Performance Based Work Statement

Acquisition of Program Management, Acquisition Management, Technical and Administrative Contractor Support Services

for

PMA-274 Presidential Helicopters Program Office



13 January 2011

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# 1.0 Introduction

The Presidential Helicopters Program Office (PMA-274) at Naval Air Station (NAS) Patuxent River, Maryland is acquiring contractor services to perform program management, acquisition management, technical and administrative support tasks to support the execution of PMA-274 acquisition programs.

# 2.0 Background

PMA-274, a program under the Program Executive Officer, Air ASW Assault and Special Mission Programs (PEO (A)), is responsible for the life-cycle management of the existing In-Service aircraft (VH-3D and VH-60N) and the development of the VXX ACAT 1D program to replace the In-Service fleet. PMA-274 is responsible for providing safe and timely transportation for the President and Vice President of the United States, heads of states, and others as directed by the White House Military Office (WHMO).

# 3.0 Scope

The scope of the requirement is to provide program management, acquisition management, technical and admininistive support services to perform tasks that support the Program Office, the In-Service IPT, and the VXX IPT in execution of acquisition programs. Program Office requirements include tasks that support both the In-Service and VXX IPTs. In-Service IPT requirements include tasks in the Sustainment phase of the acquisition life-cycle to implement upgrades and modifications to ensure that the aircraft continues to meet the mission requirements. VXX IPT requirements include tasks in the Technology Development (TD) phase and very early in the Engineering and Manufacturing Development (EMD) phase of the acquisition life-cycle.

# 4.0 Applicable Instructions, Directives, Policies and Memorandums

The contractor shall use the following documents in execution of this Statement of Work. Each document is identified in the specific paragraph where it applies.

a. Department of the Navy Records Management Program, SECNAVINST 5210.8D, 31 Dec 2005

b. Navy Physical Security and Law Enforcement Program, OPNAVINST 5530.14E, 28 Jan 09

c. Classified National Security Information, Executive Order 13526, 29 Dec 09

d. National Industrial Security Program Manual (NISPOM) 5220.22-M, 28 Feb 06

e. DoD Information Security Program, DoD 5200.1-R, 14 Jan 97

f. DoN Information Security Program Regulation, SECNAV M-5510.36, June 2006

g. OPNAVINST C5513-2B (216) VH-3D Executive Transport Security Classification Guide dated 22 December 2008

h. OPNAVINST C5513-2B (161) VH-60N Executive Transport Security Classification Guide dated 22 December 2008

i. Presidential Vertical Lift Platform(s) (VXX) Security Classification Guide (Draft)

j. Selection of DoD Military and Civilian personnel and Contractor Employees for

Assignment to Presidential Support Activities (PSAs) DoD Directive 5210.55, 15 Dec 98 and DoD Instruction 5210.87, 30 Nov 98

k. Information Assurance (IA), DoDD 8500.01E, 24 Oct 02

l. Information Assurance Implementation, DoDI 8500.2, 6 Feb 03

m. DoD IA Certification & Accreditation Process (DIACAP), DoDI 8510.01, 28 Nov 07

n. Public Key Infrastructure & Public Key Enabling, DoDI 8520.2, 1 Apr 04

o. IA Training, Certification, & Workforce Management, DoDD 8570.01, 23 Apr 07

p. IA Workforce Improvement Program, DoD 8570.01-M, 20 Apr 10

q. Security of Unclassified DoD Information on Non-DoD Information Systems, DTM 08-027, 31 Jul 09

r. Navy Information Assurance (IA) Program, OPNAVINST 5239.1C, 20 Aug 08

s. DoD Operations Security (OPSEC) Program Manual, DoD Manual 5205.02-M, 3 Nov 08

t. National Security Decision Directive (NSDD) 298, 22 Jan 88

u. PMA 274 Configuration Management Plan (CMP), 15 Nov 09

v. Military Handbook Configuration Management Guide MIL-HDBK-61A, 7 Feb 01

w. Naval Air Systems Command Technical Directives System (NAVAIR 00-25-300), 1 Mar 02

x. Naval Air Systems Command Configuration Management Process NAVAIRINST 4130.1D, 19 Dec 06

y. Federal Continuity Directive 1 (FCD 1), Federal Executive Branch National Continuity Program and Requirements, Feb 08

z. EKMS**-**1**,** CMS Policy and Procedures for Navy Electronic Key Management Systems (U)

# 5.0 Performance Requirements

## 5.1 Contract Execution Coordination

### 5.1.1. Contractor/Government Communications

The contractor shall conduct monthly meetings with the Contracting Officer Representative (COR) to discuss the status of issues, plans and actions to resolve the issues, make recommendations to reduce cost while maintaining acceptable quality in accordance with the Quality Assurance Surveillance Plan (QASP), and improve quality, processes and products. In addition to the monthly meetings, the contractor shall communicate with the COR in a timely manner on ongoing topics relevant to contract execution. The Contractor shall submit an agenda for the monthly meeting no later than one (1) working day in advance of the meeting in accordance with (IAW) CDRL A001.

### 5.1.2 Monthly Status Report

The contractor shall submit a Monthly Status Report that documents accomplishments, problem status, improvement recommendations (e.g. cost reduction, quality improvement, and performance improvement) and leading indicators of future problem areas IAW CDRL A002.

### 5.1.3 Funds and Man-Hour Expenditure Tracking

The contractor shall submit a Funds and Man-Hour Expenditure Report that shows the status of contract funds by Contract Line Item Number (CLIN). The report shall provide detail cost curves depicting planned and actual costs for each labor and other direct cost (ODC) CLIN. Additionally, this report shall include detailed man-hour and cost information (planned and actual) for each person, grouped by each sub-contractor, which shows the labor category. The contractor shall submit the Funds and Man-Hour Expenditure Report IAW CDRL A003.

### 5.1.4 Integrated Product Team (IPT) Meetings

Contractor personnel shall support the meetings for their assigned IPTs as well as other IPT meetings to execute PMA 274 acquisition programs.

## 5.2 Program Office Requirements

### 5.2.1 Security Services and Facility Management

The contractor shall provide the following security and facility management services for PMA-274, Building 2805, NAS Patuxent River, MD and the Presidential Helicopter Support Facility (including the hangar) where PMA 274 spaces are located:

a. Visitor Control Desk (VCD)

The VCD shall be manned from 0600 – 1800 by two VCD personnel, Monday through Friday, except federal holidays. VCD personnel shall verify personnel entering building for visible badge identification; direct visitors to designated areas; maintain key control, master files, and log books; schedule and maintain conference room use; answer telephones; perform walk through monitoring of office spaces and hangar facility for safety and security. The contractor shall conduct daily building walk through, after work hours, shutting off lights in conference rooms, rest rooms, coffee area, and lobby.

b. Physical Security

Physical Security services include but are not limited to: submitting and verifying visit requests; verifying security clearance information in the Joint Personnel Adjudication System (JPAS); maintaining building badge database; creating, updating, and deleting badges; systems administrator for both access control and CCTV computers; tracking Foreign National Escorts; tracking and verifying valid security clearances for PMA-274 personnel with “Hangar” access; processing Physical Security Report Forms and inputting them into a spreadsheet for tracking changes and modifications; tracking work requests on repairs and new installs; ordering and tracking supplies orders; documenting Security Standard Operating Procedures (SOP) as instructed by the PMA 274 Physical Security Officer; incorporating Security Response Team (SRT) Shift Summaries into the Physical Security Database; running the Alarm Report on a weekly basis; assisting secure labs with monthly combination/safe checks and performing administrative tasks associated with Physical Security functions.

c. Security Response Team (SRT)

The SRT shall provide 24 hours/day, 365 days/year protection for the Presidential Helicopter Support Facility Complex (including hangar) which is a Level III restricted area in accordance with the Navy Physical Security and Law Enforcement Program, OPNAVINST 5530.14E. The SRT shall provide visible security for all assets located in the Presidential Helicopter Support Facility, monitor the building’s closed circuit television (CCTV) security and Laser Perimeter Awareness Systems (LPAS), respond to all electronic security system (ESS) alarms, perform continuous roving vehicle and foot patrols as well as random action security measures, identify and respond to all levels of Force Protection Conditions, inspect all delivery vehicles before entering the building compound, accept deliveries, route packages to proper destinations, and escort personnel to classified areas, including admittance of personnel with Yankee White investigation clearance. The SRT tasks/functions are designated as “Mission Essential” and are required to be performed in the event of reduced operations aboard NAS Patuxent River, MD under non-life threatening situations in accordance with DFARS Clause 252.237-7023. SRT members shall wear the appropriate seasonal uniforms during the execution of their tasks/functions.

d. Facility Management

Facility Management personnel shall provide support to manage alterations, repairs, and preventative maintenance programs for PMA-274 facilities. The contractor shall manage and execute facility projects including, submitting and tracking work requests/service orders, facilitating personnel moves (new and existing) including documentation, submitting and tracking telephone and voice message Move Add Change requests, scheduling utility outages, performing monthly utility analysis, coordinating recycling program and disposal of excess material, monitoring grounds and janitorial services and serve as the point of contact for fire and safety inspections. The contractor shall maintain an archive of updated building schematics, maps and drawings.

e. Communications Security (COMSEC)

Provide COMSEC services in accordance with EKMS**-**1**,** CMS Policy and Procedures for Navy Electronic Key Management Systems (U) to include: proper issuance, receipt, transfer, safeguarding, accountability, keying, and destruction of communications security (COMSEC) equipment and cryptographic items; conducting COMSEC inventories and reconciling discrepancies; coordinating and conducting training for new KOV-26 (Talon card) users; implement, key/rekey, deploy and inventory KOV-26 devices, participates in COMSEC program reviews, supports in the implementation of policies and procedures for safeguarding classified information to include personnel access control and need to know, physical storage, transferring, relocating, reproducing, marking, tracking and destroying classified information; identifies fleet critical needs for spare COMSEC materials to support contingency operations CONUS and OCONUS.

### 5.2.2 Technical Services

#### 5.2.2.1 Integrated Data Environment (IDE)

##### 5.2.2.1.1 Information Systems

The contractor shall provide services to support Information Management (IM) and Information Technology (IT) requirements for PMA-274 acquisition programs. The contractor shall comply with Navy-Marine Corps Intranet (NMCI) policies and procedures in performing/supporting identification, development, and incorporation of IM/IT requirements to upgrade/improve PMA-274 information systems.

##### 5.2.2.1.2 Compliance Assessment

The contractor shall conduct/support analyses/reviews to provide assessments/status of contractor and industry partner information systems for Department of Defense (DoD) and Department of Navy (DON) compliance. The contractor shall provide recommendations for development of PMA-274, contractor and industry partner IDE communications to support data sharing with key program stakeholders (e.g. PMA 274, Marine Helicopter Squadron One (HMX-1), United States Marine Corps Headquarters and WHMO).

##### 5.2.2.1.3 Procure and Maintain IT/IM Equipment

The contractor shall provide services that support/perform the procurement and maintenance of PMA-274 information management and information technology hardware, software and services. The contractor shall provide basic support, troubleshooting (software and hardware) and routine maintenance (except where maintenance of these systems is performed under separate contract/agreement) for PMA 274 information systems, servers, computers, printers, fax machines, scanners, shredders, phones, conference room systems, video-teleconferencing (VTC) equipment, overhead projectors and other information technology related equipment.

##### 5.2.2.1.4 Software Applications

###### 5.2.2.1.4.1 Microsoft SharePoint© Services

The contractor shall utilize Microsoft SharePoint© to enable the development, implementation and improvement of business tools to improve processes in execution of PMA-274 acquisition programs. The Department of the Navy is transitioning to Microsoft SharePoint© as an enterprise-wide system for collaboration, content management and project management. Microsoft SharePoint 2007© is the current collaboration environment and it is expected that there will be a transition to a newer version of Microsoft SharePoint© during the period of performance of this contract. The contractor shall comply with the Naval Air Systems Command (NAVAIR) Microsoft Office SharePoint Server 2007 Governance Plan when providing Microsoft SharePoint© services. The contractor shall provide Microsoft SharePoint© 2007services that include site/sub-site administration, development and content creation; provisioning and managing security of sites/sub-sites; policing of sites/sub-sites to enforce governance policy; manage site/sub-site layout and structure; create custom workflows; create custom Web Parts, solutions and features; build the framework and features of the portal; modify SharePoint templates as needed; completed Microsoft for Visual Studio 2008 and SharePoint 2007 Designer training, or equivalent; write ASP.Net code; participate in design tasks; participate in development and testing; and create custom forms.

###### 5.2.2.1.4.2 Other Software Applications

The contractor shall utilize the following applications, tools and technologies including during the performance of its duties: Microsoft Office 2003 and 2007, Windows XP Professional, Microsoft® SQL Server, Object-oriented programming, Microsoft Office FrontPage, Hyper Text Markup Language (HTML), Dynamic HTML (DHTML), Extensible Markup language (XML), Microsoft® SilverLight®, Javascript, Section 508 compliance, Optimized Organizational Maintenance Activity (OOMA), Dynamic Object Oriented Requirements System (DOORS), and Interactive Electronic Technical Manual (IETM) System. The contractor shall support incorporation of existing software applications/IT tools (vendor owned, commercial-off-the-Shelf or Government owned) that support and improve the Program Office operations, program management, and acquisition management processes and products. The contractor shall provide services to enable data back-up for computer workstations for PMA-274 personnel.

### 5.2.3 Administrative Services

The contractor shall perform the following services to support the Program Manager, Deputy Program Manager, and the Technical Director: coordination of meetings, management of calendars and schedules, generating travel documents using Defense Travel System (DTS), drafting/routing correspondence in accordance with governing policies, support employee check-in and check-out process, maintain employee roster/recall data, utilize Base Access Security Information Control System II (BASICS II) for visit request processing, assist in obtaining official passports for overseas travel, prepare naval messages, receive and distribute general mail, and order office supplies.

### 5.2.4 Requirements Management

The Contractor shall provide services to OPNAV (N-88) and USMC HQ, both offices located in Arlington, VA at the Pentagon, in support of PMA 274 acquisition programs.

## 5.3 In-Service IPT Requirements

### 5.3.1 Program Management

#### 5.3.1.1 Program Planning

The contractor shall provide services that support development of plans and execution of tasks to achieve successful acquisition decisions. The contractor shall develop/ modify program briefs to support In-Service IPT objectives and goals. The contractor shall provide services to support/perform program schedule development and tracking and provide recommendations to reduce cost, schedule and performance risks. The contractor shall provide data research, gathering, collection and analyses of program related efforts to assist in meeting programs goals and objectives.

#### 5.3.1.2 Program Documentation

The contractor shall support the development and modification of In-Service program documentation including Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Statements of Work (SOW), Statements of Objectives (SOO), Performance Work Statements (PWS), Selected Acquisition Reports (SAR), Defense Acquisition Executive Summary (DAES), Program Summary Documents (PSD), and Program Management Plans (PMP) in accordance with DoD, Government, Navy, Naval Air Systems Command (NAVAIR) and Naval Air Warfare Center Weapons Division (NAWCWD) instructions and regulations.

#### 5.3.1.~~2~~3 Risk Management

The contractor shall support the PMA-274 Risk Management process. Contractor personnel shall identify risks, support risk working groups and risk management boards and perform/support documentation in the risk tool in use at PMA-274.

### 5.3.2 Acquisition Management

#### 5.3.2.1 Acquisition Services

The contractor shall initiate, review and analyze the In-Service IPT Procurement Initiation Documentation (PID) development and execution tracking. Services shall include writing, coordinating Procurement Planning Conferences (PPC), drafting Procurement Planning Agreements (PPA), tracking and facilitating completion of procurement milestones in the PPA, contract modifications, procurement funding documents and contract attachments.

#### 5.3.2.2 Data Management

The contractor shall provide data management services to perform tasks associated with executing the PMA-274 CDRL process including supporting procurement tasks associated with PIDs, drafting DD Form 1423s, verifying deliveries, tracking reviews and responses and providing status reports.

### 5.3.3 Technical Services

#### 5.3.3.1 Program Reviews, Technical Reviews, and Conferences

The contractor shall support program reviews, System Engineering Technical Reviews (SETR), Technical Interchange Meetings (TIMS) and conferences. Technical reviews to be supported include: System Requirements Review (SRR), System Functional Review (SFR), Preliminary Design Reviews (PDR), Critical Design Reviews (CDR), Interim Design Reviews (IDR), Functional Configuration Audit (FCA), and Physical Configuration Audit (PCA). Support services includes, pre-event research, issue paper/brief preparation, meeting minutes, post-event follow-up, and action tracking and reporting.

a. The contractor shall provide inputs and support conferences and program reviews, integrated baseline reviews and site surveys. This shall include pre-conference research, issue paper preparation and post-conference follow-up support including problem tracking, resolution, and status reporting. This shall include preparing production briefs and presentations, production manpower analysis, resource monitoring, meeting attendance and meeting minutes.

#### 5.3.3.2 Configuration Management (CM)

The contractor shall provide configuration management services in accordance with the PMA 274 Configuration Management Plan, the Naval Air Systems Command Configuration Management Process (NAVAIRINST 4130.1D), the Military Handbook Configuration Management Guide (MIL-HDBK-61A) and the Naval Air Systems Command Technical Directives System (NAVAIR 00-25-300) to ensure CM elements are properly integrated. The contractor shall participate in the development, evaluation, and improvement of CM processes, including associated information systems, which support the goals and objectives of the In-Service IPT.

##### 5.3.3.2.1 Configuration Management Documents

The contractor shall perform technical analyses, develop, process and monitor configuration change documents including Engineering Change Proposals (ECPs), Technical Directives (TDs), Engineering Change Orders (ECOs), Notices of Revision (NOR), Specification Change Notices (SCNs), requests for Deviations and Waivers, Rapid Action Minor Engineering Changes (RAMECs), Engine Service Bulletins and publication changes. The contractor shall perform a qualitative review of ECPs to determine executability and supportability and provide recommended corrections to the Government.

##### 5.3.3.2.2 Configuration Control Process

The contractor shall coordinate and support the PMA 274 Configuration Control Board (CCB). The contractor shall provide PMA-274 CCB Change Request Forms on In-Service aircraft, systems and subsystems change requests/proposals. This shall include coordination and distribution of CCB change requests/directives for staffing to obtain concurrence for proposed changes. The contractor shall prepare technical inputs for Configuration Control Board consideration.

##### 5.3.3.2.3 Configuration Items (CI)

The contractor shall provide recommendations regarding selection of configuration items at appropriate levels of product structure, configuration documentation for each CI, determining the appropriate configuration control authority for each configuration document consistent with training and logistics support planning for associated CI.

##### 5.3.3.2.4 Configuration Management Information Systems

The contractor shall use CM tools including: Configuration Management Information System Data Base (CMIS), Technical Directive Status Accounting (TDSA), Kit Management Information System (KITMIS), and PMA 274 Integrated Digital Environment (IDE). The contractor shall review, evaluate and update automated management information systems (including applications) used for CM processes and products. The contractor shall provide recommendations to improve these information systems (including applications) to improve the effectiveness and efficiency of CM processes and products.

##### 5.3.3.2.5 Configuration Change Documentation

The contractor shall ensure that CM change documentation is correctly identified and maintained in the appropriate repository. The contractor shall provide CM status in a report to include TDs, ECPs, and incorporation schedules. The contractor shall compile statistics, prepare metrics reports, and provide inputs for and support program reviews and conferences.

#### 5.3.3.3 Manufacturing, Production and Quality Assurance

##### 5.3.3.3.1 Operations Assessments

The contractor shall conduct/support analyses/reviews to provide assessments/status of Government and industry partner manufacturing, production and quality assurance operations. This includes site visits, analysis/surveillance of production tasks, assembly instructions, bill of materials (BOM), assembly work orders, material lead times, manufacturing requirements planning systems (MRPS) data, production tracking system(s), special tooling/special test equipment requirements, master control media, component test and evaluation planning, production floor layouts, inventory receipts, warehousing, tooling test equipment, production schedules, manufacturing transition plans, material supply lists, build cycles, part/kitting availability, material, and facility availability. Manufacturing, production and quality assurance risks shall be identified with recommendations to address known and potential deficiencies.

##### 5.3.3.3.2 Product Inspections

The contractor shall monitor product standards, review/inspect samples of finished goods, and recommend continuous quality improvement practices results.

### 5.3.4 Administrative Services

The contractor shall provide services to support the In-Service IPT Co-Leads. Services include coordination of meetings, management of calendars and schedules, generating travel documents using the DTS, drafting/routing correspondence in accordance with governing policies, support employee check-in and check-out process, maintain employee roster/recall data, utilize BASICS for visit request processing, support obtaining official passports for overseas travel, prepare naval messages, receive and distribute general mail, and order office supplies.

## 5.4 VXX IPT Requirements

### 5.4.1 Program Management

#### 5.4.1.1 Program Planning

The contractor shall provide services that support development of plans and execution of tasks to achieve successful acquisition Mile Stone (MS) decisions. The contractor shall develop/ modify program briefs to support VXX IPT objectives and goals. The contractor shall provide services to support/perform program schedule development and tracking and provide recommendations to reduce cost, schedule and performance risks. The contractor shall provide data research, gathering, collection and analyses of program related efforts to assist in meeting programs goals and objectives. This support shall include developing and modifying briefs and presentation materials.

#### 5.4.1.2 Program Documentation

The contractor shall support the development/modification of VXX MS A and B documentation including, Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Statements of Work (SOW), Statements of Objectives (SOO), Performance Work Statements (PWS), Selected Acquisition Reports (SAR), Defense Acquisition Executive Summary (DAES), Program Summary Documents (PSD), Initial Capability Document (ICD), Capability Development Document (CDD), and Program Management Plans (PMP) in accordance with DoD, Government, Navy, NAVAIR and NAWC instructions and regulations.

#### 5.4.1.3 Risk Management

The contractor shall support the PMA-274 Risk Management process. Contractor personnel shall identify risks, support risk working groups and risk management boards and perform/support documentation in the risk tool in use at PMA-274.

### 5.4.2 Acquisition Management

#### 5.4.2.1 Acquisition Services

The contractor shall initiate, review and analyze the VXX IPT Procurement Initiation Documentation (PID) development and execution tracking. Services shall includes, PID writing, coordinating Procurement Planning Conferences (PPC), drafting Procurement Planning Agreements (PPA), tracking and facilitating completion of procurement milestones in the PPA, contract modifications, procurement funding documents, and contract attachments.

#### 5.4.2.2 Data Management

The contractor shall provide data management services to perform tasks associated with executing the PMA-274 CDRL process including drafting DD Form 1423s, verifying deliveries, tracking reviews and responses, providing status reports.

### 5.4.3 Technical Services

#### 5.4.3.1 Program Reviews, Technical Reviews, and Conferences

The contractor shall support program reviews, System Engineering Technical Reviews (SETR), Technical Interchange Meetings (TIMS) and conferences. Technical reviews to be supported include: System Requirements Review (SRR), System Functional Review (SFR), Preliminary Design Reviews (PDR), Critical Design Reviews (CDR), Interim Design Reviews (IDR), Functional Configuration Audit (FCA), and Physical Configuration Audit (PCA). Support services includes, but is not limited to pre-event research, issue paper/brief preparation, meeting minutes, post-event follow-up, and action tracking and reporting.

a. The contractor shall provide inputs and support conferences and program reviews, integrated baseline reviews and site surveys. This shall include pre-conference research, issue paper preparation and post-conference follow-up support including problem tracking, resolution, and status reporting. This shall include preparing production briefs and presentations, production manpower analysis, resource monitoring, meeting attendance and meeting minutes.

#### 5.4.3.2 Configuration Management (CM)

The contractor shall provide services to review VXX IPT program and acquisition documentation to ensure CM elements are properly integrated, develop and modify CMP and SOP in accordance with current policies, perform CM planning for systems acquisition, and recommend changes to source materials and specific program requirements. The contractor shall participate in the development, evaluation, and improvement of CM processes, including associated information systems, which support the goals and objectives of the VXX IPT.

#### 5.4.3.3 Manufacturing, Production and Quality Assurance

##### 5.4.3.3.1 Operations Assessments

The contractor shall conduct/support analyses/reviews to provide assessments/status of Government and industry partner manufacturing, production and quality assurance operations. This includes: site visits, analysis/surveillance of production tasks, assembly instructions, BOM, assembly work orders, material lead times, MRPS data, production tracking system(s), special tooling/special test equipment requirements, master control media, component test and evaluation planning, production floor layouts, inventory receipts, warehousing, tooling test equipment, production schedules, manufacturing transition plans, material supply lists, build cycles, part/kitting availability, material, and facility availability. Manufacturing, production and quality assurance risks shall be identified with recommendations to address known and potential deficiencies.

### 5.4.4 Administrative Services

The contractor shall provide services to support the VXX IPT Co-Leads and the two (2) TD IPT Leads. Services include coordination of meetings, management of calendars and schedules, generating travel documents using the Defense Travel System, drafting/routing correspondence in accordance with governing policies, support employee check-in and check-out process, maintain employee roster/recall data, utilize BASICS for visit request processing, assist in obtaining official passports for overseas travel, prepare naval messages, receive and distribute general mail, and order office supplies.

## 5.5 Navy-Marine Corps Intranet (NMCI)

The contractor shall perform the tasks to order, track, issue and manage NMCI hardware, software and services to support on-site contractor personnel and off-site contractor personnel.

## 5.6 Travel

Contractor personnel shall travel to various locations within, and outside, the continental United States (CONUS). Government Team Leads will identify specific travel requirements for supporting contractor personnel. Passports for OCONUS travel may be required and shall be acquired by the contractor. Visit requests and country clearances shall be processed by the contractor. Only those travel expenses having valid receipts and travel claims will be reimbursed to the contractor. Travel will be reimbursed at cost in accordance with the DoD Travel Regulations.

## 5.7 Program Security

### 5.7.1 Security Procedures

The contractor shall implement and maintain security procedures to safeguard controlled unclassified and classified information in accordance with Executive Order 13526, Classified National Security Information; DoD 5220.22-M, National Industrial Security Operating Manual (NISPOM); DoD 5200.1-R, DoD Information Security Program and SECNAV M 5510.36, DoN Information Security Program Regulation. Additionally, classified program information shall be protected in accordance with the VH-3D and VH-60N Executive Transport Security Classification Guides and the Presidential Vertical Lift Platform(s) (VXX) Security Classification Guide. The DoD Contract Security Classification Specification, DD Form 254, defines program specific security requirements.

### 5.7.2 Operational Security Plan (OPSEC)

The contractor shall develop, implement, and maintain an OPSEC program to protect controlled unclassified and classified activities, information, equipment, and material used or developed by the contractor and all sub-contractors. The OPSEC program shall be in accordance with National Security Decision Directive (NSDD) 298 and DoD Manual 5205.02-M, DoD Operations Security (OPSEC) Program Manual, and shall include:

a. Assignment of responsibility for OPSEC direction and implementation.

b. Issuance of procedures and planning guidance for the use of OPSEC techniques to Identification of vulnerabilities and application of applicable countermeasures.

c. Establishment of OPSEC education and awareness training.

d. Provisions for management, annual review, and evaluation of OPSEC programs.

e. Flow down of OPSEC requirements to subcontractors, when applicable.

The contractor shall submit an OPSEC Plan IAW CDRL A004.

### 5.7.3 Distribution Statement

The contractor shall use the following Distribution Statement on the bottom of the front/cover page all technical documents to help prevent the inadvertent or unauthorized disclosure of sensitive program information:

**“DISTRIBUTION STATEMENT F:** Further dissemination only as directed by the Presidential Helicopters Program Office (PMA-274), Patuxent River MD 20670, May 2010, or higher DoD authority."

## 5.8 Personnel Security Clearances

The contractor shall ensure that all personnel, prior to starting work, have a minimum of DoD National Agency Check (NAC), or an equivalent. The contractor shall ensure that all personnel maintain their security clearance in order to perform the work assigned and access the facilities required to perform the work. The contractor shall ensure that personnel meet eligibility requirements for clearance/access to classified information at the level required (Secret, Top Secret and Yankee White).

a. The contractor shall comply with personnel security requirements for Secret and Top Secret clearances in accordance with the National Industrial Security Program Manual (NISPOM) 5220.22M and for Yankee White access in accordance with Selection of DoD Military and Civilian personnel and Contractor Employees for Assignment to Presidential Support Activities (PSAs) (DoD Directive 5210.55 and DoD Instruction 5210.87). Specifics requirements are as follows:

1. Secret – personnel filling positions/labor categories requiring a secret clearance shall have current secret clearance at time of contract award.

2. Top Secret – personnel filling positions/labor categories requiring a top secret clearance shall have a current Top Secret clearance at time of contract award. In lieu of a current Top Secret clearance, an Interim Top Secret is authorized in accordance with NISPOM.

3. Yankee White – personnel filling positions/labor categories requiring Yankee White access level shall have a current Yankee White access level or be able to obtain a favorable Yankee White approval at time of contract award.

## 5.9 Information Assurance (IA)

The contractor shall support/perform tasks to protect PMA-274 information and information systems. The contractor shall ensure the IA tenets of Confidentiality, Integrity, Availability, Authentication, and Non-Repudiation are integrated throughout PMA-274 information systems beginning with inception and concluding with retirement and/or termination as appropriate. The contractor shall ensure compliance with the following IA policies and procedures for the protection of information and information systems that they have administrator permissions:

a. Information Assurance (IA), DoDD 8500.01E, 24 Oct 02

b. Information Assurance Implementation, DoDI 8500.2, 6 Feb 03

c. DoD IA Certification & Accreditation Process (DIACAP), DoDI 8510.01, 28 Nov 07

d. Public Key Infrastructure & Public Key Enabling, DoDI 8520.2, 1 Apr 04

e. IA Training, Certification, & Workforce Management, DoDD 8570.01, 23 Apr 07

f. IA Workforce Improvement Program, DoD 8570.01-M, 20 Apr 10

g. Security of Unclassified DoD Information on Non-DoD Information Systems, DTM 08-027, 31 Jul 09

h. Navy Information Assurance (IA) Program, OPNAVINST 5239.1C, 20 Aug 08

### 5.9.1 System Access Authorization Request-Navy (SAAR-N)

The contractor shall ensure that all personnel requiring access to Government information systems to perform tasks in this PBSOW complete and submit a SAAR-N form to the NAS Patuxent River, MD Information Technology/Information Management (IT/IM) department located in building 1490.

#### 5.9.1.1 Common Access Card (CAC)

The contractor shall ensure that all personnel requiring access to Government information systems comply with the requirements to obtain a CAC. Contractor personnel are responsible to obtain and maintain a current CAC, after approval by the PMA-274 Contractor CAC Trusted Agent.

### 5.9.2 Information Assurance Training

The contractor shall complete and document annual Information Assurance training in accordance with IA Training, Certification, & Workforce Management, DoDD 8570.01, 23 Apr 07. The contractor shall provide status documentation within 1 working day when requested by the Government.

### 5.9.3 Information Systems Certification and Accreditation

The contractor shall support Certification & Accreditation (C&A) efforts for PMA-274 information systems to support Designated Approving Authority (DAA) accreditation decisions for issuance of: Authority to Operate (ATO), Interim Authority to Operate (IATO), Interim Authority to Test (IATT), and/or Interim Authority to Connect (IATC). In successfully executing C&A efforts, the Contractor shall reference DoD 8510.01 (DIACAP), DOD 8500.01E (Information Assurance), and DoDI 8500.2 (Information Assurance Implementation).

#### 5.9.3.1 Certification and Accreditation Timelines

The contractor shall conduct Interim Progress Reviews (IPR) on all C&A documentation at intervals of 190, 105, and 85 days prior to reaccreditation. These timelines allow one week for contractor review of paperwork prior to each C&A submission to NAVAIR 7.2.6, per their published nine (9) months C&A cycle. The contractor shall support the overall objective of submitting final documentation for reaccreditation of systems no later than 75 days prior to expiration date.

### 5.9.4 Contractor Owned and Operated Systems Processing Government Information

The contractor shall ensure that contractor owned and operated networks and information systems that process, store, display, manipulate, and/or transmit Unclassified PMA-274 data are in compliance with the protective measures in DoD Directive Type Memorandum (DTM) 08-027, 31 July 2009, Security of Unclassified DoD Information on Non-DoD Information Systems.

### 5.9.5 Email Transmission of Controlled Unclassified Information

The contractor shall ensure that when transmitting Controlled Unclassified Information (CUI), over non-secure e-mail (e.g. not connected to the NMCI network through Broadband Unclassified Remote Access System / Virtual Private network), those transmissions are encrypted using Department of Defense Public Key Infrastructure (DoD PKI) in accordance with Public Key Infrastructure & Public Key Enabling, DoDI 8520.2, 1 Apr 04

### 5.9.6 Information Assurance and Information Technology (IT) Workforce

The contractor shall maintain training and certification records for IA and IT personnel in compliance with DoD 8570.01-M, Information Assurance Workforce Improvement Program, 19 Dec 2005.

## 5.10 Continuity of Operations

### 5.10.1 Continuation of Mission Essential Contractor Services

The contractor shall continue the performance of mission essential contractor services identified in PBSOW paragraph “5.2.1.c Security Response Team” during: 1) a situation where PMA-274 personnel are unable to occupy their normal facilities either through localized acts of nature, accidents, technological, attack-related emergencies or situations that disrupt normal operations and 2) a situation where access to NAS Patuxent River is restricted to Mission Essential personnel. The contractor shall develop a Continuation of Mission Essential Contractor Services Plan using the Federal Continuity Directive 1 (FCD 1) Federal Executive Branch National Continuity Program and Requirements as a guide. The contractor shall identify, in the plan, provisions for the acquisition of essential personnel and resources, if necessary, for continuity of operations for up to 30 days or until normal operations can be resumed. The plan shall include, but not be limited to the following elements in accordance with DFARS Clause 252.237-7023:

a. Challenges associated with maintaining contractor essential services during an extended event, such as a pandemic that occurs in repeated waves;

b. The time lapse associated with the initiation of the acquisition of essential personnel and resources and their actual availability on site;

c. The components, processes, and requirements for the identification, training, and preparedness of personnel who are capable of relocating to alternate facilities or performing work from home;

d. Any established alert and notification procedures for mobilizing identified essential contractor service personnel;

e. The approach for communicating expectations to contractor employees regarding their roles and responsibilities during a crisis; and

f. Procedures for notifying the contracting officer and the Government Task Order Manager as expeditiously as possible in the event the contractor anticipates not being able to provide essential contractor services. The Contractor shall use its best efforts and cooperate with the Government in the Government's efforts to maintain the continuity of operations.

The contractor shall submit the Continuation of Essential Contractor Services Plan IAW CDRL A005.

## 5.11 Personnel Placement

### 5.11.1 Personnel Gain/Loss Report

The contractor shall submit a Personnel Gain/Loss Report for all employees (including sub-contractors) requiring access to Government IT systems. Submittals are required within (10) ten days of gain or loss of employee(s) that had or will access Government IT systems. The Personnel Gain/Loss Report shall be submitted IAW CDRL A006.

## 5.12 Performance Self-Assessment

The contractor shall perform a monthly self-assessment using the Quality Assurance Surveillance Plan (QASP), Attachment 1. The contractor shall submit the Monthly QASP Self Assessment IAW CDRL A007.

## 5.13 Material Purchases

It will be necessary for the contractor to have a material funding allocation (CLIN) to immediately respond to system development requirements, system failures, and system operation requirements.

All material requirements will be approved as follows: For a material requirement whose unit price is valued at $3,000 and below no prior approval is required: valued over $3,000 COR validation that the material is allowable is required. No material with a unit cost of $250,000 or greater may be procured under the contract. No material procurement with a total value of $650,000 or greater may be procured under this contract. For further guidance see Section H clause 5252.242-9515. Material requirements are projected to consist of the following:

List of Types of Allowable Materials: (to be specified in each contract)

The contractor shall provide all materials, parts, tools, components, and subsystems necessary to manufacture, fabricate, operate, maintain, test, integrate or complete any requirement of this contract. Any Information Technology (IT) material purchased shall have prior IT approval in accordance with the Clinger-Cohen Act of 1996.

It will be necessary for the contractor to have a material funding allocation (CLIN) to immediately respond to program requirements. All incidental material purchases will be in accordance with the PBSOW. For all material requirements, prior COR approval is required.

## 5.14 Work Locations

The contractor shall perform work primarily at NAS Patuxent River, Maryland (89%) with 9% being performed in Arlington, VA at the Pentagon, and being performed at contractor facilities (2%).

### 5.14.1 Contractor Facilities

The contractor shall provide and support facilities for contractor personnel supporting this contract that are not working aboard Government locations (off-site) with office space, telephone, copiers, facsimile, other necessary equipment and appropriate access to information systems, including NMCI.

### 5.14.2 Government Facilities

The Government will provide and support facilities for contractor personnel supporting this contract aboard Government locations (on-site) with office space, telephone, copiers, facsimile, other necessary equipment and appropriate access to information systems, including NMCI.

### 5.14.3 Relocation Facilities

The Contractor shall provide and support facilities for contractor personnel supporting this contract in the event of a Government relocation mandate for all contractor support services to vacate PMA-274 Presidential Helicopters Program Office.

## 5.15 List of Deliverables

1. Monthly Meeting Agenda (PBSOW para 5.1.1) - CDRL A001

2. Monthly Status Report (PBSOW para 5.1.2) - CDRL A002

3. Funds and Man-Hour Expenditure Report (PBSOW para 5.1.3) - CDRL A003

4. Operational Security Plan (OPSEC) (PBSOW para 5.7.2) - CDRL A004

5. Continuation of Mission Essential Contractor Services Plan (PBSOW para 5.10.1) - CDRL A005

6. Personnel Gain/Loss Report (PBSOW para 5.11.1) - CDRL A006

7. Performance Self-Assessment (PBSOW para 5.12) - CDRL A007

# 6.0 Government Furnished Materials/Equipment/Information (GFM/E/I)

It is not anticipated that GFM/E/I is required for the performance of this contract. If a GFM/E/I List requirement is identified, the COR shall be notified to determine necessity. If authorized, the TOM will provide the GFM/E/I to the contractor. Upon completion of the task, the contractor shall return/dispose of the items as required.