Performance Work Statement (PWS)
Program Office Business Financial Management Competency Support Services

1.0   SCOPE

1.1   INTRODUCTION
The Space and Naval Warfare Systems Command (SPAWAR) Business Resource Management office (BRM) is acquiring Financial Management Support Services for the PMW Offices in Program Executive Office for Command, Control, Communications, Computers, and Intelligence (PEO C4I). The Contractor shall support the PMW Assistant Program Managers (APMs), Principal Assistant Program Managers (PAPMs), and Business Financial Managers (BFMs). The Contractor shall interact with PMW leadership, functional leads and various Contractor teams, as delineated in Section 3.0 below.

1.2   BACKGROUND
The BRM is responsible for management of Team SPAWAR's Programming, Planning, Budgeting and Execution phases to include formulation, implementation and reconciliation. Support is provided to the HQs, PEOs, and Echelon III organizations to analyze, and implement integrated command business management and financial processes and systems that deliver best business practices and provide accurate and timely corporate information. The BRM is chartered to provide corporate analysis and information that depicts the financial health of the SYSCOM and associated PEOs. This work includes product and service output, resource consumption, and performance measures. The BRM also performs business and financial management support across all SPAWAR HQ organizations and associated PEOs, currently located in multiple locations.   Efforts include the coordination and management of Program, Planning and Budgeting (PPBS) and fiscal resource management efforts. The SPAWAR BRM provides liaison support in interfacing with Program Directorates, Program Offices, and Staff offices in the collection of planning data and execution of spend plans and is responsive to sponsor and customer requests for information.

2.0 APPLICABLE DIRECTIVES/DOCUMENTS
The Contractor shall adhere to the following documentation (including follow-on versions) in the performance of the requirements specified herein.

Document Type	No./Version	Title	Date
Appropriations Law	2nd Edition Volume 1, Change 4	Principles of Federal Appropriations Law	Current version
United States Code	Title 10	Armed Forces	3 Jan 2007
DoD Instruction	5000.02	Operation of the Defense Acquisition System	8 Dec 2008
DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations	Varies by volume
Code of Federal Regulation	Title 48 Vol 1,2	Federal Acquisition Regulations	28 Jan 2004
Code of Federal Regulation	Title 48, Vol 3	Defense Federal Acquisition Regulations	15 Dec 2003

Document Type	No./Version	Title	Date
Financial Policy Manual	NAVSO P-1000	Financial Management Policy Manual	Current version
DoN ASN FM&C	NAVSO P-1000	Navy Comptroller Manual	12 Dec 2002
SPAWARINST	7720.4D	Policy and Responsibilities for SPAWAR Cost Estimating & Analysis	22 Oct 2008
SPAWARINST	5721.1B	SPAWAR Section 508 Implementation Policy	17 Nov 2009
United States Code	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517	3 Jan 2007
Office of Management and Budget	Circular A-11	Preparation, Submission and Execution of the Budget	16 July 2004
DoN ASN FM&C	Manual	DoN Budget Guidance Manual	14 Jan 2005
SPAWAR	Manual	SPAWAR Business Financial Manager's Manual	28 Aug 2002
SPAWARINST	7301.1A	Tri-Annual Review of Commitments and Obligations	9 Oct 2002
PEO C4I	Guidance Ver 1.0	Navy ERP Processes and Guidance	28 Jun 2010
SPAWARINST	5000.19B	EVM	22 Mar 2007
SPAWAR	Mod E	SPAWAR Global Work Breakdown Structure	June 2008
SPAWARINST	5721.1	SPAWAR Section 508 Implementation Policy	Current version
SPAWARINST	7720.4C	SPAWAR Policy and Responsibilities for SPAWAR Cost Estimating and Analysis	Current version
NAVSEA		Desk Reference for the Shipbuilding and Conversion, Navy (SCN)	14 Sept 09
NAVSEAINST	5000.5	Ship Project Directive Systems; implementation of	19 June 1984
NAVSEA		Policies and Procedures Manual for Navy Outfitting Program Shipbuilding and Conversion, Navy (SCN)	
PEO C4I		PEO C4I (SC) New Ship C4I Mission Systems Standard Operating Procedures	Current Version
SPAWAR Policy	3.0	Contracts Management Process Guide (CMPG)	Latest posted on ECIC

Document Type	No./Version	Title	Date
SPAWARINST	5510.1	SPAWAR Security Instruction	22 Feb 2010

3.0 PERFORMANCE REQUIREMENTS

The Contractor shall perform identified tasking in accordance with the requirements stated herein. Additionally, the Contractor shall provide the necessary assistance to support emergent program requirements as delineated in authorized technical direction memoranda.

The Contractor shall submit all written documentation, reports, briefing materials, viewgraphs, studies, meeting minutes, budgets, obligation/expenditure reports, and other materials in accordance with the applicable directives and documents listed in Section 2.0. In performing identified tasking the Contractor shall be proficient in the use of Microsoft Office (Excel, Word, Access, PowerPoint, PRISMS, and Project).

The Contractor shall participate in team building events and command-sponsored training, as assigned. Command sponsored training includes organizational development activities such as Continuous Improvement (Lean Six Sigma), but excludes training that would result in the Government incurring additional cost.

The following performance requirements have specific performance objectives, performance standards and acceptable quality levels. The Performance Requirements Summary Matrix (PRSM) provides additional details on performance objectives, performance standards and acceptable quality levels. The Quality Assurance Surveillance Plan (QASP) provides additional details on government monitoring of established performance objectives, performance standards and acceptable quality levels.

3.1   Acquisition Management (O&M,N)

3.1.1 The Contractor shall prepare financial reports and/or coordinate responses on all requests for program budgetary information for acquisition documentation updates such as the Probability of Program Success report, Program Health Assessment and Risk Report (PHARR), ASN-RDA Digital Dashboard report, Major Acquisition Information Systems (MAIS) report, PEO Quarterly Program Listing update, and other acquisition related data calls.

3.1.2 The contractor shall provide assistance in managing and administering new and existing contracts for assigned programs and projects. The contractor shall prepare new and existing procurement requests (PRs) in Navy ERP Financial (N-ERP) System and all necessary documentation required to process required contract modifications.

3.1.2.1 The Contractor shall maintain contractual data to include Delivery Order, Amendments, Modification Requests, ITPR's, PWS Changes, CDRLs and related documentation. The Contractor shall provide contractual information to Government personnel for Program Status Reviews, ASN Dashboard entry, AMO Database entry, and other government databases. The contractor shall maintain a Contract Log of current status of all current and past PRs. Compile, maintain and update required contract information on a daily basis. Provide administrative

support to include: scanning, copying, duplication, binding, data entry and data and document retrieval, conversion of documents to PDF format, preparation of contract status log, and maintain contracts Data library on the SE2 portal.

3.2   Financial Management (O&M,N)

3.2.1 The Contractor shall utilize the following financial tools to oversee performance, financial execution and track, control, manage and report program resources: Intranet Resource Allocation Planning System (iRAPS), Mechanization of Contract Administration Services (MOCAS), COBRA (Computer Optimized Batch Reconciliation App), DCMA ETools (Contract Management Look ups), Centralized Expenditure & Reimbursement Processing System (CERPS), PBIS (Program Budget Information System), EDA (Electronic Document Access (DOD Contract Storage), Defense Cash Accountability and Reporting System (DCAS), AUTODOC, PRISMS and Navy Enterprise Resource Planning (ERP), SE2 portals.

3.2.2 The Contractor shall assist in the preparation and maintenance of Program Objective Memorandum (POM) exhibits and briefing packages. The Contractor shall compile and maintain POM data and track, maintain, and update POM documentation and data throughout the budget cycle. The contractor shall prepare a final POM analysis brief at the conclusion of POM End Game.

3.2.2.1 The Contractor shall support the Department of the Navy POM process, including Sponsor Program Proposals (SPP) preparation and "what-if" scenarios for all appropriations. POM submissions include the gathering, consolidation, and validation of funding requirements to support government preparation of out-year program budget requirements.

3.2.3 The Contractor shall provide initial budgetary products and updates to draft President's/Office of the Secretary of Defense (OSD)/Financial Management & Budget (FMB) budget exhibits for all applicable appropriations. Prepare President's/OSD/FMB budget exhibits in initial, draft and final formats. Budget exhibits include all applicable special exhibits, including BOCS, IT Budget and associated briefs, and the IT exhibit 300.   Documentation shall be prepared in accordance with FMB, OSD, PEO C4I, SPAWAR, and Program Office budget guidance.

3.2.3.1 The Contractor shall update budget controls tracks and Executive Controls Summary at each budget submission (FMB, OSD, and PB).

3.2.3.2 The Contractor shall generate, update and draft budgetary reclamas and impact statements throughout the budget cycle. The Contractor shall prepare initial, draft and final budget reclamas in accordance with FMB, OSD, PEO C4I, SPAWAR, and Program Office budget guidance.

3.2.3.3 The Contractor shall prepare initial, revised and final issue papers. The Contractor shall prepare up to ten issue papers annually in accordance with FMB, OSD, PEO C4I, SPAWAR, and Program Office guidance.

3.2.3.4 The Contractor shall support initial preparation of and updates to budget data calls as required by the Program Office, PEO C4I, Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. The Contractor shall prepare initial, revised and final responses to budgetary data calls.

3.2.3.5 The Contractor shall support the Program Office in responding to budget review questions concerning FMB, OSD, and PB budget submissions; what-if drills up to ten times monthly; Congressional Plus-Up release papers up to five times annually; Congressional Requests for Information (RFI) annually; and prepare program status briefings to higher authority up to two times monthly.

3.2.4 The Contractor shall provide initial execution data, analysis and updates in support of mid-year execution and program reviews; prepare midyear exhibits and justification and perform related program review analysis and documentation; and prepare ad hoc financial reports.

3.2.4.1 The Contractor shall support initial preparation of and updates to execution data calls as required by the Program Office, PEO C4I, Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. The Contractor shall submit PEO Monthly Status Briefs; PMW Execution Status Reports; PMW Travel Status Reports; Overseas Contingency Operations (OCO) Execution Status Reports; annual obligation phasing plans; weekly funding document log updates; and annual task planning sheets.

3.2.4.2 The Contractor shall provide support for program reviews and data calls, including Obligation Phasing Plans (OPP); Execution Reviews; Participating Manager (PARM) reviews; and POM/PR coordination. The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs.

3.2.4.3 The Contractor shall prepare initial, revised and final updates to Tri-annual reviews and outstanding commitments data calls.

3.2.4.4 The Contractor shall track and analyze execution data, maintain execution controls tracker, and prepare initiations, commitments, obligations and expenditures reports utilizing the Navy ERP Tool.

3.2.4.5 The Contractor shall prepare and maintain current execution spend plans, both initial and revisions, as prescribed by the customer's reporting requirements, for prior year, execution year and future years. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative.

3.2.4.6 The Contractor shall provide corporate spend plans and roll up summaries and reports at a consolidated PMW level.

3.2.4.7 The Contractor shall evaluate financial management tools and provide recommendations to increase efficiencies in program management.

3.2.4.8 The Contractor shall support the Lead BFM and APMs during financial representation at working group meetings; Integrated Product Teams (IPT) sessions; in-process reviews; and other meetings. The Contractor shall analyze the information presented at such meetings and provide programmatic impacts**.**

3.2.4.9 The Contractor shall prepare initial and amended funding documents utilizing Navy ERP in accordance with FMB, SPAWAR and DoD standards listed in Section 2.0. The contractor shall assist in the diagnoses of processes and recommendations for improvement to include efficiency gains, improved cycle times or improved process controls.

3.2.4.10 The Contractor shall track and file all prepared documents, and provide requested documents to authorized Government personnel.

3.2.4.11 The Contractor shall track and submit all execution year unfunded requirements in PEO C4I Emergent Requirement Paper format.

3.2.5 The Contractor shall assist SPAWAR 1.6 Cost Estimating and Analysis Division in developing program life cycle cost estimates for assigned programs and projects in sustainment or Post Milestone C.

3.2.5.1 The Contractor shall assist SPAWAR 1.6 Cost Estimating and Analysis Division in preparing trade-studies, technical evaluations, trade-off assessments and other cost estimates and analyses in support of ACAT reporting requirements, including PLCCE analysis and Program Milestones Reviews, for all phases of the DoD acquisition cycle.

3.2.5.2 The Contractor shall assist with financial documentation in accordance with DoD, DoN, SPAWAR/PEO C4I and PMW policies and instructions, including those issued by the SPAWAR 1.6 Cost Estimating and Analysis Division.

3.2.5.3 The Contractor shall perform trend analysis, variance analysis, risk management assessments, and business modeling to identify issues and provide guidance and recommendations to customers and management.

3.2.5.4 The Contractor shall assist the PMW Installation Manager in the management and funding execution of PMW installations and DSA. The contractor will coordinate with PMW Install managers on initial funding requirements, documents and related fielding plans by Program of Record/Project and at a summary PMW level to support fielding plans in accordance with budget. The contractor shall update installation funding as a result of any changes in installation estimates/costs, budget changes, or fielding plans which occur during the execution of funding year. The contractor shall evaluate consistency of APM fielding plans to the budgets. The contractor shall provide feedback to the APM for funding realignment to support installations, provide a funding impact on each requested revision to the fielding plan and identify funding impacts required by the PMW prior to granting approval. The contractor shall assist the PMW install manager to ensure SPIDER estimates and revisions accurately reflect the budget. The contractor shall assist the APM's and BFM with adjustments for installation cost overrun/under-runs and provide installation cost inputs in response to SPIDER and SHIPMAIN drills.

3.2.6 The Contractor shall assist in the development and analysis of the N1 POM/PR total force manpower requirements for military, civilian and contractor components of the PMW workforce, using the workforce definition framework (End Item Product, Intermediate Product and Budget Line Item).

3.2.7 The contractor shall assist in the development and preparation of Incoming Other Customer Funds (OCF) funding document acceptance process and subsequent establishment of Sales Order in Navy ERP financial system.

3.3   Cost Analysis (RDT&E)

3.3.1 The Contractor shall provide assistance as needed to SPAWAR 1.6 Cost Estimating and Analysis Division in developing program life cycle cost estimates for those programs in the development acquisition phase.

3.3.2 The Contractor shall assist SPAWAR 1.6 Cost Estimating and Analysis Division in preparing trade-studies, technical evaluations, trade-off assessments, and other cost estimates and analyses in support of ACAT reporting requirements, including PLCCE analysis and Program Milestones Reviews, for the development phase of the DoD acquisition cycle.

3.3.3 The Contractor shall assist with financial documentation in accordance with DoD, DoN, SPAWAR/PEO C4I and PMW policies and instructions, including those issued by the SPAWAR 1.6 Cost Estimating and Analysis Division, for those programs in the development acquisition phase.

3.3.4 The Contractor shall perform trend analysis, variance analysis, risk management assessments, and business modeling to identify issues and provide guidance and recommendations to customers and management.

3.4   Financial Management (SCN)

3.4.1 The Contractor shall provide financial management and cost management support services for assigned PMW programs and projects in support of CVN, DDG 51, DDG 1000, LHD/LHA/LHA(R), LCS, LPD and USCG Deepwater class ships. Specific hulls will be identified with each funding increment. The Contractor shall utilize the following financial tools to oversee performance, financial execution, and track, control, manage and report program resources: iRAPS, MOCAS, CERPS, DCAS, AUTODOC, PRISMS, STARs and Navy ERP.

3.4.2 The Contractor shall provide support for program reviews and data calls, including Obligation Phasing Plans (OPP), Execution Reviews, and Participating Manager (PARM) reviews. The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs.

3.4.3 The Contractor shall support the POM and budget process, including the generation of 7300s – Government Furnished Material for new ship construction programs. The Contractor

shall support PEO C4I and the Ship Program Manager (SPM) in preparing responses to budgetary data calls.

3.4.4 The Contractor shall provide initial execution data, analysis and updates in support of mid-year execution and program reviews. The Contractor shall perform related program review analysis and prepare mid-year exhibits, justifications and supporting documentation.

3.4.5 The Contractor shall track and analyze execution data, and prepare initiations, commitments, obligations and expenditures reports. The Contractor shall identify and initiate reprogramming recommendations or propose a resolution in accordance with Program Office and NAVSEA reprogramming standards.

3.4.6 The Contractor shall prepare and maintain current execution spend plans, both initial and revisions, as prescribed by the customer's reporting requirements, for prior year, execution year and future years. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative.

3.4.7 The Contractor shall provide corporate spend plans and roll up summaries and reports at a consolidated PEO level.

3.4.8 The Contractor shall track and file all prepared documents, and provide requested documents to authorized Government personnel.

3.4.9 The Contractor shall prepare ad hoc financial reports.

3.5   Financial Management (Other (A3C4I (R&D))

3.5.1 The Contractor shall provide financial management and cost management support services in support of TAKE, JHSV, MPF(F), and USCG Deepwater class ships in development. Specific hulls will be identified with each funding increment. The Contractor shall utilize the following financial tools to oversee performance, financial execution and track, control, manage and report program resources: iRAPS, MOCAS, CERPS, DCAS, AUTODOC, PRISMS, STARs and Navy ERP.

3.5.2 The Contractor shall provide support for program reviews and data calls, including Obligation Phasing Plans (OPP), Execution Reviews, and Participating Manager (PARM) reviews. The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs.

3.5.3 The Contractor shall support the POM and budget process, including the generation of 7300s - Government Furnished Material for new ship construction programs. The Contractor shall support PEO C4I and the Ship Program Manager (SPM) in preparing responses to budgetary data calls.

3.5.4 The Contractor shall provide initial execution data, analysis and updates in support of mid-year execution and program reviews. The Contractor shall perform related program review analysis and prepare mid-year exhibits, justifications and supporting documentation.

3.5.5 The Contractor shall track and analyze execution data, and prepare initiations, commitments, obligations and expenditures reports.

3.5.6 The Contractor shall prepare and maintain current execution spend plans, both initial and revisions, as prescribed by the customer's reporting requirements, for prior year, execution year and future years. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative.

3.5.7 The Contractor shall provide corporate spend plans and roll up summaries and reports at a consolidated PEO level.

3.5.8 The Contractor shall track and file all prepared documents, and provide requested documents to authorized Government personnel.

3.5.9 The Contractor shall prepare ad hoc financial reports.

3.6   DELIVERABLES

The Contractor shall provide the following deliverables within the timeframe specified:

Products/Deliverables	Due Date
Monthly Status Reports (MSR) – CDRL A001.	15th of each month

3.7   SECURITY

The work performed by the Contractor will include access to Secret data, information, and spaces. The Contractor will be required to attend meetings classified at Secret level. Additional information can be found in the Contract Security Classification Specification (DD 254).

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 thirty-five (35) calendar 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 ninety (90) calendar days of departure.

Operations Security Requirements:
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 DD 254.

3.8   NAVY ENTERPRISE RESOURCE PLANNING (ERP)

Contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing any Navy ERP System, contractor personnel shall contact the applicable Navy, Marine Corps Internet (NMCI), Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homeport website at: https://nmcicustomerreporting/CTR_Lookup/index.asp. Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role required via the Contracting Officers Representative (COR) to the Competency Role Mapping POC. The COR will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Competency Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to have been completed prior to requesting a role for Navy ERP include: Systems Authorization Access Request (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training certificate and SF85P.

For directions on completing the SF85P, the contractor is instructed to consult with their company's Security Manager. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

For DoD Information Assurance Awareness training, please use http://iase.disa.mil/index2.html. On the right side of the page under "IA Training:" select "Online IA Training." On the next page select the frame with "DoD IA Awareness." On the next page select "Launch New Information Assurance Awareness" or "Continue Current Information Assurance Awareness."