

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 06		3. EFFECTIVE DATE 01-Oct-2017	4. REQUISITION/PURCHASE REQ. NO. N3244618RC001KD		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE		N00189	7. ADMINISTERED BY (If other than Item 6) CODE		S0701A SCD: C
NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392			DCMA HARTFORD 130 DARLIN STREET EAST HARTFORD CT 06108-3234		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Rite-Solutions, Inc. 185 South Broad Street, Ste 303 Pawcatuck CT 06379		[X]	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4115-FK01
			10B. DATED (SEE ITEM 13) 01-Oct-2013
CAGE CODE 1PSA3	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Unilateral IAW 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

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

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## GENERAL INFORMATION

Pursuant to clause FAR 52.217-9 "Option to Extend the Term of the Contract (MAR 2000)", Option Year 4 of this task order is hereby exercised for the period of performance of 01 October 2017 through 30 September 2018. A conformed copy of this Task Order is attached to this modification for informational purposes only. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
<hr/>						

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
<hr/>					

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
<hr/>						

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
<hr/>					

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Item PSC Supplies/Services

Qty Unit Est.  
Cost

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **COMMANDER NAVY REGION MID-ATLANTIC**

### **PROGRAM DIRECTOR FOR INFORMATION TECHNOLOGY (IT)**

### **NETWORK ENGINEERING AND TECHNICAL SUPPORT**

### **PERFORMANCE WORK STATEMENT (PWS)**

#### **1. INTRODUCTION**

Supported Activity: Commander Navy Region Mid-Atlantic (CNRMA), Program Director Information Technology (PDIT – Code N6)

#### **2. BACKGROUND**

CNRMA PDIT manages the information technology (IT) program for the CNRMA. PDIT has support offices in Connecticut, Maine, New Jersey, Rhode Island and Virginia. PDIT supports Navy customers for delivery of all IT services, including IT network and desktop services, desktop telephones, cellular telephone services, and cable/satellite television service.

CNRMA PDIT requires one contracted full time equivalent for IT support services for the period of performance identified in the schedule.

#### **3. REQUIREMENT**

The Contractor shall provide a qualified IT systems analyst to perform system configuration status, prompt resolution of system operational technical and engineering problems, timely placement of assets (where and when required), and coordination of effort by all commands and contractors involved to ensure the success of this program. The contractor shall comply with all Federal, State and Local laws and Federal Regulations as applicable to the Performance Work Statement (PWS).

#### **4. TASK SCOPE**

Work under this order shall be provided to CNRMA PDIT site for on-site Network Engineering, Configuration and Technical Support. The place of performance is Portsmouth Naval Shipyard (PNSY), Kittery, ME.

Provide IT services required to support Navy Marine Corps Internet (NMCI) Continuity of Services Contract (COSC) planning, coordination, execution and business processes. Assist CNRMA PDIT Government personnel with technical administration and ongoing NMCI operations. Requirements include daily operational functions such as developing strategies, analytical assistance, project plans and management, technical assessment and proposals associated with consolidation, migration and reduction of legacy networks, and network services to develop solutions to fulfill related requirements. Scope includes, but is not limited to providing assistance with network account management, file share management, tech refresh services management, SIPRNET transition, legacy application and server reduction, database management, Service Level Agreement (SLA) tracking, invoice processing, Move Add Change (MAC) management, and application workbook maintenance. Support is provided to the program to manage administrative activity, contract ordering functions, and customer service support

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associated with the use of various NMCI ordering and invoicing systems. Contractor shall be familiar with Navy Enterprise Information Technology Service Management Systems (EITSMS) used to support NMCI/COSC activities to include but not limited to NMCI Enterprise Tool (NET), NMCI eMarketplace (eMP), Intergrated Solutions Framework (ISF) Tools, and DON Applications & Database Management Systems (DADMS).

## **5. DELIVERABLES**

The contractor shall provide the following reports according to the content and schedule determined by the PDIT Contracting Officer's Representative (COR). The COR will also determine the report format and method of delivery.

- Biweekly letter status reports of services provided

## **6. PERIOD OF PERFORMANCE**

The period of performance includes a one-year base period year with the potential for four, one-year option periods. See the schedule of period of performance start and end dates.

Overtime may be required during the performance period of no more than 20 hours. In such instances, authorization will be granted and approved by the COR.

## **7. SECURITY REQUIREMENTS**

This position requires a SECRET security clearance. For more information, refer to the DD 254, Attachment one (1).

## **8. TRAVEL REQUIREMENTS**

Contractor use of privately owned and/or company vehicles will be required to travel between various facilities on and around Portsmouth Naval Shipyard (PNSY), Kittery Maine base. For planning purposes, travel is anticipated to include 400 local miles. Mileage will be paid in accordance with the Joint Travel Regulation (JTR).

## **9. MINIMUM QUALIFICATIONS AND PERSONNEL SUBSTITUTIONS**

IT Systems Analyst – Bachelor's degree in Computer Science and/or a minimum of four years prior IT related work experience required. Successful candidate shall also possess the following additional skills:

- Develop and prepare computer solutions
- Evaluate system specifications for business requirements
- Solid understanding of business practices with fundamental understanding of project management methodology
- Implementation, support and inventory control of applications used
- Strong attention to detail in high-pressure situations
- Works closely with management to prioritize business goals and information needs
- Strong communications skills, both written and verbal

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After task order is awarded, substitution of contractor Personnel is not permitted without the express authorization of the COR.

#### 10. **QUALITY ASSURANCE**

Performance will be measured in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment two (2).

#### 11. **eCMRA – CONTRACTOR MANPOWER REPORTING APPLICATION**

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this order for CNRMA PDIT via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <https://doncmra.nmci.navy.mil>.

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

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## SECTION D PACKAGING AND MARKING

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



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## **SECTION E INSPECTION AND ACCEPTANCE**

Services will be inspected and accepted by the Government in accordance with the Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP).

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## **SECTION F DELIVERABLES OR PERFORMANCE**

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

### **CLIN - DELIVERIES OR PERFORMANCE**

Services to be performed hereunder shall be provided at Portsmouth Naval Shipyard (PNSY), Kittery, Maine.

Anticipated Periods of Performance:

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**SECTION G CONTRACT ADMINISTRATION DATA**

See Section I--Contract Clauses

Accounting Data

SLINID	PR Number	Amount
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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

None

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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.232-18	AVAILABILITY OF FUNDS	APR 1984
252.215-7007	NOTICE OF INTENT TO RESOLICIT	JUN 2012
252.232-7010	LEVIES ON CONTRACT PAYMENTS	DEC 2006

### CLAUSES INCORPORATED BY FULL TEXT

#### 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).

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.

DCAA: NOT APPLICABLE

4. PAYING OFFICE IS RESPONSIBLE FOR PAYMENT OF PROPER INVOICES AFTER ACCEPTANCE IS DOCUMENTED.

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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. 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.

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

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ORDERING OFFICER: NOT APPLICABLE

(END OF TEXT)

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 30 DAYS PRIOR TO ITS EXPIRATION; PROVIDED THAT THE GOVERNMENT GIVES THE CONTRACTOR A PRELIMINARY WRITTEN NOTICE OF ITS INTENT TO EXTEND AT LEAST 60 DAYS BEFORE THE CONTRACT EXPIRES. THE PRELIMINARY NOTICE DOES NOT COMMIT THE GOVERNMENT TO AN EXTENSION.

(B) IF THE GOVERNMENT EXERCISES THIS OPTION, THE EXTENDED CONTRACT SHALL BE CONSIDERED TO INCLUDE THIS OPTION CLAUSE.

(C) THE TOTAL DURATION OF THIS CONTRACT, INCLUDING THE EXERCISE OF ANY OPTIONS UNDER THIS CLAUSE, SHALL NOT EXCEED FIVE YEARS.

(END OF CLAUSE)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

THIS CONTRACT INCORPORATES ONE OR MORE CLAUSES BY REFERENCE, WITH THE SAME FORCE AND EFFECT AS IF THEY WERE GIVEN IN FULL TEXT. UPON REQUEST, THE CONTRACTING OFFICER WILL MAKE THEIR FULL TEXT AVAILABLE. ALSO, THE FULL TEXT OF A CLAUSE MAY BE ACCESSED ELECTRONICALLY AT THIS/THESE ADDRESS(ES):

FAR CLAUSES: [HTTP://ACQUISITION.GOV/COMP/FAR/](http://ACQUISITION.GOV/COMP/FAR/)

DFARS CLAUSES: [HTTP://WWW.ACQ.OSD.MIL/DPAP/DARS/DFARS/](http://WWW.ACQ.OSD.MIL/DPAP/DARS/DFARS/)

(END OF CLAUSE)

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012) (A) *DEFINITIONS*. AS USED IN

THIS CLAUSE —

“DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC)” IS A SIX POSITION CODE THAT UNIQUELY IDENTIFIES A UNIT, ACTIVITY, OR ORGANIZATION.

“DOCUMENT TYPE” MEANS THE TYPE OF PAYMENT REQUEST OR RECEIVING REPORT AVAILABLE FOR CREATION IN WIDE AREA WORKFLOW (WAWF).

“LOCAL PROCESSING OFFICE (LPO)” IS THE OFFICE RESPONSIBLE FOR PAYMENT CERTIFICATION WHEN PAYMENT CERTIFICATION IS DONE EXTERNAL TO THE ENTITLEMENT SYSTEM.

(B) *ELECTRONIC INVOICING*. THE WAWF SYSTEM IS THE METHOD TO ELECTRONICALLY PROCESS VENDOR PAYMENT REQUESTS AND RECEIVING REPORTS, AS AUTHORIZED BY DFARS [252.232-7003](#), ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS.

(C) *WAWF ACCESS*. TO ACCESS WAWF, THE CONTRACTOR SHALL —

(1) HAVE A DESIGNATED ELECTRONIC BUSINESS POINT OF CONTACT IN THE CENTRAL CONTRACTOR REGISTRATION AT [HTTPS://WWW.ACQUISITION.GOV/](https://WWW.ACQUISITION.GOV/); AND

(2) BE REGISTERED TO USE WAWF AT [HTTPS://WAWF.EB.MIL/](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, THE WAWF WEB-BASED TRAINING COURSE AND USE THE PRACTICE TRAINING SITE BEFORE SUBMITTING PAYMENT REQUESTS THROUGH WAWF. BOTH CAN BE ACCESSED BY SELECT THE “WEB BASED TRAINING” LINK ON THE WAWF HOME PAGE AT [HTTPS://WAWF.EB.MIL/](https://WAWF.EB.MIL/) *WAWF METHODS OF DOCUMENT SUBMISSION*.

THE DOCUMENT SUBMISSIONS MAY BE:

VIA WEB ENTRY, ELECTRONIC DATA INTERCHANGE, OR FILE TRANSFER PROTOCOL

(F) *WAWF PAYMENT INSTRUCTIONS*. THE CONTRACTOR MUST USE THE FOLLOWING INFORMATION WHEN SUBMITTING PAYMENT REQUESTS AND RECEIVING REPORTS IN WAWF FOR THIS CONTRACT/ORDER:

(1) *DOCUMENT TYPE*. THE CONTRACTOR SHALL USE THE FOLLOWING DOCUMENT TYPE(S):



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(2) *INSPECTION/ACCEPTANCE LOCATION*. THE CONTRACTOR SHALL SELECT THE FOLLOWING INSPECTION/ACCEPTANCE LOCATION(S) IN WAWF, AS SPECIFIED BY THE CONTRACTING OFFICER.

NOT APPLICABLE

(3) *DOCUMENT ROUTING*. THE CONTRACTOR SHALL USE THE INFORMATION IN THE ROUTING DATA TABLE BELOW ONLY TO FILL IN APPLICABLE FIELDS IN WAWF WHEN CREATING PAYMENT REQUESTS AND RECEIVING REPORTS IN THE SYSTEM.

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MUST BE EITHER A US CITIZEN OR A US PERMANENT RESIDENT WITH A MINIMUM OF 3 YEARS LEGAL RESIDENCY IN THE US (AS REQUIRED BY THE DEPUTY SECRETARY OF DEFENSE DTM

08-006 OR ITS SUBSEQUENT DOD INSTRUCTION) AND

MUST HAVE A FAVORABLY COMPLETED NATIONAL AGENCY CHECK WITH WRITTEN INQUIRIES (NACI) INCLUDING A FEDERAL BUREAU OF INVESTIGATION (FBI) FINGERPRINT CHECK PRIOR TO INSTALLATION ACCESS.

TO BE CONSIDERED FOR A FAVORABLE TRUSTWORTHINESS DETERMINATION, THE CONTRACTOR'S SECURITY REPRESENTATIVE MUST SUBMIT FOR ALL EMPLOYEES EACH OF THE FOLLOWING:

- \* SF-85 QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS

- \* TWO FD-258 APPLICANT FINGERPRINT CARDS

- \* ORIGINAL SIGNED RELEASE STATEMENTS

THE CONTRACTOR SHALL ENSURE EACH INDIVIDUAL EMPLOYEE HAS A CURRENT FAVORABLY COMPLETED NACI.

THE CONTRACTOR'S SECURITY REPRESENTATIVE SHALL BE RESPONSIBLE FOR INITIATING REINVESTIGATIONS AS REQUIRED. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION, AT LEAST 30 DAYS PRIOR TO THE INDIVIDUAL'S START DATE SHALL RESULT IN DELAYING THE

INDIVIDUAL'S START DATE.

SENSITIVE POSITIONS

CONTRACTOR EMPLOYEE WHOSE DUTIES REQUIRE ACCESSING A DOD UNCLASSIFIED COMPUTER/NETWORK, WORKING WITH SENSITIVE UNCLASSIFIED INFORMATION (EITHER AT A GOVERNMENT OR CONTRACTOR FACILITY), OR PHYSICAL ACCESS TO A DOD FACILITY MUST BE A US CITIZEN AND POSSESS A FAVORABLE TRUSTWORTHINESS DETERMINATION PRIOR TO INSTALLATION ACCESS. TO OBTAIN A FAVORABLE TRUSTWORTHINESS DETERMINATION,

EACH CONTRACTOR EMPLOYEE MUST HAVE A FAVORABLY COMPLETED NATIONAL AGENCY CHECK WITH LOCAL CREDIT CHECKS (NACLC) WHICH CONSISTS OF A NACI INCLUDING A FBI FINGERPRINT CHECK PLUS CREDIT AND LAW ENFORCEMENT CHECKS. EACH CONTRACTOR EMPLOYEE APPLYING FOR A TRUSTWORTHINESS DETERMINATION IS REQUIRED TO COMPLETE:

- \* SF-85P QUESTIONNAIRE FOR PUBLIC TRUST POSITIONS

- \* TWO FD-258 APPLICANT FINGERPRINT CARDS

- \* ORIGINAL SIGNED RELEASE STATEMENTS

FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION AT LEAST 30 DAYS PRIOR TO THE INDIVIDUAL'S START DATE SHALL RESULT IN DELAYING THE INDIVIDUAL'S START DATE. TO MAINTAIN CONTINUING AUTHORIZATION FOR AN EMPLOYEE TO ACCESS A DOD UNCLASSIFIED COMPUTER/NETWORK, AND/OR HAVE ACCESS TO SENSITIVE UNCLASSIFIED INFORMATION, THE CONTRACTOR SHALL ENSURE THAT THE INDIVIDUAL EMPLOYEE HAS A CURRENT REQUISITE BACKGROUND INVESTIGATION. THE CONTRACTOR'S SECURITY REPRESENTATIVE SHALL BE RESPONSIBLE FOR INITIATING REINVESTIGATIONS AS REQUIRED AND ENSURING THAT BACKGROUND INVESTIGATIONS REMAIN CURRENT (NOT OLDER THAN 10 YEARS) THROUGHOUT THE CONTRACT PERFORMANCE PERIOD.

IT SYSTEMS ACCESS

WHEN ACCESS TO IT SYSTEMS IS REQUIRED FOR PERFORMANCE OF THE CONTRACTOR EMPLOYEE'S DUTIES, SUCH EMPLOYEES SHALL IN-PROCESS WITH THE NAVY COMMAND'S SECURITY MANAGER AND INFORMATION ASSURANCE MANAGER UPON ARRIVAL TO THE NAVY COMMAND AND SHALL OUT-PROCESS PRIOR TO THEIR DEPARTURE AT THE COMPLETION OF THE INDIVIDUAL'S PERFORMANCE UNDER THE CONTRACT. COMPLETION AND APPROVAL OF A SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N) FORM IS REQUIRED FOR ALL

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INDIVIDUALS ACCESSING NAVY INFORMATION TECHNOLOGY RESOURCES. THE SAAR-N SHALL BE FORWARDED TO THE NAVY COMMAND'S SECURITY MANAGER AT LEAST 30 DAYS PRIOR TO THE INDIVIDUAL'S START DATE. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION AT LEAST 30 DAYS PRIOR TO THE INDIVIDUAL'S START DATE SHALL RESULT IN DELAYING THE INDIVIDUAL'S START DATE.

WHEN REQUIRED TO MAINTAIN ACCESS TO REQUIRED IT SYSTEMS OR NETWORKS, THE CONTRACTOR SHALL ENSURE THAT ALL EMPLOYEES REQUIRING ACCESS COMPLETE ANNUAL INFORMATION ASSURANCE (IA) TRAINING, AND MAINTAIN A CURRENT REQUISITE BACKGROUND INVESTIGATION. THE CONTRACTOR'S SECURITY REPRESENTATIVE SHALL CONTACT THE COMMAND SECURITY MANAGER FOR GUIDANCE WHEN REINVESTIGATIONS ARE REQUIRED.

#### SECURITY APPROVAL PROCESS

THE CONTRACTOR'S SECURITY REPRESENTATIVE SHALL ENSURE THAT EACH INDIVIDUAL EMPLOYEE PENDING ASSIGNMENT SHALL ACCURATELY COMPLETE THE REQUIRED FORMS FOR SUBMISSION TO THE NAVY COMMAND'S SECURITY MANAGER. THE CONTRACTOR'S SECURITY REPRESENTATIVE SHALL SCREEN THE INVESTIGATIVE QUESTIONNAIRES FOR COMPLETENESS AND ACCURACY AND FOR POTENTIAL SUITABILITY/SECURITY ISSUES PRIOR TO SUBMITTING THE REQUEST TO THE NAVY COMMAND'S SECURITY MANAGER. FORMS AND FINGERPRINT CARDS MAY BE OBTAINED FROM THE NAVY COMMAND'S SECURITY MANAGER. THESE REQUIRED ITEMS, SHALL BE FORWARDED TO THE NAVY COMMAND'S SECURITY MANAGER FOR PROCESSING AT LEAST 30 DAYS PRIOR TO THE INDIVIDUAL EMPLOYEE'S

ANTICIPATED DATE FOR REPORTING FOR DUTY. THE NAVY COMMAND'S SECURITY MANAGER WILL REVIEW THE SUBMITTED DOCUMENTATION FOR COMPLETENESS PRIOR TO SUBMITTING IT TO THE OFFICE OF PERSONNEL MANAGEMENT (OPM).

SUITABILITY/SECURITY ISSUES IDENTIFIED BY THE NAVY COMMAND'S SECURITY MANAGER MAY RENDER THE CONTRACT EMPLOYEE INELIGIBLE FOR THE ASSIGNMENT. A FAVORABLE REVIEW OF THE QUESTIONNAIRE AND ADVANCE FINGERPRINT RESULTS ARE REQUIRED AS AN INTERIM MEASURE PRIOR TO THE CONTRACT EMPLOYEE START DATE. AN UNFAVORABLE DETERMINATION MADE BY THE NAVY COMMAND'S SECURITY MANAGER IS FINAL AND SUCH A DETERMINATION DOES NOT RELIEVE THE CONTRACTOR FROM MEETING ANY CONTRACTUAL OBLIGATION UNDER THE CONTRACT.

IF CONTRACTOR EMPLOYEES ALREADY POSSESS A CURRENT FAVORABLY ADJUDICATED INVESTIGATION, THE NAVY COMMAND'S SECURITY MANAGER WILL USE THE VISIT AUTHORIZATION REQUEST (VAR) VIA THE JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS). THE CONTRACTOR SHALL INCLUDE THE IT POSITION CATEGORY PER SECNAV M-5510.30 FOR EACH EMPLOYEE DESIGNATED ON A VAR. THE VAR REQUIRES ANNUAL RENEWAL FOR THE DURATION OF THE EMPLOYEE'S PERFORMANCE UNDER THE CONTRACT.

THE NAVY COMMAND'S SECURITY MANAGER WILL FORWARD THE REQUIRED FORMS TO OPM FOR PROCESSING. ONCE THE INVESTIGATION IS COMPLETE, THE RESULTS WILL BE FORWARDED BY OPM TO THE DON CENTRAL ADJUDICATION FACILITY (CAF) FOR A POSITION OF TRUST DETERMINATION. WHEN A FAVORABLE DETERMINATION IS NOT MADE, CONTRACTOR EMPLOYEES SHALL NOT BE PERMITTED TO WORK ON THIS CONTRACT EFFORT AND IF ALREADY WORKING ON THE CONTRACT SHALL BE REMOVED IMMEDIATELY. THE POTENTIAL CONSEQUENCES OF ANY REQUIREMENTS UNDER THIS CLAUSE INCLUDING DENIAL OF ACCESS FOR A PROPOSED CONTRACTOR EMPLOYEE WHO FAILS TO OBTAIN A FAVORABLE TRUSTWORTHINESS DETERMINATION IN NO WAY RELIEVES THE CONTRACTOR FROM THE REQUIREMENT TO EXECUTE PERFORMANCE UNDER THE CONTRACT WITHIN THE TIMEFRAMES SPECIFIED IN THE CONTRACT. CONTRACTORS SHALL PLAN AHEAD IN PROCESSING THEIR EMPLOYEES AND SUBCONTRACTOR EMPLOYEES FOR WORKING IN NON-SENSITIVE POSITIONS, WITH SENSITIVE INFORMATION, AND/OR ON GOVERNMENT IT SYSTEMS. THE CONTRACTOR SHALL INSERT THIS CLAUSE IN ALL SUBCONTRACTS WHEN THE SUBCONTRACTOR IS PERMITTED TO HAVE PHYSICAL ACCESS TO A FEDERALLY CONTROLLED FACILITY AND/OR ACCESS TO A FEDERALLY-CONTROLLED INFORMATION SYSTEM/NETWORK AND/OR ACCESS TO GOVERNMENT INFORMATION.

(END OF CLAUSE)

5252.243-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

(A) EXCEPT AS SPECIFIED IN PARAGRAPH (B) BELOW, NO ORDER, STATEMENT, OR CONDUCT OF GOVERNMENT PERSONNEL WHO VISIT THE CONTRACTOR'S FACILITIES OR IN ANY OTHER

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MANNER COMMUNICATE WITH CONTRACTOR PERSONNEL DURING THE PERFORMANCE OF THIS CONTRACT SHALL CONSTITUTE A CHANGE UNDER THE "CHANGES" CLAUSE OF THIS CONTRACT.

(B) THE CONTRACTOR SHALL NOT COMPLY WITH ANY ORDER, DIRECTION OR REQUEST OF GOVERNMENT PERSONNEL UNLESS IT IS ISSUED IN WRITING AND SIGNED BY THE CONTRACTING OFFICER, OR IS PURSUANT TO SPECIFIC AUTHORITY OTHERWISE INCLUDED AS A PART OF THIS CONTRACT.

(C) THE CONTRACTING OFFICER IS THE ONLY PERSON AUTHORIZED TO APPROVE CHANGES IN ANY OF THE REQUIREMENTS OF THIS CONTRACT AND NOTWITHSTANDING PROVISIONS CONTAINED ELSEWHERE IN THIS CONTRACT, THE SAID AUTHORITY REMAINS SOLELY WITH THE CONTRACTING OFFICER. IN THE EVENT THE CONTRACTOR EFFECTS ANY CHANGE AT THE DIRECTION OF ANY PERSON OTHER THAN THE CONTRACTING OFFICER, THE CHANGE WILL BE CONSIDERED TO HAVE BEEN MADE WITHOUT AUTHORITY AND NO ADJUSTMENT WILL BE MADE IN THE CONTRACT PRICE TO COVER ANY INCREASE IN CHARGES INCURRED AS A RESULT THEREOF. THE ADDRESS AND TELEPHONE NUMBER OF THE CONTRACTING OFFICER IS:

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## SECTION J LIST OF ATTACHMENTS

Attachment 1 DD254

Attachment 3 Past Performance Info

Attachment 4 Past Performance Report

Attachment 2 QASP