

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				REQUISITION NUMBER 1300817188		PAGE 1 OF 74	
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30							
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER [REDACTED]	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME [REDACTED]		b. TELEPHONE NUMBER (No Collect Calls) eMail: [REDACTED]		6. SOLICITATION ISSUE DATE 22-Jun-2020	
9. ISSUED BY US NAVY NIWC ATLANTIC CHARLESTON PO BOX 190022 2.0 CONTRACTS 843-218-2702 [REDACTED] [REDACTED] [REDACTED]		CODE N65236		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB NAICS: 561210 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) SIZE STANDARD: \$41,500,000			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
				14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
15. DELIVER TO SEE SCHEDULE		CODE		16. ADMINISTERED BY CODE			
17a. CONTRACTOR/ OFFEROR CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE			
TELEPHONE NO.							
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.					<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:		31c. DATE SIGNED	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 74	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
37. CHECK NUMBER					
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Facilities Support ServicesFFP Labor IAW of the Performance Work StatementFOB: Destination PURCHASE REQUEST NUMBER: XXXXXXXXXX PSC CD: M1AA	12	Months		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Facilities Support ServicesFFP ODCs IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Facilities Support ServicesT&M ODC IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

TOT MAX PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	CDRLSFFP Exhibit A IAW of the Performance Work Statement PSC CD: M1AA	12	Months		
					<hr/>
				MAX NET AMT	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1001 OPTION	Facilities Support ServicesFFP Labor IAW of the Performance Work Statement PSC CD: M1AA	12	Months		
					<hr/>
				MAX NET AMT	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1002 OPTION	Facilities Support ServicesFFP ODCs IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1003 OPTION	Facilities Support ServicesT&M ODC IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

TOT MAX PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1004 OPTION	CDRLSFFP Exhibit A IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2001 OPTION	Facilities Support ServicesFFP Labor IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2002 OPTION	Facilities Support ServicesFFP ODCs IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2003 OPTION	Facilities Support ServicesT&M ODC IAW of the Performance Work StatementFOB: Destination PSC CD: M1AA	12	Months		

TOT MAX PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2004 OPTION	CDRLSFFP Exhibit A IAW of the Performance Work Statement PSC CD: M1AA	12	Months		

MAX
NET AMT

Section C - Descriptions and Specifications

SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

Work under this performance-based task order will be performed in accordance with the following description/ specifications/ statement of work (SOW) which herein will be referred to as Performance Work Statement (PWS):

SHORT TITLE: FACILITIES SERVICES SUPPORT**1.0 PURPOSE****1.1 SCOPE**

This PWS covers technical and logistics support services for Naval Information Warfare Center (NIWC) Atlantic facilities in order to support and sustain the facilities at the level of readiness required to support NIWC Atlantic's mission. Tasking to include: Command Events and Operations Support, Emergency Services, Engineering Design Assistance, Equipment Services, Facilities Services Desk, Furniture Breakdown and Installation, Furniture Reconfiguration Services, Inspection Services, Installation Services, Locksmith Services, Mail Services, Material Management, Moving and Abandoned Material Services, Parking Lot Debris Clearing, Pest Management Assistance, Plant Maintenance, Procurement Support, Recycling Program, Security Support Services, Sign Services, Space Management Seat Validation Support, Space Management, Vehicle Coordinator, and Water Delivery.

NOTE: Website and e-mail addresses referenced within the PWS and Contract Data Requirements List (CDRL) forms are subject to change. For any website and e-mail address not working during time of performance, the contractor shall contact the Contracting Officer's Representative (COR) or Contracting Officer for latest website and e-mail address. An incorrect website or e-mail address does not alleviate a contractor from required reporting or access requirements.

1.2 BACKGROUND

The mission of NIWC Atlantic is to identify, develop, deliver and sustain information warfare capabilities in support of naval, joint, coalition and other national missions. To meet this, NIWC Atlantic requires the services outlined in this performance work statement to support and sustain the facilities described below.

NIWC Atlantic has two facility locations in Louisiana (LA). These buildings are located at the University of New Orleans Technology Park. The first building consists of 107,000 square feet (sf) of administrative space. The second building consists of 107,000 sq. ft. of administrative, lab and warehouse space including a data center and help desk.

NIWC Atlantic has four facility locations in South Carolina (SC). The majority of the facilities, buildings totaling 790,000 sf, are located on the South Annex of the Naval Weapon Station (NWS), Charleston, SC. An additional 602,000 sq. ft. is located four miles away on the former Charleston Naval Base. In addition, there is a 5,000 square foot building located on Sullivan's Island, SC, 26 miles away, and 3,500 sq. ft. at Poseidon Park in Goose Creek, 10 miles away.

NIWC Atlantic has five facility locations in Virginia (VA). This is represented by 270,096 sq. ft. on St. Julien's Creek Annex in Portsmouth, VA; 196,089 sq. ft. on the Norfolk Naval Station which is 10 miles from Portsmouth; 102,250 sq. ft. on the Joint Expeditionary Base Little Creek, VA, which is 20 miles from Portsmouth, VA; and 4,750 sq. ft. on the Naval Support Activity Norfolk which is 2 miles from the main Norfolk Naval Station.

NIWC Atlantic buildings were constructed between 1918 and 2016. They can be grouped into four categories: administrative (690,000 sf), laboratories (572,000 sf), production (131,000 sf) and staging/storage (267,000 sf). The population in these facilities is estimated to be approximately 6,200. All building counts, distances, and square footages in the preceding paragraphs are approximate.

Administrative space for personnel consists of open floor areas with system furniture workstations and private offices. In addition, at the South Carolina facilities there are specialty rooms, including but not limited to an electronic board room, theater, conference center, fitness room, interactive training rooms, and message center. Laboratory space is for research, development, design, integration, operation, testing, and life cycle support of C4ISR systems, Information Technology and Space capabilities. Production space ranges from the fabrication of portable electronic systems in carrying cases to integration of electronic systems into 50,000-lb armored vehicles. Staging/storage space accommodates inventory ranging from a small transistor to a complete radar system. In addition to buildings, NIWC Atlantic facilities include towers, antenna farms, radars and test ranges.

1.3 HISTORICAL

The following data is historical data provided only for information and does not represent an estimate of specific work requirements anticipated for this task order. However, in the past, successful completion of similar tasks over a one year period of performance has required the following man-years of support:

Labor Category	Location	Site	Full-Time Equivalent (FTE)
Program Manager	Charleston, SC	Government	1 FTE
Administrative Assistant (SCA 01020)	Charleston, SC	Government	2 FTEs
General Maintenance Worker (SCA 23370)	Charleston, SC	Government	7 FTEs
Material Coordinator (SCA 21030)	Charleston, SC	Government	1 FTE
Material Expediter (SCA 21040)	Charleston, SC	Government	1 FTE
Electrician, Maintenance (SCA 23160)	Charleston, SC	Government	1 FTE
Engineering Technician V (SCA 30085)	Charleston, SC	Government	2 FTEs
Material Coordinator (SCA 21030)	Norfolk, VA	Government	1 FTE
Material Expediter (SCA 21040)	Norfolk, VA	Government	1 FTE
Engineering Technician V (SCA 30085)	Norfolk, VA	Government	1 FTE
General Maintenance Worker (SCA 23370)	New Orleans, LA	Government	1 FTE

2.0 PLACE(S) OF PERFORMANCE

The site requirements below identify contractor employee office location(s) and the location of Government provided facilities, if applicable. Travel locations (i.e., temporary duty sites) are not specified in this section. If applicable, travel locations are specified under task order PWS Para 10.0.

The contractor shall provide support at the following location:

- a. New Orleans, LA
- b. Charleston, SC
- c. Hampton Roads, VA

2.1 GOVERNMENT FACILITIES

Government facilities (i.e., office space or lab space) are provided to those contractor personnel that would otherwise adversely affect the work performance if they were not available on Government site. Labor categories with supplied Government facilities shall be located at NIWC Atlantic in New Orleans, LA; Charleston, SC and Norfolk, Little Creek and St. Julien's Creek, and Portsmouth (collectively referred to as Hampton Roads), VA. Contractor personnel assigned space within Government facilities shall provide support in accordance with the following requirements.

2.1.1 Access to Government Facilities

NIWC Atlantic and other Government installations have restricted access. Contractors are limited to access during certain days and times as specified in the Workweek requirements of this task order. If access to the assigned Government facility is restricted due to safety/security exercise, an Executive Order, or an administrative leave determination applying to the local activity (e.g., inclement weather), the contractor, in agreement with the COR, shall make alternative work arrangements. The contractor shall adjust work schedule, work at an alternate location, or if alternate work arrangements cannot be accommodated, the contractor shall notify the COR of the inability to access the assigned facility prior to charging their time to the task order as direct cost provided such charges are consistent with the contractor's accounting practices. The ability to work at an alternate location that is not a Government or contractor facility site is dependent on the contractor having an alternative work site agreement with the employee. The ability to work at an alternate location may not be an option for certain support services.

2.1.2 Training Requirements and Exercise Support

Contractor personnel working full-time or partially at a Government facility shall complete all applicable training requirements as specified under Mandatory Training, PWS Para 8.0. Contractor personnel may also be required to participate in safety, security (e.g., Anti-Terrorism Force Protection (AT/FP)), and operational training exercises (possibly two per year). Applicable contractor personnel shall support and participate in the training exercise which may include role-playing and reacting to exercise injects based on the situation or exercise objectives.

2.1.3 Alternate Work Locations from Government Facilities

The ability to provide support from an alternate location versus from a Government facility is dependent on the type of support provided, the contractor employee's ability and trustworthiness, and the company's employment policy. The ability to work at an alternate location is not an option for all positions and personnel. The ultimate decision to allow work performed at an alternate work location will be determined by the COR. If allowed, a contractor employee may work at an alternate location if their company has defined minimum criteria consisting of secure connectivity access and an established signed agreement between the company and employee. Contractor employees requesting an alternate location shall submit a request to the COR that includes the time and date the work will be accomplished; the nature of the work with the referenced support task order PWS paragraph; the reason the work must be accomplished at an alternate location; and include a copy of their company agreement for the contract files. The Government reserves the right to disallow any billable hours by contractor employees working at an alternative work location without Government approval and the Government reserves the right to discontinue the ability to work from an alternate location at any time.

2.2 **CONTRACTOR FACILITIES**

The contractor can have its facility location anywhere as long as the location does not present a hardship to complete work required on task. The contractor shall have real-time communication between the contractor personnel supporting the efforts and Government personnel available at time of award.

3.0 **PERFORMANCE REQUIREMENTS**

The following paragraphs list non-personal services tasks that will be required throughout this task order. The contractor shall provide necessary resources with knowledge and experience as cited in the personal qualification requirement to support the listed tasks. The contractor shall perform requirements in accordance with Federal Acquisition Regulation (FAR) and/or Defense Federal Acquisition Regulation Supplement (DFARS) that do not include performance of inherently Government functions. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

3.1 LOUISIANA FACILITIES SUPPORT SERVICES

3.1.1 Command Events and Operations Support

The Contractor shall prepare conference rooms to support meetings, conferences, and events; arrange tables and chairs; and, operate partitions to provide appropriate space based on number of attendees. This is estimated to be approximately 104 events annually.

The Contractor shall establish Very Important Person (VIP) parking spaces for meetings and conferences including printing placards and posting signage.

3.1.2 Furniture Breakdown and Installation

NIWC Atlantic typically uses exclusively Knoll Equity and Knoll Autostrada/Dividends Horizon/Reff for systems furniture, and predominately Hon 10700 Series for modular case good furniture in office spaces. NIWC Atlantic also uses Eaton Wright Line workbench solutions in many laboratory environments. Product lines are subject to change in the future. All furniture is independently procured and owned by NIWC Atlantic. On average, there are approximately 3-5 instances of reconfiguration and/or furniture installation monthly, ranging from individual employee workstation reconfigurations to multiple workstation builds for new or expanded project area spaces. Work may occur in administrative, laboratory, or warehouse environments.

3.1.2.1 The contractor shall provide furniture services to include installation of new systems furniture, case good furniture, and technical workbenches as well as breakdown and reconfiguration of existing systems furniture, case goods, and technical workbenches. Installing or reconfiguring systems furniture and technical workbenches includes installation of the associated furniture's electrical wiring harnesses, power poles, and base in-feeds.

3.1.2.2 The contractor's work practices shall be tailored to minimize the impact to ongoing operations and disruption of the employees conducting work in the work area. The contractor shall maintain a professional demeanor while in the work area and shall coordinate furniture movements in such a way as to limit the number of entrances into/exits out of the work area. This will be especially critical when work is being conducted in a laboratory environment where an escort may be required.

3.1.3 Recycling Program

3.1.3.1 The Contractor shall ensure that 3 recycling bins are placed in the break rooms in each NIWC Atlantic facility as receptacles for plastic, aluminum and non-personal identifiable information (PII) paper. The contractor shall monitor these containers daily and empty them into the 96-gallon bins housed in the warehouse. The contractor shall ensure that all recyclables are separated into plastic, paper and aluminum.

3.1.3.2 The contractor shall coordinate the pickup of all recycled materials with the Environmental Department team located at Naval Air (NAVAIR) Station, Joint Reserve Base (JRB), New Orleans, LA. The contractor shall place all 96-gallon containers on the receiving dock for pickup every two weeks. The contractor shall ensure that all empty recycling bins are returned to the break rooms from the receiving dock.

3.1.3.3 The contractor shall be responsible for collecting wooden pallets and assisting in delivering them to NAVAIR, JBR, New Orleans, LA, quarterly.

3.1.3.4 The contractor shall be responsible for routine cleaning of containers and other equipment used in the collection and handling of recycled material, quarterly at each NIWC Atlantic building.

3.1.4 Space Management

3.1.4.1 The contractor shall inspect office and cubicle spaces weekly in all NIWC Atlantic New Orleans buildings to survey the conditions of the spaces as they become vacant. Spaces become vacant when an occupant

moves to another space or leaves the Command via resignation or retirement. The contractor shall also assess other conditions of the space to determine if additional work is required. Other conditions include, but are not limited to, condition of the furniture, carpet, and/or walls (especially for office spaces) and ensuring trash bins are present. This information will be reported to the Facilities Manager.

3.1.4.2 The contractor shall survey vacant spaces weekly to determine if materials have been abandoned or placed in vacant spaces. The contractor shall organize any material and coordinate with the appropriate NIWC Atlantic point of contact for proper disposition of materials.

3.1.4.3 The contractor shall conduct building surveys quarterly to verify the accuracy of the personnel location data and report discrepancies to the Facilities Manager.

3.1.4.4 The contractor shall maintain and update personnel location records using Microsoft (MS) Excel or MS Access or a Government provided workflow tool. The contractor shall track seat assignments to include initial seat assignments for new employees, personnel relocations within and between facilities, and validations of seat assignments for existing space occupants. The contractor shall update records daily to reflect vacancies in order to ensure all known available spaces are readily identifiable. In support of this effort, the Government will provide the contractor employee assigned Government office space with access to a Navy Marine Corp Internet (NMCI) computer.

3.1.5 Vehicle Coordinator

3.1.5.1 The Contractor shall monitor two assigned vehicles for mileage, fuel consumption and preventative maintenance and prepare monthly reports for Government signature.

3.1.5.2 The contractor shall coordinate all required repairs and preventative maintenance with the motor pool at Naval Air Station, Joint Reserve Base New Orleans, LA and ensure each vehicle is run for a minimum of 10 minutes weekly.

3.1.5.3 The Contractor shall ensure that only authorized operators sign out the Government vehicles and verify that all required the operator completes training before they drive the vehicle.

3.2 SOUTH CAROLINA FACILITIES SUPPORT SERVICES

3.2.1 Command Events and Operations Support

3.2.1.1 The contractor shall provide services to load, transport, unload, and setup materials for NIWC Atlantic events within a 25-mile radius of NIWC Atlantic on the Naval Weapons Station (Hanahan). Material content may include large rolling cases, tables, chairs, and miscellaneous items.

3.2.1.2 The contractor shall provide breakdown of tables and chairs for carpet cleaning in approximately 7,920 sq. ft. of space in the NIWC Atlantic Charleston Conference Center (Building 3112) two times annually.

3.2.1.3 The contractor shall provide support services for NIWC Atlantic sponsored events such as fundraisers (approximately 4 times monthly), ceremonies (approximately 12 times annually), trade shows (approximately 4 times annually), and Change of Commands (1 time biennially). Support for these events may include but not be limited to services such as setting up temporary restroom facilities, polishing a ship's bell, hanging banners, setting-up holiday items, replacing flags mounted on a building or in a colonnade, erecting tents, placing temporary barriers, and placing parking cones.

3.2.2 Engineering Design Assistance

3.2.2.1 The contractor shall maintain up-to-date, existing, as-built records of the floor plans and arrangements of furniture and other components for every facility for all NIWC Atlantic sites (approximately 200 drawings) using Automated Computer Aided Design (AutoCAD). The contractor shall follow NIWC Atlantic drafting standards and

procedures in AutoCAD facilities drawings to facilitate counting components and extracting data. The contractor shall ensure that change details for change control are documented using versioning methods to track modifications or change proposals, (e.g. labeling layout proposals which are saved to a building's AutoCAD drawing file as "Rm 1L9 A, Rm 1L9 B, etc.") The contractor shall maintain these drawings on a Government-owned shared network drive that shall serve as the central repository for AutoCAD drawings for all NIWC Atlantic sites. AutoCAD standards shall be maintained in accordance with the United States National & NIWC Atlantic CAD Standards.

3.2.2.2 The contractor shall hire a licensed electrical contractor, with a job classification of Electrical Journeyman (EL-1J), to assist the engineering staff with field investigation of existing facility electrical equipment and circuits during design development. Field investigations shall include but are not limited to removing panel board covers; junction box covers; taking voltage and current measurements; tripping circuit breakers and switches; performing lock-out/tag-out functions of circuit breakers and switches; tracing out electrical circuits to determine which circuit breaker supplies specific receptacles or equipment; and temporary connection and disconnection of Government furnished electrical load recording meters. The contractor shall furnish all required tools, equipment, ladders, voltmeters, clamp-on ammeters, and circuit tracers. The circuit tracer used shall be capable of tracing out and locating which panel board circuit breaker supplies an individual receptacle or individual piece of equipment. Electrician assistance will often be required on a scheduled basis after normal working hours in order to minimize disruption to the building tenants when circuits must be de-energized in order to accommodate removing panel board covers and tripping circuit breakers to verify circuit loads. The contractor shall adjust their work hours when this occurs so as not to require overtime.

3.2.3 Emergency Services

3.2.3.1 The contractor shall divert the contractor workforce to secure all non-anchored items throughout the exterior areas of NIWC Atlantic buildings prior to any weather event with potential for heavy winds. Following the event, secured items shall be returned to their original locations.

3.2.3.2 The contractor is responsible for emergency services to assess damages and protect NIWC Atlantic assets following destructive weather by performing damage assessment within the first 12 hours after the event, and reporting the condition of the Command to the COR.

3.2.3.3 The contractor shall perform detailed inspections, document findings, categorize and rate building conditions, establish estimates for repair, and identify any immediate risks.

3.2.3.4 After assessment of damage, the contractor shall mitigate any further damage of equipment, systems, and materials within 48 hours, to include but not be limited to clearing access to facilities, and relocating assets to protected areas.

3.2.3.5 The contractor shall assist in establishing a Government operated operations center for execution of recovery operations within 72 hours after the event under the guidance of the COR.

3.2.3.6 The contractor may also be required to perform services to reconstitute building services by setting up Government owned portable equipment such as generators.

3.2.3.7 When snowfall is greater than 2 inches, and/or when icing proves to be hazardous on walkways, the contractor shall remove snow or salt ice on walkways and stairwells adjacent to NIWC Atlantic buildings. This may be required approximately 1-2 times annually.

3.2.4 Equipment Services

3.2.4.1 The contractor shall be responsible for the operation, testing, and servicing (maintenance & repair), both labor and material for all Command golf carts. This will include windshields, tires, accessories such as rearview mirrors, batteries (and the distilled water for batteries) of golf carts weekly. Historically, there have been approximately 60 calls per year. The contractor shall be responsible for the removal of dust, dirt and mold stains from seat upholstery 12 times per year (once a month). There are approximately 50 golf carts in use.

3.2.4.2 The contractor shall be responsible for the operation, testing, and servicing (maintenance & repair), and propane, both labor and material, for the government owned forklift. Currently, the government owned forklift is a NISSAN 50 Nomad, MDLE APJ02A25PV, Sideshift attachment, Trac wt 8378 lbs with a usage of 6 tanks of propane a quarter.

3.2.4.3 The contractor shall be responsible for the removal of dust, dirt and other debris from 20 NIWC Atlantic bicycles 12 times per year (once a month).

3.2.4.4 The contractor shall provide fitness equipment delivery and relocation support to the Safety and Environmental Engineering staff to include rearranging of fitness equipment in Building 3147 and Building 198 and preparation and staging of old equipment for transfer to Defense Logistics Agency Disposition Services (DLADS), formerly Defense Reutilization and Marketing Office (DRMO), which occurs approximately 4 times each year.

3.2.5 Facilities Services Desk

One of the major functions of the Service Desk is to serve as the storefront for obtaining facility services and for reporting facility repair/maintenance requests, and therefore is critical to customer satisfaction.

3.2.5.1 The service desk shall be manned by a dedicated contractor employee at the Government site in Bldg 3453 during normal operating hours. The normal operating hours (i.e. manning on site) shall be from 0700 to 1600 Monday through Friday. In support of this effort, the Government will provide the contractor employee assigned Government office space with access to an NMCI computer.

3.2.5.2 The contractor shall be responsible for all Service Desk operations. Calls may originate from multiple sources including the Command Duty Officer, Base Emergency Personnel, NIWC Atlantic employees (civilian and contractors). Approximately 90% of all customer requests and trouble calls will come in via telephone calls or emails. The contractor shall make a determination whether the request should be forwarded to the maintenance repair contractor or to the appropriate Joint Base Charleston personnel for action. The contractor shall also determine the urgency of the call and whether it is necessary to initiate immediate corrective action. Urgent calls shall include but not limited to Power outage, Water outage, Water leak (roof, sink, faucet), Dangerous animal (snake, gator, rat), and Broken Heating, Ventilation, Air Conditioning (HVAC) unit. Historically, there have been approximately 5,500 calls per year.

3.2.5.3 The contractor shall be responsible for all planning, scheduling, coordination, setting of priorities, resource loading, tracking, and determining feasibility of accomplishing the work requested. The contractor shall assign timeframes for work tickets or tasking completion as follows:

Level 1: Emergent, task completed within 2 hours of work ticket submission

Level 2: Urgent, task completed within 24 hours of work ticket submission

Level 3: Routine, task completed within 7 business days of work ticket submission

Level 4: Non-Routine, task completed within 30 calendar days of work ticket submission

	Level 1	Level 2	Level 3	Level 4
Example task	Broken chair	Broken appliance	Furniture reconfig drawing	As-built drawing

3.2.5.4 The contractor shall be responsible for tracking all work requests in a Microsoft Access database which shall reside on the Government-owned shared network drive. In the future, the Government may provide access to an Integrated Workplace Management System (IWMS). In support of this effort, the Government will provide the contractor employee assigned Government space with access to a Navy Marine Corp Intranet (NMCI) computer.

3.2.5.5 The contractor shall collect data and provide metrics (CDRL A001). Monthly in an Excel spreadsheet to measure the performance of the organization based on calls and emails to the Service Desk. Examples of the metrics include: number of trouble calls answered in a period of time by type, number of hours per trouble call by type, time to adjudicate a trouble call by type, number of procurements within a given dollar range, equipment failure rates, and the number of call backs for unresolved issues.

3.2.5.6 The contractor shall be responsible for administrative services in support of the day-to-day operations of the NIWC Atlantic Facilities office. Examples of services include but are not limited to the following: pick-up and delivery of miscellaneous items; filing, faxing, copying, and scanning documents; emptying shredders daily; preparing Command Supply order forms; preparing shipping documents; researching material Government purchases, to include obtaining available vendor sources, model numbers, and cost information as well as obtaining market research quotes; preparing purchase request forms; obtaining and issuing name plates from the Brig; preparing documentation for minor property control; logging and tracking information on the Government-owned shared network drive.

3.2.5.7 The contractor shall be responsible for organizing office supplies and maintaining inventories, alerting the Government when new supplies are needed.

3.2.5.8 The contractor shall be responsible for receiving Facility Work Request forms from all NIWC Atlantic sites, assigning tracking numbers, and logging them into the web-based Facilities IWMS. The contractor shall be responsible for receiving Air Force Form 332 submissions from the Facilities Engineering staff and logging them into the AF Form 332 tracker in Excel located on the Government-owned shared network drive.

3.2.5.9 The contractor shall maintain the master Lead Based Paint & Asbestos (LBPA) folders on a Government-owned shared network drive, available to all Facilities Engineering and Environmental staff. Two folders are to be maintained – (1) LBPA surveys that are three years or less, and (2) LBPA archives, which include surveys older than three years. Reports will be provided to the contractor by Government engineering and environmental staff for consolidation in these folders.

3.2.6 Furniture Breakdown and Installation

NIWC Atlantic typically uses exclusively Knoll Equity and Knoll Autostrada/Dividends Horizon/Reff for systems furniture, and predominately Hon 10700 Series for modular case good furniture in office spaces. NIWC Atlantic also uses Eaton Wright Line workbench solutions in many laboratory environments. All furniture is procured and owned by NIWC Atlantic.

On average, there are approximately 300 instances of reconfiguration and/or furniture installation annually, ranging from individual employee workstation reconfigurations to multiple workstation builds for new or expanded project area spaces. Work may occur in administrative, laboratory, or warehouse environments

3.2.6.1 The contractor shall provide furniture services to include installation of new systems furniture, case good furniture, and technical workbenches as well as breakdown and reconfiguration of existing systems furniture, case goods, and technical workbenches. Installing or reconfiguring systems furniture and technical workbenches includes installation of the associated furniture's electrical wiring harnesses, power poles, and base in-feeds. The contractor shall provide a furniture team consisting of six (6) crew members with access to two (2) box trucks with Tommy Gate furniture lifts in support of this effort.

3.2.6.2 The contractor shall be responsible for understanding the installation requirements of all furniture utilized by NIWC Atlantic. As product lines and furniture solutions change, the contractor shall work with furniture vendors to acquire installation manuals and/or training as necessary, in order to acquire the required expertise in the shortest amount of time to facilitate in-house installation of furniture components.

3.2.6.3 The work to be performed takes place in areas where normal work functions must continue. The contractor's work practices shall be tailored to minimize the impact to ongoing operations and disruption of the employees conducting work in the work area. The contractor shall be prepared prior to the beginning of the

scheduled project with all materials and tools required to complete the job. The contractor shall arrive no later than 15 minutes beyond the scheduled project start time as scheduled on the Microsoft Outlook "Furniture Calendar". The contractor shall maintain a professional demeanor while in the work area and shall coordinate furniture movements in such a way as to limit the number of entrances into/exits out of the work area. This will be especially critical when work is being conducted in a laboratory environment where an escort may be required.

3.2.6.4 To provide effective solutions, the contractor shall consider all projects at a given point in time to assess material dependency between requests. As projects are planned, materials shall be placed in "hold" status on the inventory as per section 3.2.10.2 in order to ensure availability at the time of the expected furniture build. Any material shortages shall be identified as early in the planning stages as possible in order to ensure time for the Government to procure items that will not be available.

3.2.6.5 The contractor shall hire a licensed electrical contractor, with a job classification of Electrical Journeyman (EL-1J), to perform electrical disconnections and connections in junction boxes. The contractor shall be required to disconnect and connect electrical service to the systems furniture from existing building electrical junction boxes utilizing power poles or base in-feeds. The contractor shall provide miscellaneous connection hardware and material when making electrical service connections to existing junction and outlet boxes. Occasionally, power strips fed from wall receptacles shall be used to provide electrical power to occupants of small numbers of systems furniture cubicles/ workstations. In those cases, the contractor shall provide and install the power strips. Power strips shall be of the type equipped with internal surge protection.

3.2.6.6 The contractor shall remove, reconfigure, and reinstall existing information technology cable plates and connector drop plates in systems furniture raceways so that the Facilities cable plant can access cable systems.

3.2.6.7 The contractor shall be responsible for repairing suspended ceiling components when power poles are removed or relocated. This includes providing and installing new suspended ceiling tiles and suspended ceiling components as required.

3.2.6.8 Upon completion of the furniture request, the contractor shall clean the work area to include but not be limited to removing any packaging materials, vacuuming any debris that may have resulted from the installation/modification work, wiping furniture and/or wall surfaces clean of any handprints or smudges that resulted from the work. For multi-phased reconfigurations, the contractor shall organize and stack any materials and ensure it is out of aisle ways at the end of each workday. The contractor shall be responsible for returning any non-furniture items that may have been removed in order to permit the execution of the work back in place. In situations where furniture must be removed prior to the space being renovated, reconfigured or to have new furniture installed, the contractor shall disassemble all systems furniture, case goods and/or techbench furniture and return it to inventory in good condition or recommend disposal to the COR. Level 2 tasking per section 3.2.5.3.

3.2.6.9 In executing a furniture request, the contractor shall be responsible for handling the material from the warehouse to the job site and returning the excess material, ensuring it is in good condition, to the warehouse upon completion of the work. Level 2 tasking per section 3.2.5.3.

3.2.6.10 After completion of a furniture request, per section 3.2.10.3, the contractor shall update the warehouse inventory to include all furniture pieces utilized to complete the project and any items returned to the warehouse. Level 2 tasking per section 3.2.5.3.

3.2.6.11 Customization of Furniture: the contractor shall be responsible for cutting work surfaces, modifying furniture for installation of information technology equipment, and designing and fabricating components not available within the furnishing line, e.g. vanity panels for peninsula tables. The contractor shall complete the work in such a fashion that the final product has an appearance of a factory finish. Customizations shall be completed only as a last resort and shall not be normal operating procedure. Furniture designs shall be created in such a way as to use standard, pre-fabricated components to the maximum extent possible.

3.2.6.12 Repair and Assembly of Furniture: the contractor shall be responsible for repair and refurbishment of furniture to extend its useful life. This includes but is not limited to removing and cleaning the glass on conference

tables quarterly, providing and replacing bulbs in task light fixtures, steam cleaning fabric on systems furniture, task and guest chairs, re-upholstering arms on chairs, replacing chair pneumatics, assembling task and guest chairs, assembling conference table and office furniture and removing scratches/polishing and/or refinishing wood products. Level 3 tasking per section 3.2.5.3.

3.2.6.13 Chairs: The contractor shall be responsible for replacing broken chairs. Chairs are procured and owned by the Government. Level 1 tasking per section 3.2.5.3.

3.2.6.14 The contractor shall oversee the distribution of chairs purchased by the Government including, but not limited to, task chairs, side chairs, conference room chairs, sled chairs.

3.2.6.15 Once monthly, the contractor shall survey NIWC Atlantic buildings 3147 and 198 to ensure that conference room chairs are in good order and have not been moved to other locations. The contractor shall also inspect conference room chairs in all other buildings on an as-needed basis when requested by the COR.

3.2.7 Furniture Reconfiguration Services

3.2.7.1 One contractor employee shall act as a foreman for the contractor furniture team. The contractor foreman shall track furniture requests and status of those requests through completion daily, conducting site surveys with customers to ascertain a clear understanding of the customers' needs in order to successfully complete the request. During this survey, the contractor foreman shall validate or update current conditions to identify any space attributes that may impact the furniture design and placement, per the "Drawing Checklist for Space Layouts" (CDRL A002). In support of this effort, the Government will provide the contractor foreman assigned Government office space in Bldg 3453 with access to an NMCI computer.

3.2.7.2 The contractor foreman shall utilize the Microsoft Outlook "Furniture Build" calendar located on the NMCI network to track all scheduled furniture requests so that the Space Management staff has visibility of all scheduled events. The contractor foreman shall schedule all activities in such a way as to minimize travel time to and from job sites to the maximum extent possible. For example, jobs in building 198, which is not on the Joint Base Charleston Naval Weapons campus, shall be scheduled to occur on the same day so that the contractor can complete multiple jobs in that building at a single time rather than travelling to and from that site multiple times.

3.2.7.3 Once a layout is finalized, the contractor foreman is responsible for generating a set of production drawings to execute the work. The contractor foreman shall provide the drawings for review and approval to the Space Management project lead along with a completed copy of the "Drawing Checklist for Space Layouts" (CDRL A002).

3.2.7.4 The contractor foreman shall identify required alterations to electrical distribution, information technology cabling (both Local Area Network (LAN) and telephone), as well as other miscellaneous facility modifications and shall email the modification requirements to the NIWC Atlantic Facility Engineering and Cable Plant staffs for performance of these alterations so that they may be done in conjunction with the furniture request.

3.2.7.5 If a solution requires procurement of furniture components, the contractor foreman shall generate a detailed bill of material (CDRL A003) in an Excel spreadsheet that includes all of the necessary ordering information: description, part number, a cost per unit, extended prices to provide to the COR within 3 business days of the request. The contractor foreman is responsible for contacting the vendor for updated prices quarterly.

3.2.7.6 Upon having all materials and resources aligned for execution, the contractor foreman shall coordinate schedule availability with the customer. (NOTE: The Space Management project lead will prioritize furniture installation, reconfiguration efforts and moves as required to ensure project deadlines are met.)

3.2.7.7 The contractor foreman shall ensure that the contractor furniture team does not deviate from the prescribed furniture design without approval from the Space Management project lead. If a problem is identified during the furniture installation (e.g. the build will result in a light switch being made inaccessible) the foreman shall stop installation and consult with the Space Management project lead to determine an alternate design solution.

3.2.7.8 The contractor foreman shall be responsible for scheduling all work to include coordination with other Government contractors. This includes scheduling coordination with the Cable Plant contractor to install LAN/telephone cabling within the systems furniture, and scheduling coordination with the electrical contractor the Government chooses to use to install new electrical circuits up to the systems furniture power pole or base infeed locations.

3.2.7.9 For each project area build or reconfiguration, the contractor foreman shall perform an inspection to ensure that the build was completed in accordance with the furniture design and layout requirements and that the area is clean and ready for the next occupant. The contractor foreman shall confirm that all work tickets were properly closed and/or that the project manager/lead was notified of completion and shall submit the new as-built AutoCAD layout to the Facilities Engineering AutoCAD technician for update of authoritative drawing. If any part of the build was not completed or deviated from the original layout, the contractor foreman shall take action to correct deficiencies or deviations immediately. (NOTE: Deviations from original plans are not permitted without prior approval of the Space Management project lead.) Level 3 tasking per section 3.2.5.3.

3.2.7.10 Upon completion of a furniture request the contractor Program Manager shall be responsible for providing quality control checks of the completed work. For individual employee workspace reconfiguration requests, the quality control checks shall be completed every two weeks and shall include tracking one job from the initial request to the material inventory updates. After identifying a request at random, the contractor program manager shall do the following:

- email the customer to ensure his/her request(s) were completed satisfactorily
- confirm that the request work ticket was logged and closed properly
- confirm that the AutoCAD drawing was updated properly to reflect changes
- ensure that any materials pulled from or added into the warehouse were properly inventoried.

At the completion of this quality check, the contractor program manager shall report their findings via email to the Space Management team lead (CDRL A004). Level 3 tasking per section 3.2.5.3.

3.2.8 Installation Services

3.2.8.1 The contractor shall be responsible for the planning, field investigation, design, cost estimating, scheduling, execution, and other related activities for facility installation services/requests other than those related to building maintenance, repair, and construction. The contractor shall assemble and install Government procured and owned equipment including but not limited to the following:

- Evacuation chairs
- Display cases
- Tents
- Interior window blinds/shades/curtains
- Custodial dispensers in restrooms
- Fire extinguishers
- Automated External Defibrillator (AED) defibrillators
- Lockers (laptop lockers, gym lockers, cell phone lockers)
- Moveable safes
- White boards, electronic smart boards and flat screen video monitors
- Refrigerators and microwaves
- Material storage racks
- Shelves

3.2.8.2 The contractor shall be responsible for the planning, field investigation, design, cost estimating, scheduling, execution, and other related activities for facility installation services/requests related to building maintenance, repair, and construction. The contractor shall assemble and install Government procured and owned equipment including but not limited to the following:

- Earth grounding systems
- Conduit and raceway pathways
- Lighting systems and controls (interior and exterior)
- Building power systems including uninterruptable power supplies and backup power systems both interior and exterior (<600 Volt)
- Temporary power distribution
- Power busway
- Energy Control Monitoring Systems (ECMS)
- Power Outage assistance

Note: No Government-owned property will leave Government facilities; therefore, no Government furnished property is identified.

3.2.8.3 The contractor shall be responsible replacing tennis court netting and basketball hoop nets; replacing fence windscreens; and replacing blinds. The contractor shall also be responsible for the removal and relocation of this same type of equipment. Level 4 tasking per section 3.2.5.3.

3.2.8.4 The contractor shall stiffen raised deck floor supports underneath objects exerting significant point loads, such as safes, when they are installed in raised deck floor areas. The contractor shall furnish the additional raised deck floor pedestals when stiffening is required to support these types of objects.

3.2.8.5 The contractor shall remove and dispose of damaged flooring area (inclusive of subflooring) and prepare flooring surfaces to allow proper application of new flooring type. The contractor shall install new flooring (carpet, tile, raised flooring) to match existing or government selection of color and type. At the completion of installation, the contractor shall ensure that the area is clean and free of all debris. Annually, this should result in approximately 30 installations at approximately 120 square feet per install.

3.2.8.6 The contractor shall repair or replace movable Government procured appliances that break, such as refrigerators and microwaves. The contractor shall replace refrigerators and microwaves with same size and brand name or equivalent to the current appliance. The contractor shall evacuate any refrigerant from refrigerators per 40 CFR Part 82 prior to disposal. Level 2 tasking per section 3.2.5.3.

3.2.9 Locksmith Services

3.2.9.1 The contractor shall bring in a General Services Administration certified locksmith to provide locksmith services to all NIWC Atlantic sites per FED-STD-809. All key cores and high security combination locks shall be furnished by the Government. Locksmith services are estimated to occur, but are not limited to, 60 times annually.

3.2.9.2 The contractor shall perform locksmith services to install Government procured key cores in new door hardware, and to change the type of key core in existing door hardware.

3.2.9.3 The contractor shall perform locksmith services to install Government procured high security combination locks on restricted area doors, containers, safes, and vaults. This includes Federal Specification FF-L-2740 combination locks.

3.2.9.4 The contractor shall perform locksmith services to unlock building doors and various types of lockers (such as cell phone lockers) in the event of lost keys and broken locksets.

3.2.9.5 The contractor shall perform locksmith services to unlock restricted area doors, containers, safes, and vaults equipped with high security combination locks such as FF-L-2740 combination locks in the event of lost combinations, inoperable combination locks, etc. This work typically includes welding, plugging, and painting before the container or safe can be placed back in service. Level 2 tasking per section 3.2.5.3.

3.2.10 Material Management

3.2.10.1 The contractor shall be responsible for the management, administration, and execution of material storage operations in support of the Facilities staff. The scope includes approximately 20,000 sq. ft. of storage/staging with an estimated 500 line items that consists of approximately 3,000 items such as white boards, chair mats, monitor stands, desks, carpet, hard office furniture, systems furniture, task chairs and conference chairs. This task includes, but is not limited to receiving, stocking, bar-coding existing and incoming material, inventory control, issuing material, packaging, and preparation of documents for shipping. The contractor shall be responsible for maintaining the order and cleanliness of the Facilities material storage buildings. The Facilities material storage building 3421 shall be manned by one full-time, dedicated contractor employee at the Government site during normal operating hours. The normal operating hours (i.e. manning on site) shall be from 0700 to 1530 Monday through Friday.

3.2.10.2 With regard to inventory control, the contractor shall maintain the existing inventory of all material in the warehouse in real time and provide it to the Government weekly in a Microsoft Access database or Excel spreadsheet which is posted to the Government-owned shared network drive (CDRL A005). In support of this effort, the Government will provide the contractor employee assigned Government office space with access to an NMCI computer. A copy of the automated inventory shall also be available in the storage area. In support of this effort, the Government will provide the contractor employee assigned Government office space with access to an NMCI computer.

The inventory report shall have the following columns:

- Bar Code Number
- Part Identification Number(e.g. H10785R)
- Manufacturer (e.g. HON)
- Product Line (e.g. 10700 Series)
- High Level Descriptor (e.g. Desk)
- Catalog Description (e.g. Right pedestal desk 72”w x 36”d)
- Warehouse Stock Location (e.g. Bldg 3420, 32C3)
- On-hand Quantity (e.g. 1)
- Hold for Project (e.g. B3147, Office 1-365) *Note: Multiple projects could be in planning. The ability to hold for multiple projects is preferred.
- Available Quantity (e.g. 0) *Note: Available quantity shall equal on-hand quantity minus the number of items held for projects.

3.2.10.3 The inventory shall be maintained and updated in real-time as materials are removed from or added to the warehouse, on a contractor furnished computer, utilizing acceptable software for Microsoft Windows. The Government may provide a corporate solution at a later time. If this occurs, the contractor shall be trained on the system and shall participate in preparing data and/or migrating current inventory data into the new software system.

3.2.10.4 The fully integrated program inventory shall have the capability to provide reports which show page numbering and date of run, layout requirements for administrative or lab space changes, existing product at the task site, parts and materials needed as determined by the contractor at the task site and product to be returned to the warehouse inventory. The program shall also allow for minimum quantities to be set and shall flag the contractor when the minimum quantity has been reached. Once the minimum quantity is reached, or sooner if project demands dictate, the contractor shall notify the COR via email immediately of the need to purchase materials and shall provide the necessary input for that item as outlined in section 3.2.7.5. Level 1 tasking per section 3.2.5.3.

3.2.10.5 The contractor shall be responsible for preparing material for DLADS, formerly DRMO. This includes preparing disposal documents, demilitarization, and removal of precious metals. This excludes hazardous materials or batteries which shall be processed through the Safety and Environmental Engineering staff.

No personnel may move items into or out of the warehouse without approval of the COR.

3.2.11 Moving and Abandoned Material Services

3.2.11.1 The contractor shall be responsible for providing moving services within Government facilities for approximately 300 moves annually. Moving services shall include all loading, transporting, and unloading of assets to include electronic equipment such as computers, desk-top printers, monitors, desk-top fax machines, desk-top digital senders, desk-top scanners, and plotters. The contractor is allowed to move computer equipment owned by the Navy Marine Corps Internet (NMCI) contractor as well as the Research, Development, Testing and Evaluation (RDT&E) contractor. Other examples of items moved are chairs, tables, furnishings, safes, storage cabinets, office materials, pallets of equipment, pallets of electronic equipment, empty server racks, workbenches, material storage racks, white boards, electronic smart boards, and packing boxes. (NOTE: Office furniture and fixtures such as whiteboards should not be removed from a space unless directed by the Space Management project lead.) The contractor is not responsible for packing materials in preparation for individual employee moves; that is the employee's or the employee's supervisor's responsibility. (NOTE: In rare instances, the Facilities Director may direct the COR to request that an individual's boxes be packed by the contractor.)

3.2.11.2 The contractor shall be responsible for communicating with the Space Management project lead as to the desired coordination, scheduling, and execution of the moves. The contractor shall utilize the Microsoft Outlook "Furniture Build" calendar, located on the NMCI network, to track all scheduled moves so that the Space Management project lead has visibility of all scheduled events. The contractor shall coordinate moves based on schedule availability, but the Space Management project lead will prioritize moves and other furniture installation or reconfiguration efforts as required to ensure project deadlines are met. Scheduling shall be planned in such a way as to limit travel time to and from work sites to the maximum extent in accordance with section 3.2.7.2.

3.2.11.3 Upon completion of a move, the contractor shall be responsible for restoring vacated spaces for the next occupants. This typically includes restoring systems furniture and office furniture to the standard configuration; removal of excess equipment, materials, and systems furniture infrastructure and preparing the paperwork for disposal as appropriate through DLADS; repairing suspended ceilings in locations where power poles were removed to include the contractor providing and installing new suspended ceiling components as required; vacuuming/ sweeping floors, wiping down desk surfaces, and removing stains from fabric walls. The contractors shall develop a repair list within one week of move, to provide to NIWC Atlantic Facilities staff for repairs or maintenance that need to be performed by other contractors. Level 3 tasking per section 3.2.5.3.

3.2.11.4 When spaces become vacant, the contractor shall organize any materials, coordinate with the appropriate groups for proper disposition of materials, and pack up the items for transport to the Facilities buildings 3420/3421/3431 where they can be staged temporarily prior to distribution or disposal. (Note: The contractor shall not remove, organize, or handle any files or paper records without review and approval by the NIWC Atlantic Records Management team. The contractor shall coordinate with the Records Management team so that team can determine the proper disposition.)

3.2.11.5 When a process exists to dispose of items, the contractor shall be responsible for following that process from start to finish. If the items cannot be forwarded to DLAD and are not picked up for use by other NIWC Atlantic projects, the contractor shall recommend item for recycle or disposal with concurrence from the COR. For all other material, where a process does not already exist for distribution/disposal, the contractor shall assist in defining the process with assistance from the COR. The contractor shall be responsible for providing dumpsters in support of this tasking.

3.2.12 Parking Lot Maintenance

3.2.12.1 The contractor shall be responsible for clearing debris from parking lots when parking gutters/curbs and storm drains become clogged at a minimum of once a month. (NOTE: Debris is defined as leaves, gumballs, branches, sand, pine straw and pinecones.) Level 1 tasking per section 3.2.5.3.

3.2.12.2 The contractor shall bring in a street sweeper twice annually to clear the parking lot of debris at Building 3147.

3.2.13 Pest Management Assistance

3.2.13.1 The contractor shall assist Government civilian, military, and other contractors during pest management inspections and treatments to include but not be limited to moving furniture, removing raised deck floor tiles, and covering smoke detectors located in suspended ceilings or in plenums underneath raised decks. The contractor shall provide ladders and assistance to Government civilian and military personnel to accommodate inspections above suspended ceilings (Note that the contractor is not responsible for providing ladders to other contractors).

3.2.13.2 The contractor shall escort pest management Government civilian, military, and other contractor personnel during pest management inspections and treatments.

3.2.13.3 The contractor shall be responsible for immediately responding to remove nuisance animals from NIWC Atlantic buildings such as snakes and birds when the Facilities Services Desk receives a call for this issue.

3.2.14 Plant Maintenance

3.2.14.1 The contractor shall provide the following for each of the 27 government-owned concrete planters located in the horseshoe area on the exterior of Building 3147:

(3 each) 3 gallon 24" plants
(3 each) 6" full and trailing plants
(25 each) 5" colorful plants (depending upon the season)

Blooming or color plants shall be rotated at least (3) times per year (October, February and June), or more, as the season requires. Plants shall be kept free of dead foliage and shall not be allowed to take over other plants. Planters shall be kept free of weeds and debris.

3.2.14.2 The contractor shall provide the following for the Atrium area inside the building 3147:

Twelve (12) each large ten (10) foot to fourteen (14) foot full, mature palms or equivalent tropical plants to be contained in twelve (12) large planters at least 19 inches high by 20 inches wide of contemporary design to compliment décor of the interior of the building.

Each of the twelve (12) planters shall also contain two (2) each full ivy or pothos plants to completely fill the base of the planter and one (1) each 6-inch bromeliad for color.

Six (6) of the planters shall be located in front of the Multidisciplinary Research Center (MRC) lab and six (6) shall be located in the atrium perpendicular to the MRC lab.

3.2.14.3 The contractor shall provide the following for the Foyer area inside the building 3147 near the front entrance:

Two (2) each large 10' to 14' full palms or equivalent tropical plants to be contained in two (2) large planters at least nineteen (19) inches high by twenty (20) inches wide of contemporary design to compliment décor of the interior of the building.

Each of the two (2) planters shall also contain two (2) each full ivy or pothos plants to fill completely fill in the base of the planter and one (1) each 6-inch bromeliad for color.

3.2.14.4 The contractor shall provide the following for the Quarter Deck area inside the building 3147:

Two (2) each, three (3) foot pothos pyramids, two (2) each, three (3) foot corn plants, or similar plants in brass colored containers. Containers should be at least fourteen (14) inches high by fourteen (14) inches wide.

Also provide one (1) each low lying potted plant in a brass colored container for the area under the plasma screen.

3.2.14.5 The contractor shall provide the following for the 2nd floor awards area across from the elevator inside the building 3147:

Two (2) each, three (3) foot pothos pyramids, and two (2) each 3-foot corn plants, or similar plants. Containers should be at least fourteen (14) inches high by fourteen (14) inches wide and should be silver colored to match the awards display cases.

3.2.14.6 The contractor shall maintain plants for two (2) government-owned containers in the lobby area of Bldg 3451. The contractor shall provide replacement plants, installation, fertilizing, cleaning and watering as needed to maintain and healthy appearance. The black 16 inch round container under the television shall contain a 14-inch bamboo palm. Spanish moss will cover any exposed dirt. The 9-inch black round container on the corner table shall contain an 8 inch pothos plant.

3.2.14.7 The Contractor shall maintain the government owned planters on the exterior of Bldg 3451. The contractor shall provide replacement plants, installation, fertilizing, cleaning and watering as needed to maintain a healthy appearance. Warm weather planting for each container should include: two (2) each lime colored sweet potato vines, five (5) each trailing petunia (or equivalent), two (2) each spike plants and mulch as needed. Cool weather planting for each container to include: (2) ivy, (5) pansies – trailing if available, and (2) spike plants.

3.2.14.8 For all plants as described in this section, both interior and exterior, the contractor shall provide fertilization, soil stabilizers, water, and all other items as often as needed to maintain plants in a healthy condition and attractive appearance. Plants or bushes that are unhealthy shall be replaced by the contractor. Plants that are not balanced/symmetrically shaped shall be trimmed by the contractor.

3.2.15 Recycling Program

3.2.15.1 The contractor shall be responsible for management, administration, and execution of NIWC Atlantic's recycling program which includes pick up of items from all Charleston buildings. The products to be recycled include paper, cardboard, aluminum, plastic, printer ink, toner cartridges, newspapers, magazines, books, phone books, wooden pallets, and lead-acid and rechargeable batteries. The contractor shall deliver recycling products to appropriate recycling centers and submit recycling checks to NIWC Atlantic Environmental Office when provided by the recycler. The contractor shall provide access to a box truck in support of this effort.

3.2.15.2 For paper, the contractor shall collect from each recycle bin located in common areas, sort paper with regard to type, and deliver the paper to a local recycler.

3.2.15.3 For cardboard, the contractor shall collect primarily from laboratory and production facilities and Trident Street Warehouse and deliver the cardboard to a local recycler. The contractor shall provide a 40 yard enclosed recycling box at Bldg 198 which will be in addition to existing containers provided by Joint Base.

3.2.15.4 For items such as aluminum cans, print cartridges, and plastic, the contractor shall collect them from all facilities and recycle them at the appropriate local recycling center. For these items, the contractor shall provide and place collection containers in the buildings/facilities. The contractor shall provide disposable liners which are able to retain liquids in all collection containers.

3.2.15.5 The contractor shall be responsible for routine cleaning of containers and other equipment used in the collection and handling of recycled material.

3.2.15.6 The contractor shall be responsible for collecting wooden pallets and returning them to the Trident Street warehouse.

3.2.15.7 The contractor shall identify recycling collection points for each building and shall provide and install signage to identify those locations. The signage shall have a professional appearance and shall be mounted or hung in such a way as to be visible to building occupants.

3.2.15.8 The contractor shall provide an electronic copy of the monthly processing report (CDRL A006) to the Safety/Environmental lead via email. At a minimum, the report shall itemize monthly all items collected (separated by type), recycling center deposits, and any checks received.

3.2.16 Security Support Services

3.2.16.1 The contractor shall provide support services to the security office staff for facility related services other than those related to facility maintenance, repair, or construction. Types of services include but are not limited to the installation of security signs, relocating movable objects within a building's clear unobstructed perimeter zone (Ex: relocating trash cans), installing chains and padlocks, etc. These tasks are estimated to occur (but are not limited to) 20 times annually.

3.2.16.2 The contractor shall provide services to load, transport, unload, and setup various types of movable security barriers. Security barriers include the transport and installation of concrete barriers (also known as Jersey barriers), large planters, and plastic water filled barriers. The contractor shall remove the barriers and transport them back to Government storage areas. Placement and subsequent removal of the barriers is estimated to occur (but is not limited to) one to two times annually. All security barriers shall be furnished by the Government.

3.2.17 Sign Services

3.2.17.1 The contractor shall provide creation, printing, and placement of approximately 1,500 temporary signs annually. The contractor is responsible for checking the VIP listing on the NIWC Atlantic internal website daily for sign requests. A sign machine is available for the contractor to access in support of this effort.

3.2.17.2 The contractor shall also be responsible for researching standard sign designs (handicap, security, parking, etc.), researching available vendors, and obtaining price quotes. The contractor shall install the signs after procured and received by the Government.

3.2.17.3 The contractor shall remove existing signs (handicap, security, parking, etc.) when they need to be moved or replaced. When the signage is removed, the contractor shall repair walls if there is damage including, but not limited to, patching dry wall and painting.

3.2.17.4 As requested, the contractor shall be responsible for creating the template for and ordering miscellaneous signs from the Naval Consolidated Brig weekly.

3.2.17.5 The contractor shall be responsible for procuring and installing new or replacing old interior room signs, exterior building signs and parking signs on stakes, restricted to 15 each per year. All signs will match existing sign designs unless otherwise directed by the COR.

3.2.17.6 The contractor shall be responsible for installing new or replacing old interior room signs. When installing these signs the contractor shall remove existing signage and repair damaged walls including, but not limited to, patching dry wall, painting or re-doing Zolatone where applicable. The contractor shall ensure that signs are installed level or square in relation to the surface on which the sign is to be mounted.

Specs for the interior signs shall be as follows:

- Americans with Disabilities Act (ADA) one-piece construction sign utilizing etched magnesium process to produce raised numbers and letters with corresponding Grade II Braille, on magnesium alloy sign, all complying with ADA and American National Standards Institute (ANSI) A117.1 requirement.
- Sign size should match sign being replaced; 1" letters; ¼" raised Braille; with an interchangeable copy area/filament

- Color: Marine Blue 3X1-502 with raised white lettering

3.2.17.7 The contractor shall be responsible for installing new or replacing old exterior building signs. When installing these signs the contractor shall remove existing signage and repair the outer walls when damage occurs. The contractor shall ensure that signs are installed level or square in relation to the surface on which the sign is to be mounted.

Specs for the exterior building signs shall be as follows:

- Size: 24"h x 30"w
- Color: Blue background with yellow reflective lettering
- Logo: NIWC Atlantic
- Material: Weather durable aluminum
- Pan Sign insert

3.2.17.8 The contractor shall be responsible for installing new or replacing old parking bumper signs. When installing these signs the contractor shall remove existing signage and repair the parking bumper. The contractor shall ensure that signs are installed level or square in relation to the surface on which the sign is to be mounted.

Specs for the parking bumpers shall be as follows:

- Size: 12" x 36"
- Color: Blue & Yellow Reflective
- Material: Weather durable aluminum

3.2.17.9 The contractor shall be responsible for installing new or replacing old parking signs. When installing these signs the contractor shall remove existing signage. The contractor shall ensure that signs are installed level or square in relation to the surface on which the sign is to be mounted.

Specs for the parking signs mounted on stakes shall be as follows:

- Size: 18" x 24"
- Color: white background with black lettering
- Material: Weather durable aluminum

3.2.18 Space Management Project Manager Support

3.2.18.1 One contractor employee shall act as a project manager responsible for the oversight of both large and small scale space management projects. The contractor project manager shall coordinate and document project requirements, develop space utilization plans and AutoCAD layouts to include current and future-state layouts for short and long-term planning scenarios for administrative, laboratory and warehouse space. In support of this effort, the Government will provide the contractor project manager assigned Government office space in Bldg 3453 with access to an NMCI computer.

3.2.18.2 The contractor project manager shall design systems furniture layouts based on project requirements, identify required alterations to electrical distribution and information technology cabling (both Local Area Network (LAN) and telephone). The contractor project manager shall communicate modification requirements to the NIWC Atlantic Facility Engineering and Cable Plant staffs for performance of these alterations so that they may be done in conjunction with the furniture project. The contractor project manager shall develop project schedules and provide updates to project schedules using MS Project and MS Outlook or the Facilities IWMS tool. The project manager shall schedule all activities so that travel time of furniture installers to and from job sites is minimized.

3.2.18.3 The contractor project manager shall track, update and close furniture requests through completion daily, conducting site surveys with NIWC Atlantic customers to understand customer space requirements. During this survey, the contractor project manager shall validate or update current conditions to identify any space attributes that may impact the furniture design and placement, per the "Drawing Checklist for Space Layouts" CDRL A002).

3.2.18.4 If a solution requires procurement of furniture components, the contractor project manager shall generate a detailed bill of material (CDRL A003) in an Excel spreadsheet that includes all of the necessary ordering information: description, part number, a cost per unit, extended prices to provide to the COR within 3 business days of the request. The contractor is responsible for contacting the vendor for updated prices quarterly.

3.2.18.5 Once a layout is finalized, the contractor project manager is responsible for generating a set of production drawings to execute the work. The contractor project manager shall provide the drawings for review and approval to the Space Management project lead along with a completed copy of the "Drawing Checklist for Space Layouts" (CDRL A002).

3.2.18.6 Upon having all materials and resources aligned for execution, the contractor project manager shall coordinate schedule availability with the customer. (NOTE: The Space Management project lead will prioritize furniture installation, reconfiguration efforts and moves as required to ensure project deadlines are met.)

3.2.18.7 For each project area build or reconfiguration, the contractor project manager shall perform an inspection to ensure that the build was completed in accordance with the furniture design and layout requirements and that the area is clean and ready for the next occupant. The contractor project manager shall provide updated drawings to the Facilities Engineering CAD technician when furniture reconfigurations in a space are complete.

3.2.18.8 The contractor project manager shall learn and become proficient with existing NIWC furniture standards; Knoll Equity and Knoll Autostrada/Dividends Horizon/Reff for systems furniture, and predominately Hon 10700 Series for modular case good furniture in office spaces. NIWC Atlantic also uses Eaton Wright Line workbench solutions in many laboratory environments. The contractor project manager shall be responsible for understanding the installation requirements of all furniture utilized by NIWC Atlantic.

3.2.18.9 The contractor project manager shall research new furniture solution options, typical components, installation requirements, and installation instructions to assist the Government with development of new furniture standards and procurements. As product lines and furniture solutions change, the contractor project manager shall work with furniture vendors to acquire installation manuals and/or training as necessary, in order to acquire the required expertise in the shortest amount of time to facilitate in-house installation of furniture components.

3.2.18.10 The contractor shall update drawings when there are space configuration changes, project relocations, or space assignments occur. In addition to the project equipment and furniture, ensure that each drawing reflects the boundary for each designated project area where multiple NIWC Atlantic projects share an open space, and each project area should be labeled with requested customer space features. The contractor project manager shall develop and contribute to the development of internal Space Management and facility AutoCAD drawing standards and configuration management process improvements, or documentation of existing processes.

3.2.19 Space Management Seat Validation Support

3.2.19.1 The Space Management Check-In and Move/Add/Change queue shall be manned by one (1) full-time, dedicated contractor employees at the Government site in Bldg 3453 during normal operating hours, 0700 to 1530 Monday through Friday. In support of this effort, the Government will provide the contractor employees assigned Government office space with access to a NMCI computer

3.2.19.2 The contractor shall communicate in person, via phone and via email with customers on all organizational levels of NIWC Atlantic. The contractor shall monitor the Government provided workflow database queue daily and process check-in, check-out, and move, add, change actions and work tickets within the Space Management queue, investigate discrepancies and resolve them for each ticket. There are approximately 300 tickets received in the queue weekly.

3.2.19.3 The contractor shall maintain and update personnel location records using a Government provided seating tool or the Facilities IWMS tool. The contractor shall track seat assignments to include initial seat assignments for new employees, personnel relocations within and between facilities, and validations of seat assignments for existing space occupants. The contractor shall update records weekly to reflect government, military

and contractor check outs. Twice monthly, the contractor shall pull a report of seats showing missing personnel names and update as the names become available in the seating tool directory.

3.2.19.4 The contractor shall survey administrative, laboratory, and warehouse areas to ensure office spaces/seats are being utilized as intended/assigned or to update occupant names, cubicle numbers or jack numbers.

3.2.19.5 The contractor shall prepare mass move spreadsheets in Excel to accommodate group moves within or between facilities, and provide inputs for Space Management metrics reporting.

3.2.20 Wall Repair

3.2.20.1 The contractor shall repair damage to interior walls, doors and door frames of NIWC Atlantic buildings. When repairing a wall, the contractor shall spackle holes to Level 5 and ensure that walls are sanded free of imperfections. For all surfaces being painted, the contractor shall utilize paint color selected by the Government and the paint shall be Sherwin- Williams ProMar 200, zero volatile organic compound (VOC), anti-microbial. Material will be dependent on existing paint. The contractor shall ensure that a minimum of 2 coats are applied per repair. The contractor shall paint surfaces to produce a result that matches the existing, smooth (satin) or textured (Zolatone), with extreme care of adjacent finishes. The contractor shall ensure protection or removal of existing furniture in the space to prevent damage. At the completion of installation, the contractor shall ensure that the area is clean and free of all debris. Annually, this should result in approximately 30 repairs at approximately 600 sq. ft. per repair.

3.2.21 Water Delivery

3.2.21.1 The contractor shall provide commercially purchased thirteen (13) cold water coolers designed to hold 5 gallon bottled water containers at the following buildings: 1637, 3411, 3413, 3419, 3420, 3421, 3444, 3454, 3458, 3637, 3638, T-10 and T-34. These coolers are a one time delivery unless broken or damaged.

3.2.21.2 The contractor shall provide 5 gallon commercially purchased bottled water containers every other week to the following buildings: 1637 (1), 3411 (1), 3413 (1), 3419 (5), 3420 (4), 3421 (1), 3444 (2), 3454 (3), 3458 (14), 3637 (6), 3638 (4), T-10 (2) and T-34 (1). The numbers in parentheses represent the approximate amount of 5 gallon bottled water containers historically needed for the 2-week period in between deliveries.

3.3 VIRGINIA FACILITIES SUPPORT SERVICES

3.3.1 Command Events and Operations Support

3.3.1.1 The contractor shall provide support services for NIWC Atlantic sponsored events such as fundraisers (approximately 4 times monthly), ceremonies (approximately 12 times annually), and trade shows (approximately 4 times annually). Support for these events may include but not be limited to services such as setting up temporary restroom facilities, polishing a ship's bell, hanging banners, setting-up holiday items, replacing flags mounted on a building or in a colonnade, erecting tents, placing temporary barriers and parking cones, placing stanchion and signage.

3.3.2 Engineering Design Assistance

3.3.2.1 The contractor shall assist with maintaining up-to-date, existing, as-built records of the floor plans and arrangements of furniture and other components for every facility (estimated at 1.7 million SF) using AutoCAD. These records are used for space occupancy seating charts, space utilization planning, space alterations/furniture reconfigurations, space allocations and assignment, and inventory management for furniture.

3.3.2.2 The contractor shall perform field site-surveys, investigation and drafting services to support the NIWC Atlantic Facilities engineering staff with development of design drawings to implement modifications to all existing buildings and to install new facility components or equipment. All drafting shall be performed using the most current version of AutoCAD.

3.3.3 Environmental Management

At the St. Julien's Creek NIWC Atlantic facilities all buildings contain material hazards such as lead paint and asbestos. The asbestos is in the form of mastic, tile, roof panels, flashing, insulation, and wall joint compound. When repair work is required in one of these buildings, the contractor is responsible for calling a certified asbestos and lead based paint contractor to ensure all of the material hazards are handled in accordance with environmental and safety regulations at the federal, state, and local levels.

3.3.4 Emergency Services

3.3.4.1 The contractor shall divert the contractor workforce to secure all non-anchored items throughout the exterior areas of NIWC Atlantic buildings prior to any weather event with potential for heavy winds. Following the event, secured items shall be returned to their original locations.

3.3.4.2 The contractor is responsible for emergency services to assess damages and protect NIWC Atlantic assets following destructive weather by performing damage assessment within the first 12 hours after the event, and reporting the condition of the Command to the COR.

3.3.4.3 The contractor shall perform detailed inspections, document findings, categorize and rate building conditions, establish estimates for repair, and identify any immediate risks.

3.3.4.4 After assessment of damage, the contractor shall mitigate any further damage of equipment, systems, and materials within 48 hours, to include but not be limited to clearing access to facilities, and relocating assets to protected areas.

3.3.4.5 The contractor shall assist in establishing a Government operated operations center for execution of recovery operations within 72 hours after the event under the guidance of the COR.

3.3.4.6 The contractor may also be required to perform services to reconstitute building services by setting up Government owned portable equipment such as generators.

3.3.4.7 When snowfall is greater than 2 inches, and/or when icing proves to be hazardous on walkways, the contractor shall assist base military with removal of snow or salt ice on walkways and stairwells adjacent to NIWC Atlantic buildings. This may be required approximately 3-4 times annually. The contractor shall provide the tools and salt to accomplish the task.

3.3.5 Facilities Services Desk

One of the major functions of the Service Desk is to serve as the storefront for obtaining facility services and for reporting facility repair/maintenance requests, and therefore is critical to customer satisfaction.

3.3.5.1 The Service Desk telephone shall be answered by one full-time, dedicated contractor employee at the Government site during normal operating hours, 0700 to 1530 Monday through Friday. In support of this effort, the Government will provide the contractor employee assigned Government office space with access to a NMCI computer.

3.3.5.2 The contractor shall be responsible for all Service Desk operations. Calls may originate from multiple sources including the Command Duty Officer, Base Emergency Personnel, NIWC Atlantic employees (civilian and contractors). Approximately 90% of all customer requests and trouble calls will come in via telephone calls or emails. The contractor shall make a determination whether the request should be forwarded to the maintenance repair contractor or to the appropriate Base personnel for action. The contractor shall also determine the urgency of the call and whether it is necessary to initiate immediate corrective action. Urgent calls to include but not limited to Power outage, Water outage, Water leak (roof, sink, faucet), Dangerous animal (snake, gator, rat), and Broken Heating, Ventilation, Air Conditioning (HVAC) unit.

3.3.5.3 The Service desk may receive after-hours calls from on-site personnel from 1530 – 0700 at the St. Julien’s Creek base. Historically, a call is received 1-2 times per month. Contractor personnel supporting after hours requirement shall be accessible immediately by telephone.

3.3.5.4 The contractor shall be responsible for all planning, scheduling, coordination, setting of priorities, resource loading, tracking, and determining feasibility of accomplishing the work requested.

3.3.5.5 The contractor shall be responsible for tracking all work requests in a Microsoft Access database which shall reside on the Government-owned shared network drive. In the future, the Government may provide a work management database. The contractor shall be responsible for all planning, scheduling, coordination, setting of priorities, resource loading, tracking, and determining feasibility of accomplishing the work requested

3.3.5.6 The contractor shall assign timeframes for work tickets and tasking completion as follows:

Level 1: Emergent, task completed within 2 hours of work ticket submission

Level 2: Urgent, task completed within 24 hours of work ticket submission

Level 3: Routine, task completed within 7 business days of work ticket submission

Level 4: Non-Routine, task completed within 30 calendar days of work ticket submission

	Level 1	Level 2	Level 3	Level 4
Example task	Broken chair	Broken appliance	Furniture reconfig drawing	As-built drawing

3.3.5.7 The contractor shall collect data and provide metrics (CDRL A001) monthly in an Excel spreadsheet to measure the performance of the organization based on calls and emails to the Service Desk. Examples of the metrics include: number of trouble calls answered in a period of time by type, number of hours per trouble call by type, time to adjudicate a trouble call by type, number of procurements within a given dollar range, equipment failure rates, and the number of call backs for unresolved issues.

3.3.5.8 The contractor shall be responsible for administrative services in support of the day-to-day operations of the NIWC Atlantic Facilities office. Examples of services include but are not limited to the following: pick-up and delivery of miscellaneous items; filing, faxing, copying, and scanning documents; emptying shredders daily; preparing Command Supply order forms; preparing shipping documents; researching material Government purchases, to include obtaining available vendor sources, model numbers, and cost information as well as obtaining market research quotes; preparing purchase request forms; logging and tracking information on the Government-owned shared network drive.

3.3.5.9 The contractor shall be responsible for organizing office supplies and maintaining inventories, alerting the Government when new supplies are needed.

3.3.6 Furniture Breakdown and Installation

NIWC Atlantic typically uses exclusively Knoll Equity and Knoll Autostrada/Dividends Horizon/Reff for systems furniture, and predominately Hon 10700 Series for modular case good furniture in office spaces. NIWC Atlantic also uses Eaton Wright Line workbench solutions in many laboratory environments. Product lines are subject to change in the future. All furniture is procured and owned by NIWC Atlantic. On average, there are approximately 50 instances of reconfiguration and/or furniture installation annually, ranging from individual employee workstation reconfigurations to multiple workstation builds for new or expanded project area spaces. Work may occur in administrative, laboratory, or warehouse environments.

3.3.6.1 The contractor shall provide furniture services to include installation of new systems furniture, case good furniture, and technical workbenches as well as breakdown and reconfiguration of existing systems furniture,

case goods, and technical workbenches. Installing or reconfiguring systems furniture and technical workbenches includes installation of the associated furniture's electrical wiring harnesses, power poles, and base in-feeds.

3.3.6.2 The work to be performed takes place in areas where normal work functions must continue. The contractor's work practices shall be tailored to minimize the impact to ongoing operations and disruption of the employees conducting work in the work area. The contractor shall maintain a professional demeanor while in the work area and shall coordinate furniture movements in such a way as to limit the number of entrances into/exits out of the work area. This will be especially critical when work is being conducted in a laboratory environment where an escort may be required.

3.3.7 Furniture Services

3.3.7.1 To provide effective solutions, the contractor shall consider all projects at a given point in time to assess material dependency between requests. As projects are planned, materials shall be placed in "hold" status in order to ensure availability at the time of the expected furniture build. Any material shortages shall be identified as early in the planning stages as possible in order to ensure time for the Government to procure items that will not be available.

3.3.7.2 The contractor shall be responsible for understanding the installation requirements of all furniture utilized by NIWC Atlantic. As product lines and furniture solutions change, the contractor shall work with furniture vendors to acquire installation manuals and/or training as necessary, in order to acquire the required expertise in the shortest amount of time to facilitate in-house installation of furniture components.

3.3.7.3 The contractor shall perform field investigations in order to validate current conditions and/or to identify any space attributes that may impact the furniture design and placement.

3.3.7.4 The contractor shall identify required alterations to electrical distribution, information technology cabling (both Local Area Network (LAN) and telephone), as well as other miscellaneous facility modifications and shall email the modification requirements to the NIWC Atlantic Facility Engineering and Cable Plant staffs for performance of these alterations so that they may be done in conjunction with the furniture request.

3.3.7.5 Upon having all materials and resources aligned for execution, the contractor shall closely coordinate with customers to schedule the performance of the work.

3.3.7.6 The contractor shall not deviate from the prescribed furniture design without approval from the Space Management project lead. If a problem is identified during the furniture installation (e.g. the build will result in a light switch being made inaccessible) the contractor shall consult with the onsite project lead to determine an alternate design solution.

3.3.7.7 The contractor shall be responsible for scheduling all work to include scheduling coordination with other Government contractors. This includes scheduling coordination with the cable plant contractor the Government chooses to use to install LAN/telephone cabling within the systems furniture, and scheduling coordination with the electrical contractor the Government chooses to use to install new electrical circuits up to the systems furniture power pole or base infeed locations. The contractor shall install the systems furniture electrical wiring harnesses, power poles, and base in-feeds.

3.3.7.8 When needed, the contractor shall hire a licensed electrical contractor, with a job classification of Electrical Journeyman (EL-1J), to perform electrical disconnections and connections in junction boxes. The contractor shall be required to disconnect and connect electrical service to the systems furniture from existing building electrical junction boxes utilizing power poles or base in-feeds. The contractor shall provide miscellaneous connection hardware and material when making electrical service connections to existing junction and outlet boxes. Occasionally, power strips fed from wall receptacles shall be used to provide electrical power to occupants of small numbers of systems furniture cubicles/ workstations. In those cases, the contractor shall provide and install the power strips. Power strips shall be of the type equipped with internal surge protection.

3.3.7.9 The contractor shall remove, reconfigure, and reinstall existing information technology cables and connector drop plates in systems furniture raceways.

3.3.7.10 The contractor shall be responsible for repairing suspended ceiling components when power poles are removed or relocated. This includes providing and installing new suspended ceiling tiles and suspended ceiling components.

3.3.7.11 Upon completion of the furniture request, the contractor shall clean the work area to include but not be limited to removing any packaging materials, vacuuming any debris that may have resulted from the installation/modification work, wiping furniture and/or wall surfaces clean of any handprints or smudges that resulted from the work. The contractor shall be responsible for replacing any fixtures or items that may have been removed in order to permit the execution of the work. In situations where furniture must be removed prior to the space being renovated, reconfigured or to have new furniture installed, the contractor shall disassemble all systems furniture, case goods and/or techbench furniture and return it to inventory or recommend disposal to the COR. Level 2 tasking per section 3.3.5.6.

3.3.7.12 In executing a furniture request, the contractor shall be responsible for handling the material from the warehouse to the job site and returning the excess material in good condition to the warehouse upon completion of the work. The contractor shall update the warehouse inventory based on the furniture pieces utilized to complete the project. Level 2 tasking per section 3.3.5.6.

3.3.7.13 Upon completion of a furniture request, the contractor shall be responsible for providing quality control checks of the completed work. For individual employee workspace reconfiguration requests, the quality control checks shall be completed once a week and shall include tracking one job from the initial request to the material inventory updates. After identifying a request at random, the contractor shall do the following:

- email the customer to ensure his/her request(s) were completed
- confirm that the request work ticket was logged and closed properly
- confirm that the AutoCAD drawing was updated properly to reflect changes
- ensure that any materials pulled from or added into the warehouse were properly inventoried.

At the completion of this quality check, the contractor shall report their findings via email to the onsite Facilities Manager (CDRL A004). Level 2 tasking per section 3.3.5.6.

3.3.7.14 For each project area build or reconfiguration, the contractor shall inspect each project area upon build completion to ensure that the build was completed in accordance with the furniture design and layout requirements. The contractor shall confirm that all work tickets were properly closed and/or that the project manager/lead was notified of completion and that the AutoCAD drawing was properly updated to reflect all changes. If any part of the build was not completed or deviated from the original layout, the contractor shall take action to correct deficiencies or deviations immediately. Level 3 tasking per section 3.3.5.6.

3.3.7.15 Customization of Furniture: the contractor shall be responsible for cutting work surfaces, modifying furniture for installation of information technology equipment, and designing and fabricating components not available within the furnishing line, e.g. vanity panels for peninsula tables. The contractor shall complete the work in such a fashion that the final product has an appearance of a factory finish. Customizations shall be completed only as a last resort and shall not be normal operating procedure. Furniture designs shall be created in such a way as to use standard, pre-fabricated components to the maximum extent possible.

3.3.7.16 Repair and Assembly of Furniture: the contractor shall be responsible for repair and refurbishment of furniture to extend its useful life. This includes but is not limited to removing and cleaning the glass on conference tables quarterly, providing and replacing bulbs in task light fixtures, steam cleaning fabric on systems furniture, task and guest chairs, re-upholstering arms on chairs, replacing chair pneumatics, assembling task and guest chairs, and removing scratches/polishing and/or refinishing wood products.

3.3.8 Inspection Services

3.3.8.1 The contractor shall inspect all facilities (buildings, structures, and grounds) including roofs, on a constant basis during the day-to-day business dealings at all locations, ensuring all locations are visually inspected at a minimum of once per quarterly; roofs shall be inspected at a minimum of once annually. Inspections shall be comprehensive and sometimes require an operational check such as for irrigation systems, diesel generators, and emergency lighting.

3.3.8.2 Within one week of findings, the contractor shall report all deficiencies which need corrective action via email to the Facilities Manager. Level 3 tasking per section 3.3.5.6.

3.3.9 Installation Services

3.3.9.1 The contractor shall be responsible for the planning, field investigation, design, cost estimating, scheduling, execution, and other related activities for facility installation services/requests other than those related to building maintenance, repair, and construction. The contractor shall assemble and install Government procured and owned equipment including but not limited to the following:

- Evacuation chairs
- Display cases
- Tents
- Interior window blinds/shades/curtains
- Custodial dispensers in restrooms
- Fire extinguishers
- AED defibrillators
- Lockers (laptop lockers, gym lockers, cell phone lockers)
- Moveable safes
- White boards, electronic smart boards and flat screen video monitors
- Refrigerators and microwaves
- Material storage racks
- Shelves

3.3.9.2 The contractor shall be responsible for the planning, field investigation, design, cost estimating, scheduling, execution, and other related activities for facility installation services/requests related to building maintenance, repair, and construction. The contractor shall assemble and install Government procured and owned equipment including but not limited to the following:

- Earth grounding systems
- Conduit and raceway pathways
- Lighting systems and controls (interior and exterior)
- Building power systems including uninterruptable power supplies and backup power systems both interior and exterior (<600 Volt)
- Temporary power distribution
- Power busway
- Energy Control Monitoring Systems (ECMS)
- Power Outage assistance

Note: No Government-owned property will leave Government facilities; therefore, no Government furnished property is identified.

3.3.9.3 The contractor shall stiffen raised deck floor supports underneath objects exerting significant point loads, such as safes, when they are installed in raised deck floor areas. The contractor shall furnish the additional raised deck floor pedestals when stiffening is required to support these types of objects.

3.3.9.4 The contractor shall remove and dispose of damaged flooring area (inclusive of subflooring) and prepare flooring surfaces to allow proper application of new flooring type. The contractor shall install new flooring (carpet, tile, raised flooring) to match existing or government selection of color and type. At the completion of installation, the contractor shall ensure that the area is clean and free of all debris. Annually, this should result in approximately 10 installations at approximately 120 sq. ft. per install.

3.3.9.5 The contractor shall repair or replace movable Government procured appliances that break, such as refrigerators and microwaves. The contractor shall evacuate any refrigerant from refrigerators per 40 CFR Part 82 prior to disposal. Level 2 tasking per section 3.3.5.6.

3.3.9.6 The contractor shall provide re-lamping and minor lighting repairs to include ballast replacement services for facilities. All material shall be furnished by the contractor.

3.3.10 Moving Services

3.3.10.1 The contractor shall be responsible for providing moving services within Government facilities for approximately 100 moves annually. Moving services shall include all loading, transporting, and unloading of assets to include electronic equipment such as computers, printers, monitors, fax machines, digital senders, scanners, and plotters. The contractor is allowed to move computers, monitors, and printers owned by the NMCI and RDT&E contractor. Other examples of items moved are chairs, tables, furnishings, safes, storage cabinets, office materials, pallets of equipment, pallets of electronic equipment, empty server racks, workbenches, material storage racks, white boards, electronic smart boards, and packing boxes. The contractor is not responsible for packing materials in preparation for individual employee moves; that is the employee's or the employee's supervisor's responsibility.

3.3.10.2 The contractor shall be responsible for communicating with the Government project lead as to the desired coordination, scheduling, and execution of the moves. The contractor shall coordinate moves based on schedule availability, but the Government project lead will prioritize moves and other furniture installation or reconfiguration efforts to ensure project deadlines are met. Scheduling shall be planned in such a way as to limit travel time to and from work sites to the maximum extent.

3.3.10.3 Upon completion of a move, the contractor shall be responsible for restoring vacated spaces for the next occupants. This typically includes removal of excess equipment, materials, and systems furniture infrastructure and preparing the paperwork for disposal as appropriate through DLADS; repairing suspended ceilings in locations where power poles were removed to include the contractor providing and installing new suspended ceiling components; vacuuming/ sweeping floors, wiping down desk surfaces, and removing stains from fabric walls. The contractors shall develop a repair list within one week of move, to provide to the Facilities Manager and the COR for repairs or maintenance that need to be performed by other contractors. Level 3 tasking per section 3.3.5.6.

3.3.11 Pest Management Assistance

3.3.11.1 The contractor shall assist Government civilian, military, and other contractors during pest management inspections and treatments to include but not be limited to moving furniture, removing raised deck floor tiles, and covering smoke detectors located in suspended ceilings or in plenums underneath raised decks. The contractor shall provide ladders and assistance to Government civilian and military personnel to accommodate inspections above suspended ceilings (Note that the contractor is not responsible for providing ladders to other contractors).

3.3.11.2 The contractor shall be responsible for immediately responding to remove nuisance animals from NIWC Atlantic buildings such as snakes and birds when the Facilities Services Desk receives a call for this issue.

3.3.12 Sign Services

3.3.12.1 The contractor shall provide creation, printing, and placement of approximately 100 temporary signs annually in Virginia. The contractor is responsible for checking the VIP listing on the NIWC Atlantic internal website daily for sign requests.

3.3.12.3 The contractor shall remove exterior existing signs (handicap, security, parking, etc.) when they need to be moved or replaced. These signs are provide by the military base in each Hampton Roads location.

3.3.13 Wall Repair

3.3.13.1 The contractor shall repair damage to interior walls, doors and door frames of NIWC Atlantic buildings. When repairing a wall, the contractor shall spackle holes to Level 5 and ensure that walls are sanded free of imperfections. For all surfaces being painted, the contractor shall utilize paint color selected by the Government and the paint shall be Sherwin- Williams ProMar 200, zero VOC, anti-microbial. Material will be dependent on existing paint. The contractor shall ensure that a minimum of 2 coats are applied per repair. The contractor shall paint surfaces to produce a result that matches the existing, smooth (satin) or textured (Zolatone), with extreme care of adjacent finishes. The contractor shall ensure protection or removal of existing furniture in the space to prevent damage. At the completion of installation, the contractor shall ensure that the area is clean and free of all debris. Annually, this should result in approximately 10 repairs at approximately 600 sq. ft. per repair.

4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

The contractor shall adhere to the following requirements when the IT support services and/or supply are applicable to the requirement:

4.1.1 Ensure that no production systems are operational on any research, development, test and evaluation (RDT&E) network.

4.1.2 Follow DoDI 8510.01 when deploying, integrating, and implementing IT capabilities.

4.1.3 Migrate all Navy Ashore production systems to the Navy, Marine Corps Intranet (NMCI) environment where available.

4.1.4 Work with Government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).

4.1.5 Follow SECNAVINST 5239.3C and DoDI 8510.01 prior to integration and implementation of IT solutions or systems.

4.1.6 Register any contractor-owned or contractor-maintained IT systems utilized on task order in the Department of Defense IT Portfolio Registry (DITPR)-DON.

4.1.7 Ensure all IT products and services recommended, procured, and/or developed is compliant with Section 508 of the Rehabilitation Act of 1973, Title 36 Code of Federal Regulations Part 1194 – Electronic and Information Technology Accessibility Standards unless otherwise exempt in accordance with the latest regulation.

4.1.8 Only perform work specified within the limitations of the task order.

4.2 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND RELATED SERVICES

Contractors shall not recommend or purchase commercial software products, hardware, and related services on this task order.

5.0 TASK ORDER ADMINISTRATION

Administration of the work being performed is required; it provides the Government a means for task order management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the Government's requirements are met, delivered on schedule, and performed within budget.

5.1 CONTRACTOR LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the Government Contracting Officer and COR. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all Government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for task order performance and be available to support emergent situations. The PM shall ultimately be responsible for the following: personnel management; management of Government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR.

5.2 CONTRACT MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day including business and non-business hours in order to facilitate a timely task order response or modification in particular during urgent requirements.

5.2.1 Task Order Administration & Documentation

Various types of administration documents are required throughout the life of the task order. At a minimum, the contractor shall provide the following documentation:

5.2.1.1 Task Order Status Report (TOSR) -- The contractor shall develop a Task Order Status Report (TOSR) (CDRL A007) and submit it monthly; the initial report is due at least 30 days after task order award and on the 10th of each month for those months the task order is active. The prime contractor shall be responsible for collecting, integrating, and reporting any subcontractor reports. This CDRL includes the completion of applicable attachment(s) as cited in the DD Form 1423. The contractor shall forward the TOSR in an editable format; see applicable DD Form 1423 for additional reporting details and distribution instructions.

5.2.2 Closeout Report

The contractor shall develop a task order closeout report (CDRL A008) and submit it no later than 15 days before the task order completion date. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontracting information; see applicable DD Form 1423 for additional reporting details and distribution instructions.

5.2.3 Enterprise-wide Contractor Manpower Reporting Application

Pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services under the following Product/Service Codes (PSC) are excluded from reporting:

- (a) W, Lease/Rental of Equipment;

- (b) X, Lease/Rental of Facilities;
- (c) Y, Construction of Structures and Facilities;
- (d) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (e) S, Utilities ONLY;
- (f) V, Freight and Shipping ONLY.

The contractor shall completely fill-in all required data fields using the following web address:

<https://www.ecmra.mil/>. Reporting inputs consists of labor hours executed during the task order period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data in the applicable FY no later than October 31 of each calendar year. The contractor shall send notice to the COR and Contracting Officer after the applicable eCMRA data has been successfully entered. For reporting questions, contractors may contact the help desk email accessible through the eCMRA login webpage.

5.2.4 WAWF/PIEE Invoicing Notification and Support Documentation

Pursuant to DFARS 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Wide Area Work Flow (WAWF) application (part of the Procurement Integrated Enterprise Environment (PIEE) e-Business Suite) which is a secure Government web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the WAWF/PIEE and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in WAWF/PIEE. When requested by the COR, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A009) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

5.2.5 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TOSR. For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 110% of the original ODC, the contractor shall send notice and rationale (CDRL A010) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to effectively monitor ODCs and control cost will be captured in the CPARS.

5.2.6 Limitation on Subcontracting

Limitation on subcontracting is applicable for task orders that have been wholly or partially set aside for small business or 8(a) concerns above the simplified acquisition threshold. To ensure compliance with the applicable FAR Limitation on Subcontracting requirements, the contractor shall develop and submit a Limitation on Subcontracting Report (LSR) (CDRL A013) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The Government reserves the right to perform spot checks and/or request copies of any supporting documentation

5.3 CONTRACT PERFORMANCE MANAGEMENT

Contractor performance standards and requirements are outlined in the task order QASP. The ability of a contractor to perform to the outlined standards and requirement will be captured in the Contractor Performance Assessment Reporting System (CPARS). In support of tracking contractor performance, the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A011) submitted 10 days after task order award and CPARS Draft Approval Document (CDAD) Report (CDRL A012) submitted monthly.

5.4 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to cost of the task order (base plus all options) does not exceed \$20M.

6.0 DOCUMENTATION AND DELIVERABLES

6.1 CONTRACT DATA REQUIREMENTS LIST (CDRL)

The following listing identifies the data item deliverables required under this task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required as Exhibit A. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The contractor shall not develop any CDRL classified TOP SECRET with Sensitive Compartmented Information (SCI).

6.1.1 Administrative CDRL

The following table lists all required administrative data deliverables, CDRLs, applicable to this task:

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due
A007	Task Order Status Report (TOSR)	5.2.1.1, 8.1.2, 8.2.3.1, 10.0	MTHLY	30 DATO and monthly on the 10th
A008	Contract/Task Order Closeout Report	5.2.2, 8.2.2.3 (c)	1 TIME	NLT 15 days before completion date
A009	Invoice Support Documentation	5.2.4	ASREQ	Within 24 hrs from request
A010	ODC Limitation Notification	5.2.5	ASREQ	Within 24 hrs from tripwire occurrence
A011	Cost and Milestones Schedule Plan	5.3	1 TIME	NLT 10 DATO; revision NLT 7 days after receipt of Govt review
A012	Contractor CPARS Draft Approval Document (CDAD) Report	5.3	MTHLY	30 DATO and monthly on the 10 th
A013	Limitation on Subcontracting Report (LSR)	5.2.6	TRI MTHLY	100 days DATO and 10 th of each third month

6.1.2 Technical CDRL

The following table lists all required technical data deliverables, (CDRLs), applicable to this task order:

CDRL#	Description	PWS Reference Paragraph	Frequency	Date Due
A001	Service Desk Metrics	3.2.5.5, 3.3.5.7	MTHLY	10 th of each month

A002	Drawing Checklist	3.2.7.1, 3.2.7.3, 3.2.17.3, 3.2.17.5	ASREQ	NLT one week from request
A003	Bill of Materials	3.2.7.5, 3.2.17.4	ASREQ	NLT one week from request
A004	Furniture service Quality check	3.2.7.10, 3.3.7.13	BI-WEEKLY	NLT one week from check
A005	Inventory Report	3.2.10.2	WEEKLY	NLT 30 business days after TO start date
A006	Recycling Processing Report	3.2.14.8	MTHLY	monthly on the 10th
A014	Quality Documentation	7.1	1TIME	30 DATO

6.2

At a minimum, the contractor shall provide

ELECTRONIC

ide deliverables electronically by e-mail; hard copies are only required if requested by the Government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving Government representative. The contractor shall provide all data in an editable format compatible with NIWC Atlantic corporate standard software configuration as specified below. Contractor shall conform to NIWC Atlantic corporate standards within 30 days of task order award. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the Government.*

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Technical Publishing	PageMaker/Interleaf/SGML/ MSPublisher/FrameMaker
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	3-D Drawings/ Graphics/Schematics (new data products)	SolidWorks, Creo, or Inventor
f.	2-D Drawings/ Graphics/Schematics (new data products)	Vector (CGM/SVG)
g.	2-D Drawings/ Graphics/Schematics (existing data products)	Raster (CALS Type I, TIFF/BMP, JPEG, PNG)
h.	Scheduling	Microsoft Project
i.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio
j.	Geographic Information System (GIS)	ArcInfo/ArcView
k.	On-line Training Development	Adobe Captivate

6.3 INFORMATION SYSTEM COMMUNICATION

The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the Government. The contractor shall be capable of Public Key Infrastructure (PKI) client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on task shall be accessible by e-mail through individual accounts during all hours. The contractor shall have an information system capable of meeting all security requirements identified under Para 8.4.

7.0 QUALITY

7.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality system that meets the task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have an adequately documented quality system which contains processes, procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system, which includes an internal auditing system. Thirty (30) days after task order award, the contractor shall be able to provide, as requested by the Government, a copy of the contractor's Quality Assurance Plan (QAP) and any other quality related documents (CDRL A014). The contractor shall make their quality system available to the Government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation no later than 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan or quality system, and development of quality related documents. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

- (i) Establish documented, capable, and repeatable processes
- (ii) Track issues and associated changes needed
- (iii) Monitor and control critical process, product, and service variations
- (iv) Establish mechanisms for feedback of field product and service performance
- (v) Implement an effective root-cause analysis and corrective action system
- (vi) Establish methods and procedures and create data used for continuous process improvement

7.2 MANAGE QUALITY COMPLIANCE

7.2.1 General

The contractor shall have quality processes or a Quality Management System (QMS) processes in place that coincide with the Government's Manage Quality processes which address Quality Control, Quality Assurance, Software Quality, and/or project Quality System tasks. The contractor shall use best industry practices including, when applicable, ISO/IEC 15288:2015 for System life cycle processes and ISO/IEC 12207:2017 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in Acquisition Milestones, Phases, and Decision Points, which are standard elements of the Defense Acquisition System and support DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment and objective evidence of Lean Six Sigma, Risk Management, and System Engineering methodologies; and System and Software Engineering best practices.

7.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified in the contractor's Quality Assurance Plan (QAP) or by the respective Work Breakdown Structure (WBS), Plan of Action and Milestones (POA&M), or quality system/QMS documentation in support of continuous improvement. The contractor shall deliver related QAP and any associated procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes, products, and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related products, services, documents, and material in a category when noncompliance is established.

7.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified in the contractor QAP or by the respective WBS, POA&M, or quality system/QMS documentation.

8.0 SECURITY

8.1 ORGANIZATION

8.1.1 Security Classification

As specified in the DoD Contract Security Classification Specification, DD Form 254, the contractor shall perform classified work under this task order. At time of task order award, the contractor shall have a SECRET facility clearance (FCL).

8.1.1.1 U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and work within restricted areas unescorted. The contractor shall not generate any SCI deliverables.

8.1.1.2 This task order requires for various levels of security to support specific PWS tasks. The following table outlines the minimum required security clearance per task. The contractor shall provide personnel meeting the specific minimum personnel clearance (PCL) to support the PWS tasks listed below

Required Security Clearance	PWS Task Paragraph
Secret	3.2.2, 3.2.6, 3.2.7, 3.2.8, 3.2.15, 3.2.18, 3.2.20, 3.3.2, 3.3.6, 3.3.7, 3.3.9, 3.3.13
None required	3.1, 3.2.1, 3.2.3, 3.2.4, 3.2.5, 3.2.9, 3.2.10, 3.2.11, 3.2.12, 3.2.13, 3.2.14, 3.2.15, 3.2.16, 3.2.17, 3.2.19, 3.2.21, 3.3.1, 3.3.3, 3.3.4, 3.3.5, 3.3.8, 3.3.10, 3.3.11, 3.3.12

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring clearance and/or access to Government facility/installation and/or access to information technology systems under this task order. The FSO is typically a key management person who is the contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on task order. Responsibilities include tracking all personnel assigned Government Common Access Card (CAC) and NIWC Atlantic badges (issuances and expiration dates) and entering/maintaining personnel security mandatory training information within the Staffing Plan document, which is an attachment to the Task Order Status Report (TOSR) (CDRL A007).

8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAV M-5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on this task order, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the

Cyber Security Workforce (CSWF). A favorable background determination is determined by either a Tier 1 (T1) investigation, Tier 3 (T3) investigation, or Tier 5 (T5) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to Government installations/facilities, Government IT systems and IT resources, or NIWC Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum security requirements, the contractor shall permanently remove the individual from NIWC Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied," receives an "Interim Declination," or unfavorable fingerprint, the contractor shall remove the individual from NIWC Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task orders.

8.2.1 Personnel Clearance

Some personnel associated with this task order shall possess a SECRET personnel security clearance (PCL). These programs/tasks include, as a minimum, contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the DoD CAF and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Any future revision to the respective directive and instruction will be applied as a task order modification. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and NIWC Atlantic security regulations. The contractor shall immediately report any security violation to the NIWC Atlantic Security Management Office, the COR, and Government Project Manager.

8.2.1.1 The following labor categories do not require a minimum personnel clearance (PCL):

Labor Category
Administrative Assistant (3)
General Maintenance Worker (3: 1 in New Orleans, 2 in Charleston)

8.2.2 Access Control of Contractor Personnel

8.2.2.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access Government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within Government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the Government facility/installation.

(a) The majority of Government facilities/installations require a CAC for access. Contractor personnel shall carry proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement for any liability issues. For admission to NIWC Atlantic facilities/installations, all contractor personnel must have the COR or Government sponsor initiate access. For contractor personnel requiring a Confidential, Secret, or TS security clearance, a visitor authorization request (VAR) must be submitted via Joint Personnel Adjudication System (JPAS) to the applicable Security Management Office (SMO). For Charleston and other remote locations excluding Tidewater, the contractor shall send VAR to SMO 652366 and for Tidewater locations send VAR to SMO N65580. If faxing a VAR versus using JPAS, the contractor shall submit their request on company or agency letterhead to [REDACTED]. For visitation to all other Government locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office.

(b) Contractor employees who make repeated deliveries to JB Charleston military installations and do not require access into NIWC Atlantic facilities or access to IS shall obtain a base access card. Only contractor

employees that are able to obtain a card will be eligible for entrance on base. At Joint Base (JB) Charleston, the contractor shall obtain the required access card via the Defense Biometric Identification System (DBIDS) from the JB Charleston Badge and Pass Office. Contractors with employees that are no longer employed shall return the employee's access card directly to the COR or to the local NIWC Atlantic Security Office with COR notification within five (5) days from the last day of employment. Contractors who do not have a DBIDS card or CAC will receive a one-day pass for each day access is required. Information about DBIDS is found at <https://dbids-global.dmdc.mil/enroll#!/>.

(c) All contractor persons engaged in work while at a Government facility/installation shall be subject to inspection of their vehicles at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location.

(d) The contractor shall notify the COR and appropriate NIWC security personnel within 24 hours from the time contractor employee gives notice of departure or are removed unexpectedly from contract support. For contractors in direct support of NIWC Atlantic, see the Contractor Check-in and Check-out (CICO) Procedures requirements listed in Para 8.2.2.5.

8.2.2.2 Identification and Disclosure Requirements

All contractor and subcontractor employees located on and off Government installations shall take all means necessary to not represent themselves as Government employees. All contractor personnel shall follow the identification and Government facility disclosure requirement:

(a) Contractor employees shall be clearly identifiable as a contractor while on Government property by wearing appropriate badges.

(b) Contractor personnel and their subcontractors shall identify themselves as contractors or subcontractors during meetings, on attendance meeting list/minutes, at the beginning of telephone conversations, in electronic messages including their electronic digital signature, and all correspondence related to this task order.

(c) Contractors occupying facilities within Department of the Navy or other Government installations (such as offices, separate rooms, or cubicles) shall clearly display and identify their space with contractor supplied signs, name plates or other identification, showing that these are work areas for contractor or subcontractor personnel.

8.2.2.3 Government Badge Requirements

Depending on access required, contractor personnel shall require a Government-issued picture badge. While on Government installations/facilities, contractors shall abide by each site's latest security badge requirements and prominently display (above the waist) their Government-issued picture badge. Government installations/facilities are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards.

(a) Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86) to the applicable Government security office via the COR who will validate the need authorizing contractor performance within the applicable Government installation/facility.

(b) The contractor shall assume full responsibility for the proper use and security of the identification badge and is responsible for returning the badge upon termination of personnel or expiration or completion of the task order.

(c) The contractor (FSO if applicable) shall track all personnel (including subcontractors) holding CAC and/or NIWC Atlantic Government badges in support of this task as part of the TOSR. At the completion of the task order, the contractor shall provide a list as part of the Closeout Report (CDRL A008) of all returned and unreturned badges with a written explanation for any missing badges.

8.2.2.4 Common Access Card (CAC) Requirements

Contractors supporting work that requires access to Government facilities/installations and/or access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

- (a) Pursuant to DoDM 1000.13-V1, issuance of a CAC is based on the following four criteria:
 1. Eligibility for a CAC – to be eligible for a CAC, Contractor personnel’s access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD federally controlled facilities on behalf of the NIWC Atlantic on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
 2. Verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS).
 3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoDM 5200.02 – at a minimum, the completion of FBI fingerprint check with favorable results and submission of a T1 investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable T3 investigation. Contractor personnel shall contact the NIWC Atlantic Security Office at (843) 218-6886 to obtain the latest CAC requirements, finger print requirements and procedures.
 4. Verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.
- (b) When a contractor requires logical access to a Government IT system or resource (directly or indirectly), the required CAC will have a PKI. A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-V1, CAC PKI certificates will be associated with an official Government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the task order specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the NIWC Atlantic Information Systems Security Management (ISSM) office:
 1. For annual DoD Cybersecurity/IA Awareness training, the contractor shall use this site: <https://twms.nmci.navy.mil/>. For contractors requiring initial training and do not have a CAC, contact the NIWC Atlantic ISSM office at phone number (843)218-6152 or e-mail questions to NIWCLANT.ISSMOPS@navy.mil for additional instructions. Training can be taken at the ISSM office or online at <https://iase.disa.mil/Pages/index.aspx>.
 2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form and shall initiate a CAC request via the latest Contractor Check-in procedures as posted on the NIWC Atlantic Command Operating Guide (COG) website or the NIWC Atlantic Public website at <https://www.public.navy.mil/navwar/atlantic/pages/contractorcheckin.aspx>.

8.2.2.5 Contractor Check-in and Check-out (CICO) Procedures

All NIWC Atlantic contractor personnel requiring or possessing a Government badge and/or CAC for facility and/or IT access shall have a NIWC Atlantic Government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out (CICO) procedures, instructions, and forms as posted on the NIWC Atlantic Command Operating Guide (COG) website or the NIWC Atlantic Public website (search under “Contractor Check in”). Throughout task order performance, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this task order within the required timeframe as cited in the CICO instructions. The contractor (FSO, if applicable) shall ensure all contractor employees whose services are no longer required on this task order return all applicable Government documents/badges to the appropriate Government representative.

8.2.2.6 Accessing Navy Enterprise Resources Planning (ERP) System

Contractor personnel shall not access the Navy Enterprise Resource Planning (Navy ERP) system.

8.2.3 Mandatory Training

In addition to training requirements and certifications required for a specific labor category, certain contractor personnel (including subcontractors) regardless of security classification shall complete required mandatory training in accordance with NAVWARSYSCOM Code 83300 mandatory training webpage:

<https://wiki.spawar.navy.mil/confluence/x/jwDsAQ>. Contractors without access to the training webpage shall coordinate with the COR concerning the latest mandatory training as specified on the training webpage. The following table is a sample of contractor mandatory training that is subject to change in accordance with the NAVWARSYSCOM website:

#	Training Course Name	Contractor Personnel Applicability
1	Active Shooter, Level 1	All contractors
2	Operations Security (OPSEC)	All contractors
3	Antiterrorism Training, Level 1	Contractors requiring routine physical access to federally controlled facilities or military installations (DFARS 252.204-7004)
4	Physical Security/Annual Security Refresher	All fulltime/partial, onsite contractors
5	Suicide Prevention Training (Suicide Awareness)	All fulltime, onsite contractors
6	Records Management	All contractors NMCI account holders
7	DoD Cyber Awareness Challenge	All contractors NMCI account holders and Personnel accessing CAC-enabled gov't sites
8	Privacy and Personally Identifiable Information (PII) Awareness Training	All contractors with access to PII

8.2.3.1 The contractor shall be responsible for verifying applicable personnel receive all required training within the specified due dates. The contractor shall track and annotate all mandatory training required and completed for each employee in the Staffing Plan which is part of the monthly TOSR CDRL A007.

8.2.3.2 The contractor shall complete mandatory training annually between 1 October and 30 September utilizing the Total Workforce Management System (TWMS). For some personnel, attendance of Government face-to-face training is allowed if COR concurs with training schedule. For training taken via Defense Information Systems Agency / Navy Knowledge Online (DISA/NKO), the contractor shall forward a copy of the certificate to [REDACTED] who will upload or ensure each completed training is recorded in TWMS.

8.2.3.3 The contractor shall educate employees on the procedures for the handling and production of classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22-M.

8.2.4 Accessing Government Information Systems and Nonpublic Information

Contractor personnel shall meet the following cybersecurity and personnel security requirements when accessing Government information systems and nonpublic information.

Definition – For the purposes of this section, “sensitive information” includes the following:

- (a) all types and forms of confidential business information, including financial information relating to a contractor’s pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
- (b) source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 2101-2107);
- (c) information properly marked as “business confidential,” “proprietary,” “procurement sensitive,” “source selection sensitive,” or other similar markings;
- (d) other information designated as sensitive by NIWC Atlantic and the program.

8.2.4.1 In the performance of the task order, the contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include “sensitive information” or other information not previously made available to the public that would be competitively useful on current or future related procurements.

8.2.4.2 Contractor personnel shall protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the task order, whether the information comes from the Government or from third parties. The contractor shall provide the following support:

- (a) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the task order, and not for any other purpose unless authorized;
- (b) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the task order or as authorized by Federal statute, law, or regulation;
- (c) Inform authorized users requiring access in the performance of the task order regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.
- (d) Execute a “Contractor Access to Information Non-Disclosure Agreement,” and obtain and submit to the Contracting Officer a signed “Contractor Employee Access to Information Non-Disclosure Agreement” for each employee prior to assignment.
- (e) Notify the Contracting Officer in writing of any violation of the requirements in Para 8.2.4.2(a) through Para 8.2.4.2(d) as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.

8.2.4.3 In the event that the contractor inadvertently accesses or receives any information marked as “proprietary,” “procurement sensitive,” or “source selection sensitive,” or that, even if not properly marked otherwise indicates the contractor may not be authorized to access such information, the contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.

8.2.4.4 The requirements of this text are in addition to any existing or subsequent OCI requirements which may also be included in the task order, and are in addition to any personnel security or Information Assurance requirements, including SAAR-N form (DD Form 2875), annual Cybersecurity training certificate, Questionnaire for Public Trust form (SF85P), or other forms that may be required for access to Government Information Systems.

8.2.4.5 Subcontracts. The contractor shall insert Para 8.2.4.1 through 8.2.4.4 in all subcontracts that may require access to sensitive information in the performance of the task order.

8.2.4.6 Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the “Contractor Non-Disclosure Agreement,” a mitigation plan for Government approval, which shall be incorporated into the task order. At a minimum, the mitigation plan shall identify the contractor’s plan to implement the requirements of Para 8.2.4.2 and shall include the use of a firewall to separate contractor personnel requiring access to information in the performance of the task order from other contractor personnel to ensure that the contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A “firewall” may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. OPSEC requirements are applicable when contract personnel have access to either classified information or unclassified Critical Program Information (CPI)/sensitive information. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, NIWC Atlantic’s OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual and SPAWARSYSCENLANTINST 3070.1B.

8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall develop their own internal OPSEC program specific to the task order and based on NIWC Atlantic OPSEC requirements. At a minimum, the contractor’s program shall identify the current NIWC Atlantic site OPSEC Officer/Coordinator.

8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial OPSEC training within 30 days of task order award and annual OPSEC awareness training in accordance with requirements outline in the Security Training, Para 8.2.3. OPSEC training requirements are applicable for personnel during their entire term supporting this NIWC Atlantic task order.

8.3.3 NIWC Atlantic OPSEC Program

Contractor shall participate in NIWC Atlantic OPSEC program briefings and working meetings, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

8.3.4 Classified Contracts

OPSEC requirements identified under a classified task order shall have specific OPSEC requirements listed on the DD Form 254.

8.4 INFORMATION SYSTEM SECURITY

Pursuant to DoDM 5200.01, the contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on task. The contractor shall disseminate unclassified DoD information within the scope of assigned duties and with a clear expectation that confidentiality is preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the task order, and privileged task order information (e.g., program schedules and task order-related tracking).

8.4.1 Hardware and Software

The contractor shall scan all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc.) at all times to protect task order related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. The contractor shall ensure Data-at-Rest encryption technology is installed on all portable electronic devices including storage of all types.

8.4.2 Safeguards

The contractor shall protect Government information and shall be able to provide documentation (e.g., Systems Security Plan (SSP)) validating they are complying with the requirement in accordance with DFARS 252.204-7012. Subcontractors are subject to DFARS requirements only when performance will involve operationally critical support or covered defense information. The contractor and all applicable subcontractors shall abide by the following safeguards:

8.4.2.1 Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.

8.4.2.2 Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.

8.4.2.3 Sanitize media (e.g., overwrite, reformat, or degauss) before external release or disposal.

8.4.2.4 Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.

8.4.2.5 Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.

8.4.2.6 Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption. The contractor shall encrypt or digitally sign all communications for authentication and non-repudiation.

8.4.2.7 Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.

8.4.2.8 Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).

8.4.2.9 Provide protection against computer network intrusions and data exfiltration, minimally including the following:

(a) Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.

(b) Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.

(c) Prompt application of security-relevant software patches, service packs, and hot fixes.

8.4.2.10 As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).

8.4.2.11 Report loss or unauthorized disclosure of information in accordance with contract, task order, or agreement requirements and mechanisms.

8.4.2.12 Pursuant to DFARS 252.204-7009, the contractor shall not use or disclose third-party contractor reported cyber incident information. The contractor can be held liable for breach of information and shall extend restriction in subcontracts for service that include support to Government's activities related to safeguarding covered defense information and cyber incident reporting.

8.4.2.13 The contractor shall follow minimum standard in SECNAV M-5510.36 for classifying, safeguarding, transmitting, and destroying classified information.

8.4.3 Compliance

Pursuant to DoDM 5200.01, the contractor shall include in their quality processes procedures that are compliant with information security requirements.

8.4.4 Utilization of a Government-owned and Government-controlled computer asset
The contractor shall meet specific operational requirements when utilizing a Government-owned computer or Government-controlled software image for a contractor-owned computer (including laptop) that is issued as either an NMCI asset, Government Furnished Property (GFP), or Government Controlled Equipment (GCE). At a minimum, contractor personnel shall comply with the following requirements when utilizing a Government-owned or Government-controlled computer:

8.4.4.1 All messages sent to/from utilize VPN connections.

8.4.4.2 All messages sent to/from are encrypted.

8.4.4.3 No storage of data on non-compliant networks (e.g., contractor's corporate systems).

8.4.4.4 Only Government email (NMCI, mail.mil, etc.) is allowed to be used; absolutely NO Gmail, other personal systems, and NO corporate email that does not reside on NIST compliant systems shall be utilized.

8.4.4.5 All email must be sent between compliant systems – e.g., sending encrypted email to a private corporate account that resides on an uncompliant network, then decrypting and utilizing it is not allowed.

8.4.4.6 All stored information meets data-at-rest encryption standards – if using GFP, then use the same methods as networked devices (e.g., MS Bitlocker, Symantec Endpoint Security, etc.)

8.4.4.7 All data is housed on GFE shared storage location – ensures Government can retrieve its data at any time.

8.4.4.8 In regard to processing, storing or transmitting CUI, no CUI is allowed on an information system not meeting configuration and security standards.

8.5 ENHANCED SECURITY CONTROLS

The contractor shall not process, store, or transmit Government controlled unclassified information (CUI) on any information system and IT asset that is owned, or operated by or for, the contractor.

9.0 GOVERNMENT FURNISHED INFORMATION (GFI)

For the purposes of this task order, Government Furnished Information (GFI) includes manuals, technical specifications, software, software licenses, maps, building designs, schedules, drawings, test data, etc. provided to contractors for performance on this task order. Depending on information contained in a document, the contractor shall comply with additional controls (e.g., completion of a Non-Disclosure Agreements, etc.) for access and distribution. The Government will mark any CUI which includes unclassified covered defense information and unclassified controlled technical information provided to the contractor. For any missing markings, contractor shall request appropriate marking from the Government.

GFI is not anticipated on this task order.

10.0 GOVERNMENT PROPERTY

As defined in FAR Part 45, Government property is property owned or leased by the Government which includes Government-furnished property (GFP) and Contractor-acquired property (CAP). Government property is material, equipment, special tooling, special test equipment, and real property.

GFP will not be provided and CAP is not anticipated on this task order.

NOTE: NMCI computers will be assigned to a contractor. Prior to a NMCI computer being removed from a Government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized Government personnel. Although NMCI assets are not tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this task order. For reporting purposes, the contractor shall include a list of NMCI assets assigned to this task order (separate from the GFP inventory list) in the TOSR (CDRL A007).

11.0 TRAVEL

No travel requirements are anticipated under this task order.

12.0 SAFETY ISSUES

12.1 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and the United States Army Corp of Engineers Manual EM-385 for the protection, safety and health of their employees and any subcontractors assigned to the task orders. Without Government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system. If performing within Government facilities, contractor shall immediately report any accidents involving Government or contractor personnel injuries or property/equipment damage to the Contracting Officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the COR or on-site Government representative.

12.2 SAFETY EQUIPMENT

The contractor shall provide their personnel with any safety equipment required to perform work under this task order and the equipment must be in satisfactory working order. Personal safety equipment includes items such as hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations.

12.3 SAFETY TRAINING

The contractor shall be responsible to train all personnel that require safety training. Specifically, where contractors are performing work at Navy shore installations, that requires entering manholes or underground services utility the contractor shall provide a qualified person as applicable in 29 CFR 1910 or 29 CFR 1926 or as recommended by the National Institute for Occupational Safety and Health (NIOSH) Criteria Document for Confined Spaces. Also, when contractors are required to scale a tower, all applicable personnel shall have Secondary Fall Protection and Prevention training.

13.0 SUBCONTRACTING REQUIREMENTS

13.0 SUBCONTRACTING REQUIREMENTS

If the prime contractor is planning to utilize subcontractor(s) on this task order, the prime contractor shall identify the applicable subcontractor(s) in its proposal for the task order. Should the prime contractor be awarded a task order, only those subcontractors included in the proposal upon which the award is based are approved for use on the task order. Post award subcontractor additions (i.e. subcontractor additions to a task order after issuance of the order) are governed by FAR 52.244-2.

In addition, while Government consent to subcontract is not required for prime contractors with an approved purchasing system, if after award of a task order the prime contractor intends to enter into a subcontract with an entity not identified in its proposal upon which the task order award was based, the prime contractor shall nevertheless notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds either the simplified acquisition threshold or 5 percent of the total estimated cost of the task order. Such notification shall include, (i) a description of the supplies or services to be subcontracted, (ii) identification of the subcontract type to be used, (iii) identification of the proposed subcontractor, and (iv) the proposed subcontract price.

13.1 AUTHORIZED SUBCONTRACTORS

The following subcontractor(s) is either identified by the contractor at the time of award of the task order, have been consented to by the Government pursuant to the Subcontracts clause of the contract, or, in the event the contractor has an approved purchasing system, the contractor has provided notification in accordance with paragraph 13.0 above: No subcontractor(s) identified.

14.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the QASP, Attachment 1.

15.0 OTHER CONDITIONS/REQUIREMENTS

15.1 MANAGEMENT PLAN

The contractor shall provide resources and support in accordance with its Staffing Plan which was submitted as part of its proposal. After award, the Government reserves the right to participate in the process improvement elements of the contractor's Staffing Plan. The ability of a contractor to perform in accordance with their proposed plan will be tracked in the Business Relations metrics of the QASP, Attachment 1. The ability to provide adequate personnel and

business processes as proposed within the required performance timeframe will impact a contractor's annual government CPAR rating.

15.2 OVERTIME FOR SCLS LABOR CATEGORIES

Work will be performed during normal working hours when practical. Due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, overtime (OT) will be allowed for Service Contract Labor Standards (SCLS) labor categories in accordance with FAR 52.222-2. This task order does not allow for payment of overtime during the normal workweek for employees who are not exempt from the Fair Labor Standards Act unless expressly authorized by the Contracting Officer. Under Federal regulations, the payment of overtime is required only when a non-exempt employee works more than 40 hours in a normal week period. Prior to working OT hours, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates. Specifically, the contractor shall not exceed the estimated OT allowable hours as identified at time of task order award.

16.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work accomplished utilizes the latest, relevant industry practices and standards when applicable unless otherwise indicated by text. In accordance with Defense Acquisition Policy, maximum utilization of non-Government standards will be made wherever practical.

16.1 REQUIRED DOCUMENTS

The contractor shall utilize the following mandatory documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the contractor shall meet requirements for any referenced document including subsequent updates applicable at time the task order request for proposal is posted.

	Document Number	Title
a)	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
b)	DoDM 5200.02	DoD Manual – Procedures for the DoD Personnel Security Program dtd 3 Apr 17
c)	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
d)	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
e)	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPO) dtd 28 Feb 06
f)	DoDI 5220.22	DoD Instruction – National Industrial Security Program (NISP) dtd 18 Mar 11
g)	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
h)	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
i)	DoD 8570.01-M	DoD Manual – Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12 and Change 4 dtd 10 Nov 15 (and subsequent replacement)
j)	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd 30 Jun 06
k)	SECNAV M-5510.36	Secretary of the Navy Manual – DoN Information Security Program dtd 30 Jun 06
l)	SECNAVINST 5239.3C	Secretary of the Navy Instruction – DoN Cybersecurity Policy dtd 2 May 16
m)	SPAWARINST 3432.1	Space and Naval Warfare Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
n)	SPAWARSYSCENLANTINST	Space and Naval Warfare Systems Center Atlantic Instruction –

	Document Number	Title
	3070.1B	Operations Security Policy dtd 20 Jan 17
o)	Section 508 of the Rehabilitation Act of 1973	United States federal law, as amended, 29 U.S.C. § 794d
p)	Privacy Act of 1974	United States federal law, Pub.L. 93–579, 88 Stat. 1896, dtd December 31, 1974, 5 U.S.C. § 552a

16.2 GUIDANCE DOCUMENTS

The contractor shall utilize the following guidance documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the document's effective date of issue is the task order's request for proposal issue date.

	Document Number	Title
a)	DoDM 1000.13-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle, Volume 1, dtd 23 Jan 14
b)	DoDD 5000.01	DoD Directive – The Defense Acquisition System dtd 20 Nov 07
c)	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System dtd 7 Jan 15
d)	ISO/IEC/IEEE 12207:2017	International Organization for Standardization/ International Electrotechnical Commission/Institute of Electrical and Electronics Engineers: Systems and Software Engineering – Software Life Cycle Processes
e)	ISO/IEC/IEEE 15288:2015	International Organization for Standardization/ International Electrotechnical Commission/Institute of Electrical and Electronics Engineers: Systems and Software Engineering – System Life Cycle Processes
f)	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors dtd 27 Aug 04
g)	FED-STD-809C	Federal Standard- Inspection, Maintenance, Neutralization and Repair of GSA Approved Containers and Vault Doors, 17 Jan 17
h)	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
i)	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
j)	N/A	NIWC Atlantic Public website – CICO Procedures https://www.public.navy.mil/navwar/atlantic/pages/contractorcheckin.aspx
k)	N/A	NIWC Atlantic COG page – Procurement Role ERP https://wiki.spawar.navy.mil/confluence/x/uQGRBg
l)	N/A	NAVWARSYSCOM Code 80330 mandatory training webpage – https://wiki.spawar.navy.mil/confluence/x/jwDsAQ

16.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents necessary for performance on this task order. Many documents are available from online sources. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

[END OF PWS]

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 31-AUG-2020 TO 30-AUG-2021	N/A	N/A FOB: Destination	
0002	POP 31-AUG-2020 TO 30-AUG-2021	N/A	N/A FOB: Destination	
0003	POP 31-AUG-2020 TO 30-AUG-2021	N/A	N/A FOB: Destination	
0004	POP 31-AUG-2020 TO 30-AUG-2021	N/A	N/A FOB: Destination	
1001	POP 31-AUG-2021 TO 30-AUG-2022	N/A	N/A FOB: Destination	
1002	POP 31-AUG-2021 TO 30-AUG-2022	N/A	N/A FOB: Destination	
1003	POP 31-AUG-2021 TO 30-AUG-2022	N/A	N/A FOB: Destination	
1004	POP 31-AUG-2021 TO 30-AUG-2022	N/A	N/A FOB: Destination	
2001	POP 31-AUG-2022 TO 30-AUG-2023	N/A	N/A FOB: Destination	
2002	POP 31-AUG-2022 TO 30-AUG-2023	N/A	N/A FOB: Destination	
2003	POP 31-AUG-2022 TO 30-AUG-2023	N/A	N/A FOB: Destination	
2004	POP 31-AUG-2022 TO 30-AUG-2023	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

CLAUSES INCORPORATED BY REFERENCE

252.232-7006 Wide Area WorkFlow Payment Instructions DEC 2018

CLAUSES INCORPORATED BY FULL TEXT

G-TXT-07A PAYMENT INSTRUCTION LINK (PGI 204.7108)

The payment office shall allocate and record the amounts paid to the accounting classification citations in the contract using the linked table below based on the type of payment request submitted (see DFARS 252.232-7006) and the type of effort:

https://www.acq.osd.mil/dpap/dars/pgi/pgi_html/current/PGI204_71.htm#payment_instructions

(End of text)

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2018
52.216-31	Time-and-Materials/Labor-Hour Proposal Requirements--Commercial Item Acquisition	FEB 2007
52.246-2	Inspection Of Supplies--Fixed Price	AUG 1996
52.246-16	Responsibility For Supplies	APR 1984
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	AUG 2019
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Antiterrorism Awareness Training for Contractors.	FEB 2019
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	DEC 2019
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	MAY 2016
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services	DEC 2019
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.215-7008	Only One Offer	JUL 2019
252.225-7012	Preference For Certain Domestic Commodities	DEC 2017
252.225-7048	Export-Controlled Items	JUN 2013
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	DEC 2018
252.232-7010	Levies on Contract Payments	DEC 2006
252.232-7011	Payments in Support of Emergencies and Contingency Operations	MAY 2013
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.244-7000	Subcontracts for Commercial Items	JUN 2013

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUN 2020)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).

(3) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2019) (Section 889(a)(1)(A) of Pub. L. 115-232).

(4) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).

(5) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(6) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

____ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUN 2020), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

____ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (JUN 2020) (41 U.S.C. 3509).

____ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

____ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (JUN 2020) (Pub. L. 109-282) (31 U.S.C. 6101 note).

____ (5) [Reserved]

____ (6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

____ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

____ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (JUN 2020) (31 U.S.C. 6101 note).

____ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (OCT 2018) (41 U.S.C. 2313).

____ (10) [Reserved]

____ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (MAR 2020) (15 U.S.C. 657a).

____ (ii) Alternate I (MAR 2020) of 52.219-3.

____ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (MAR 2020) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

____ (ii) Alternate I (MAR 2020) of 52.219-4.

- ____ (13) [Reserved]
- ____ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (MAR 2020) (15 U.S.C. 644).
- ____ (ii) Alternate I (MAR 2020).
- ____ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (MAR 2020) (15 U.S.C. 644).
- ____ (ii) Alternate I (MAR 2020) of 52.219-7.
- ____ (16) 52.219-8, Utilization of Small Business Concerns (OCT 2018) (15 U.S.C. 637(d)(2) and (3)).
- ____ (17)(i) 52.219-9, Small Business Subcontracting Plan (JUN 2020) (15 U.S.C. 637(d)(4)).
- ____ (ii) Alternate I (NOV 2016) of 52.219-9.
- ____ (iii) Alternate II (NOV 2016) of 52.219-9.
- ____ (iv) Alternate III (JUN 2020) of 52.219-9.
- ____ (v) Alternate IV (JUN 2020) of 52.219-9.
- X (18) 52.219-13, Notice of Set-Aside of Orders (MAR 2020) (15 U.S.C. 644(r)).
- ____ (19) 52.219-14, Limitations on Subcontracting (MAR 2020) (15 U.S.C. 637(a)(14)).
- ____ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ____ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (MAR 2020) (15 U.S.C. 657f).
- ____ (22) (i) 52.219-28, Post Award Small Business Program Rerepresentation (MAR 2020) (15 U.S.C. 632(a)(2)).
- ____ (ii) Alternate I (MAR 2020) of 52.219-28.
- ____ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (MAR 2020) (15 U.S.C. 637(m)).
- ____ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (MAR 2020) (15 U.S.C. 637(m)).
- ____ (25) 52.219-32, Orders Issued Directly Under Small Business Reserves (MAR 2020) (15 U.S.C. 644(r)).
- ____ (26) 52.219-33, Nonmanufacturer Rule (MAR 2020) (15 U.S.C. 637(a)(17)).
- ____ (27) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).
- ____ (28) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2020) (E.O. 13126).
- ____ (29) 52.222-21, Prohibition of Segregated Facilities (APR 2015).
- ____ (30)(i) 52.222-26, Equal Opportunity (SEPT 2016) (E.O. 11246).
- ____ (ii) Alternate I (FEB 1999) of 52.222-26.
- ____ (31)(i) 52.222-35, Equal Opportunity for Veterans (JUN 2020) (38 U.S.C. 4212).

____ (ii) Alternate I (JUL 2014) of 52.222-35.

____ (32)(i) 52.222-36, Equal Opportunity for Workers with Disabilities (JUN 2020) (29 U.S.C. 793).

____ (ii) Alternate I (JUL 2014) of 52.222-36.

____ (33) 52.222-37, Employment Reports on Veterans (JUN 2020) (38 U.S.C. 4212).

____ (34) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

X (35)(i) 52.222-50, Combating Trafficking in Persons (JAN 2019) (22 U.S.C. chapter 78 and E.O. 13627).

____ (ii) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

____ (36) 52.222-54, Employment Eligibility Verification (OCT 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

____ (37)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

____ (ii) Alternate I (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

____ (38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (JUN 2016) (E.O. 13693).

____ (39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (JUN 2016) (E.O. 13693).

____ (40) (i) 52.223-13, Acquisition of EPEAT® Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).

____ (ii) Alternate I (OCT 2015) of 52.223-13.

____ (41)(i) 52.223-14, Acquisition of EPEAT® Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

____ (ii) Alternate I (JUN 2014) of 52.223-14.

____ (42) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

____ (43)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

____ (ii) Alternate I (JUN 2014) of 52.223-16.

X (44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (JUN 2020) (E.O. 13513).

____ (45) 52.223-20, Aerosols (JUN 2016) (E.O. 13693).

____ (46) 52.223-21, Foams (JUN 2016) (E.O. 13693).

____ (47)(i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

____ (ii) Alternate I (JAN 2017) of 52.224-3.

X (48) 52.225-1, Buy American--Supplies (MAY 2014) (41 U.S.C. chapter 83).

____ (49) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (MAY 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

____ (ii) Alternate I (MAY 2014) of 52.225-3.

____ (iii) Alternate II (MAY 2014) of 52.225-3.

____ (iv) Alternate III (MAY 2014) of 52.225-3.

____ (50) 52.225-5, Trade Agreements (OCT 2019) 19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

____ (51) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

____ (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (OCT 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

____ (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150

____ (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

____ (55) 52.229-12, Tax on Certain Foreign Procurements (JUN 2020).

____ (56) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

____ (57) 52.232-30, Installment Payments for Commercial Items (JAN 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (58) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (OCT 2018) (31 U.S.C. 3332).

____ (59) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (JUL 2013) (31 U.S.C. 3332).

____ (60) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

____ (61) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

____ (62) 52.242-5, Payments to Small Business Subcontractors (JAN 2017)(15 U.S.C. 637(d)(13)).

____ (63)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

____ (ii) Alternate I (APR 2003) of 52.247-64.

____ (iii) Alternate II (FEB 2006) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

_____ (1) 52.222-41, Service Contract Labor Standards (AUG 2018) (41 U.S.C. chapter 67).

_____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

_____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (Multiple Year and Option Contracts) (AUG 2018) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

_____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

_____ (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (MAY 2014) (41 U.S.C. chapter 67).

_____ (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (MAY 2014) (41 U.S.C. chapter 67).

_____ (7) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015) (E.O. 13658).

_____ (8) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

_____ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (JUN 2020) (42 U.S.C. 1792).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, as defined in FAR 2.101, on the date of award of this contract, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (JUN 2020) (41 U.S.C. 3509).

- (ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (iii) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).
- (iv) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2019) (Section 889(a)(1)(A) of Pub. L. 115-232).
- (v) 52.219-8, Utilization of Small Business Concerns (Oct 2018) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds the applicable threshold specified in FAR 19.702(a) on the date of subcontract award, the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
- (vi) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- (vii) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).
- (viii) 52.222-35, Equal Opportunity for Veterans (JUN 2020) (38 U.S.C. 4212).
- (ix) 52.222-36, Equal Opportunity for Workers with Disabilities (JUN 2020) (29 U.S.C. 793).
- (x) 52.222-37, Employment Reports on Veterans (JUN 2020) (38 U.S.C. 4212).
- (xi) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (xii) 52.222-41, Service Contract Labor Standards (Aug 2018), (41 U.S.C. chapter 67).
- (xiii) ____ (A) 52.222-50, Combating Trafficking in Persons (JAN 2019) (22 U.S.C. chapter 78 and E.O. 13627).
 ____ (B) Alternate I (March 2, 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- (xiv) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)
- (xv) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)
- (xvi) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).
- (xvii) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).
- (xviii) [52.222-62](#), Paid Sick Leave Under Executive Order 13706 (Jan 2017) (E.O. 13706).
- (xix) (A) [52.224-3](#), Privacy Training (Jan 2017) ([5 U.S.C. 552a](#)).
 (B) Alternate I (Jan 2017) of [52.224-3](#).
- (xx) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxi) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (JUN 2020) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxii) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days.

(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 3 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):

Internet address: <https://acquisition.gov/>

Internet address: <https://www.acquisition.gov/dfars>

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	CDRLs		
Attachment 1	QASP		
Attachment 2	Historical Info - Tool (ODC) List		
Attachment 3	Personnel Qualifications		
Attachment 4	Staffing Plan		
Attachment 5	Historical Info - WorkRequest Trouble Ticket List		
Attachment 6	WD SC DBA		
Attachment 7	WD SC SCA		
Attachment 8	WD VA DBA		
Attachment 9	WD VA SCA		
Attachment 10	WD LA DBA		
Attachment 11	WD LA SCA		
Attachment 12	DD254		

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

52.212-3	Offeror Representations and Certifications--Commercial Items	JUN 2020
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Section L - Instructions, Conditions and Notices to Bidders

SUBMISSION OF QUOTES**A. General Information**

1. Award Procedures: The Government intends to adhere to the ordering procedures of FAR 8.405-2 in the competition of this requirement. The Government intends to award a task order based on initial quotations. Therefore, the quoter's initial quotation should contain the quoter's best terms from a price and technical standpoint. However, the Government reserves the right to engage all, some, or none with questions concerning their quotation, and allow for revisions if necessary. Formal Source Selection Procedures, in accordance with FAR 15, will not be used.

If the quoter (1) fails or refuses to assent to any of the terms and conditions of this RFQ, (2) proposes additional terms or conditions, (3) conditions its quotation with assumptions or (4) fails to submit any of the information required by this RFQ and in the manner specified, then the Government may consider the quotation to be ineligible for award.

The Government reserves the right to cancel this RFQ without award for any reason or for no reason. Issuance of this RFQ does not commit the Government to pay for any preparation costs incurred in compiling a quotation to this RFQ.

2. RFQ Questions: All questions shall be submitted through the GSA eBuy website only by 3:00 PM Eastern Time on **25 June 2020**. All questions/answers will be viewable in GSA eBuy. Quoters will be responsible for monitoring the GSA eBuy website for responses. It is preferred that only one set of questions be submitted by each Quoter instead of submitting multiple sets of questions. Questions received after this date and time may not be answered prior to the closing date/time for receipt of submissions. Questions submitted by any method will not be accepted or answered.
3. RFQ Submission Date: Quoters shall submit their quotations via GSA eBuy, and the submission must be received by 10:00 AM Eastern Time on **13 July 2020**. Quotations will be considered "late" unless the quoter COMPLETELY uploads the submission to GSA eBuy prior to the established closing date and time. If a complete quotation is not submitted by this closing time, the quotation will not be considered for award.
4. The entire quotation shall remain valid for a minimum of 180 days from receipt by the Government and shall not contain classified data or information. Quotations offering a shorter period of time will not be considered for award. The estimated start date is **31 August 2020**.

B. Quotation Format

- 1) In addition to all other requirements of this solicitation, each quoter shall provide a detailed quote addressing each of the areas described in Section L and to be evaluated in accordance with Section M. This information shall be presented in the form of a written proposal as outlined below. Quotations submitted for consideration for award must address the full scope of requirements as set forth in Sections L and M of the solicitation.
- 2) In order to reduce quotation size, quotations shall be limited to the number of pages as outlined below for each file. All quotation information shall be confined to the appropriate file. Any quotation exceeding the page limit may not be evaluated. The page limit (identified in the table below) is viewed as total pages within a file, not including a table of contents, cover page, glossary page, etc. The Government will not evaluate any pages that exceed the page limitation(s) identified below. Pages containing text shall be

typewritten using the standard letter size (8.5 x 11). Text shall be a minimum of 12 point Times New Roman or Arial font and no less than one (1) inch margins / borders. Any table or graphic shall use a minimum of 10 point Times New Roman or Arial font. Drawings or other graphics shall be reduced only to the extent legibility is not lost.

- 3) Quoters may not encrypt and/or password protect proprietary information. Quotations shall not contain any classified data or information. If the Government is unable to access the documents, the quotation will not be considered for award. All required documents shall be submitted in .pdf format or excel format. In order to facilitate transmission, it is recommended that the quotation submission files be compressed (zipped) into one, ZIP file entitled "QUOTE.ZIP" using WinZip version 17.5 or earlier.
- 4) Each file shall be properly identified, numbered, clearly indexed, logically assembled, and tabbed. Each file shall also contain clearly identified sections and all pages shall be numbered and identified by the complete company name, date, and RFQ number in the header and/or footer.
- 5) Each quoter shall provide a detailed quotation addressing each of the areas described in this RFQ. Simply restating that the quoter understands and intends to comply with this effort or paraphrasing statements in the solicitation is inadequate. The quotation must be clear, concise, and legible; contain sufficient detail for accomplishing effective evaluation and substantiating validity of claims. This information shall be presented in the form of a written quotation as outlined below. Quotations submitted for consideration for award must address the full scope of requirements as set forth in the RFQ.

The quoter shall submit electronic files as delineated below:

File	Electronic File Name*	File Requirements	Format
Technical Approach	xxxTECHApp	Limit 7 total pages for the contract specific technical approach data.	pdf
Staffing Plan	xxxSTAFFPlan	-Utilize RFQ Attachment 4. -No page limit except for the Staffing Approach Tab (which is limited to 1 page).	Excel
Price Quotation	xxxPRICE	Price Proposal Narrative No page limit.	Excel
RFQ Documents and Amendments	xxxSF1442/ SF30	Signed and completed Standard Form 1442 and last amendment (if applicable).	pdf

RFQ Documents	xxxSAM	Quoters shall submit a current copy of their record (entity dashboard view) with their quotation, printed directly from the System for Award Management (SAM), dated within 1 day prior to submission. Any quoter with active exclusion record will not be evaluated and will not be considered for award.	pdf
Section K, Representations and Certifications	xxxSection K [Insert Name]	No Limit	pdf

*Quoters shall replace “xxxx” with the quoter’s name and the date of the quotation. For example: *QuoterTECH07222020.xlsx*. **All excel files shall be a functional spreadsheet with formulas, NOT a read-only spreadsheet. Original pdf files shall be searchable.**

Do not submit any content/files in addition to that stated in the table above. The Government will not evaluate any additional content (ex. title page, table of contents, acronym list, etc.).

C. Quotation Contents

The Government evaluation will be limited to the information provided by the Quoters. Quoters are responsible for including sufficient details to permit a complete, thorough, and accurate evaluation of the submitted quotation. Pages should be numbered.

NON-PRICE FACTOR

The quote shall consist of the information specified for each evaluation factor listed below.

1) Factor A – Technical

Subfactor 1: Technical Approach

The quoters shall provide a Technical Approach. The quoters shall not merely restate/reiterate the requirements, but shall explain the actual methodology it will use for satisfying the requirements specified in the below PWS sections. All the requirements specified in the solicitation are mandatory. By quotation submission, the quoters are representing its team will perform all the requirements specified in the solicitation. At a minimum, the proposed approach shall provide the following essential components:

- (a) Facilities Services Desk (PWS 3.2.5, 3.3.5, CDRL A001): approach to providing facility services and for reporting facility repair/maintenance requests; approach to fielding a high volume of calls (minimum of 5,500 service desk calls per year); approach to determining the proper action and urgency of the call including management, deliverables tracking, and performance monitoring.
- (b) Material Management (PWS 3.2.10): approach to managing material storage operations and inventory for at least 20,000 square feet of storage/staging with at least 500 line items consisting of 3,000 items; approach to maintaining inventory control of warehouse material in real time.
- (c) Space Management (PWS 3.1.4, 3.2.18, 3.2.19): approach to managing both large and small scale space management projects to include coordinating with customers and documenting requirements; approach to developing AutoCAD layouts to include current state and options for future-state layouts for administrative (50% of all spaces), laboratory (35%) and warehouse space (15%); approach to check-in, move/add/change space/seat support.

Subfactor 2: Staffing Plan

The Quoters shall utilize RFQ Attachment 4, Staffing Plan and submit its Staffing Plan to perform ALL the services within PWS Section 3.0 Performance Requirements as well as meet all the PWS requirements (e.g., security clearances, training). At a minimum, the proposed plan shall provide the following essential components:

- (a) Labor Mix: propose the staffing levels and labor mix for the prime and subcontractor(s) efforts required to fully execute the PWS on the first day of performance. All tabs within the Staffing Plan should be completed to present the labor categories, by skill level, by geographic location, by PWS task area, by direct productive labor hours, full-time equivalents for the prime and its subcontractor(s).
- (b) Staffing Approach: describe the staffing approach, including the methodology used to attract and retain a staff of personnel with necessary skill sets and training, to deliver the PWS requirements as well as the approach to onboarding such as acquiring Common Access Cards, local badges, and tracking mandatory training. For all types of absences, describe the plan to backup personnel.
- (c) Personnel Qualifications: A description of each labor category detailing the job responsibilities, minimum experience, and minimum education that will be employed to execute effort as required, see Attachment 3.
- (d) Clearance and Certifications: Identify labor categories and the approach to acquiring and maintaining the required clearances and certifications throughout the period of performance. If a proposed individual does not already possess the required clearance and certification, quoters shall address its process and timeframe to have the individual obtain this requirement.

2) Factor B - Price

The Quoters' Price (prime and subcontractor(s)) submission shall consist of the following:

- a) Prices for each contract line item number (CLIN).
- b) A completed Pricing Matrix, which includes labor categories, hours, Materials, Other Direct Costs, and prices in accordance with Quoter's GSA Schedule. In accordance with FAR 8.405-4 "Price Reductions," all price discounts shall be included in the pricing matrix.
- c) Quoter must specify fixed hourly rates that include wages, overhead, general and administrative expenses, and profit.
- d) Quoter and any subcontractor(s) shall be responsible for ensuring compliance with the Service Contract Act (SCA) for all applicable labor categories. If quoters determine that labor categories are subject to the SCA, they shall identify such labor categories as "SCA Labor" on their quotation.

Quoters shall also disclose the state and county in which the proposed SCA labor categories will be performing their effort, the Wage Determination Schedule used for their proposed SCA labor rates, and the Occupation Code and Title for each proposed SCA labor category. If quoter proposes SCA labor categories, the Federal Acquisition Regulation (FAR) 52.222-17 – Non-displacement of Qualified Workers shall be applicable.

- e) The Government’s best estimate for ODCs is set forth below. The Government cannot guarantee either the amount or the total estimated amount. Additionally, these amounts do not include any provision for G&A expense or other loading factors. The quoters shall use the stated amounts in preparation for their quotations.

CLINs	CLIN Type	Performance Period	Description	Total
0003	T&M	Base	ODCs	\$240,000
1003	T&M	Option 1	ODCs	\$244,800
2003	T&M	Option 2	ODCs	\$249,696

Failure of ODCs either as stated herein or quoted, to materialize during actual task order performance, shall not constitute a constructive change to or breach of the task order and shall not form the basis for any adjustment to fee whether pursuant to the changes clause or otherwise. Similarly, the fact that the ODCs in excess of those estimated or proposed are incurred, shall not form the basis for any fee adjustment, whether pursuant to the changes clause or otherwise.

IMPORTANT: Quoters that fail to follow the above instructions or that fail to provide all of the required submissions may not be considered for award.

D. SEB Evaluation Procedures

All quotations will be received by the Contract Specialist no later than the hour and date given in the RFQ. Upon receipt of quotations, the Contract Specialist should conduct an initial screening to ascertain that each quoter has submitted all of the required information in the quantities and format specified in the RFQ. The Contract Specialist will retain the original quotations and associated data for the contract file. If the review indicates a quotation may be subject to rejection for any reason (after contracting has performed its screening and before the evaluation begins), the PCO/SSA will document as required to support the rejection.

The agency will first calculate the total proposed price of each quotation and place them in descending order based on price, and then begin evaluating technical submissions, starting with the lowest-priced quote. If the lowest-priced submission receives an acceptable technical rating, it will be considered the best value, and "award" may be made without further consideration of any other quoters. However, if the lowest priced quote receives a technical rating of less than acceptable, then the next lowest-priced quote will be evaluated. This process will continue until a quote is determined to be technically acceptable. Notwithstanding the aforementioned, the Government reserves the right to review a technical submission other than the lowest price technically acceptable submission to assist with the price reasonableness determination.

In order for a quoter to be considered for award, the quotation must receive an “acceptable” rating in the non-price Factor (and Subfactors). A quotation receiving a rating of “unacceptable” in the non-price Factor (and Subfactors) will not be eligible for award.

The evaluation of the non-price Factor (and Subfactors) will consist of (1) a written summary and (2) a rating in accordance with the solicitation criteria.

CLAUSES INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a performance based Firm Fixed Price (FFP) and Time-and-Materials (T&M) task order resulting from this solicitation.

(End of provision)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

Internet address: <https://acquisition.gov/>

Internet address: <https://www.acquisition.gov/dfars>

(End of provision)

Section M - Evaluation Factors for Award

EVALUATION CRITERIA AND BASIS OF AWARD**Basis for Award**

This task order evaluation will utilize the Lowest Price Technically Acceptable (LPTA) evaluation methodology. The order resulting from this RFQ will be awarded to the quoter whose quote, conforming to the RFQ requirements, is determined to represent the “Lowest Price Technically Acceptable” submission to the Government.

The agency will first calculate the total proposed price of each quotation and place them in descending order based on price, and then begin evaluating technical submissions, starting with the lowest-priced quote. If the lowest-priced submission receives an “acceptable” technical rating, it will be considered the best value, and "award" may be made without further consideration of any other quotations. However, if the lowest priced quote receives a technical rating of “unacceptable”, then the next lowest-priced quotation will be evaluated. This process will continue until a quotation is determined to be technically “acceptable”. Notwithstanding the aforementioned, the Government reserves the right to review a technical submission other than the lowest price technically acceptable submission to assist with the price reasonableness determination.

The Government intends to make award based on the initial proposal submissions without conducting interchanges. Therefore, each quote should contain the quoter’s best terms from a price and technical standpoint. However, the Government reserves the right to hold interchanges if, during the evaluation, it is determined to be in the best interest of the Government. Interchanges are fluid interaction(s) between the Contracting Officer (CO) and the quoter that may address any aspect of the proposal and may or may not be documented in real time. Quoter responses to interchanges will be considered in making the order selection decision. Interchanges may be conducted with one, some or all offerors as the Government is not required to conduct interchanges with any or all contractors responding to this RFQ.

A quote must be acceptable for the quoter to be eligible for award. QUOTATIONS THAT DO NOT CONFORM TO THE REQUIREMENTS STATED HEREIN MAY BE DETERMINED UNACCEPTABLE AND MAY BE REJECTED WITHOUT FURTHER EVALUATION.

EVALUATION FACTORS

- 1) Quotes will be evaluated on the evaluation factors listed below. The Government will evaluate quotations for acceptability, but will not rank the quotations by the non-price factors or subfactors.

Factor A Technical

- a) SubFactor 1: Technical Approach
- b) SubFactor 2: Staffing Plan

Factor A Technical (SubFactors 1 Technical Approach and 2 Staffing Plan) will be rated on an “acceptable” / “unacceptable” basis as described below. The Government’s technical evaluation team shall evaluate the technical quotations on an “acceptable” or “unacceptable” basis, assigning one of the ratings described below for each subfactor. Any subfactor evaluated as “unacceptable” will render the entire quotation “unacceptable” and, therefore, unawardable. Only those quotations determined to be technically “acceptable”, either initially or as a result of discussions (if opened), will be considered for award. However, quoter are reminded that the Government reserves the right to award this effort based on the initial quote, as received, without discussions.

Rating	Definition
Acceptable	Quotation meets the minimum requirements of the solicitation.

Unacceptable	Quotation does not meet the minimum requirements of the solicitation.
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A quotation that receives a rating of “unacceptable” in the non-price Factor or SubFactor will result in the entire quotation being determined “unacceptable” and ineligible for award.

Subfactor 1: Technical Approach

The Government will assess quoter’s technical approach. Quoters are required to present all the information as stated in Quotation Contents.

This requirement is met when the quoter’s quotation clearly explains the following:

- (a) Facilities Service Desk: A feasible approach which ensures the quoter will successfully service the entire scope of effort and successfully handle surges/variables in workload requirements IAW PWS.
- (b) Material Management: A feasible approach which ensures the quoter will successfully manage warehouse material storage operations in real time.
- (c) Space Management: A feasible approach which ensures the quoter will successfully manage space projects, proof of AutoCAD layout development, coordination with customers, and synchronization with other associated PWS areas (e.g., Facilities, Furniture).

Subfactor 2: Staffing Plan

The Government will assess quoter’s staffing plan. Quoters are required to present all the information as stated in Quotations Contents.

This requirement is met when the quotation clearly explains the following:

- (a) Labor Mix: A plan which ensures an appropriately qualified, sufficiently staffed workforce to perform all PWS requirements.
- (b) Staffing Approach: A manning process which ensures successfully maintaining a capable workforce throughout the period of performance to accomplish the entire scope of effort. Staffing with adequate and convincing rationale that clearly demonstrates that each function of the organization and each area of the PWS can be accomplished in a timely, economical and efficient manner with the proposed staff.
- (c) Personnel Qualifications: A plan which ensures the proposed personnel possess the expertise to accomplish the PWS tasks and set the minimum qualifications set for the in the Personnel Qualifications text of the RFQ.
- (d) Clearances and Certifications: A plan which ensures the proposed personnel possess required clearances and certifications throughout the period of performance. If a proposed individual does not already possess the required clearance and certification, the plan addresses the process and proposes a successful timeframe to have the individual meet this requirement.

2) Factor B Price

- a) Factor B Price will be evaluated for price reasonableness. The price evaluation will be based on the total price proposed for all CLINs. A price quotation shall be submitted in accordance with Section B as set forth in the solicitation. Each quotation will be evaluated in accordance with the criteria in FAR 15.404-1. The reasonableness of quoted prices will be evaluated by using the following analytical techniques and procedures:
 - i. Price Analysis. Per FAR 15.404-1(b), price analysis will be used to examine and evaluate the proposed price (without evaluating the quoter’s separate cost elements) to determine if the quoted price is fair and reasonable.

CLAUSES INCORPORATED BY REFERENCE

52.217-5

Evaluation Of Options

JUL 1990