

**50E CHENG SERVICES
PERFORMANCE WORK STATEMENT FOR SEAPORT-E
14 April 2014**

1.0 INTRODUCTION

The Space and Naval Warfare System Center – Pacific (SSC Pacific) Office of the Chief Engineer (50E) is acquiring systems and software engineering technical services in support of its mission to provide top systems-level technical direction at the Command for the development, acquisition, deployment and support of integrated C4ISR systems and related projects by establishing and maintaining technical guidance, standards, and disciplined engineering processes to provide safe, effective, affordable, and integrated C4ISR products.

2.0 BACKGROUND

50E provides subject matter expertise to assist in the execution of engineering objectives and enable conformance to authoritative policies. It also works on innovative solutions and top-level technical guidance across multiple competencies promoting cross-collaboration in order to meet SSC Pacific command mission, vision and objectives consistently using engineering best practices, standards, policies and procedures.

3.0 SCOPE

The contractor shall support the 50E office and coordinate with other SSC Pacific in support of this mission. The contractor shall be required to develop and conduct presentations and foster process improvement on a variety of software and systems engineering topics to include management best practices and assessments. 50E is responsible for ensuring that the appropriate technical policies, requirements, standards and processes are applied to products under the scope of the SPAWAR 50E's technical authority ([SPAWARINST 5000.1 NAVSYSCOM Engineering Policy –Joint Instruction 508 Compliant](#)).

4.0 APPLICABLE DIRECTIVES

The Contractor shall adhere to the following documents and processes in accordance with paragraph 5.0, Performance Requirements:

4.1 Government

Document Type	No./Version	Title	Date
SECNAV	M-5216.5	Navy Correspondence Manual	March 2010
SSCPACINST 5234.1C		Project Management and Systems Engineering Management	20 March 2014
SSCPACINST 5400.3		SSC Pacific Standard Review Policy	12 December 2011
PR-RSK-1000026	v1.3	SSC Pacific Risk Management Process	19 December 2011
SSCPACINST 5401.1, SSC	IN-OPD-1000177	SSC Pacific	23 January 2012

Pacific Organizational Set of Standard Processes (OSSP)		Organizational Set of Standard Processes	
Department of Defense INSTRUCTION NUMBER 5000.02		INSTRUCTION NUMBER 5000.02	26 November 2013
Department of Defense Architecture Framework	v2.02	DoD Deputy Chief Information Center	August 2011

4.2 Commercial

Project and Systems Engineering Management Instruction (SSC PACINST5234.1B)	February 2013	PM/SEM Policy	February 2013
ISO/IEC 15288	09 Sept 2005	Systems Engineering standard covering processes and life cycle stages	09 Sept 2005
ISO 9001 & ISO 9000-3	2008 version	Addresses quality	2008 version
ISO/IEC 26702	2007	Systems Engineering - Application and Management of the SE Process	2007
ISO/IEC TR 15504	2004	Addresses capability	2004
ISO/IEC 12207 & ISO/IEC 15288	2008	Address lifecycle	2008
ANSI/GEIA EIA-632	01 Sept 2003	Processes for Engineering a System	01 Sept 2003
IEEE 1220-2005	09 Sept 2005	IEEE Standard for Application and Management of the Systems Engineering Process, Institute of Electrical and Electronics Engineers	09 Sept 2005
ISO/IEC 19760	2012	A Guide for the Application of ISO/IEC 15288	2012
ISO/IEC 15504	2004	Information Technology - Process Assessment	2004
IEEE 1471	2011	IEEE Recommended Practice for Architectural Description of Software-Intensive Systems	2011

5.0 PERFORMANCE REQUIREMENTS

In support of its mission, the 50E Office provides multiple engineering support services across multiple competencies to include the following: Net-Centric Engineering Integration and Interoperability, System of Systems (SoS), Command & Control, Business Systems & Enterprise Information Systems, Communications & Networks, Intelligence, Surveillance, Reconnaissance (ISR) and Information Operations (IO), Space Systems Engineering, Information Assurance (IA) & Security Engineering and Test Evaluation & Certification. Some examples of this support include:

- Technical Project Reviews
- Technical Studies
- Science and Technology (S&T) Transition Support
- Web collaboration and database support
- Engineering documentation and concept model development
- Cyber Engineering and Security Support (Cyber Security Workforce (CSWF) and DOD 8570.01-M Compliance)
- Engineering process e.g. Quality Assurance (QA), Configuration Management (CM), Requirement Management (REQM)

Some of the methods for achieving business, engineering and technical project management and software and systems engineering process improvements include:

- Maintaining and sharing a best practice, project management, and software and systems engineering library
- Providing for best practices, engineering and technical project management, software and systems engineering technology transfer
- Identify key goals and processes for improvement with regard to quality, service, flexibility, cost and schedule
- Act as a liaison between the Competencies and other SSC Pacific groups.
- Establish policy, outline procedures, and assign responsibilities for the planning and execution of the SSC Pacific standard reviews program for all programs of record (POR), projects and tasks executed at SSC Pacific in accordance with SSCPACINST 5400.3.

5.1 Common Services

These services are common across the multiple service areas supported by the 50E Office.

5.1.1 – The contractor shall develop and conduct presentations on a variety of process improvements, Organizational Set of Standard Processes (OSSP) and software and systems engineering topics.

5.1.2 - The Contractor shall prepare and deliver the Contractor's Monthly Status Report, which indicates the cost, schedule, performance, personnel, travel and other direct cost status. (CDRL A001) .

5.1.3 – The contractor shall foster process improvement by assisting projects in defining, implementing and improving their engineering and technical project management, services, engineering and work processes. Tasks include conducting and/or participating in assessments of engineering and technical project management and software and systems engineering best practices usage by SSC Pacific projects; identifying customer, process improvement, engineering

and technical project management and software and systems engineering management needs; developing or reviewing process improvement plans, processes and procedures; identifying and using Center-wide engineering best practices; and providing input to and attending process improvement meetings and providing input in those meetings.

5.1.4 – The contractor shall provide subject matter experts who have experience and knowledge with consulting others to implement engineering processes across the command in accordance with [Project and Systems Engineering Management Policy \(SSCSDINST 5234.1C\)](#). The contractor shall provide support in the areas of training, process management, objective evaluation and IT Service Management / Information Technology Information Library (ITIL) as well as prepare, coordinate and post evaluation of program management project meetings, conferences and reviews. This includes preparing agendas, meeting minutes, tracking action items, developing, preparing and supporting of executive level briefs and presentations.

5.1.5 – The contractor shall prepare and maintain technical reports, white papers, quad charts, trade studies and assist with managing the digital library. The contractor shall coordinate and participate in working groups, meetings, and conferences internal and external to the SSC Pacific. This includes support for acquisition, production and integration efforts at working group meetings, Integrated Product Teams (IPT) sessions, in-process reviews and other meetings.

5.1.6 – The contractor shall support special projects as assigned to 50E and tasks associated with SSC Pacific emergent taskers. Emergent tasker reports shall be prepared in accordance with the requirements and within timeframes provided by the requestor/sponsor. The contractor shall prepare risk management plans and assessment methods in accordance with [SSC Pacific Risk Management Process and](#) perform risk assessments and prepare and maintain risk tracking methods to assist in managing program.

5.1.7 – The contractor shall prepare and maintain organizational metrics. The metrics shall be prepared and maintained in the form or format as assigned by the requestor and be available for AD HOC data calls within the timeframe assigned. The Contractor shall support Continuous Process Improvement (CPI) efforts to include Lean Six Sigma (LSS) events and participate in conferences, meetings, Integrated Product Teams (IPTs), working groups, and other gatherings within the Department of Defense (DoD).

5.1.8 – The contractor shall perform domain and system of systems engineering technical support for new or developing programs, including preparation of technical studies, whitepapers and roadmaps. The contractor shall research, draft, staff and submit studies, papers, roadmaps and briefs as well as participate in meetings, program reviews, video teleconference (VTCs) and planning sessions. The contractor shall develop technical meeting agendas, minutes, technical meeting reports and track action items resulting from technical reviews through completion and closure and update and maintain a reviews/project/task event planning schedule.

5.2 Engineering Process Support Area

5.2.1 – The contractor shall provide support within the OSSP domain including Requirements Management, Basic Systems Architecture using The Department of Defense Architecture Framework (DoDAF), Capability Maturity Model Integration (CMMI) for Development and Services, Configuration Management (CM), Decision Analysis & Resolution (DAR), Introduction to Product and Process Quality Assurance (PPQA), Logical Design Solutions (LDS), Measurement & Analysis (M&A), Peer Review, Product and Process Quality Assurance Practitioner's Course (PPQA for Practitioners), Product Integration (PI), Requirements

Development (RD), Requirements Management (REQM), System Engineering Overview (SEO), Systems Analysis (SA), Technical Solutions (TS), Verification and Validation (VV).

5.2.2 – The contractor shall develop and maintain engineering and technical project management, systems and software engineering processes, as specified in the OSSP and the CMMI constellations for use by SSC Pacific projects. The contractor shall also suggest appropriate changes to Center-wide project management and engineering processes so that they adhere to the best practices outlined in the OSSP and Project and Systems Engineering Management Policy (SSCSDINST 5234.1C).

5.3 Quality Assurance Support Area

5.3.1 – The contractor shall consult with project and support function leads within SSC Pacific on how to perform Quality Assurance (QA) in their projects as well as conduct live training on QA at SSC Pacific. The trainer shall have experience in performing QA to include experience in leading and conducting live training.

5.3.2 – The contractor shall provide process management support of the standard QA process to include tracking feedback and input of possible changes to the process, tracking planned and actual changes to the QA process, modification of the QA process, configuration management of those changes in a new revised process and publication/announcement of the new version. The contractor shall assist with or perform objective evaluations of projects/activities performing QA to determine their level of compliance with the existing QA process.

5.4 Information Dominance System of Systems Support Area

5.4.1 – The contractor shall facilitate standardization within the 50E organization in the areas of Information Dominance, Information Technology, and Integration and Interoperability (I&I) within the DOD. The contractor shall also provide expertise in Cloud Computing and software tools that support the 50E strategic plan. Areas of support services include: program management; systems analysis and engineering; system and software testing; network engineering; application engineering and information management engineering.

5.4.2 – The contractor shall provide expertise and support in the following work areas: planning and execution of work, test, evaluation and integration of projects, data collection and analysis, and system engineering technical assessments. The Contractor shall be able to directly support cross-organizational teams, technical studies, and the development of technical acquisition documentation, technical surveys, engineering white papers, engineering design documents, and maintain all 50E web pages and portals.

5.5 Evaluation and Assessment Support Area

5.5.1 – The contractor shall conduct technical analysis in support of the Commanding Officer and Executive Director reviews (CO/ED) and SSC Pacific standard reviews process; review program, project or initiative documentation for technical compliance against appropriate checklists, policies, requirements, standards and processes; evaluate program, project or initiative technical risks; and develop technical reports.

5.5.2 – The contractor shall determine and recommend appropriate technical standards and processes, tailor appropriate checklists for the review, and develop a tailored requirements report

as well as track actions items resulting from technical reviews through initiation, mitigation and eventual closure.

5.5.3 – The contractor shall conduct technical surveys, investigate technical issues, and revise/improve standard technical processes which result in policy changes, including processes to execute TA in a Competency Aligned Organization (CAO). Conduct reviews and make recommendations on Request for Deviation/Request for Waivers (RFD/RFW) from the approved specifications and Center level Change Requests as required.

5.5.4 – The contractor shall conduct technical analysis in support of the reviews process and develop a technical report. The contractor shall review and evaluate new or developing programs, project or initiative documentation for technical compliance against appropriate checklists, policies, requirements, standards and processes, and technical risks.

5.5.5 – The contractor shall determine and recommend appropriate technical standards and processes, and tailor appropriate checklists for the review, and develop a tailored requirements report for all programs .

5.5.6 – The contractor shall develop a Technical Review Action Plan for all programs including recommending the type and level of expertise needed to conduct events or document reviews and coordinating between the program office or program executive office staff, Executive Director, Technical Process Owners (TPOs), Technical Area Experts (TAEs) and other non-warranted experts to develop recommended technical approaches, methods and schedules for events and other reviews.

5.5.7 – The contractor shall assist Code 50E with the financial analysis of program cost drivers, infrastructure costs, general/administrative and overhead cost contributors in the review of all systems or programs. Provide review of monthly, resource consumption, performance measures and return on investment (ROI) analysis/monitoring as part of the Systems Engineering Technical Review processes and participate in working group meetings, Integrated Product Team (IPT) sessions, and in process reviews.

5.5.8 – The contractor shall conduct and/or participate in CMMI and ITIL based appraisals to determine the capability of a project or organization.

6.0 DELIVERABLES

In addition to the deliverables listed in below table, the contractor shall also provide products supporting the PWS 5.0 task areas, such as briefs, white papers, periodic project reports, assessments, etc.

The contractor shall provide deliverables in accordance with the timeframe specified. Deliverable formats shall be provided, in Microsoft (MS) Office formats, or proposed formats by the contractor and approved by the Program Office.

Monthly Status of Funds Report (MSFR) (CDRL A001)	By the 15th business day following end of month
Trip Report (CDRL A002)	5 days after completion of a trip. (see section 11)

7.0 GOVERNMENT FURNISHED PROPERTY/INFORMATION

Government Furnished Property is not required for this task.

8.0 NAVY MARINE CORPS INTRANET (NMCI)

The nature of this task does not require contractors to procure NMCI seats for contractor personnel. NMCI seats will be available for contractors working on site. In addition, the Government will provide NMCI CACs for the performance of this task order.

9.0 SECURITY

The nature of this task requires access to Secret information. The work performed by the Contractor will include access to unclassified and up to Secret data, information, and spaces. The Contractor will be required to attend meetings classified up to Secret level.

As required by NISPOM, Chapter 1, Section 3, contractors are required to report certain events that have an impact on the status of the facility clearance (FCL), the status of an employee's personnel clearance (PCL), the proper safeguarding of classified information, or an indication that classified information has been lost or compromised. Contractors working under SSC Pacific contracts will ensure information pertaining to assigned contractor personnel are reported to the COR/TPOC, Contracting Specialist, and the Security's COR along with notifying the appropriate agencies such as CSA, CSO, or DODCAF when related to the denial, suspension, or revocation of a security clearance of any assigned personnel, any adverse information on an assigned employee's continued suitability for continued access to classified access; any instance of loss or compromise, or suspected loss or compromise, of classified information; actual, probable or possible espionage, sabotage, or subversive information; or any other circumstances of a security nature that would affect the contractor's operation while working under SSC Pacific contracts.

Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually. The briefing is available at <https://atlevel1.dtic.mil/at/>, if experiencing problems accessing this website contact ssc_fortrav@navy.mil. Forward a copy of the training certificate to the previous email address or fax to 619-553-6863.

All work is to be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

10.0 TASK ORDER PROGRAM MANAGEMENT AND ADMINISTRATION

10.1 Best Practices

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

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at: <https://doncmra.nmci.navy.mil>.

For purposes of ECMRA reporting, the Federal Supply code / Product Service Code applicable to this contract/order is R408. Details about ECMRA can be found at NMCARS 5237.102(90) https://acquisition.navy.mil/rda/home/policy_and_guidance/nmcars.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at: <http://www.ecmra.mil/>

11.0 TRAVEL

Travel is expected during the performance of this PWS. Specific travel locations and dates will be identified as required.

The Contractor shall request for travel in support of this task order. The request for all routine travel shall be made via email to the COR no later than five (5) working days in advance of the anticipated travel date for final approval. For emergent travel, requests shall be made within three (3) days of the actual travel date and will be approved by the COR. Trip/activity reports shall be completed and submitted to the COR five (5) days after completion of the trip (CDRL A002).

The travel request shall include the following:

- Traveler's Name
- Name of specific Government Technical POC requesting the travel
- Program/project name travel is required for
- Applicable PWS paragraph number
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel funds expended to date
- Balance of authorized travel funding

If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the **SSC Pacific** foreign travel team, Topside, Building 27, 2nd Floor -Room 206 for action. A Request for Foreign Travel form shall be submitted for each traveler, in advance of the travel, to initiate the release of a clearance message at least 40 days in advance of departure. Each Traveler must also submit a Personal Protection Plan and have a Level 1 Antiterrorism/Force Protection briefing within one year of departure and a country specific briefing within 90 days of departure. Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually. The briefing is available at <https://atlevel1.dtic.mil/at/>, if experiencing problems accessing this website contact ssc_fortrav@navy.mil. Forward a copy of the training certificate to the previous email address or fax to (619) 553-6863. SERE 100.1 Level A Code of Conduct training is also required prior to OConus travel for all personnel. SERE 100.1 Level A training can be accessed at <https://wwwa.nko.navy.mil>. Other specialized training for specific locations may also be required contact the SSC Pacific foreign travel team.

12.0 PLACE AND PERIOD OF PERFORMANCE

12.1 Place of Performance

The place of performance for efforts under this performance work statement shall be at the Government facilities as designated by SSC Pacific in San Diego, CA.

12.2 Period of Performance

The period of performance for this Task Order is one (1) base year and four (4) option years for a total of five (5) years.