

Performance Work Statement

PMW 790 Engineering, Logistics, Installation, Integration, Planning and Requirements Support Services

1.0 INTRODUCTION

The Program Executive Officer, Command, Control, Communications, Computers and Intelligence (PEO C4I), Shore and Expeditionary Integration Program Office (PMW 790) is acquiring support services in the areas of production systems engineering, logistics, installation, integration, planning and requirements support services for the architecture, integration, acquisition, and support of multiple shore communication programs. The support services include:

- Production Systems Engineering
- Logistics Management
- Shore Installation Management
- Systems Engineering/Installation Documentation
- Shore and Expeditionary Integration/ Planning/Requirements

2.0 BACKGROUND

PMW 790's mission is to integrate, install and accelerate delivery of C4I capability to naval shore and expeditionary platforms. The overarching goal is to ensure C4I systems programmed for installation on Navy ships, deployed expeditionary units and shore operational command units have matching shore terrestrial transport facilities of appropriate capacity to support Fleet deployments worldwide; and to migrate their terrestrial interconnections into a coherent, scalable, network-centric communications and multiplexing fabric designed to optimize functionality by effecting improvements that both satisfy current shortfalls and, wherever possible, provide the building blocks for future C4I architecture. The Shore Expeditionary and Integration modernization efforts consist of several programs:

- Navy Expeditionary Combat Command (NECC)
- Global Command Control Systems-Maritime/Maritime Headquarters with Maritime Operations Center (GCCS-M/MHQwMOC)
- Shore Telephony
- Tactical Switching Ashore
- Shore Modernization
- Joint UHF Military Satellite Communications Network Integrated (JMINI) Control System

NECC, established in January 2006, integrates all warfighting requirements for expeditionary combat and combat support elements, consolidating and realigning the Navy's expeditionary forces under a single command to improve fleet readiness. NECC components include Naval Coastal Warfare (NCW), Maritime Expeditionary Security Force (MESF), Explosive Ordnance Disposal (EOD), Naval Construction Division (NCD), Expeditionary Logistics Support Group (ELSG), Expeditionary Training Command (ETC), Expeditionary Combat Readiness Center (ECRC), Riverine, and Military Civil Affairs Group (MCAG). PMW 790 is responsible for

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identifying, acquiring, integrating, fielding and sustaining enterprise C4I solutions for NECC. These C4I solutions must be rapidly deployable, scalable and interoperable in order to meet NECC mission requirements. This effort requires close coordination with Team SPAWAR including product and platform PMWs, SPAWAR HQ, SPAWAR Systems Centers and other services (e.g. USA, USCG, USMC, etc). The provided C4I capability is a central element in the ability of the NECC forces to meet their mission requirements:

- Provide a secure area for forces and logistics to flow ashore from the Seabase and operate through the full continuum of environments from blue water to ashore.
- Support naval and joint combat forces with explosive ordinance disposal, combat engineering and construction, mobile diving and salvage, riverine operations, expeditionary logistics, maritime civil affairs, expeditionary training and maritime security/force protection.
- Use the distributed capability of assigned forces to extend Joint Forces Maritime Component Commander/Navy Component Commander (JFMCC/NCC) domain awareness to the near-coast, inshore and riparian environments.

GCCS-M/MHQwMOC is a systems of systems (SoS) platform integration of various PEO C4I, Team SPAWAR and Joint programs of record (POR) to field global maritime capabilities throughout the full range of military operations to a global network of MHQ w/ MOCs focused at the operational-level of warfare, and to enhance and standardize the warfighting and C4I capabilities of the JFMCC/NCC .

Shore Telephony provides command and control voice capability to naval installations worldwide. This effort has two primary areas of focus. The first focus area is to modernize and replace obsolete Naval Network Warfare Command (NNWC)-owned telephony equipment, software and cable plants worldwide; upgrade firmware, hardware and software on a progressive schedule at the fleet concentration locations; and develop corporate strategy for an enterprise approach to Navy voice. Projects within this focus area include production engineering, procurement of equipment, installation, testing, and initial logistics support. The second focus area is to develop voice strategy for migrating the legacy telephony environment to an Internet Protocol (IP) environment. Projects within this focus area will address the technology, acquisition, management, migration and business process improvement aspects required for future Navy voice services.

Tactical Switching Ashore supports the migration of shore sites and their terrestrial interconnections into a coherent, scalable, network-centric capability. Tactical Switching Ashore rebuilds 1970's based shore high frequency based infrastructure to current and future scalable technical standards in order to provide afloat units and Joint users a commercially standardized, technically compliant and robust network. The Tactical Switching Ashore acquisition strategy will increase efficiencies and reduce the overall footprint of the Navy's shore sites by implementation of the Global Network Operations and Security Center (GNOSC) concept.

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Shore Modernization (also known as the Shore Improvement) provides for the advanced planning, management and execution of C4I requirements for MILCON and other facility programs/projects . This includes funding for C4I costs not directly attributable to existing C4I programs of record, e.g. Timing and Synchronization, cable plants, pre-wired racks, legacy systems and associated environmental considerations. Shore Modernization also provides some collateral support to other PMW 790 programs and supports developing programs such as the Navy Continuous Training Environment (NCTE).

JMINI Control System is a joint interest program directed by the Military Communications Electronics Board (MCEB) with the Navy designated as the lead service. The JMINI Control System will provide dynamic centralized control of joint 5-kHz and 25-kHz UHF MILSATCOM voice and data resources (channels and Time Division Multiple Access (TDMA) time slots) via a globally integrated system of four control stations: Naval Computer and Telecommunications Area Master Station Atlantic (NCTAMSLANT); Naval Computer and Telecommunications Area Master Station Pacific (NCTAMSPAC); Naval Computer and Telecommunications Stations (NCTS Naples); and Naval Computer and Telecommunications Stations (NCTS Guam). The globally integrated system consists of three major subsystems. The first subsystem, Network Management System or NMS, provides communications resource planning and management via secure Wide Area Network (WAN) connections between the control stations and remote users. The second subsystem, Satellite Access Controller (SAC), provides the waveform protocols for all users. The third subsystem consists of the control terminals which provides RF connectivity (modems, radios, antennas) between SAC and the UHF MILSATCOM user terminals worldwide. The system utilizes the Digital Modular Radio for its control terminal.

3.0 SCOPE

The objective of this task order is to obtain production systems engineering, logistics, installation management, and shore and expeditionary integration/ planning/requirements support expertise. This tasking will effectively support the production, acquisition, interoperability, installation and integration required by PMW 790 to support procurement and shore and expeditionary installation planning, design, production and system turnover requirements. PMW 790 provides centralized management and analysis for PEO C4I installations that encompasses C4I work planning, integration or consolidation of installations, scheduling, daily tracking of installations, resolution of issues impacting installations, installation metric reporting and analysis, preparation of installation status briefs, installation project support, installation process refinement and related mission requirements. Shore installations average about 500-800 new installations annually at 600 shore Commands. A SPAWAR Systems Center or a contracted vendor actually executes the installation. The actual installation is not within the scope of this task. Each installation project varies in complexity, cost, and duration to complete. Installation cost can range from several thousands of dollars to several millions of dollars.

The efforts under this task order will focus on technical support and production engineering, installation support services, and logistics management support services required to support the

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procurement and fielding of PMW 790's shore based systems and programs as well as installation support for shore based PEO C4I installations.

Work will be performed at Contractor facilities, on-site at SPAWAR Old Town Campus and during travel in support of designated activities.

The Contractor shall be able to perform the requirements of this Performance Work Statement whether the work is performed on-site, off-site or in travel status.

4.0 APPLICABLE REFERENCE DOCUMENTS

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

Document Type	No./Version	Title	Date
United States Code	Title 10	Armed Forces	20 Jan 2004
SPAWARINST	1500.1	Integrated Battle Force Training (IBFT) Process	17 Aug 2001
SPAWARINST	1500.2	Consolidated SPAWAR/PEO Training Process	14 Mar 2003
SPAWARINST	4105.2	Integrated Logistics Support Certification Process For SPAWAR Systems Fielded Afloat	20 Feb 2004
NAVNETWARCOMINST	12271.1	Policy and Procedures For The Fleet Readiness Certification Board (FRCB) Process	17 Oct 06
SPAWARINST	4130.5	Handbook for Field Changes and Engineering Changes	05 Jan 2004
SPAWARINST	4400.13A	Material Support Date (MSD) Management	18 Mar 1998
SPAWARINST	4410.4A	Policy and Procedures for the Request and Assignment of Military Nomenclatures, Serial Numbers, and Review and Approval of Identification Plate Formats	30 Oct 1987
SPAWAR Handbook	Ver 2.2	Shore Installation Process Handbook	12 Jun 2003
DoDINST	5000.2	Operation of Defense Acquisition System	12 May 2003
OPNAVINST	11102.1	Policy and Procedure for Training Equipment Facility Requirements (EFR)	21 Oct 1986
OPNAVINST	1500.76	Navy Training System Requirements, Acquisition, and Management	21 July 1998

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Document Type	No./Version	Title	Date
NAVSEA	N/A	PARTS User Manual & PSD Desktop Guide	19 Feb 2003
MIL-STD	196E	Joint Electronic Type Designation System (JETDAS) Instruction	17 Feb 1998
DoD Directive	5000.1	The Defense Acquisition System	12 May 2003
Code of Federal Regulation	Title 48 Vol 1,2	Federal Acquisition Regulations (FAR)	22 Mar 2007
Code of Federal Regulation	Title 48, Vol 3	Defense Federal Acquisition Regulations (DFAR)	26 Apr 2007
SPAWARINST	4350.1	SPAWAR Global Work Breakdown Structure	12 Jun 2006
PEO C4I and Space	Version 3.0	PEO C4I and Space Acquisition Program Structure Guide	Feb 2004
SPAWAR CCB Handbook	Version 1.3b	SPAWAR CONFIGURATION MANAGEMENT FOR C4ISR SYSTEMS	21 Aug 2000
SPAWAR	Version 1.3	FORCENet Architecture and Standards Volume II	27 Feb 2004
SPAWARINST	5200.28	Policy and Procedures for Installation of C4ISR Systems at Shore Facilities	09 Mar 1999
SPAWAR Handbook	Version 2	Shore Installation Process Handbook	06 Dec 2003
SECNAVINST	5216.5D Change 1	Department of the Navy Correspondence Manual	28 May 1998
Industry Standard	ANSI/EIA-748-98	Earned Value Management Systems	June 1998
SECNAVINST	5510.36	Department Of Navy (DON) Information Security Program (ISP)	06 Oct 2006
Industry Standard	PMBOK Guide	A Guide to the Project Management Body of Knowledge published by Project Management Institute	3rd Edition 2004
PEO C4I LCCM	PMW 790-CMG-00154-1.00	Policy For Implementation of Life Cycle Configuration Management (LCCM) within the PEO C4I	Apr 2007
PEO C4I LCCMIM	Ver 1.0	The Life Cycle Configuration Management Implementation Manual (LCCMIM)	06 Feb 2007

5.0 PERFORMANCE REQUIREMENTS

The Contractor shall perform the following tasks in accomplishing the requirements of this task order. The Contractor shall provide the necessary timely assistance to meet program emergent requirements as established and requested by the Program Manager or other properly designated

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authority. In addition, the Contractor shall perform, document and deliver the output of each task in accordance with the requirements stated in each task and the directives listed in Section 4.0, Applicable Reference Documents, unless otherwise directed by the Program Manager or his/her authorized representative. All required written documentation, reports, briefing materials and other materials as described below shall be submitted in the requested format, without spelling, grammatical or calculation errors.

The Contractor shall participate in command-sponsored training, as assigned. Command sponsored training is defined as High Performance Organization (HPO), Team Building, and organizational development such as LEAN Six Sigma, but does not include training that would incur additional government cost.

5.1 Production Systems Engineering (OPN)

The Contractor shall provide the production systems engineering support services required to support the multiple shore and expeditionary communication programs managed by PMW 790.

5.1.1 Prime Mission Product Engineering

The Contractor shall provide prime mission product engineering support services to PMW 790 as specified below.

5.1.1.1 The Contractor shall conduct production engineering analyses of selected or proposed product improvements of system of systems, production components and sub-systems in terms of system operability and interoperability, technical merit and schedule risk. These evaluations shall include:

- System performance vs. product performance design;
- Consistency and congruency with Joint external forcing functions
- Comparative functionality with Commercial-Off-the-Shelf (COTS) technology
- Validation of customer requirements vs. state-of-the-art applicability
- Production feasibility;
- Maintainability and reliability impacts; and
- Deployability/transportability impacts.

All analyses will demonstrate mastery of subject matter being reviewed and address tradeoffs with respect to operational effectiveness and cost containment. The Contractor shall complete assigned analyses and submit required reports/documentation within the timeframe and in accordance with the format and accuracy standards prescribed by the requestor 95% of the time.

5.1.1.2 Contractor shall review and evaluate production design data and documentation with the intent of meeting PEO and Joint initiatives; prepare, test and technically evaluate engineering approaches, hardware and software applications, Engineering Changes; and conduct analyses of producibility and production operations, processes, and systems to correct deficiencies in the

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PMW 790 production items. The Contractor shall work closely with NNWC to ensure operational requirements are compatible with production. The review/evaluation work undertaken by the Contractor herein shall demonstrate mastery of subject matter being reviewed as well of the analytical techniques utilized by the Contractor. The Contractor shall complete and submit assigned work products/reports/documentation within the timeframe and in accordance with the specifications, format and accuracy standards prescribed by the requestor 95% of the time.

5.1.1.3 The Contractor shall provide acquisition and production engineering support services necessary to support PMW 790 in accomplishing the NECC and GCCS-M/MHQwMOC acquisition, integration, installation, and sustainment of C4ISR systems including:

- Review and evaluate acquisition data and documentation with the intent of meeting PEO and Joint initiatives;
- Identify potential risks;
- Analyze selected or proposed system components and sub-systems in terms of design interface, survivability/vulnerability, deployability and transportability, production engineering, and human engineering;
- Establish estimates for production capability requirements;
- Assess previous acquisition, production and user experience on similar programs;
- Assess acquisition and production feasibility;
- Provide Integrated Product Team (IPT) and other technical meeting support as required.
- Prepare and evaluate engineering approaches, hardware and software applications, and Enterprise Change Requests;
- Oversee acquisition processes including scheduling, system distribution, and status reporting;

The Contractor shall complete and submit assigned work products/reports/documentation within the timeframe and in accordance with the specifications, format and accuracy standards prescribed by the requestor at least 95% of the time.

5.1.1.4 The Contractor shall provide the production engineering and technical support services necessary for production equipment layout, and engineering changes for Shore Integration programs. Production equipment layout and engineering changes shall be completed and submitted to the requestor within the assigned due date 95% of the time.

5.1.1.5 The Contractor shall provide the production engineering and technical support services necessary to oversee production processes across PMW 790 programs including inventory, distribution, and status reporting. All work products shall be completed and delivered to the requestor within the assigned due date 95% of the time.

5.1.1.6 The Contractor shall provide the prime mission engineering and technical services required to support the Shore Telephony program with providing input into and oversight of CONUS and OCONUS production planning to be undertaken in support of Navy Voice Strategy.

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5.1.1.7 The Contractor shall provide prime mission engineering integration services to support PEO C4I and Space efforts to migrate voice to IP technology. The Contractor shall have a working knowledge of shore voice and data networks, including DoD certification and security requirements. All work products shall be completed and delivered to the requester within the assigned due date 95% of the time.

5.1.2 Hardware Engineering Services

5.1.2.1 The Contractor shall provide the hardware engineering support services necessary to prepare and review appropriate interface specifications, integration plans and inputs, and other related documentation. Inputs shall be provided to the requester within the assigned due date 95% of the time.

5.1.3 Production Configuration Control

5.1.3.1 The Contractor shall provide production configuration control analyses and technical recommendations to ensure that the functional and physical characteristics of the production system are controlled and maintained. Analyses and technical recommendations shall be provided to the requester within the agreed upon due date.

5.1.3.2 The Contractor shall provide the production configuration control and technical services required to support test events for production integration testing. Provide applicable report to requestor within the timeframe specified by the requestor.

5.2 Logistics Management Services (OMN)

5.2.1 Integrated Logistics Support Management: The Contractor shall provide on-site Integrated Logistics Support (ILS) subject matter expertise and logistics management interface and support at both scheduled and unscheduled PMW 790 staff meetings. The Contractor shall perform a broad range of duties that include analysis and coordination of the logistical functions of the PMW 790 organization and product lines in support of Integrated Logistics Support Management Team (ILSMT), program reviews, System Readiness Reviews (SRRs), and Logistics Supportability Analysis (LSA)/ Integrated Logistics Assessments (ILAs). This may include the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery and final disposal of resources.

5.2.1.1 The Contractor shall support program data calls and the development, update, and review of program ILS schedules, action item trackers, installation schedules, briefs/presentations, meeting minutes, and trip reports relating to scheduled and unscheduled meetings. Additionally, the Contractor shall support PMW 790 directed training events, working groups, data calls, and meetings. The Contractor shall support weekly staff meetings; monthly ILSMTs; quarterly PMCRs at vendor facilities; quarterly program reviews; and program planning sessions, working groups, financial reviews and IPTs as they occur. The Contractor shall perform this task in accordance with the specific assignments and prescribed formats and

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timeframes determined by the requester and in accordance with established policies and procedures identified in above Section 4.0, Applicable Reference Documents.

5.2.2 Logistics Support Documentation

5.2.2.1 The Contractor shall provide the logistics support management services necessary to develop, update, and review PMW 790 “front-office” program documentation, which includes:

- Monthly ILS status reports, monthly ILSMT meeting minutes;
- Logistic Requirements Funding Summary (LRFSs);
- Work Breakdown Structure (WBS) work packages; sparing lists & plans; acquisition & logistics policies/ directives/ instructions; program logistics schedules;
- ILS budgeting & spend plan documents; program briefs/ presentations;
- Sensitivity and uncertainty analyses; and
- Time phasing; metrics tracking and external reporting requirements.

This effort shall be performed across all program variants and documents and will adhere to established PMW 790 formats and standards, as well as applicable SPAWAR 04H/L policies and procedures. Acceptable documents will be technically accurate and free from grammatical errors.

5.2.2.2 The Contractor shall provide the logistics support management services necessary to develop, update, and review Tactical Switching logistics documentation to support program acquisition Milestone (MS) C Independent Logistics Assessment (ILA) certification requirement. Specifically, the Contractor shall:

- Develop Independent Logistics Assessment (ILA) document packages and kick-off presentations
- Develop Integrated Logistics Support Plan (ILSP)
- Develop Logistics Requirement Funding Summary (LRFS)
- Develop Diminishing Manufacturing Sources and Material Shortages (DMSMS) Plan
- Develop User Logistics Support Summary (ULSS)

Contractor support shall be IAW SECNAVINST 4105.1A, and adhere to established PMW 790 formats and standards, as well as applicable SPAWAR04H/L policies and procedures.

5.2.3 Reserved

5.2.4 Supply Support

The Contractor shall provide the logistic supply support, subject matter expertise and management expertise in the following areas:

- Readiness Based Sparing (RBS) Analysis
- Identification and procurement of spares parts
- Allowance Part List/Allowance Component List (APL/ACL) maintenance
- Review of Provisioning Technical Documentation (PTD)

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- Asset visibility & tracking; alternative spares planning
- Fleet/ NAVICP/ PMW data calls

This effort requires interfacing with NAVICP and NAVSEALOGCEN contacts and all tasks shall be completed in compliance with SPAWAR 4400 series instructions, NAVSUP P485, and standard NAVSUP/ NAVICP policies & directives.

5.2.4.1 The Contractor shall provide support services required to track monthly the delivery status of PMW 790 & NAVICP vendor spares buys and to develop the required OBRP, INCO, and Depot spares procurement orders IAW with the performance & delivery specifications of each program's respective procurement contract. This effort requires interfacing with NAVICP and NAVSEALOGCEN contacts and all tasks will be completed in compliance with SPAWAR 4400 series instructions, NAVSUP P485, and standard NAVSUP/ NAVICP policies & directives.

5.2.4.2 The Contractor shall provide the supply support services necessary to; perform monthly maintenance and semi-annual updates of all PMW 790 PSD sheets utilizing the PSD Automated Reporting & Tracking System (PARTS) online database (<https://parts.navsea/Intro.htm/>); develop and maintain additional PSD sheets, as required, to support new PMW 790 acquisition requirements, as well as ECs/ FCs. PSDs are to be maintained IAW the NAVSEA PARTS User Manual and PSD Desktop Guide and shall be free of mathematical and technical errors. Updates shall be completed twice per year in support of the February and October N4 Baseline Assessment Memorandum (BAM) reviews and will include archiving of PSDs when required.

5.2.4.3 The Contractor shall provide the logistic supply services necessary to support PMW 790 PBL-Organizational (PBL-O) and PBL-Contractor (PBL-C) strategy and planning meetings at PBL provider facilities. This task shall be accomplished according to APM/ PMW direction and IAW PEO C4I INST 4081.1.

5.2.4.4 The Contractor shall support all PMW 790 installations by providing the equipment testing services required to coordinate the submission of Test Equipment line items into the Test and Measurement Diagnostic Equipment Requirements (TMDER) database. All work will be conducted IAW NSWC procedures. TMDER submissions shall be technically accurate, adhere to the format and due dates specified by the PM, and comply with the performance requirements set forth in directives listed in Section 4.0 of this PWS.

5.2.5 Manpower, Personnel & Training

The Contractor shall coordinate and track the approval of the final Equipment Facility Requirement (EFR) Phase III agreement(s) for the transfer of training responsibility of Navy Communications Technical Training Equipment (TTE) installed at FLETRACENs San Diego, Norfolk and NAVSUBSCOL Groton IAW OPNAVINST 11102.1. In addition, the Contractor shall utilize OPNAVINST 1500.76, SPAWARINST 1500.1 & 1500.2, DoDINST 5000.2, and PMW 790 direction and practices, to support both program office and Fleet training data calls,

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meetings and action items. These will include, but are not limited to: as required interim/factory/OJT/ formal training implementation, conduct & scheduling data calls; quarterly Human Systems Integration (HSI) planning and implementation meetings; monthly review and update of PMW 790 Integrated Battle Force Training (IBFT) requirements; weekly review of SPAWAR 04H CISN Management and Analysis Training Tool (CMATT) threaded discussions for PMW 790 Navy Training System Plans (NTSPs); as required reviews of Navy Communications training materials & courseware; and the review/ updating of PMW 790 “front-office” training briefs & presentations. Work products shall be completed and delivered to the requester within the assigned due date 95% of the time.

5.2.6 CASREP Tracking and Monitoring

5.2.6.1 The Contractor shall provide tracking and monitoring services required to expedite services for all CASREPs and emergent items on all PMW 790 Shore Integration programs.

5.2.6.2 The Contractor shall provide the tracking and monitoring services necessary to assist PMW 790 managers in coordinating alternatives and plans to resolve prioritized CASREPs. The Contractor shall, on a daily basis, screen, review, and analyze CASREP tracking reports and databases. Specific task performance will be conducted in accordance with the requestor’s instructions.

5.2.7 Program Review Support

The Contractor shall provide the logistics supply services required to support program reviews and supply working group meetings at vendor facilities, including reviewing of Provisioning Technical Data (PTD) packages. Meeting comments and recommendations shall be provided to the Program Manager, or designated alternate, in writing within five workdays of conclusion of the respective program review/meeting.

5.3 Shore Installation Manager Support (OPN)

5.3.1 Installation Work Plan Requirement Support

5.3.1.1 The Contractor shall assess PEO C4I Shore Fielding/Work Plan requirement definition as found in the SPAWAR/PEO Integrated Data Environment & Repository (SPIDER) installation database for completeness and quality of information to allow an estimate and proposed schedule to be prepared by the SSC Installation Management Office (IMO). This review shall be completed within 5 workdays of a requirement entering a Shore Installation Manager work queue. For Shore Fielding/Work Plans found to be incomplete or insufficient, the Contractor shall submit a recommended course of action to the Shore Installation Manager within 5 workdays of discovery. The contract shall assess each PEO C4I Shore Fielding/Work Plan for compliance with the 15 month rule and provide recommendations to the Shore Installation Manager.

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5.3.1.2 The Contractor shall be an active participant in the technical configuration control boards for each of the enterprise tools to include:

- SPIDER
- CE Tracker & IMONet IMO Cost Estimating Tools
- Horizontal Integration Data Environment (HIDE)
- Documentum – Technical document repository
- C4I Advanced Planning Suite (CAPS)
- Electronic Command Information Center (ECIC) – SPAWAR PEO Portal
- Naval Tool for Interoperability Risk Assessment (NTIRA)
- NAVSEA Data Environment – Navy Modernization (NDE-NM)
- CDMD-OA
- CISN Management & Analysis Training Tool (CMATT)
- Acquisition Management Office (AMO) database
- Information Assurance Tracking System (IATS)

The Contractor submits and tracks software change requests (SCR), assists in capturing process requirements and data attributes for the technical teams and communicate this to the configuration control board. The Contractor also assists in documentation, user testing and user training in support of the enterprise tool implementation.

5.3.1.3 The Contractor shall liaison with PMW, Fleet, and SSCs to characterize, coordinate, and resolve any issue impacting the readiness of an installation requirement to move to installation planning stage defined below in 5.3.2. A summary of all work plan liaison's and outcomes will be included in the monthly report.

5.3.1.4 The Contractor shall assist the Shore Installation Managers with maximizing a logical grouping or consolidation of installations for the purpose of better control, improved cost efficiency, better coordination and reduced impact to customer. The Contractor shall review consolidation proposals received from a PMW or SSC for viability, cost, and schedule advantages. When there are no other proposed consolidation plans, the Contractor shall determine the viability of a consolidation approach and make recommendations to the Shore Installation Manager. Reviews of consolidation proposals or new consolidation proposals shall be provided to the Shore Installation Manager and affected Program Offices within 5 workdays of completion.

5.3.1.5 The Contractor shall assist the Shore Installation Manager in translating new requirements to the technical implementation teams, analyzing the work plan, and coordinating the setting of controlled availability windows at locations where 3 or more installations are planned, or where any install is planned that is valued at \$500K or more, or where an install is determined to have a mission critical deadline. The availability windows must meet mission critical dates while avoiding any customer blackout periods and taking into consideration product

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availability. The coordination objective is to complete installations earlier in the year, facilitate consolidated installs, and give the customer better coordinated installations. Proposed installation windows for all tasks in SPIDER meeting the above criteria shall be provided to the Shore Installation Manager prior to any installation planning meeting or conferences.

5.3.1.6 The Contractor shall assist the Shore Installation Manager in resolving discrepancies between PMW and Installation Management Office (IMO) cost estimates impacting Work Plan (4WP) approval. Documentation of cost estimate assessment, coordination, and reconciliation shall be provided to the Shore Installation Manager within 3 workdays after completion.

5.3.1.7 The Contractor shall liaison with PMW, Fleet, and SSCs to characterize, coordinate, and resolve any issue impacting the readiness of an installation requirement to move to installation execution tasks defined below in 5.3.2. The Contractor shall submit a summary of all installation planning liaisons in the monthly report.

5.3.2 Installation Execution Management Support

5.3.2.1 The Contractor shall provide support to the Shore Installation Manager as required in addressing corrections/recommendations of installation documentation including Installation Design Plans, Base Electronic System Engineering Plans, and other critical shore installation documentation as defined in the Shore Installation Process Handbook. The Contractor shall provide support to the Shore Installation Manager within 3 workdays of completing the review. The Contractor shall monitor PEO and SSC shore installation business practices and proposed changes to PEO and SPAWAR directives as directed by the Shore Installation Manager.

5.3.2.2 The Contractor shall provide advisory support to the Shore Installation Manager in order to track status of installation production, define issues, and provide guidance as required. The Contractor shall ensure that all installations are accomplished in accordance with the Shore Installation Process Handbook, installation standards, as well as statutory or regulatory requirements. The Contractor shall review weekly installation SITREPs for each installation, Weekly Activity Reports (WARs) and other correspondence which identifies or characterizes installation problems. The Contractor shall also identify and provide recommendations for resolution of identified installation issues to the Shore Installation Manager within 3 workdays of receipt.

5.3.2.3 The Contractor shall provide expert NTCSS system and program knowledge, closely coordinating with all the installation performing organizations to review and monitor estimates and actual costs, planned and actual schedules, and solve installation issues. The Contractor shall also work with the Air Type Commander to review proposed fielding plans for installation consolidation opportunities and execution feasibility. In addition to providing PMW 790 with expert NTCSS knowledge, the Contractor shall also provide expert Shore Installation Process Handbook guidance and FRCB process guidance to SSC Norfolk and the Product PMW. The Contractor shall also enter and maintain scheduled availability periods for each NTCSS activity

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with planned installations. Scheduled availability/installation data will be updated within 5 days as required upon change of status.

5.3.2.4 As directed the Contractor shall liaison with PMW, Fleet, and SSCs to characterize, coordinate, and resolve any issue impacting the readiness of an installation requirement to move to installation closeout tasks defined below in 5.3.3. The Contractor shall submit a summary of all installation execution liaisons in the monthly report.

5.3.3 Installation Management Closing Support

5.3.3.1 The Contractor shall track the completion status of installation SOVTs. The Contractor shall make inquiries with the performing SSC as to SOVT incomplete work item status, customer acceptance of installation, and delivery of as-built drawings to the site and insertion into the approved PEO C4I shore repository workflow process 60 days after SOVT completion.

5.3.3.2 The Contractor shall provide liaison services with PMW, Fleet, and SSCs to characterize, coordinate, and resolve any issue impacting the final closeout of an installation requirement. The Contractor shall summarize all installation closeouts in the monthly report.

5.3.4 Installation Performance Tracking & Reporting

5.3.4.1 The Contractor shall implement installation performance tracking strategies and reporting metrics for the purpose of monitoring and keeping PMW 790 aware of installation progress. Strategies and processes for daily monitoring, controlling, and reporting requirement, cost, and schedule changes shall be implemented by the Contractor. Installation database mining, analysis, and metrics shall be required. Installation database entries and identifying/documenting corrections of requirements as found in the installation database shall be required. Quarterly detailed reviews shall be planned and coordinated by the Contractor in support of the Shore Installation Manager at SSC Charleston, SSC San Diego, and SSC Norfolk locations at which each open installation shall be reviewed for progress and action required to bring it to completion and closure. The Contractor shall assist the Shore Installation Manager in the conduct of installation Compliance Reviews, investigations and evaluations as required. The Contractor shall compile Compliance Review reports, lessons learned, and investigation and evaluation documents as required. As a related concern, the Contractor shall assist the Shore Installation Manager in developing and preparing documentation needed to support training and presentations pertaining to shore installations.

5.3.4.2 The Contractor shall provide authoritative guidance and support to the Shore Installation Manager to resolve reported issues on the application of Shore Installation Process Handbook. The Contractor shall document all reported issues, research and provide recommendations to assist the Shore Installation Manager as directed ensuring that reported issues are resolved in a timely manner.

5.3.4.3 The Contractor shall provide authoritative guidance on the application of sound project management processes to installations including creating Work Breakdown Structures (WBS),

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performing a Critical Path Analysis, characterizing and managing risk, implementing ANSI/EIA-748-98 and Shore Installation Process Handbook compliant Earned Value Management System (EVMS), and controlling requirements creep and maintaining configuration control of the installation product. The Contractor shall be available daily to provide assistance as requested.

5.3.5 Installation Shore Readiness Review (ISRR) Fleet Readiness Control Board (FRCB) Installation Administration and Support

5.3.5.1 The Contractor shall coordinate FRCB installation administration, operation, processing and policies with PMW 790, SPAWAR Codes 04 and 05, PMWs, Installation Activities, Naval Network Warfare Command (NNWC) and other commands as necessary. The Contractor shall coordinate all support through the PMW 790 TPOC for approval, and summarize the month's activities in the monthly report.

5.3.5.2 The Contractor shall coordinate ISRR/FRCB activities and collect required pre-installation and acquisition documents supporting installation readiness including:

- Standard System/Architecture Design Plan (SIPH App C) Drawings
- Pre-installation testing reports/results such as DT, OT, JITC, TTIC, IV&V
- Applicable certifications that tie to the appropriate command such as CCB, JITC, NCTSI
- Security certification and accreditations such as SSAA, C&A, IATOs/ATOs, IATTs
- SOVT (Site Acceptance Test (SIPHB App R))
- Risk Identification and Mitigation Plan (SIPHB App E)
- Initial Integrated Logistics Support Plan (ILSP)
- Initial User Logistics Support summary (ULSS) (Alternate to ILSP)
- Base Electronic Systems Electronic Plans (BESEPs)
- Installation Design Plans (IDPs)

The Contractor shall collect the required documentation and ensure the FRCB file is complete and current. All documents shall be reviewed for accuracy, and the Contractor shall coordinate discrepancy corrections through the appropriate organization. All documents shall be filed within two days of receipt.

5.3.5.3 The Contractor shall review documents collected under paragraph 5.3.6.2, evaluating both risk to operations and readiness to initiate installations. The Contractor shall submit the completed evaluations to the PMW 790 designated FRCB Representative within two days of completing the review. The Contractor shall make corrections to the evaluations as directed by the FRCB Representative.

5.3.5.4 The Contractor shall propose a resolution to issues discovered during the document evaluation, and coordinate the proposed resolution through PMW 790, PMW, SPAWAR Code 04, and 05 for approval. The Contractor shall keep the PMW 790 ISRR/FRCB Representative informed of any issue status no less than weekly until the issue is resolved.

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5.3.5.5 The Contractor shall provide written vote recommendations to the PMW 790 FRCB Representative concerning system install/deployment readiness. The Contractor shall create and submit supporting documentation for the decision with the recommendation. The Contractor shall forward PMW 790 recommendations to SPAWAR. The Contractor shall maintain FRCB status for each PEO C4I product installation task in SPIDER. The Contractor shall maintain up-to-date status in SPIDER within 95% accuracy.

5.3.5.6 The Contractor shall track and provide progress and status of installations metrics for the ISRR/FRCB processing. As directed by the TPOC or other designated government authority, the Contractor shall prepare, distribute and present these metrics in the government assigned format, ensuring PMW 790's position is correctly supported within the required timeframe.

5.3.5.7 The Contractor shall assist with preparation and modification of ISRR/FRCB Standard Operating Procedures (SOPs) and Tutorials in the format designated by the FRCB Representative or other government authority. The Contractor shall publish and distribute approved SOPs and Tutorials as directed. SOPs and Tutorials shall be prepared and submitted within the time allowed by the ISRR/FRCB Representative 95% of the time.

5.4 System Engineering/Installation Documentation Support (OMN)

The Contractor shall support PMW 790 as the technical Subject Matter Expert (SME) for all shore installation drawings.

5.4.1 Installation Requirements Drawing Support

The Contractor shall provide support services necessary to update and review Installation Requirements Drawings (IRD) to support the approval process for commencement of installation execution. In accomplishing the update and review, the Contractor shall adhere to the established PEO C4I IRD standards, formats and processes as well as the drawing standards established in the Shore Installation Process Handbook.

5.4.1.1 The Contractor shall support appropriate IRD audits and evaluations, and assist with the proposal of IRD policy and process improvements. The Contractor shall document all audit results and recommended improvements providing them to PMW-790 Technical Director for review and acceptance.

5.4.1.2 The Contractor shall assist with comprehensive technical analyses of all IRDs submitted to the PMW 790 Technical Director for review, comment and approval and attend all IRD review meetings requested by the Product PMWs. Technical analysis shall be compliant with PEO and SPAWAR document/drawing standards, repository requirements, drawing tools, review and approval processes, as well as System Center's drawing standards as defined in Appendix "Q" of the Shore Installation Handbook. The Contractor shall submit completed analysis within the required timeframe.

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5.4.2 Installation Design Plans Support and As-Built Drawing Support

The Contractor shall provide the technical support services necessary to update and review Installation Design Plans (IDP) and As-Built drawings to support the approval process for commencement of installation execution. All Contractor submitted updates and reviews shall adhere to the established PEO C4I IRD standards, formats and processes as well as the drawing standards established in the Shore Installation Process Handbook

5.4.2.1 The Contractor shall act as the PMW 790 technical drawing support lead concerning Installation Requirements Drawing (IRD), Installation Design Plan (IDP), As-Built drawings, drawing and drawing retention tools. This support shall consist of contributing to, integrating, implementing, validating and applying consistent new processes for the creations, approval, and preservation of shore drawings that use the new format IRD. Further, the Contractor shall contribute to the implementation, integration, and applying new processes for the creation, approval, and preservatin of the C4I customer site IDP and As-Built drawing packages that are developed, approved, and archived in compliance with the SPAWAR Shore Installation Process. The Contractor shall support audits and compliance reviews of completed shore installation IDPs and As-Built drawings to ensure adherence with existing PEO C4I and SPAWAR (SIPH) directives and policies. The Contractor shall complete and submit assigned work products according to the format and within timeframe prescribed by the requestor.

5.5 Shore and Expeditionary Integration/ Planning/Requirements Support (OMN)

The Contractor shall provide shore integration planning and requirements support to Shore Platforms for all C4I products.

5.5.1 C4I Product Planning and Post Installation Support

The Contractor shall coordinate with PMW 790, SPAWAR Codes 04 and 05, PMWs, Installation activities, OPNAV, NNWC, and other commands as necessary concerning enterprise wide C4I product site specific planning and post installation oversight. The Contractor shall provide support at/for both scheduled and unscheduled technical conferences, program reviews and System Readiness Reviews (SRRs) concerning planning, installation and execution of PMW 790 integration efforts and initiatives. The Contractor shall support data calls, and the development, updates and review of program acquisition and installation schedules, action item trackers, briefs, presentations, technical reports, meeting minutes, and trip reports related to these activities, meetings and conferences. The Contractor shall perform the above tasks in accordance with the specific assignments and prescribed formats and timeframes determined by PMW 790 and in accordance with established PMW 790 and PEO C4I policies and procedures.

5.5.2 Fielding Plan Support

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The Contractor shall coordinate all PMW 790 Technical Support Activities including fielding recommendations for PEO C4I & Space C4I and other organizations' C4I products.

5.5.2.1 The Contractor shall assist and provide oversight for the implementation of fielding plans for installations and sites for which PMW 790 has cognizance. The Contractor shall work with and coordinate with the internal PMW 790 groups and externally with other PMWs, PEO C4I, OPNAV, NNWC and other commands as necessary. The Contractor shall perform the above tasks in accordance with the specific assignments and prescribed formats and timeframes determined by PMW 790 and in accordance with established PMW 790 and PEO C4I policies and procedures.

5.5.2.2 The Contractor shall analyze and provide recommendations, analyses, and other inputs as required concerning application of the existing process that bridges Advance Planning to Installation Planning to Execution where the Shore Installation Products are driven from the C4I Capabilities Implementation Plan (CCIP) to implementation by PMW 790 and the Fleet. These analyses and recommendations shall include, but not be limited to, further/proposed/recommended development(s) to the existing process and any proposed/recommended new processes. These analyses will also include, but not be limited to identification, development and implementation of a stronger link(s) between the CCIP, SPIDER, NTIRA and the CDMD-OA installation planning tools/data repositories. As directed by PMW 790, the Contractor shall assist in the modification, development, implementation and application of required bridging processes and links. The Contractor shall perform the above tasks in accordance with the specific assignments and prescribed formats and timeframes determined by PMW 790 and in accordance with established PMW 790 and PEO C4I policies and procedures.

5.5.3 Shore Modernization MILCON Liaison Support

The Contractor shall provide liaison support to MILCON program managers for all MILCON projects managed by PMW 790 including the MHQ w/ MOCs and P-173, the Navy's primary communications node for the Pacific Theater. The Contractor shall support/provide data calls, updates and reviews of program acquisition and installation schedules, action item trackers, and technical reports. The Contractor shall perform the above tasks in accordance with the specific assignments and prescribed formats and timeframes determined by PMW 790 and in accordance with established PMW 790 and PEO C4I policies and procedures.

5.5.4 Shore Modernization MILCON Schedule Tracking Support

The Contractor shall track progress of MILCON schedules/activities and perform analytical activities including, but not limited to cost benefit analysis, critical path network (CPN) analysis, and/or earned value management (EVM) analysis. The Contractor shall ensure analysis data is supportable and defensible by applying sound analytical discipline and rationale and shall be submitted within the timeframe and format prescribed by the customer requirements or as modified per unique PMW 790 requirements.

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5.5.5 Gate-Keeper Configuration Management Support

The Contractor shall support the newly implemented Gate-Keeper functions at sites to ensure documented Configuration Management (CM). The Contractor shall interact with CM branch of PMW 790 to insure integrity of data bases. This support is fully engaged in including Shore Crypto Modernization and Consolidation Planning with PMW 790, the PMW 790 Shore Modernization Implementation and Planning Team (IPT), the RNOSC IPT, MHQ w/ MOC PEO C4I Product and Platform IPTs, associated Joint IPTs and OPNAV/Fleet working groups and the Shore Architecture Analysis Team. The Contractor shall support/provide data calls, action item trackers, briefs, presentations, technical reports, meeting minutes, and trip reports related to scheduled and unscheduled CM and IPT related activities, meetings and conferences. The Contractor shall perform the above tasks in accordance with the specific assignments and prescribed formats and timeframes determined by PMW 790 and in accordance with established PMW 790 and PEO C4I policies and procedures.

6.0 DELIVERABLES

The Contractor shall provide deliverables in accordance with the timeframe specified. Deliverable formats shall be proposed by the Contractor and approved by PMW 790.

6.1 Monthly Status Report

Monthly Status Report is due on the 15th of each month for the prior month. See CDRL A001.

7.0 GOVERNMENT FURNISHED PROPERTY

The Government will provide access to PMW 790 information, databases, metrics and files as required for proper task performance. The Government will provide desk space and NMCI desktop computer(s), for the on-site Contractor support personnel.

8.0 SECURITY

The work performed by The Contractor may include access to Secret data, information, and spaces. The Contractor shall be required to attend meetings classified at Secret level.

Note: If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC SD foreign travel team, OTC2, Rm 1656 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 35 days in advance of departure. Each Traveler must also submit a Personal Protection Plan and have a Level 1 Anti-terrorism/Force Protection briefing within one year of departure and a country specific briefing within 90 days of departure.

9.0 NAVY MARINE CORPS INTRANET (NMCI)

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The nature of this task requires the Contractor to procure NMCI seats for personnel working at the Contractor site. The Contractor is authorized to recover the cost of the NMCI seats as an ODC.

10.0 BEST PRACTICES

Work performed by The Contractor shall adhere to the PMW 790 and SPAWAR command-level “Best Practices” principles and policies incorporated in the SPAWAR Program Manager’s Toolkit Acquisition Support Office Guides: (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Business and Financial Manager’s Manual; (4) Program Manager’s Handbook; (5) Scheduling Guide; (6) Systems Engineering Guide; and (7) Technology Alignment Guide.

11.0 TECHNICAL POINT OF CONTACT

Government Point of Contact: Jackie Schmitt, PMW 790P (619) 524-7094;
Email: jacqueline.schmitt@navy.mil