

PMW 740 INTEGRATED INTERNATIONAL SUPPORT SERVICES

Performance Work Statement

**PROGRAM EXECUTIVE OFFICE (PEO) FOR
COMMAND, CONTROL, COMMUNICATIONS, COMPUTERS, AND INTELLIGENCE
(C4I)
INTERNATIONAL C4I INTEGRATION PROGRAM OFFICE (PMW 740)**

**INTEGRATED INTERNATIONAL SUPPORT SERVICES (IISS)
PERFORMANCE WORK STATEMENT**

24 JULY 2014

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1.0 INTRODUCTION

The Program Executive Office (PEO) for Command, Control, Communications, Computers, and Intelligence (C4I) International Integration Program Office (PMW 740) is acquiring integrated Program Management and Systems Engineering support services for its portfolio of international C4I programs.

2.0 BACKGROUND

PMW 740 uses Foreign Military Sales (FMS) and other Security Cooperation processes to promote interoperability with coalition and friendly nations by procuring, integrating, testing, training, and supporting integrated C4I capabilities.

This requirement includes Program Office support services for non-Major Defense Acquisition Programs (MDAPs) to PMW 740 in support of customer requirements from a variety of funding sources including but not limited to Section 1206 (Global Train and Equip authority), FMS, Foreign Military Financing (FMF), Iraq Security Forces Fund (ISFF), Global Peacekeeping Operations Initiative (GPOI), and Global Security Contingency Fund (GSCF).

3.0 SCOPE

The purpose of this effort is to provide required Program Management and Systems Engineering support services to PMW 740 in support of customer requirements for Security Cooperation products and services. Task Order (TO) services are for technical subject matter expertise with skills and experience that enable PMW 740 to respond to customer requirements for integrated C4I products in compliance with Security Cooperation regulations and policies. The Contractor shall perform support services that span the full lifecycle of the Security Cooperation process, including requirements definition and FMS case development, Letter of Offer and Acceptance (LOA), case execution, and case reconciliation, case closure as well as administrative and acquisition support.

This effort will provide most, but not all, Program Management and Systems Engineering support services for PMW 740. Exceptions may include situations where FMS customers request sole source program and engineering support contracts, which are excluded from the scope of this Performance Work Statement (PWS). Some program management, engineering, and logistics contractor support services may also be obtained from Space and Naval Warfare Systems Command (SPAWAR) competency organizations and Federally Funded Research and Development Centers (FFRDC) to encourage alignment with Enterprise processes and domestic acquisition best practices.

4.0 APPLICABLE DIRECTIVES/DOCUMENTS

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The Contractor shall adhere to the following documents in accordance with paragraph 6.0, Performance Requirements:

Document Type	No./Version	Title	Date
CNETINST	5230.9	Electronic Mail (E-Mail) Policy and Standards http://www.netc.navy.mil/	
JTR		DoD Civilian Personnel Travel http://www.defensetravel.dod.mil/site/travelreg.cfm	1 Apr 2004
DoD Manual	5000.4M	DoD Manual Cost Analysis Guidance and Procedures http://www.dtic.mil/whs/directives/corres/pdf/50004m.pdf	Dec 1992
Navy Regulations	NAVSO P-1000	DoN Financial Management Policy Manual http://www.finance.hq.navy.mil/fmc/PDF/P_1000_chg_67.pdf	
Guidance		National Information Assurance Partnership (NIAP) Common Criteria Evaluation and Validation Scheme for IT Security (CCEVS) http://www.niap-ccevs.org/	
DoD Directive	8500.01E	Information Assurance (IA) http://www.dtic.mil/whs/directives/corres/pdf/850001p.pdf	24 Oct 2002
DoD Instruction	8500.2	Information Assurance (IA) Implementation http://www.dtic.mil/whs/directives/corres/pdf/850002p.pdf	6 Feb 2003
DoD Instruction	8510.01	DoD Information Assurance Certification and Accreditation Process (DIACAP) http://www.dtic.mil/whs/directives/corres/pdf/851001p.pdf	28 Nov 2007
DoD Guide		DoD Earned Value Management Implementation Guide	03 Oct 1997
DoN Handbook		Department of the Navy DoD Information Assurance Certification and Accreditation Process Handbook http://www.doncio.navy.mil/uploads/0721MRT65474.pdf	15 Jul 2008
DoD Manual	5220.22M	National Industrial Security Program Operating Manual http://www.dtic.mil/whs/directives/corres/pdf/522022m.pdf	28 Feb 2006
22 US Code	Chapter 39	Arms Export Control Act http://pmdotc.state.gov/regulations_laws/aeca.html	03 Jan 2012

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DoD Manual	5105.38M	Security Assistance Management Manual http://www.samm.dsca.mil/	
Handbook	Version 1	PMW 740 Systems Engineering Handbook	
DoS Regulation		International Trafficking and Arms Regulations https://www.pmddtc.state.gov/regulations_laws/itar.html	1 Apr 2012
NAG-14 C		Safeguarding Communications Security (COMSEC) Material and Facilities	Nov 1997
NAG-18A		Allied Communications Security (COMSEC) Material Accounting Manual	Jul 1990
NSA/CSS Manual 3-16		Control of Communications Security (COMSEC) Material	05 Aug 2004
NSTISSI 4000 Series Instructions		National Security Telecommunications and Information Systems Security Instruction	Jan 1998

5.0 Data Types and Performance Locations

5.1 Sensitive Compartmented Information (SCI)

As required, the contractor team may access the following types of data at a number of test and operational sites:

- SCI Category III and/or SCI Category II operational intelligence messages and operational tracks
- Communications Security (COMSEC) Information
- Restricted Information
- Formerly Restricted Data
- Electronic Intelligence (ELINT)
- North Atlantic Treaty Organization (NATO) Information
- Limited Dissemination Information
- For Official Use Only Information
- Foreign Government Information
- Signals Intelligence (SIGINT)
- Communication Intelligence (COMINT) databases

The contractor shall provide the task Sensitive Compartmented Information (SCI) Access List in accordance with CDRL A006.

5.2 SCI Performance Locations

United States (U.S.) Government Sites:

- Joint Intelligence Operations Center (JIOC), Pearl Harbor
- Regional Service Center Pacific (RSC PAC), Pearl Harbor
- Camp Smith, Pearl Harbor, HI
- Office of Naval Intelligence (ONI), Washington, DC

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- Joint Staff J8 C4 Assessment Division, Suffolk, VA
- Joint Deployable Intelligence Support System (JDISS), Suitland, MD
- Defense Information Systems Agency (DISA), Washington, DC
- Pentagon, Washington, DC
- U.S. Pacific Command, Pearl Harbor, HI
- U.S. European Command, Stuttgart, Germany
- U.S. Central Command, Tampa, FL
- Commander, Naval Forces Japan (CNFJ), Yokosuka, Japan
- Commander, Naval Forces Korea Detachment (CNFK), Chinhae, ROK
- Fleet Intelligence Training Center (FITCPAC), San Diego, CA
- SPAWAR, San Diego, CA
- SPAWAR System Center Pacific (SSC Pacific), San Diego, CA
- SPAWAR System Center Atlantic (SSC Atlantic), Charleston, SC

United Kingdom Government Sites:

- Europe Regional Service Center (E-RSC), Molesworth, UK
- Joint Analysis Center, Molesworth, UK
- Fleet N2, Maritime Operations Center (MOC), Northwood, UK
- Ministry of Defense (MoD), Maritime (DI-MAR), London, UK
- Maritime Intelligence Fusion Cell (MIFC), Portsmouth, UK

Australia Government Sites:

- Fleet Head Quarters (FHQ) Sydney, Potts Point, Australia
- Head Quarters Joint Operations Command (HQJOC), Bungendore, Australia

Japan Government Sites:

- Japan Maritime Self Defense Force (JMSDF) Operational Intelligence Center, (OIC), Funakoshi, Japan
- Ministry of Defense, Maritime Support Office (MSO), Tokyo, Japan

Republic of Korea (ROK) Government Sites:

- Maritime Tactical Intelligence Group (MTIG), Jinhae, ROK
- Combined Naval Intelligence Center (CNIC), Busan, ROK
- Naval Headquarters, Daejeon, ROK
- Third Fleet Headquarters, Mokpo, ROK
- Second Fleet Headquarters, Pyongtaek, ROK
- First Fleet Headquarters, Donghae, ROK
- Ministry of Defense (MND), Seoul, ROK
- Defense Security Agency (DSA), Seongnam, ROK

Bahrain Government Site:

- Commander United States Naval Forces Central Command (COMUSNAVCENT)
Manama, Bahrain

Kingdom of Saudi Arabia (KSA) Government Sites:

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- Royal Saudi Naval Forces (RSNF) Headquarters, Riyadh, KSA
- RSNF Central Command, Riyadh, KSA
- RSNF East Fleet Command, Jubail, KSA
- RSNF West Fleet Command, Jeddah, KSA

The contractor shall provide the task Sensitive Compartmented Information (SCI) Access List in accordance with CDRL A006.

6.0 PERFORMANCE REQUIREMENTS (FMS Case; FMS Admin; Iraqi Security Forces Fund (ISFF); Afghanistan Security Forces Fund (ASFF); National Defense Authorization Act (NDAA), Section 1206, Train and Equip (1206); Operations and Maintenance, Navy (OMN); Global Security Contingency Fund (GSCF))

The Contractor shall perform the following tasks for PMW 740 in accomplishing the requirements of this PWS.

The Contractor shall meet the primary need for tasking in all locations with personnel from the local area. Charges for relocation of personnel shall not be reimbursed under the Task Order (TO) awarded as a result of this PWS. When approved by the United States Government (USG), the Contractor shall travel to support meetings.

The Contractor shall provide integrated C4I Program and Life Cycle Analysis, C4I Systems Engineering, Defense Security Assistance Management System (DSAMS)/FMS Case Development, Execution, and Closure, Integrated Logistics Support (ILS), Contracts and Acquisition Support, and Administrative Support services required by PMW 740 in support of FMS customer requirements. The Contractor shall ensure that Program Management, Systems Engineering, FMS policy, logistics, security, Foreign Disclosure review, and administrative support services are integrated and shall ensure that all deliverables take these factors into consideration, including work performed by subcontractors. The Contractor shall assemble multi-disciplinary teams to solve complex program management and technical problems as required to meet FMS case requirements.

The Contractor shall implement a culture of continuous improvement through the application of tools such as Lean Six Sigma, Other Productivity Improvements (OPIs), industry best practices, sound Program Management techniques, and other process improvement methodologies, as appropriate. Through the application of these tools and techniques, the Contractor shall demonstrate improvements in efficiency, effectiveness, and validated cost savings for the USG and its customers.

The Contractor shall provide a Monthly Status Report in accordance with Contract Data Requirements List (CDRL) A001

6.1 Integrated International C4I Program Management Support Services.

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The Contractor shall provide integrated Program Management support services to facilitate successful delivery of end-to-end C4I capabilities. The Contractor shall ensure that Program Management activities are coordinated across other disciplines within the scope of this PWS. The Contractor shall perform Program Management support services including the following:

6.1.1 The Contractor shall assist in developing and updating FMS case documentation required through all phases of the FMS process, including Pre-Letter of Request (LOR), Case Development, Case Execution, and Case Closure. Documentation shall be prepared in accordance with all applicable FMS regulations and policies, including but not limited to the Security Assistance Management Manual (SAMM) and other Foreign Disclosure and Release processes. The Contractor shall obtain pricing information from suppliers and prepare cost estimates for FMS Letter of Offer and Acceptance (LOA), Modification, Amendment, and Price and Availability (P&A) documents. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.1.2 The Contractor shall prepare, organize, maintain, and review FMS case project management data including (1) Work Breakdown Structures (WBS), (2) project schedules, (3) reports and supporting documentation, and (4) Plans of Action and Milestones (POA&Ms). The Contractor shall process project management data as received and update project files as necessary for proper PMW 740 project management. The Contractor shall prepare project management data and shall review data generated by other contractors when applicable. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.1.3 As required, the Contractor shall participate in Program Management Reviews (PMRs), System Requirements Reviews (SRRs), Preliminary Design Reviews (PDRs), Critical Design Reviews (CDRs), Test Readiness Reviews (TRRs), Build Readiness Reviews (BRRs), Technical Interchange Meetings (TIMs), Integrated Product Team (IPT) meetings, Contract Data Requirements List (CDRL) reviews, Financial Management Reviews (FMRs), Case Reconciliation Reviews (CRRs), status reviews, risk assessments, and other meetings and discussions related to PMW 740 FMS Programs. The Contractor shall prepare program management materials required for participation in the above meetings and reviews, including meeting agenda. The Contractor shall provide meeting agendas (CDLR A002), meeting minutes (CDLR A003) and action item lists (CDRL A005). The Contractor shall be prepared to answer routine questions about cost, schedule, performance, and risk during meetings, and shall be able to independently gather data and perform analysis required to close complex issues that have been recorded as action items.

6.1.4 The Contractor shall provide support services in the implementation and sustainment of the Security Cooperation Enterprise Solution (SCES), including the identification and resolution of system issues with respect to user role-mapping, FMS funding documents/contracts, and other interfacing systems (Navy ERP, Defense Transportation System (DTS), etc). The Contractor shall provide SCES help desk support services to the SPAWAR SYSCOM Security Cooperation Office (SSCO) community as required. The Contractor shall also coordinate meetings and provide agendas, minutes, briefs, data-calls, POA&Ms and other facilitating research in support of the SCES transition.

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6.1.5 The Contractor shall review FMS documentation to ensure compliance with applicable country-specific FMS case guidelines. This support shall include pre-screening of documents and development of recommendations regarding the releasability of documents. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.1.6 The Contractor shall provide in-country Program Management and administrative support to the USG, as needed, to assist in successfully accomplishing their missions. The Contractor shall meet the need for tasking in all locations with personnel from the local area.

6.1.6.1 The Contractor support team within Taiwan shall include up to eight (8) local personnel who possess English language skills. Of these employees, one employee in a lead position shall be proficient in Chinese equivalent to Defense Language proficiency Level 3 in both listening/reading and speaking, and a minimum, English language proficiency equivalent to 70% on the Defense English Comprehension Level Test. The Contractor shall establish and maintain relationships with the Taiwan Ministry of National Defense (MND) and the American Institute of Taiwan (AIT) to coordinate and facilitate routing of correspondence and other documentation. The Contractor shall provide Government personnel (CONUS) reasonable assistance in carrying out their official duties while in-country, to include:

- Routine administrative support (e.g., phone, fax, internet, meeting support)
- Travel support (e.g., providing local transportation, group travel arrangements).

6.1.6.2 The contractor support team within Saudi Arabia shall include personnel who possess English language proficiency equivalent to 70% on the Defense English Comprehension Level Test. The Contractor shall establish and maintain relationships with the RSNF and the United States Military Training Mission (USMTM) to coordinate and facilitate routing of correspondence and other documentation. The Contractor shall provide Government personnel (CONUS) reasonable assistance in carrying out their official duties while in-country, to include:

- Routine administrative support (e.g., phone, fax, internet, meeting support)
- Travel support (e.g., providing local transportation, group travel arrangements).

6.2 Integrated International C4I Systems Engineering Support Services.

The Contractor shall provide integrated Systems Engineering support services to facilitate successful delivery of end-to-end C4I capabilities. The Contractor shall provide Systems Engineering support and recommendations for FMS cases planned, developed, executed, and managed by PMW 740. The Contractor shall ensure that Systems Engineering activities are coordinated across other disciplines within scope of this PWS. The Contractor shall perform Program Office Systems Engineering support services including the following:

6.2.1 The Contractor shall assist the USG in analyzing FMS customer requirements, conducting site surveys, observing System Operation Verification Testing (SOVT), Factory Acceptance Testing (FAT), and Integration Testing (IT), developing top level C4I architectures, proposing C4I technical solutions, identifying testing, training, security, interoperability, and support approaches, and integrating solutions with existing customer equipment and concepts of

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operation. The Contractor shall produce reports documenting technical approaches, tradeoffs, cost and schedule estimates, and risk analysis to support both Rough Order of Magnitude (ROM) and detailed planning. This documentation will include updating existing documents; providing informal input (e.g., emails); and as required, the Contractor shall provide a Technical Report (CDRL A004).

6.2.2 As required, the Contractor shall participate in PMRs, SRRs, PDRs, CRRs, TRRs, BRRs, TIMs, IPT meetings, CDRL reviews, status meetings, risk assessments, and other meetings and discussions related to PMW 740 international programs. The Contractor shall prepare Systems Engineering materials and documentation/correspondence required for participation in meetings and reviews. The Contractor shall provide meeting agendas (CDLR A002), meeting minutes (CDLR A003) and action item lists (CDLR A005). The Contractor shall be prepared to answer routine questions about technical performance, technical tradeoffs, risk, integration, testing, interoperability, security, and operational impacts during meetings, and, as required, shall be able to independently gather data and perform and/or evaluate analysis required to close complex issues that have been recorded as action items. The Contractor shall conduct technical Systems Engineering analysis and deliver accurate reports on technical issues at varying levels of detail as appropriate for the intended audiences. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.2.3 The Contractor shall coordinate and monitor reviews of Commercial Off-the-Shelf (COTS) equipment to provide engineering assessments for potential obsolescence concerns, identify cost effective solutions, and initiate action to pursue approved solution(s). The Contractor shall provide engineering assessments of proposed obsolescence solutions (form, fit, and function) and support system/sub-system redesign efforts, as necessary. The Contractor shall support site surveys and assist in obsolescence planning, as needed. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.2.4 The Contractor shall evaluate Software Development Plans (SDPs), software design documentation, software test plans and reports, and Software Trouble Reports (STRs). The Contractor shall provide written reports to document findings and make recommendations for improvement (CDRL A004). The Contractor shall participate in Configuration Control Boards (CCBs), as required.

6.3 Logistics Planning and Management Support Services.

The Contractor shall provide integrated logistics planning and management support services to facilitate successful delivery of end-to-end C4I capabilities. The Contractor shall provide logistics support services and recommendations for FMS cases planned, developed, executed, and managed by PMW 740. The Contractor shall ensure that logistics activities are coordinated across other disciplines within scope of this PWS. The Contractor shall perform Program Office logistics planning and management support services including the following:

6.3.1 The Contractor shall prepare and maintain logistics management information for PMW 740 FMS cases. The Contractor shall participate in logistics reviews, IPTs, Working Groups

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(WG), and engineering technical review meetings. The Contractor shall also provide technical expertise related to logistics. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.3.2 When applicable, the Contractor shall support the USG in its oversight of maintenance contracts, provisioning, material acquisition, inventory management, obsolescence management, transportation management, configuration/data management, and help desk operations.

6.3.3 When applicable, the Contractor shall support the USG in its oversight of training plans, training curriculum, training implementation/process, and training updates to include coordination of Travel Living Allowances (TLA) and medical coverage with internal and external organizations as required.

6.3.4 When applicable, the Contractor shall provide in-country support to coordinate logistics matters, schedules, and other in-country efforts. As provided in paragraph 6.1.6.1, the contractor in-country support team shall be comprised of local personnel who have bilingual abilities. The Contractor shall provide a Technical Report (CDRL A004).

6.4 Contracts Management Support Services.

The Contractor shall provide integrated contract management support services to facilitate successful delivery of end-to-end C4I capabilities. The Contractor shall ensure that contract management activities are coordinated across other disciplines within scope of this PWS. The Contractor shall support the award and management of contracts (other than this SeaPort-e task and the Financial Support Services Contract for PMW 740) required to deliver C4I capabilities to foreign customers. The Contractor shall perform Program Office contracts management support services including the following:

6.4.1 The Contractor shall provide acquisition support. The Contractor shall research existing Government-Wide Acquisition Contracts (GWACs) for available products and services and evaluate different approaches and sources for acquisition support. The Contractor shall assist in development of contractual documentation including, but not limited to, Statements of Work (SOW), Source Selection Plans (SSP), and Independent Government Estimates (IGEs). The Contractor shall provide contract management support and research according to the requested schedule, ensuring materials and services are obtained in a timely manner without impact to project and program schedules.

6.4.2 The Contractor shall support market research and market surveys to identify potential sources and contract vehicles for PMW 740 FMS Programs. Potential vehicles include General Services Administration (GSA) Schedule vendors, GWACs, and other Department of Defense (DoD) contracts. The Contractor shall submit market research results and assist in documenting small business capability analysis within the assigned timeframe. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.4.3 The Contractor shall assist PMW 740 with post-award contract support. The Contractor shall track all assigned contracts (not related to this SeaPort-e task order) and modifications, and

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prepare appropriate documentation for the exercise of options or other post-award phase contract actions. The Contractor shall monitor milestone schedules on assigned contracts to ensure that performance is responsive, timely, and in full compliance with contractual requirements.

6.4.4 The Contractor shall conduct Earned Value Management (EVM) surveillance and data analysis activities for other contracts managed by PMW 740 where applicable. [NOTE: This is not a requirement to invoke EVM on this PWS but rather to assist the Program Office with monitoring EVM on other contracts.] This shall include review, evaluation, and analysis of EVM related CDRLs, such as Cost Performance Reports (CPRs) and Work Breakdown Structures (WBSs). The Contractor shall provide cost/schedule risk information, participate in Integrated Baseline Reviews (IBRs), and analyze realism of Integrated Master Schedules (IMS) and evaluate the appropriateness of provided EVM data.

6.5 FMS Policy, Tool, and Process Support Services.

The Contractor shall provide integrated FMS policy, tool, and process support services to facilitate successful delivery of end-to-end C4I capabilities. The Contractor shall provide FMS policy, tool, and process support and recommendations for all FMS cases planned, developed, executed, and managed by the SYSCOM Security Cooperation Office-Operations Manager (SSCO-OM) within PMW 740. The Contractor shall ensure that FMS policy, tool, and process activities are coordinated across other disciplines within scope of this PWS. The Contractor, as tasked, shall perform Program Office FMS policy, tool, and process support services including the following:

6.5.1. The Contractor shall provide current applicable FMS policy information and updates for, including but not limited to, the SAMM, Arms Export Control Act (AECA), export licenses, National Security Agency (NSA) releasability, Foreign Disclosure, and the International Traffic in Arms Regulations (ITAR). The Contractor shall inform the SPAWAR FMS team of recent policy changes. The Contractor shall conduct reviews of proposed new policies, and provide impact analysis and recommendations to the USG. The Contractor shall review FMS LOAs and other documents for compliance with applicable policy, and shall collaboratively work with FMS Case Managers to answer questions and meet all requirements. The Contractor shall coordinate review and approval of LOAs with Navy International Program Office (NIPO) and the Defense Security Cooperation Agency (DSCA). The Contractor shall participate in policy development and process improvement working groups with NIPO, DSCA, other Systems Commands (SYSCOMs), and other Military Departments.

6.5.2 The Contractor shall provide recommendations on standard FMS tools provided by the FMS enterprise, including but not limited to Defense Security Assistance Management System (DSAMS), Security Cooperation Information Portal (SCIP), Case Execution Performance Tool (CEPT), FMS Admin Case Tracking System (FACTS), Information Warehouse, and SCES. The Contractor shall maintain sufficient expertise on FMS tools so that continuity is maintained as personnel change jobs. The Contractor shall provide team training on FMS tools and coordinate account access and Navy Marine Corps Intranet (NMCI) network access as required. The Contractor shall participate in FMS tool working groups and coordinate problem resolution with Navy IPO, Navy Supply Weapon Systems Support (NAVSUP-WSS), and DSCA.

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6.5.3 The Contractor shall execute the case reconciliation and closure process on all supply-service-complete cases. The Contractor shall coordinate with the Performing Activities, Defense Financial Accounting Service in Indianapolis (DFAS-IN) and Columbus (DFAS-CO), NAVSUP-WSS, and other organizations to expedite the reconciliation and closure process. The Contractor shall conduct the required analysis and research of FMS case data to reconcile and close a case in accordance with the FMS Case Reconciliation and Closure Manual (DoD 5105.65-M). This includes related transactions in SCES and other supporting systems (DSAMS, Navy ERP, Defense Cash Accountability System (DCAS), and Mechanization of Contract Administration Services (MOCAS) as well as converted legacy data from MISIL, DIFS, and STARS. The Contractor shall provide regular status updates on progress toward administration and closure of these FMS cases. The Contractor shall monitor and report all SSCO CEPT violations and provide recommendations for resolving financial, performance, and closure violations.

6.5.4 The Contractor shall track case development progress toward completion for all cases assigned to the SSCO. The Contractor shall report case development status on individual cases.

6.5.5 The Contractor shall coordinate attendance and scheduling of claimancy personnel at the Defense Institute of Security Assistance Management (DISAM) through NIPO.

6.6 Communications Security (COMSEC) Custodian Services

The Contractor shall provide COMSEC Custodian Services in locations required by PMW 740 (e.g., KSA and within nations in the Pacific Command (PACOM) Area of Responsibility (AOR)). The Contractor will typically be required to provide two (2) personnel in each location. The Contractor shall perform central receiving, temporary storage, and transfer services for the United States (U.S.) Department of Defense (DoD)-provided COMSEC equipment, documents, keying and other materials; provide subject matter expertise in the proper custodianship, safeguarding and operation of DoD-provided COMSEC equipment and materials, including keying materials.

The Contractor shall report on COMSEC managerial duties in the monthly status report (CDRL A001).

For each COMSEC account, the Contractor shall develop and maintain a Distribution Plan to ensure strict control of COMSEC material (CDRL A008). The Distribution Plan shall be in accordance with NAG-14, NAG-18A, NSA Regulation 3-16 and NSTISSI 4000 series instructions, or the applicable service regulation.

6.6.1 The Contractor shall prevent unauthorized distribution and disclosure of COMSEC material, verifying the identification, clearance and need-to-know of any individual requesting access to the records and/or material associated with the COMSEC account.

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6.6.2 The Contractor shall participate in COMSEC related meetings and brief, provide meeting agendas (CDRL A002), maintain minutes (CDRL A003) and action item lists (CDRL A005). The Contractor shall remain informed from USG agencies (e.g., NSA) of any new requirements or modifications to existing requirements to be serviced by the COMSEC account.

6.6.3 The Contractor shall receive, receipt for, and ensure the safeguarding and accounting of all COMSEC material issued to the COMSEC account. The Contractor shall maintain COMSEC accounting and related records as outlined in NAG-14, National Security Telecommunications and Information Systems Security Instruction (NSTISSI) 4000 series instructions, or the applicable service regulations. The Contractor shall ensure the integrity of COMSEC material (i.e., key or equipment), inspecting the implemented protective technologies upon initial receipt and during each inventory and prior to each use.

6.6.4 The Contractor shall be aware at all times of the location of every item of accountable COMSEC material held by the account and the general purpose for which it is being used. The Contractor shall conduct an inventory semiannually, or as directed by PMW 740, by physically sighting all COMSEC material charged to the account and reconcile this inventory with the NSA Central Office of Record (CDRL A007). All the inventories shall be conducted as outlined in NAG-14, NAG-18A, NSA Regulation 3-16, and NSTISSI 4000 series instructions, or the applicable service regulations.

6.6.5 The Contractor shall perform routine destruction or disposition of COMSEC material when required. All destruction of COMSEC material shall be conducted as outlined in NAG-14, NAG-18A, NSA Regulation 3-16, and NSTISSI 4000 series instructions and other applicable service regulations for the specific COMSEC material. The Contractor shall submit transfer, destruction, and possession reports when required to the appropriate USG and/or U.S. DoD office.

6.6.6 The Contractor shall ensure the prompt and accurate records of all amendments to COMSEC publications held by the account.

6.6.7 The Contractor shall ensure that required page checks are accomplished on all keying material (as specified in applicable service regulations) and on all publications when they are received, returned from hand receipt, transferred, destroyed, when a change of COMSEC Manager occurs, and when posting amendments which include replacement pages to ensure completeness of each publication.

6.6.8 The Contractor shall ensure that all accountable COMSEC material shipped outside of the account's organization is packaged and shipped as specified in NAG-14, NAG-18A, NSA Regulation 3-16, and NSTISSI 4000 series instructions, or the applicable service regulation. The Contractor shall ensure that all material received is inspected for evidence of tampering. If suspected physical incident is found, submit a report immediately in accordance with the Distribution Plan (CDRL A008).

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6.6.9 The Contractor shall ensure that appropriate COMSEC material is readily available to properly cleared and authorized individuals whose duties require its use. If the material is classified, verify that the individual(s) are cleared to the level of the material. Issue material to users by means of a hand receipt, as provided for in NAG-14, NAG-18A, NSA Regulation 3-16, and NSTISSI 4000 series instructions, or the applicable service regulation. The Contractor shall advise recipients of their responsibility for safeguarding the material until it is returned to the manager.

6.6.10 The Contractor shall immediately report any known or suspected COMSEC incidents, personnel incidents, or physical incident. Incidents are defined in, and shall be reported in accordance with the procedures outlined in NAG-14, NAG-18A, NSA Regulation 3-16, and NSTISSI 4000 series instructions, as well as other applicable regulations for the specific COMSEC material.

6.6.11 The Contractor shall provide COMSEC subject matter expertise on the proper custodianship, safeguarding and operation of DoD-provided COMSEC equipment, keying and other materials, to include installation of equipment, loading and zeroing equipment, troubleshooting (when necessary), and emergency destruction procedures, in order to satisfy requirements for secure interoperability for new personnel or equipment and when new policy procedures requires it. The Distribution Plan shall address the frequency and coordination of training (CDRL A008).

6.6.12 The Contractor shall provide COMSEC subject matter expertise for investigations related to the material in the COMSEC Custodian account.

6.7 Administrative and Strategic Planning Support Services.

The Contractor shall provide integrated FMS administrative and strategic planning support services to facilitate successful delivery of end-to-end C4I capabilities. The Contractor shall provide administrative and strategic planning support and recommendations for all FMS cases planned, developed, executed, and managed by PMW 740. The Contractor shall ensure that FMS administrative and strategic planning activities are coordinated across other disciplines within scope of this PWS. The Contractor shall perform program office administrative and strategic planning support services including the following:

6.7.1 The Contractor shall assist in developing informational papers and briefings to support the program office mission and strategic vision. The Contractor shall assist in gathering data required to prepare briefings, perform required analysis, and present information in a format suitable for the intended audience. Preparation shall include creating illustrations, diagrams, and charts. Intended audiences may include foreign customers, Flag/Senior Executive Service (SES) members, and the general public through press releases and conferences. Briefings shall contain the appropriate level of detail for the audience. Examples of required briefings to be supported include, but are not limited to, conferences, O-6/Flag level program portfolio reviews, Very Important Person (VIP) visitor briefings, and Combatant Commander (COCOM) customer briefs. The Contractor shall develop a library of slides and prepare program overview briefs

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tailored to specified audiences. As required, the Contractor shall provide a Technical Report (CDRL A004).

6.7.2 The Contractor shall draft, prepare, edit, and coordinate memos, agreements, reports, papers and other official documentation as required using the Naval Correspondence Manual as guidance. The Contractor shall independently gather data required to prepare correspondence, perform required analysis, and prepare written communication that is clear and relevant to the intended audience. Examples of intended audiences include foreign customers, Flag/SES members, other Systems Commands and Military Departments, technical working groups, and the general public. The Contractor shall staff all official correspondence through standard PEO C4I processes. The Contractor shall prepare route slips for all internal correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received. The Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Envelopes and mailing labels shall be prepared in accordance with postal regulations and the Standard Navy Distribution List (SNDL).

6.7.3 The Contractor shall assist in gathering, analyzing, and presenting data obtained from FMS Information Technology (IT) systems, USG and support services staff, and other tools to assist with internal case management and responding to external data calls. The Contractor shall meet all deadlines and provide time for review by the requesting PMW 740 personnel. When initiating data calls internal to PMW 740, the Contractor shall conduct upfront planning to minimize overall impact and rework. Information gathered shall be presented in textual and graphical formats appropriate to the intended audience. The Contractor shall anticipate regularly scheduled briefings, reports, and data calls to ensure that deadlines are met. Examples of analysis to be provided on a case-by-case basis include the number of FMS actions processed on a monthly basis, Lean Six Sigma project status, PEO action items, case development turn-around time, LOR and P&A requests received and processed per month, and case funds added, expended, and remaining.

6.7.4 The Contractor shall update and maintain the PMW 740 FMS Case Status Briefings used to provide complete FMS case status updates to the chain of command. This requirement shall include close and continuous liaison with both the PMW 740 Front Office (Program Manager (PM)/Deputy Program Manager (DPM)/Director of Operations) and all FMS Case Managers to ensure that current and complete status is properly maintained.

6.7.5 The Contractor shall provide planning support for meetings, special events, conferences, and working groups. Support shall include planning of the meetings, processing visit requests, preparation of meeting agendas, setup and operation of voice or video conference equipment, and other audiovisual equipment.

6.7.6 The Contractor shall comply with all Navy requirements for Performance Based Activity reporting. This includes accurate bi-weekly submission of labor allocation to specific activities aligned by FMS core function.

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6.7.7 The Contractor shall organize, prioritize, and manage timely workflow of all correspondence and other documentation requiring the PM and/or DPM signature or review.

6.7.8 The Contractor shall make travel arrangements as required, including complex multi-leg international travel for individuals and small groups. The Contractor shall assist with reconciliation of associated travel charges after trip completion and assist with expense processing of USG credit card. The Contractor shall perform reconciliation and expense processing support only as required by the PMW 740 PM or DPM.

6.7.9 The Contractor shall function as the NMCI Assistant Contract Technical Representative (ACTR) for all PMW 740 NMCI assets. The Contractor shall identify all NMCI assets that are no longer required and take action to return the assets to the proper custodians and adjust NMCI billing. The Contractor shall continuously maintain a current inventory of all NMCI and non-NMCI Information Technology (IT) assets.

6.7.10 The Contractor shall maintain the PM and DPM calendars, and shall coordinate schedules with other meeting attendees to arrive at agreed upon meeting times and locations. The Contractor shall answer the PM's and DPM's phones and route callers to appropriate personnel when the PM or DPM is not available.

6.7.11 The Contractor shall establish agendas and prepare materials for program office staff meetings and off-sites. The Contractor shall develop organization charts, phone rosters, and other documentation to improve program office communication and alignment.

6.7.12 The Contractor shall ensure the PMW 740 Data Repository is up to date. The Data Repository consists of electronic and paper copies of all appropriate FMS documents, files, and other relevant data. The Data Repository for FMS Case Records shall comply with all policies and regulations for maintaining data. The online repository shall be implemented using standardized PEO C4I tools such as Microsoft SharePoint. The Contractor shall archive and organize routine, work-related email correspondence for timely retrieval when requested. The Contractor shall backup all correspondence in order to minimize data loss due to IT failures. The Contractor shall archive email correspondence as part of official FMS case records when appropriate.

6.7.13 The Contractor shall plan, execute, and track Official Representation Funds (ORF) used to purchase official gifts and meals. The Contractor shall maintain the PMW 740 ORF budget in accordance with all policies and coordinate ORF requests and payments with SPAWAR. The Contractor shall maintain records of official gifts that have been given to visitors.

6.7.14 The Contractor shall develop facilities maintenance requests, including office space planning and moves, and track to completion.

6.7.15 The Contractor shall attend Director of Operations, data management, and other meetings as required as the PMW 740 representative. The Contractor shall provide a brief email following every meeting that summarizes topics of discussion, decisions made, and action items.

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6.7.16 The Contractor shall maintain and update the SharePoint event calendar as assigned. The calendar shall show all travel, foreign visits related to FMS, FMS program reviews, and any other significant events or activities.

6.7.17 The Contractor shall provide SharePoint Site Content Management support including, but not limited to, site content management, account management, resolving permissions issues, custom lists (to include action, task and metric tracking), create/update content on SharePoint sites, upload documents into SharePoint document libraries, create/update SharePoint master pages, configure SharePoint and file share permissions, create/update content on the HTML sites, create/update graphics, and assist users in troubleshooting, analyzing, and resolving issues.

6.7.18 The Contractor shall coordinate all visits involving Foreign Nationals. This level of support includes, but is not limited to, scheduling (office calls, facility, conference room, etc.), planning, facilitating and processing all Foreign Visit Requests through appropriate channels, administration of the visit, arrange for billeting if required, assist in submitting requests for ORF to include gift procurement, and brief preparation.

6.7.19 As required to conduct meetings, the Contractor shall provide administrative support including, but not limited to, security office badges/visit requests, audiovisual support, and poster boards.

6.7.20 The Contractor shall develop digital media as well as print high quality pamphlets, brochures, poster boards, and other material as required (e.g., trade shows, industry days, and pre-Letter of Offer and Acceptance (LOR) activities).

6.8 Hour and Cost Reporting

The Contractor shall accurately track expenditures and provide a timely monthly report of total FMS funds broken out by WBS (CDRL A001).

6.8.1 The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the SPAWAR 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 (from contractors) 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. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

6.9 Facilities

The locations of performance for this task are as follows:

- Contractor facility in San Diego County

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- PEO C4I PMW 740 facilities located on the SPAWAR Old Town Campus, San Diego, CA (up to 14 seats)
- USG provided facility housing the Taiwan Program Management Office (PMO) at Pacific Center 1, 1455 Frazee Road, San Diego (up to 25 seats)
- Taipei, Taiwan (up to 8 seats)
- RSNF Headquarters facility in Riyadh, KSA (up to 2 seats)
- National Capital Region (1 seat)
- COMSEC Custodian locations that will be determined during contract performance

6.9.1 Conference Rooms

The Contractor shall provide regular access to a conference room capable of hosting foreign nationals and holding up to 100 people. The conference room shall be equipped with audiovisual capabilities, internet access, conference capable telephones, and power ports. The conference room shall be located either at an external location arranged by the Contractor or at the Contractor's facility.

6.9.2 Taiwan In-Country Liaison Office

The Contractor shall provide for PMO satellite liaison office support for up to eight (8) Taiwan personnel at the Government provided facility in Taipei, Taiwan. The Contractor shall maintain a break area including microwave, coffee maker, and refrigerator within the Taiwan PMO spaces.

The Contractor shall maintain a conference room to include access to telephone, fax, broadband Internet, office equipment, audio-visual capabilities, and administrative support. The Contractor shall maintain a separate equipment test workspace with work benches, magnetic white boards, and storage racks.

The Contractor shall provide for separate metering of contractor power usage in order to comply with the Joint Information Operations Center (JIOC) and Taiwan MND policy requirements. The Contractor shall include monthly power usage charges as part of the facility costs incurred.

7.0 DELIVERABLES

Deliverables required under this PWS are listed in Table 2 below.

Table 2. CDRL Title and Due Date.

CDRL No.	Title	Due Date
A001	Monthly Status Report (MSR)	15 th of each month for the previous month
A002	Meeting Agenda	Two working days before a scheduled meeting

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A003	Meeting Minutes	Three working days after completion of the meeting
A004	Technical Report	As required; updates due after conclusion of meeting
A005	Action Item List	As directed (monthly/weekly/daily)
A006	Task Sensitive Compartmented Information (SCI) Access List – MSR Appendix	As required
A007	Classified Processing Equipment Inventory	As required
A008	Distribution Plan	As required
A009	Trip Report	As required

8.0 GOVERNMENT FURNISHED PROPERTY (GFP)

The Government will provide property, information, and/or material for the performance of this TO including Navy/Marine Corps Intranet (NMCI) Common Access Cards (CAC's). The Contractor PM/Facility Security Officer (FSO) is responsible for notifying the Government COR and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the company or transfers to another program/project. In the case of an employee who no longer works for the company, the company must collect the CAC and turn it over to the TA within two (2) working days of the employee's departure. In the case of an employee still retained by the company transferring to another program/project within SPAWAR, the company will notify the COR and the TA within two (2) working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

PMW 740 will provide access to Government Furnished Information (GFI), systems, and files necessary for the proper performance of this task.

9.0 SECURITY

The nature of this task requires access to SECRET information with a minimal requirement to access Top Secret/ SCI information. The work performed by the Contractor shall include access to SECRET and Top Secret/SCI data, information, and spaces. The Contractor shall be required to attend meetings classified at SECRET level and Top Secret/SCI levels.

The Contractor shall comply with all applicable facility security requirements, which include but are not limited to: visitor control, to include foreign visitors; classification guidance, handling, marking, retention, and distribution of classified information; physical security; visit requests and security education.

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The Contractor shall comply with applicable Program Security Guides (PSG) in handling of information gathered or developed during execution of this PWS, and in handling of foreign national visitors. The PSG provides instructions on classification guidelines, handling, marking, releasability, physical security, transportation arrangements, and visit request procedures. These instructions are in addition to the DD-254 Contract Security Classification Specification. In case of conflict, the DD-254 shall take precedence. The Contractor shall, as the prime, comply with the National Industrial Security Program Operating Manual (NISPOM), Program Security Guide (PSG), DD-254, and other security related documents as applicable, and shall ensure that subcontractors comply as applicable.

Visit requests to other than COMSPAWARSYSCOM shall have the “Need-to-know” certified by the applicable Case Manager.

9.1 OPSEC.

All work shall be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD-254. The Contractor shall document items of critical information applicable to contractor operations involving information on or related to the PWS/Statement of Objectives (SOO)/SOW. The Contractor shall be responsible to adequately protect USG designated critical information, and to determine and protect critical information generated by the Contractor using guidance and passed to all subcontractors.

10.0 NAVY MARINE CORPS INTRANET (NMCI)

The nature of this task does not require the Contractor to procure NMCI seats for personnel working at the contractor site.

11.0 WORKLOAD ESTIMATE (FMS Case, FMS Admin, ISFF, ASFF, 1206, OMN)

The USG’s estimate of workload data (Table 3) is provided for informational purposes only to assist the Contractor in estimating the price for this TO. It in no way suggests that this is the effort required by this TO; however, it represents the estimated annual Program Management support required.

Table 3. Estimated Workload

	Start	End	Requirements Summary	Estimated Hours		Estimated ODC
				Contractor Site	Government Site	
Base	01/01/2015	12/31/2015	Program Management Support	43,860	119,850	\$822,286
Option 1	01/01/2016	12/31/2016	Program Management	43,860	119,850	\$679,754

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			Support			
Option 2	01/01/2017	12/31/2017	Program Management Support	43,860	119,850	\$697,747
Option 3	01/01/2018	12/31/2018	Program Management Support	43,860	119,850	\$716,280
Option 4	01/01/2019	12/31/2019	Program Management Support	43,860	119,850	\$891,375

12.0 TRAVEL AND ODC (FMS Case, FMS Admin, ISFF, ASFF, 1206, OMN, GSCF)

If travel is required for PMW 740 FMS Program support, contractor compliance requirements shall include:

- A monthly site support and access plan no later than 60 days prior to travel.
- SPAWAR Visit Request.
- Training and briefing requirements must be met no later than 45 days prior to travel, including Isolated Personnel Report (ISOPREP) Registration, Anti-Terrorism Level 1 Training, Level B Code of Conduct Training, Naval Criminal Investigative Service (NCIS) Counter Intelligence Brief, and Area Specific Threat Brief (ASTB).
- A detailed itinerary and Personal Protection Plan (PPP) must be submitted no later than 14 days prior to departure.
- Upon return from travel, the Contractor must complete a NCIS Foreign Travel Debrief Questionnaire Form within 3 days of return to the States, and a trip report within 5 days of return (CDRL A009).
- An “Unclassified Request for Clearance Certification” must be submitted no later than 45 days prior to departure when needed for SCI clearance requirements.

All contractor travel shall be approved by the Contracting Officer’s Representative (COR) in accordance with the Government Joint Travel Regulation (JTR).

A minimal amount of contract funding will be set aside each contract year to provide for contractor requirements to include cell phones, computer and internet accessories, shipping costs, copy services, media production and any other equipment or support costs directly required to perform on this TO. All shipping costs, copy services, media production and any other equipment or support costs directly required to perform on this contract shall be approved in advance by the COR.