLDG 45 RM L117 NATICK MA 01760-5000 508-233-6997 FOB: Destination	W56TRU

The following Delivery Schedule item has been added to SUBCLIN 1005AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-SEP-2014 TO 25-SEP-2015	N/A	AMSTA-LC ADAM BRIAN CHARCZENKO ADAM BRIAN CHARCZENKO 10 KANSAS STREET BLDG 45 RM L117 NATICK MA 01760-5000 508-233-6997 FOB: Destination	W56TRU

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 1001AA:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1001AB:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1001AC:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1002AA:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1002AB:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1003AA:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1003AB:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1004AA:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 1004AB:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 1004AC:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 1005AA:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 1005AB:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 1006:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following have been modified:

STATEMENT OF WORK

1.0 INTRODUCTION

1.1 Organization

U.S. Army Soldier Systems Center
Attn.: AMSTA-LCB-A (TACOM ILSC)
Kansas Street
Natick, MA 01760-5036

1.2 Mission

The mission is to provide mission support in all areas of information management above Command, Control, Communications, Computers Information Management (C4IM) baseline services, as defined by NETCOM, for the US Army Tank Automotive and Armaments Command (TACOM), Integrated Logistics Support Center (ILSC). The ILSC is responsible for sustaining readiness and managing a large part of the Army's investment in war fighting capacity as integrators of nearly 3,000 weapon systems that form the core of the Army's power projection capability.

1.3 Background

The objective is to provide continuous mission and information management support in all areas of information management including as it pertains to logistics, finance, and business management systems and applications located at the U.S. Army Soldier Systems Center (SSC) Natick, MA and tenants of the Army Materiel Command (AMC) and its subordinate organizations, plus Army Force Generation (ARFORGEN), the Navy Clothing Textile Research Facility (NCTRF), and other Department of Defense (DoD) partners. Additionally this effort provides project management and production support for the Integrated Logistics Support Center Clothing and Sales Office (ILSC-

CHPSID) located at the Aberdeen Proving Ground, MD (Edgewood facility) supporting the Medals and Heraldry web-based automation system.

The requirement includes but is not limited to providing unique, highly-skilled, adaptive, and experienced contractors familiar with all aspects of mission support, automation support, information management, and software development of various specified technologies, applications, and products found in the TACOM LCMC-ILSC and partners.

The contractor shall be familiar with current and emerging versions of the Microsoft Operating System software such as but not limited to Microsoft Vista & Windows 7, Windows 8 computer operating systems, Microsoft SharePoint 2007/2010, Microsoft Office, Microsoft Windows Server 2003/2008/2010, Microsoft Exchange, a Microsoft System Administrator, Microsoft System Center Configuration Manager and Active Directory, as well as interact in a professional manner with all military, civilian and support contractors encountered during the period of performance of this effort.

1.4 Period and Place of Performance

The base Period of Performance will be twelve (12) months from date of award with four (4) one (1) year options. Services will be provided at the Natick Soldier Systems Center, Natick Massachusetts 01760 and the Aberdeen Proving Grounds, Edgewood Facility, Edgewood MD, 21010.

2.0 TECHNICAL SERVICES REQUIRED

2.1. Information Management Activities (Mission Support) The contractor shall provide three (3) full time equivalent mission support specialists to perform a variety of information management activities, as identified in this Section (2.1). Specific areas of support shall include, but are not limited to, system and application support, installation, upgrade and removal of hardware and software on various types of PCs, laptops or other designated systems located at the Natick – SSC (NSSC), MA with duties to include, but are not limited to:

- a. Provide computer applications service support for all mission related requirement and any information technology related function above C4IM baseline services list.
- b. Perform technical administrator support for the TACOM LCMC-ILSC and partner groups desktop, laptop and server computers during scheduled hours, Monday through Friday.
- c. Utilize Information Center Remedy software (or Mission Directed Application) to track all trouble calls.
- d. Work as part of the Information Management & Support Directorate to meet the dynamic Mission Support needs of a geographically dispersed organization.
- e. Install and configure mission unique software applications during specified duty hours
- f. Troubleshoot Virtual Private Networks (VPN) and Wireless problems for internal and external users. VPN support (Citrix, servers, client setup, troubleshooting).
- g. Coordinate ILSC software license support, application certification of networkiness.
- h. Administer Microsoft Windows Server 2003/2008/2010, and Microsoft Office productivity applications.
- i. Administer the mission applications, related web-pages and server support for business workflow/form systems, Adobe CS, SAS, SAP and General Fund Enterprise Business System (GFEBs) during specified duty hours.
- j. Perform system management of, rights/permissions management, application programming, and performance of system backup and recovery procedures.
- k. Provide Automated Data Process Equipment (ADPE) fleet management support. Perform and maintain accountability of all computer related assets for TACOM ILSC and LCMC partners.
- l. Answer mission related (above C4IM) tier III trouble calls on applications maintained by TACOM LCMC.
- m. Serve as subject matter expert on Lean Six Sigma projects that require automation capabilities as part of the deliverables.

- n. Provide advanced project management support for special, unique or emerging information management requirements.

2.2. Web/Server Support

The contractor shall provide one (1) full time equivalent (FTE) automation support specialist to perform a variety of information management automation activities, as identified in this Section (2.2). Specific areas of support will include mission automation requirements for the ILSC Natick SharePoint instance, xml publishing effort, mission specific workflow applications, external/internal website presence, and all regulatory system administration responsibilities to ensure compliance with all existing, emerging and yet to be definitions of security and functionality along with installation, upgrade, and removal of hardware and software on various types of PCs, laptops or other designated systems on the installation. Duties to include, but are not limited to:

- a. Provide computer applications service support for all mission related requirement and any information technology related function above C4IM baseline services list.
- b. Manage support of the TACOM ILSC and TACOM LCMC partner groups Automation Systems support requirements during scheduled hours, Monday through Friday.
- c. Utilize Information Center Remedy software (or Mission Directed Application) to track all trouble calls.
- d. Work as part of the Information Management & Support Directorate to meet the dynamic Mission Automation needs of a geographically dispersed organization.
- e. Install and configure mission unique software applications during specified duty hours.
- f. Coordinate ILSC software license support, application certification of networkiness.
- g. Provide administration of Microsoft Windows Server 2003/2008/2010, and automation of web based applications like SharePoint to support the strategic needs of the TACOM ILSC workforce.
- h. Provide administration of Microsoft SharePoint permissions, and mission application account management.
- i. System management of, rights/permissions management, application programming, and performance of system backup and recovery procedures.

2.3 Production Automation Support

The contractor shall provide one (1) full time equivalent (FTE) information management support specialist to perform a variety of information management automation activities, as identified in this Section (2.3). Supporting the technical requirements for the Clothing, Heraldry Product Support Directorate (ILSC – CHPSID) - Medals group. This position is located at the Edgewood Maryland facility. Skills required include, but are not limited to server administration, desktop computer administration and maintenance support for applications and the interfaces between the legacy system; Standard Operation Maintenance Army Research and Development System (SOMARDS); the General Fund Enterprise Business System (GFEBs), and automated workflow interface support for system modifications while maintaining configuration control of these systems. Duties to include, but are not limited to:

- a. Software administration, programming and system maintenance.
- b. Server administration, programming and system maintenance.
- c. Client devices administration, programming and system maintenance.
- d. Server and client access licensing.
- e. System data backup/recovery services administration, programming and system maintenance.
- f. Web and logical interface administration, programming and system maintenance.
- g. Software engineering necessary for modifications to the production, data warehouse, web servers and all associated devices comprising the Medals and Heraldry production system.

2.4 Description – Project Support DA 3078 Automation

The contractor will provide one (1) full time equivalent (FTE) information technology developer and project support specialist for the DA 3078 project sponsored by ILSC-CHPSID. This position is located at the Natick Soldier

System Center, Natick MA. The duties include, but are not limited to server administration and maintenance for the DA 3078 Work flow Automation project leveraging Lotus Domino servers, custom workflow development, and system/user support. Duties to include, but are not limited to:

- a. Establish and administer separate the portal assessment and operational environments in a Lotus Domino environment.
- b. Document the technical aspects of the web portal environment architecture.
- c. Assist in the automation of the DA Form 3078 process flow to including some or all of the following activities:
 - i. User Group design and Configurations
 - ii. Process design and Configuration
 - iii. Report design and Configuration
 - iv. Dashboards design and Configuration
 - v. Testing the process application
- d. Assist in identifying necessary activities to maintain the project timeline implementation.
- e. Provide technical solution to new and emerging process automation enhancement requests. Automation enhancements include any and all materials related to the assembly, reconfiguration and combination of components contained in the contractor's software product, including without limitation, the combination of components used for processes, and are derivatives of the contractor's intellectual property, which are owned by the contractor as restricted computer software.

2.4.1 Description – Advanced Cyber Security / Information Assurance Support for Domino Servers

The contractor will provide additional (.25 WY) advanced maintenance, patching, and administrative support to the IBM Domino Server support specialist for the DA 3078 project sponsored by ILSC-CHPSID. This position is located at the Natick Soldier System Center, Natick MA. The duties include, but are not limited to:

- a. Obtain/maintain certification and be trained as an IAT Level II technician in accordance with the requirements of DoD 8570.1-M.
- b. Perform advanced maintenance and administrative support to the IBM Domino Server version 9. This includes, but not limited to, software updates, software patching, vulnerability assessments, user account maintenance and review, logging, data backup assurance, and performance monitoring.
- c. Provide advance support agile response to IAVA, taskers and remediation efforts.
- d. Serve as the technical point of contact tracking the POAM related to the IBM Domino Server.
- e. Perform duties as related to network connectivity and related requirements and serve as technical point of contact with NETCOM towards these efforts.

3.0 Reporting

Services will be requested and controlled by means of reports, logs, time and attendance sheets and documentation, which will delineate all process deliverables. The contractor is responsible for delivering all items specified in this Statement of Work (SOW). Priorities will be assigned by the Contracting Officer Representative (COR) to ensure that critical functions are completed in a timely manner. Reports will be received in contractor's format but must be in a standard Microsoft Office file extension.

3.1 Description

Progress reports maximize the success of task management and allows the COR/COTR insight into operational success and effectiveness of Mission Support efforts. Monthly reviews of the Mission Directed Customer Support Tool (CST) for trouble ticket and project tracking will be conducted by the COR/COTR to validate, adjust or redirect contractor personnel as appropriate. Recurring reports shall be provided to the COR/COTR to include, but not limited to:

3.1.a Quarterly Activity Reports (QAR) – CDRL A001 to include tasks performed and hours expended.

3.1.b Weekly Activity Reports (WAR) – CDRL A002 to provide the government progress of work performed within the limits of this effort.

3.1.c Significant Activity Reports (SAR) – CDRL A003 to provide with 24 hours of occurrence of significant incidents, occurrences or accomplishments defined as milestone achievement in the performance of duties defined in the technical specification.

3.1.d Customer Ticket System (CST), CDRL 0005 is the Mission Directed Application for customer support ticket tracking. All Mission Support contractors are required to input a CST ticket for every customer service/response action. These tickets will be reviewed on a monthly basis as required by the Information Management and Support Directorate (IMSD), Director.

3.2 Criteria for Acceptance

Only the Contracting Officer Representative (COR), Contracting Officer Technical Representative (COTR) has the authority to inspect, accept, or reject deliverables.

3.3 Client Acceptance Period

The COR will have five (5) working days to complete the review of each deliverable and accept or reject the deliverable in writing. The contractor will have ten (10) working days to finalize and resubmit the deliverable. The COR will have up to ten (10) working days to accept/reject final deliverable.

3.4 Number of Copies

One report will be provided to the COR by electronic means. Hard copies will be accepted on a case by case basis and must be requested and approved by the COR.

4.0 Expertise

The contractor personnel assigned to this contract shall have direct experience and be competent to work on assigned tasks as defined within the scope of work and deliverables. The contractor personnel shall work collaboratively with all users to set up and maintain systems and have access to maintain other user information on assigned products. The contractor personnel shall have experience in process automation development life cycle procedures, policies, and technical documentation as requested or required.

5.0 Unique Services

5.1 Travel and Per Diem

Infrequent Travel is expected under this contract. Allowable travel costs for contractor's transportation and per diem costs billed by the contractor: costs incurred for transportation and per diem (lodging, meals and incidental expenses) will be billed in accordance with the regulatory implementation of Public Law 99-234, The Joint Federal Travel Regulation and FAR 31.205-46 Travel Costs.

Contractors shall be reimbursed only for incurred costs at or below the published “not to exceed” levels. Costs for transportation, lodging, meals, and incidental expenses incurred by contractor personnel on official business are

allowable subject to limitations contained in FAR 31.205-46, Travel Costs. Reimbursements for costs that are not specified in this solicitation, or in any contract or task order resulting from this solicitation, are not allowed. The contractor shall provide receipts for all travel related expenses to the COR prior to billing for reimbursement, CDRL 0006.

5.2 Contractor Furnished Facilities, Supplies and Services

The contractor shall provide all supervision of contractor personnel and perform all contractor related administrative functions. All task-related requests of the contractor shall be communicated through the task leader to the Contractor Officer Representative.

5.3 Anti Terrorism / Force Protection / Information Assurance

Existing and emerging Anti Terrorism / Force Protection and Information Assurance training must be completed and maintained as necessary for continued access to the installation and computer systems. Upon completion of training or upon achievement of certification, all contract employees will submit to the COR or COTR evidence of completion when electronic / digital training confirmation is not possible. - **CDRL A004.**

AT Level I training compliance is required of all contractor employees on an Army-controlled installation. All contractor employees requiring access to Army installations shall complete AT Level I awareness training within [15] calendar days after contract start date. The contractor shall submit certificates of completion for each affected contractor employee to the COR or COTR within [2] calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at <https://atlevel1.dtic.mil/at/>.

Employees Who Require Access to Government Information Systems. All contractor employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DoD Information Assurance Awareness training prior to access to the information system and then annually thereafter. - **CDRL A004.**

Information Assurance (IA)/Information Technology (IT) Training is required of all employees accessing computer systems. All contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All employees must read, sign and comply with the installation Acceptable Use Policy (AUP), and annually recertify acceptance of the AUP to be allowed access to computer systems. Additionally all contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 upon entry into the duty position. - **CDRL A004.**

Information assurance (IA)/information technology (IT) certification Per DoD 8570.01-M, DFARS 252.239-7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award. All IA workforce personnel must release their certifications at DMDC and associate their CACs with their ATCTS accounts for the certification to show up as verified by DMDC in their ATCTS profile located at:

<https://www.dmdc.osd.mil/appj/dwc/consent?continueToUrl=%2Fappj%2Fdwc%2Findex.jsp>. - **CDRL A004.**

Per AR 530-1, Operations Security, contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training. - **CDRL A004.**

Security Reference Document Locations:

DFARS 252.239-7001, Information Assurance Contractor Training and Certification, revised January 2008. <http://farsite.hill.af.mil/zoomcgi/search.cgi>

DoD 8570.01-M, Information Assurance Training, Certification, and Workforce Management, 15 August 2004, certified current as of 23 April 2007. <http://www.dtic.mil/whs/directives/index.html>

DoDD 5205.02, DoD Operational Security Program, 6 March 2006.

<http://www.dtic.mil/whs/directives/index.html>

DoDD 8570.01M, Information Assurance Workforce Improvement Program, 19 December 2005,

Incorporating Change 2, 20 April 2010. <http://www.dric.mil/whs/directives/index.html>

FAR 52.204-2, Security Requirements (revised August 1996). <https://www.acquisition.gov/far>

JP 4-10, Operational Contract Support, 17 October 2008.

http://www.dtic.mil/doctrine/new_pubs/jointpub.htm

AR 25-1, Army Knowledge Management and Information Technology & ALARACT 025-2012,

04 December 2008, <http://www.apd.army.mil>

AR 25-2, Information Assurance & ALARACT 284-2011, 23 March 2009.

<http://www.apd.army.mil>

AR 190-11, Physical Security of AAE, 15 November 2006. <http://www.apd.army.mil>

AR 190-13, The Army Physical Security Program, 13 February 2011. <http://www.apd.army.mil>

AR 190-30, Military Police Investigations, 1 November 2005. <http://www.apd.army.mil>

AR 190-45, Law Enforcement Reporting, 30 March 2007. <http://www.apd.army.mil>

AR 380-5, Information Security Program, 25 September 2000. <http://www.apd.army.mil>

AR 525-13, Antiterrorism, 11 September 2008. <http://www.apd.army.mil>

AR 530-1, Operations Security, 19 April 2007. <http://www.apd.army.mil>

AR 715-9, Operational Contract Support Planning and Management, 20 June 2011.

<http://www.apd.army.mil>

ATTP 4-10, Operational Contract Support Tactics, Techniques, and Procedures, 20 June 2011.

<http://www.apd.army.mil>

6.0 GOVERNMENT FURNISHED RESOURCES

6.1 Facilities, Supplies, and Services

The Government will make available necessary and specialized equipment to perform the tasks envisioned within this contract, to include access to the local network, all required network devices, hosts and servers, and Internet access. The Government will make available all documents and publications necessary to accomplish the required tasks. The

Government will provide onsite office space, telephones, voicemail, network computers, printers, fax machines and photo copiers compliant with the Network Enterprise Center configurations for contractor use during performance of this contract effort. Upon completion, suspension or termination all Government provided equipment will be returned to the Government property book officer with the contractor being held financially responsible for any shortages, loss or damage to government furnished equipment. Equipment furnished shall be utilized only for official purposes in the performance of duties as defined with in this statement of objectives.

6.2 Information

The Government will provide applicable written procedures and any hardware and software documentation necessary for the proper performance of this contract.

7.0 ADMINISTRATIVE CONSIDERATIONS

7.1 Points of Contact

7.1.1 Contracting Officer Representatives (COR) – To be announced at time of award

7.1.2 Contracting Officer Technical Representatives (COTR) – To be announced at time of award

7.2 Location - Work is to be performed on-site at one of the following government sites as stated in the above specified tasks:

US Army Solider Systems Center
Kansas Street
Natick, MA 01760-5000

Or

Aberdeen Proving Ground, MD (Edgewood facility)
Blackhawk Rd
Edgewood, MD 21010

7.3 Hours of Work

The contractor shall work 8 hours a day, Monday – Friday during core hours defined by the specific duty location base / facility Commander, or as specifically scheduled by the IM&SD Director in the absence of local Command guidance.

The work day consists of eight hours of service. The contract employee is permitted a daily unpaid break of up to one (1) hour for lunch in compliance with local policies, regulations or requirements. Lunch breaks will be scheduled to maintain continuous Mission Support capabilities to the supported staff.

Contractors will complete the sign in/out log daily for contingency accountability purposes as protocol dictates at each location. The Contract Program Manager shall notify the COR or COTR no later than 0930 of the day a contract employee will not be present for work for the day in the case of individual circumstances or at a minimum of five business day in advance of an extended planned absence such as leave / vacation.

The contractor work week is forty (40) hours. The contractor shall obtain written approval from the COR prior to incurring any billable extended hours in excess of the contractor work week.

7.4 Contractor Appearance and Behavior

All contractor appearance, behavior, and interaction must meet existing and emerging professional standards and will be evaluated using the reasonable person standard to determine if corrective action needs to be taken.

7.4.1 Identification: Identification of Contractor Employees

- I. **Answering Telephones:** Contractor personnel shall identify themselves as a contractor employee when answering Government telephones.
- II. **Utilizing Electronic Mail:** When contractor personnel send e-mail messages as a part of contract performance (or otherwise relating to contract matters), each sender shall include his/her name (both first and last names), E-mail address and the name of the individual's employer.

7.4.2 Contractors in the Workplace: Contractor Companies must provide contract employees with Contractor Ethics training which conforms to the Department of the Army policy on contractors in the workplace and all applicable provisions of the Federal and Defense Acquisition Regulations. The Army policy is that sexual harassment and other forms of discrimination are unacceptable conduct in the U.S. Army workplace whether committed by or against its Government or contract employees. Violation of this policy could result in joint liability for both the Army and contractor(s).

The Government retains the right to address contract employee violations of law, policy, regulation or directives which can result in the contract employee being immediately expelled from the workforce without due process.

7.5 Duration of Task

The period of performance for this contract will be twelve (12) months from the expected award date with four (4) separate options of one year each that may be exercised by the Government in accordance with the terms of FAR 52.217-9, Option to Extend the Term of the Contract, which is incorporated herein, The projected base and option year performance periods are:

Base Year: 26 September 2013 to 25 September 2014
Option 1: 26 September 2014 to 25 September 2015
Option 2: 26 September 2015 to 25 September 2016
Option 3: 26 September 2016 to 25 September 2017
Option 4: 26 September 2016 to 25 September 2018

8.0 Security and Privacy

8.1 Clearance/ Licensure

Contractor staff performing Information Assurance functions identified by DoD 8500.2 (E3.3.6.) must satisfy both preparatory and sustaining DoD standard training and certification requirements as a condition of privileged access to any DoD information system.

A current Secret Security Clearance is required according to DA 25-2. Appropriate information technology certification is required according to DoD 8570.1-M, C2.1.5. Contractors must comply and maintain compliance with the DoD Information Assurance Workforce requirements and be IAT Level I certified in accordance with the guidelines listed in DoD 8570.1-M, C2.1.5 upon entry on duty. No waivers for this requirement will be granted. Details of this requirement can be reviewed at: <http://www.dtic.mil/whs/directives/corres/pdf/857001m.pdf>.

All costs associated with initial, refresher, recertification or continuing education training for contractor personnel under this contract will be factored as part of the administrative overhead of this effort. Additional funding will not be provided for contract personnel required to maintain licensure during this effort.

The Government cannot pay for contractor certification or certification preparation training. To review details of the requirement the contractor may review The Gov IT Wiki at: http://govitwiki.com/wiki/8570.01#Who_has_to_pay_for_Certifications.3F

8.2 Privacy Act

Contractor personnel will be exposed to data that is subject to the Privacy Act of 1974; therefore, all contractor personnel assigned to this contract shall be required to take appropriate action to prevent disclosure of information. Contractor personnel, where appropriate, shall complete all required training for information security specified and emergent to satisfy user access to systems and networks or as directed by the COR. Records of training shall be submitted to the COR on an ongoing basis.

9.0 SPECIAL INSTRUCTIONS

9.1 General/Miscellaneous/508 Compliance

The COR and COTR will be responsible for coordinating all task-related matters within the clients' organization, for ensuring that supplied items specified in this contract are available when needed, and for apprising the contractor of any problems with the contractor that may affect delivery or costs of completed work.

9.2 Unique Requirements

During the execution of task assignments, the contractor shall attend IM&SD staff meetings, customer meetings, seminars and ILSC directed mandatory training sessions as defined by the Contracting Officer Representative.

9.2.1 MANPOWER REPORTING

The Contractor shall perform manpower reporting as follows:

The Contractor shall report all contractor manpower (including subcontractor manpower) required for performance of this contract using the format provided at the following web address:

<https://contractormanpower.army.pentagon.mil>. The Contractor shall include the following:

- (a) Contracting Officer, Contracting Officer, Contracting Officer's Technical Representative
- (b) Contract number
- (c) Beginning and ending dates covered by reporting period
- (d) Contractor name, address, phone number, email address, identify of contractor employee entering data
- (e) Estimated direct labor hours (including subcontractors)
- (f) Estimated direct labor hours paid this reporting period (including subcontractors)
- (g) Total payments (including subcontractors)
- (h) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each subcontractor if different)
- (i) Estimated data collection cost
- (j) Organizational title associated with the Unique Identification Code (UIC) for the Army Requiring Activity. (UIC for this contract is W911QY)
- (k) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in overseas location, using standardized nomenclature provided on the website.
- (l) Presence of deployment or contingency contract language
- (m) Number of contractor and subcontractor employees deployed in-theater this reporting period (by country)

The contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement. The reporting period shall be the period of performance not to exceed 12 months ending 30 September of each Government fiscal year and must be reported by 3 October of each calendar year.

The Contractor may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

For additional information go to <https://www3.natick.army.mil> and click on Contractor Manpower Reporting.

9.2.2 Transition of Responsibilities Plan

9.2.2.1 Transition of Responsibilities Plan:

Sixty days prior to the end of the period of performance of this contract or as deemed necessary by the COR; the incumbent shall present a draft transition of responsibilities plan **CDRL-A007** to the COR/COTR that includes, but is not limited to the following information:

- Knowledge transfer of experience, and lessons learned plan to ensure all deliverables are reconciled to ensure that work that can be delivered prior to the execution of the next period of performance is completed and there is a seamless transition of any on-going work.
- The identification of critical/key tasks necessary for the successful transition of service under the new agreement and the plan to address these issues/obstacles/concerns.
- A procedure to obtain/ transfer property, documentation, or personnel, as agreed to between the parties including but not limited to, devices, equipment, databases and systems under TACOM ILSC's responsibility as related to this SOW from previous contractor or the Government.
- Incoming contractor attendance at program reviews, participation in working groups, briefings, on-site communications, and full disclosure of technical, cost, and programmatic information to the government.
- The plan shall also include a training program to advance/affirm/retain skill sets necessary for the successful execution of contract responsibilities by contractor workforce.
- Proposed staff levels during the transition period shall be included within the transition plan.
- The plan must address potential incumbent employee retention strategy where appropriate.

9.3 Continuity of Operations Planning:

The Contractor must address the critical need for continuity of operations during times of natural or manmade disaster and ensure continued support to remote customers. Upon declaration from the NSSC Commander of the existence of a contingency; the Contracting Officers Representative will identify the contingency alternative duty location and schedule. All contractors shall be capable of participating in Continuity of Operations activities.

10.0 Section 508 Compliance Clause

The contractor personnel shall incorporate into all design specifications the Section 508 Accessibility Standards identified below and elsewhere in the federal statute as applicable.

10.1. Software applications and operating systems.

- (a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.
- (b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.
- (c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.
- (d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.
- (e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.
- (f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.
- (g) Applications shall not override user selected contrast and color selections and other individual display attributes.
- (h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.
- (i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
- (j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.
- (k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.

(l) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

10.2 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
- (l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.
- (m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).
- (n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
- (o) A method shall be provided that permits users to skip repetitive navigation links.
- (p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

The following have been deleted:

52.246-4

Inspection Of Services--Fixed Price

AUG 1996

(End of Summary of Changes)