

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**1. CONTRACT ID CODE  
JPAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO. 10	3. EFFECTIVE DATE 01-Sep-2016	4. REQUISITION/PURCHASE REQ. NO. M95450-16-RC-R6GH2	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico VA 22134-6050	CODE M67854	7. ADMINISTERED BY (If other than Item 6) MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico VA 22134-6050	CODE M67854 SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Davis Defense Group 475 Aquia Towne Center, Ste 401 Stafford VA 22554	9A. AMENDMENT OF SOLICITATION NO.		
	9B. DATED (SEE ITEM 11)		
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7687-MU62		
CAGE CODE 3B0Y3	FACILITY CODE	[X]	10B. DATED (SEE ITEM 13) 20-Mar-2015

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a) (3)
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) [REDACTED], Policy & Compliance	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) [REDACTED], Contracting Officer
15B. CONTRACTOR/OFFEROR /s/ [REDACTED] (Signature of person authorized to sign)	15C. DATE SIGNED 31-Aug-2016
16B. UNITED STATES OF AMERICA BY /s/ [REDACTED] (Signature of Contracting Officer)	16C. DATE SIGNED 31-Aug-2016

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PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to 1) Add CLIN 8107 in the amount of [REDACTED], 2) Revise CLINs 8200 and 8300, 3) Revise CLIN description for MRAP CLINs to read MHTV for current year and option years, 4) Update PWS in Section C, and 5) Change the Period of Performance for all Option year 3 CLINs. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8107	RDT&E	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8107	0.00	[REDACTED]	[REDACTED]

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
8107		9/1/2016 - 3/19/2017
8300	3/20/2018 - 3/19/2019	3/20/2018 - 1/19/2019
8301	3/20/2018 - 3/19/2019	3/20/2018 - 1/19/2019
8303	3/20/2018 - 3/19/2019	3/20/2018 - 1/19/2019
8304	3/20/2018 - 3/19/2019	3/20/2018 - 1/19/2019
8305	3/20/2018 - 3/19/2019	3/20/2018 - 1/19/2019
9300	3/20/2018 - 3/19/2019	3/20/2018 - 1/19/2019
9301	3/20/2018 - 3/19/2019	3/20/2018 - 1/19/2019

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R408	PM AAA Support Services. This CLIN covers the labor costs to provide PM AAA Support during the initial contract start date, through the stop work order, and its subsequent cancellation (20 Mar - 19 Jul 2015). Final CLIN costs have been negotiated through DDG's Request For Equitable Adjustment. All cost of labor for PM AAA Support for the remaining period of the base contract year (20 Jul 2015 - 19 Mar 2016) will be covered in CLIN 8007. (RDT&E)	1.0	LO		
800001	R408	This SLIN is funded with AAV Program funds (RDT&E)				
800002	R408	This SLIN is funded with ACV Program funds. (RDT&E)				
8003	R408	PM MRAP Support Services. This CLIN covers the labor costs to provide PM MRAP Support during the initial contract start date, through the stop work order, and its subsequent cancellation (20 Mar - 19 Jul 2015). Final CLIN costs have been negotiated through DDG's Request For Equitable Adjustment. All cost of labor for PM MRAP Support for the remaining period of the base contract year (20 Jul 2015 - 19 Mar 2016) will be covered in CLIN 8008. (Fund Type - OTHER)	1.0	LO		
8004	V999	PM MRAP Business and Finance Management. This CLIN covers the labor costs to provide PM MRAP Support during the initial contract start date, through the stop work order, and its subsequent cancellation (20 Mar - 19 Jul 2015). Final CLIN costs have been negotiated through DDG's Request For Equitable Adjustment. All cost of labor for PM MRAP Support for the remaining period of the base contract year (20 Jul 2015 - 19 Mar 2016) will be covered in CLIN 8009. (Fund Type - OTHER)	1.0	LO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8006		CDRLs (Exhibit A). (Base Period) The contractor shall develop and submit CDRL's in accordance with the DD-1423's. All cost associated with the performance and delivery of the CDRL's shall be included within the CLINs identified with the PWS, and therefore, Not Separately Priced.	1.0	LO		

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For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8007	R408	PM AAA Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM AAA in accordance with Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM AAA tasks in accordance with PWS Paragraph 4.2 except PWS paragraph 4.2.3.8. which is a separate CLIN. This CLIN is for work after the Stop Work Order was lifted. (RDT&E)	8.0	MO		
800701	R408	This SLIN is funded with AAV Program funds. (RDT&E)				
800702	R408	This SLIN is funded with ACV Program funds. (RDT&E)				
8008	R408	PM MRAP Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM MRAP in accordance with Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM MRAP tasks in accordance with PWS Paragraph 4.3, except for PWS paragraph 4.3.9. and PWS paragraph 4.3.14.6. which are separate CLINs. This CLIN is for work after the Stop Work Order was lifted. (Fund Type - OTHER)	8.0	MO		
8009	R408	Business and Finance Management. The Contractor shall provide Business and Finance Management support services to PM MRAP in accordance with Section C Performance Work Statement (PWS) Paragraph 4.3.9. This CLIN is for work after the Stop Work Order was lifted. (Fund Type - OTHER)	8.0	MO		
8100	R408	PM AAA Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM AAA in accordance Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM AAA tasks in accordance with PWS Paragraph 4.2, except PWS paragraph 4.2.3.8. which is a separate CLIN. (RDT&E)	12.0	MO		
810001	R408	This SLIN is funded with PM AAA funds. (RDT&E)				
8102	R408	PM AAA Support Services. The Contractor shall provide Logistics support services to PM AAA in accordance Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM AAA tasks in accordance with PWS Paragraph 4.2.5.2 (RDT&E)	8.0	MO		

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8103	R408	PM MHTV Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM MHTV in accordance with Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM MHTV tasks in accordance with PWS Paragraph 4.3, except for PWS paragraph 4.3.9. and PWS paragraph 4.3.14.6. which are separate CLINs. The Contractor shall comply with paragraph G.4 regarding payment for this CLIN. (Fund Type - OTHER)	12.0	MO		
810301	R408	This SLIN is funded with PM MHTV funds. (Fund Type - OTHER)				
810302	R408	This SLIN is funded with PM MHTV funds. (Fund Type - OTHER)				
8104	R408	PM MHTV Business and Finance Management. The Contractor shall provide Business and Finance Management support services to PM MHTV in accordance with Section C Performance Work Statement (PWS) Paragraph 4.3.9. (Fund Type - OTHER)	12.0	MO		
810401	R408	This SLIN is funded with PM MHTV funds. (Fund Type - OTHER)				
810402	R408	This SLIN is funded with PM MHTV funds. (Fund Type - OTHER)				
8105	R408	PM MHTV Albany Logistics Sustainment Support. The Contractor shall provide Logistic Sustainment Support Services in Albany, GA to PM MHTV in accordance with Section C Performance Work Statement (PWS) in accordance with PWS Paragraph 4.3.14.6. The Contractor shall comply with paragraph G.4 regarding payment for this CLIN. (Fund Type - OTHER)	1.0	LO		
810501	R408	This SLIN is funded with PM MHTV funds. (Fund Type - OTHER)				
810502	R408	This SLIN is funded with PM MHTV funds (Fund Type - OTHER)				

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8106		CDRLs (Exhibit A). (Option Period 1) The contractor shall develop and submit CDRL's in accordance with the DD-1423's. All cost associated with the performance and delivery of the CDRL's shall be included within the CLINs identified with the PWS, and therefore, Not Separately Priced.	1.0	LO		

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For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8107	R408	PM AAA Support Services PWS 4.2.3.6, 4.2.6.1 and 4.2.6.2 (RDT&E)	7.0	MO		
8200	R408	PM AAA Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM AAA in accordance Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM AAA tasks in accordance with PWS Paragraph 4.2, except PWS paragraph 4.2.3.8. which is a separate CLIN. (Fund Type - OTHER)  Option	12.0	MO		
8201	R408	PM AAA Fielding Support. The Contractor shall provide Fielding Support support services in accordance with Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements Lists (CDRL). While all requirements apply, the Contractor shall provide specific PM AAA tasks in accordance with PWS Paragraph 4.2.3.8. (PMC)  Option	2.0	MO		
8203	R408	PM MHTV Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM MHTV in accordance with Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM MHTV tasks in accordance with PWS Paragraph 4.3, except for PWS paragraph 4.3.9. and PWS paragraph 4.3.14.6. which are separate CLINs. (Fund Type - OTHER)  Option	12.0	MO		
8204	R408	PM MHTV Business and Finance Management. The Contractor shall provide Business and Finance Management support services to PM MHTV in accordance with Section C Performance Work Statement (PWS) Paragraph 4.3.9. (Fund Type - OTHER)  Option	12.0	MO		
8205	R408	PM MHTV Albany Logistics Sustainment Support. The Contractor shall provide Logistic Sustainment Support Services in Albany, GA to PM MHTV in accordance with Section C Performance Work Statement (PWS) in accordance with PWS Paragraph 4.3.14.6. (Fund Type - OTHER)  Option	12.0	MO		

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For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8206		CDRLs (Exhibit A). (Option Period 2) The contractor shall develop and submit CDRL's in accordance with the DD-1423's. All cost associated with the performance and delivery of the CDRL's shall be included within the CLINs identified with the PWS, and therefore, Not Separately Priced.	1.0	LO		

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8300	R408	PM AAA Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM AAA in accordance Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM AAA tasks in accordance with PWS Paragraph 4.2, except PWS paragraph 4.2.3.8. which is a separate CLIN. (Fund Type - OTHER)  Option	10.0	MO		
8301	R408	PM AAA Fielding Support. The Contractor shall provide Fielding Support support services in accordance with Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements Lists (CDRL). While all requirements apply, the Contractor shall provide specific PM AAA tasks in accordance with PWS Paragraph 4.2.3.8. (PMC)  Option	10.0	MO		
8303	R408	PM MHTV Support Services. The Contractor shall provide Acquisition, Logistics, and Administration support services to PM MHTV in accordance with Section C Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL). While all requirements apply, the Contractor shall provide specific PM MHTV tasks in accordance with PWS Paragraph 4.3, except for PWS paragraph 4.3.9. and PWS paragraph 4.3.14.6. which are separate CLINs. (Fund Type - OTHER)  Option	10.0	MO		
8304	R408	PM MHTV Business and Finance Management. The Contractor shall provide Business and Finance Management support services to PM MHTV in accordance with Section C Performance Work Statement (PWS) Paragraph 4.3.9. (Fund Type - OTHER)  Option	10.0	MO		

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8305	R408	PM MHTV Albany Logistics Sustainment Support. The Contractor shall provide Logistic Sustainment Support Services in Albany, GA to PM MHTV in accordance with Section C Performance Work Statement (PWS) in accordance with PWS Paragraph 4.3.14.6. (Fund Type - OTHER)  Option	10.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8306		CDRLs (Exhibit A). (Option Period 3) The contractor shall develop and submit CDRL's in accordance with the DD-1423's. All cost associated with the performance and delivery of the CDRL's shall be included within the CLINs identified with the PWS, and therefore, Not Separately Priced.	1.0	LO		

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	V999	PM AAA Travel/ODCs The contractor shall be required to travel in support of PM AAA IAW Section C Performance Work Statement (PWS) paragraphs 3.1, 7.0, and 7.1. ODCs shall be purchased IAW PWS paragraph 5.0, and any supplemental instructions in section G. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. (RDT&E)	1.0	LO	
9001	V999	PM MRAP Travel/ODCs The contractor shall be required to travel in support of PM MRAP IAW Section C Performance Work Statement (PWS) paragraph 3.1, 7.0, and 7.1. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. ODCs purchased shall be IAW Attachment 3. (Fund Type - OTHER)	1.0	LO	
9003	R408	Reserved (Fund Type - OTHER)	1.0	LO	
9100	V999	PM AAA Travel. The contractor shall be required to travel in support of PM AAA IAW Section C Performance Work Statement (PWS) paragraph 3.1, 7.0, and 7.1. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. (RDT&E)	1.0	LO	
910001	V999	This SLIN is funded with PM AAA funds. (RDT&E)			
9101	V999	PM MHTV Travel. The contractor shall be required to travel in support of PM MHTV IAW Section C Performance Work Statement (PWS) paragraph 3.1, 7.0, and 7.1. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. (Fund Type - OTHER)	1.0	LO	
910101	V999	This SLIN is funded by PM MHTV funds. (Fund Type - OTHER)			



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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9200	V999	PM AAA Travel. The Contractor shall be required to travel in support of PM AAA IAW Section C Performance Work Statement (PWS) paragraph 3.1, 7.0, and 7.1. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. (Fund Type - OTHER)  Option	1.0	LO	
9201	V999	PM MHTV Travel. The Contractor shall be required to travel in support of PM MHTV IAW Section C Performance Work Statement (PWS) paragraph 3.1, 7.0, and 7.1. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. (Fund Type - OTHER)  Option	1.0	LO	
9300	V999	PM AAA Travel. The Contractor shall be required to travel in support of PM AAA IAW Section C Performance Work Statement (PWS) paragraph 3.1, 7.0, and 7.1. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. (Fund Type - OTHER)  Option	1.0	LO	
9301	V999	PM MHTV Travel. The Contractor shall be required to travel in support of PM MHTV IAW Section C Performance Work Statement (PWS) paragraph 3.1, 7.0, and 7.1. The value identified on this CLIN is a Not To Exceed (NTE) amount based on Government estimates. (Fund Type - OTHER)  Option	1.0	LO	

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

**PERFORMANCE WORK STATEMENT**  
**FOR THE**  
**PROGRAM MANAGER, ADVANCED AMPHIBIOUS ASSAULT (PM AAA)**  
**AND**  
**PROGRAM MANAGER, MINE RESISTANT AMBUSH PROTECTED (PM MHTV)**  
**PROGRAMS**  
**ACQUISITION, LOGISTICS AND ADMINISTRATION SUPPORT SERVICES**

United States Marine Corps  
Program Executive Officer, Land Systems  
2200 Lester Avenue  
Quantico, VA 22134

### **1.0 Introduction**

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Program Executive Office Land Systems (PEO LS) Program Manager Advanced Amphibious Assault (PM AAA) and Program Manager Medium and Heavy Tactical Vehicles (PM MHTV) Programs are responsible for planning, coordinating, and executing comprehensive acquisition strategies, policy development for respective areas of interest, and analysis of its program portfolio inclusive of product support for the United States Marine Corps (USMC) acquisition programs and fielded assets. The on-going life cycle initiatives, new Office of the Secretary of Defense (OSD) and new Assistant Secretary of the Navy (ASN) initiatives, and USMC initiatives require expert knowledge of acquisition and sustainment for all levels of Acquisition Category (ACAT) programs. Additionally, this comprehensive knowledge and experience in providing senior leadership, expertise, oversight, verification, validation, and evaluation support, to ensure effective management support, is critical in meeting the mission of the USMC.

## **2.0 Scope**

A requirement exists to provide support to all business, acquisition, logistics and engineering related activities to include acquisition policy and program documentation development; program analysis; specialty services; acquisition logistics management support; financial management; and engineering support. The primary focus is to support tasks related to the development, upgrade, and sustainment of amphibious vehicles for the PM AAA Program Office, and sustainment of PM Medium and Heavy Tactical Vehicles (MHTV) and ancillary platforms. The tasks outlined in this Performance Work Statement (PWS) are presented as performance standards relating to the priorities of the PM AAA in order to meet major program Milestones (MS); and all activities associated with sustainment of the PM MHTV fleet.

### **2.1 Background for PM AAA and PM MHTV**

#### **2.1.1 PM AAA Background**

The Assault Amphibious Vehicle 7A1 (AAV7A1) was introduced in 1972, and received both a 1983 Service Life Extension Program (SLEP) and a 1999 Rebuild Program (Reliability, Availability, and Maintainability/Rebuild to Standard (RAM/RS). The Assault Amphibious Vehicle (AAV) platform provides a limited capability for surface operations as envisioned by the Naval Operations Concept and USMC Operating Concepts due to limited survivability, force protection, lethality, environmental controls for long distance water mobility, land mobility, and communications. Due to the age of the AAV7A1 RAM/RS and vehicle shortcomings, the USMC has a requirement to develop a self-deploying, fully amphibious combat vehicle that can provide sea-based entry and land maneuver capabilities, and replace the aging AAV7A1 RAM/RS. PM AAA initiated efforts to fulfill this requirement by sustaining and upgrading the existing AAV while developing the Amphibious Combat Vehicle (ACV).

The AAV Survivability Upgrade (ACAT III Program) will provide the Ground Combat Element (GCE) with an operationally relevant AAV that possesses the necessary force protection and survivability attributes to conduct sustained operations ashore. PM AAA will conduct an Engineering, Manufacturing, and Development (EMD) phase with a Preliminary Design Review (PDR) and a Critical Design Review (CDR) leading to a contract down select to one (1) Contractor in 2nd QTR Fiscal Year (FY) 15. The contract option will be for the development and delivery of prototype vehicles with deliveries scheduled for the 2nd QTR FY16. Developmental Testing (DT) with the prototype vehicles will be from the 3rd QTR FY16 to the 2nd QTR FY17. The Program will seek a MS C decision and approval to procure the Low Rate Initial Production (LRIP) vehicles in the 2nd QTR FY17 with deliveries starting in FY18.

The AAV Modification efforts will continue to develop Engineering Change Proposals (ECPs) to address subsystem and/or components on the legacy vehicle not addressed in the Survivability Upgrade Program supporting extending the life of the AAV Family of Vehicles (FoVs) to 2035. A typical cycle will include a period of engineering, design, test and development followed by period of procurement and fielding of the material solution. From FY15 through FY19, ECPs will be prioritized to address safety concerns, any limitations of the vehicles due to failures in subsystems and/or components, and near-term and far-term reliability and diminishing sources concerns. The focus of these efforts is to maintain a relevant fleet of vehicles with a consistent level of funding and effort through these years. Some efforts may evolve into Abbreviated Acquisition Programs but that is not currently planned.

The AAV Sustainment efforts provide life cycle support management for the AAV FoVs with a focus of retaining or improving the RAM of the vehicles. Sustainment ensures cyclical maintenance is managed, identifies sources of parts and repairs as needed, forecasts potential sustainment concerns in order to conduct in-depth analysis to determine critical RAM concerns all in support of sustainment planning and support.

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The ACV Programs consisting of ACV 1.1, ACV 1.2, and ACV 2.0 (ACAT 1C) will continue to build upon the preparatory work of the Marine Personnel Carrier (MPC) efforts conducted from 2006 to 2013. A medium personnel carrier was assessed to provide the full protection required in a high Improvised Explosive Devices (IED) environment, and the multi-axle wheeled configuration was assessed as the most suitable platform for high cross country speed, combined with the ability to transit urban infrastructure in a non-threatening and non-destructive manner. In April 2014, the Marine Corps Requirements Oversight Council (MROC) approved the ACV Capabilities Development Document (CDD), and that will be followed by a Joint Requirements Oversight Council (JROC) approval once the Analysis of Alternatives (AOA) is finalized, setting the stage for the development of programmatic and contractual documentation. The Materiel Development Decision (MDD) was received on 4 June 2014 to formally initiate the ACV Program. The current requirement for the USMC is 12 infantry battalion lift equivalents via Armor Personnel Carriers (APCs). The ACV capability along with the AAV Survivability Upgrade will provide the USMC ten (10) infantry battalion lift equivalents through 2035. After which time, the future phase(s) of the ACV Program will provide for the entirety of the USMC armored lift capacity requirement.

### **2.1.2 PM MHTV Background**

PEO LS has assumed the responsibility of the USMC fleet of MRAP vehicles comprised of Cougar, Buffalo, and M-ATV variants and continues to maintain responsibility for the current family of Medium and Heavy tactical vehicles and ancillary equipment. Due to the unique nature of the MRAP Program, PM MHTV participates regularly in high level DoD and USMC briefings as well as briefings to Senior Executive level personnel across DoD, fielding between five (5) to ten (10) high level Requests for Information (RFIs) per month. PM MHTV conducts quarterly Program Management Reviews (PMRs) with PEO LS, as well as mini-PMR's conducted by the various functional teams; and conducts regular program information exchange meetings with key stakeholders. PEO LS has inherited a vast database of acquisition documentation on the MHTV fleet that requires continuous management and periodic updates as new requirements are identified and executed. PM MHTV portfolio programs, with the exception of the P-19 and Medium Tactical Vehicle Replacement (MTVR) Trailer, are in sustainment; however, they continue to implement significant platform modifications in order to address fleet user issues and requirements.

## **3.0 Requirements**

### **3.1 General Requirements**

The Contractor shall provide support to PM AAA Programs (i.e., AAV and ACV), as well as support to the functional areas within PM AAA consisting of Logistics Product Support Managers (PSMs), Assistant Program Manager (APM) Program Management (APM-PM), APM Financial Management (APM-FM), and APM Engineering (APM-E) divisions. The Contractor shall also provide support to the PM MHTV organization consisting of two (2) product teams (Heavy Tactical Vehicles and Medium Tactical Vehicles) and four (4) functional teams (i.e., Business Management, Logistics (APM-L/PSM); APM-FM; and APM-E). The Contractor shall have personnel in the following areas supporting PM AAA: Quantico, VA; Albany, GA; and Camp Pendleton, CA. The Contractor shall have personnel in the following areas supporting MHTV: Quantico, VA; Albany, GA; and Red River, Texas.

The Contractor shall align itself to support the PM AAA and PM MHTV with an efficient mix of personnel utilizing an effective combination of experience. The Contractor shall provide an adaptable, flexible team structure that is best suited to accomplishing both planned and emergent tasks. Emphasis shall be placed on a team structure that also maximizes productivity, efficiency, and accountability. The Contractor must execute the tasks in the PWS that provides for high quality, timely, and well-integrated support services while incorporating the proper skill mix and demonstrate the most effective use of personnel.

Additionally, the Contractor shall:

- Attend meetings as required by the programs to facilitate information gathering for decision making;
- Travel to Contractor sites, Government facilities, field activities, ranges and laboratories as required to represent the Government only in information gathering and fact finding and to execute action items given to the Government;
- Prepare briefings and associated materials as required to support program tasks;
- Provide recommendations and initiatives for Business Case Analysis (BCA) to the Government as a result of management analysis specific to PM AAA and PM MHTV;

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- Develop documentation to support program MS and other major program events; and
- Conduct engineering, test and evaluation, and logistic analysis.

The Contractor shall provide personnel with the proper expertise to ensure all tasks within this PWS are covered. The standards of performance by which these tasks will be measured are delineated in Attachment 1, Quality Assurance Surveillance Plan (QASP). Throughout the duration of this contract, the Contractors shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, all Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations, and in formal and informal written correspondence, including emails. The Government anticipates that the work to be performed under this contract will involve access to sensitive and classified information. The Contractor shall follow DoD, PM AAA or PM MHTV policies for the release of any classified or unclassified information. The Contractor shall mark, store, and transmit all documents, and correspondence, in accordance with DoD, PM AAA or PM MHTV policies.

### **3.2 Specific Requirements**

All Contract Data Requirements Lists (CDRLs) associated in the execution of this contract are to be submitted as specified in Block 14 of each DD Form 1423-1, and they will be tracked and approved within the PM AAA and PM MHTV CDRL Tracking Databases.

The Contractor shall support the PM AAA with the following: property inventory and data collection; execution of the AAV Survivability Upgrade Program, the AAV Modification Program, the AAV Sustainment Program, and ACV Programs (ACV 1.1, 1.2, and 2.0); associated System Requirements Review (SRR), Gate Reviews, PDRs, CDRs, MS B and MS C efforts; and evaluation testing. The detailed requirements are provided in the PM AAA task support paragraphs.

The Contractor shall support the PM MHTV with the life cycle program management and sustainment activities for the MRAP FoVs. The detailed requirements are provided in the PM MHTV task support paragraphs.

### **3.3 Post-Award Conference**

The Post-Award Conference (PAC) is the first meeting between key Contractor and Government personnel. The PAC is to achieve a clear and mutual understanding of all contract requirements between the Government and the Contractor, and identify and resolve potential problems to ensure successful performance of the contract. The PAC shall be conducted within 17 calendar days after contract award. The PAC shall include key representatives from the Contractor team, the cognizant Contract Administration Office, and the Contracting Officer, and shall be held at the Government's facility. The Contracting Officer, or designated representative initiating the conference, will designate or act as the chairperson. The Contracting Officer or their designee will provide the agenda upon contract award.

Meeting minutes shall be recorded by the Contractor and submitted electronically to the Contractor Officer Representative (COR) within seven (7) days following the meeting. At a minimum, the meeting minutes shall contain the following:

- Title Page;
- Purpose and objective of the event;
- Location, date, and duration of the event;
- List of attendees;
- Summary of discussions, decisions, agreements reached, and directions of the conference or individuals thereof;
- Copy of presentation material; and
- Action items resulting from the event, including the action to be taken by responsible individual or group, and due date of each action item completion.

The requirement for a PAC shall in no event constitute grounds for an excusable delay by the Contractor in performance of any provisions in the contract.

### **3.4 Contractor Performance Reviews**

The Contractor Program Manager shall attend and participate in the Contractor Performance Reviews to assess the

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Contractor's performance during the reporting period. There will be no more than four (4) reviews, which shall begin three (3) to four (4) months after contract award, and shall last less than 1 (one) hour. The reviews shall be conducted at the Government's facility. At these meetings, the COR will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of any problems, if any, are being experienced. The Government will take the appropriate action to resolve these problems. These meetings shall be at no additional cost to the Government.

### **3.5 Data Rights**

Any documents produced under this contract shall not be marked as proprietary. The Government has unrestricted/unlimited rights to all documents and materials produced under this contract. All documents and materials, to include the source code of any software, produced under this contract shall be Government-owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government as provided for in DFARS 252.227-7013 "Rights in Technical Data – Noncommercial Items." These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All documents and materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

## **4.0 PM AAA and PM MHTV Detailed Task Support**

### **4.1 Contract Maintenance and Execution**

The Contractor shall provide a single Point of Contact (POC) to maintain and execute contract, and a single Support Analyst who shall provide day-to-day support to the Contractor PM. The Contractor shall advise the PM AAA COR and PM MHTV Alternate COR (ACOR) on execution and staffing of the contract. The Contractor shall be fully staffed and provide an organizational chart depicting all team personnel within two (2) weeks after effective date of contract award. This organizational chart shall be updated on a monthly basis, or more frequently as changes occur. Within two (2) weeks of the execution of any contract option, the Contractor shall provide a Contractor Management Plan. This plan shall detail how the Contractor will execute the requirements of this PWS. The Contractor shall be responsible for formulating and enforcing contract-wide work standards and planning; executing technical tasks; and ensuring performance quality standards are met. The Contractor shall communicate effectively among the Contractor support team and the PM AAA and PM MHTV staff on a regular basis. The Contractor POC shall work closely with the CORs to resolve any issues that may arise during the execution of the contract. The Contractor shall track all travel requests and expenses, and deliver a Monthly Contractor Travel Status Report to the COR. The Contractor shall develop and deliver an overall Monthly Status Report summarizing all tasks completed within this PWS for both programs during the month.

#### **CDRL A001: CONTRACTOR ORGANIZATIONAL CHARTS FOR PM AAA AND PM MHTV**

#### **CDRL A002: MANAGEMENT PLAN; CONTRACTOR MANAGEMENT PLAN FOR PM AAA AND PM MHTV**

#### **CDRL A003: STATUS REPORT; CONTRACTOR TRAVEL STATUS REPORTS FOR PM AAA AND PM MHTV**

#### **CDRL A004: CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT; MONTHLY STATUS REPORTS FOR PM AAA AND PM MHTV**

### **4.2 PM AAA Tasks**

#### **4.2.1 Reports, Meeting Coordination, Action Item Tracking, Supply Management and Defense Travel System (On-Site)**

The Contractor shall provide Program Analyst support to each of the following programs and/or teams; AAV, ACV, APM-E and APM-PM, in the execution of the following tasks. The Contractors shall populate and monitor the Morning Reports every workday and deliver to the Morning Report Coordinator. The Contractors shall execute active calendar management for the AAV and ACV Product Managers (PdMs), initiate and monitor all schedule/meeting requests, and prioritize these requests in concert with the PM AAA mission. The Contractors shall coordinate all visit requests necessary for meeting attendance. The Contractors shall provide support for travel planning and implementation, including preparing travel justification and arrangements in the Defense Travel

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System (DTS), and reviewing travel plans to ensure travel meets the intent of PM AAA. The Contractors shall attend various program meetings and perform various functions (e.g., running the computer, taking notes, and recording action items) as requested by the PdMs. The Contractors shall organize, review, and manage action items within the Action Tracking Database for the AAV and ACV Programs, and shall provide the actions and status to the AAV and ACV PdMs and APM-E and APM-PM Managers via email. The Contractors shall also produce metrics, graphs, and spreadsheets associated with all program action items. The Contractors shall maintain PM AAA Organization Charts and provide electronic updates to the APM-PM as changes occur. The Contractor shall also provide support with the New Employee Check-in Process as new PM AAA employees check into the command. The Contractors shall structure, organize, and maintain all electronic program documents/files for easy access by the appropriate teams. The Contractors shall execute and process all supply requests for the PM AAA staff, and provide inventory control of those supplies.

#### **4.2.2 APM-PM Functional Tasks**

##### **4.2.2.1 Acquisition Planning Development (On-Site)**

The Contractor shall provide acquisition planning support to the APM-PM Procurement Lead developing, reviewing and executing procurement documents associated with the ACV and AAV Programs. The Contractor shall perform compliance reviews of official correspondence, various procurement documents (e.g., Acquisition Plans (APs), Source Selection Plans (SSPs), Statements of Work (SOWs), and CDRLs), and other Government related taskers. The Contractor shall review these documents and identify non-compliance with Federal Government, OSD, Department of the Navy (DoN), Marine Corps Systems Command (MCSC), and PEO LS acquisition policies. The Contractor shall report non-conformances with the listed policies to the document originator. Furthermore, the Contractor shall recommend additions, deletions and/or modifications to procurement documents to correct policy non-conformance issues. The Contractor shall also provide analytical support in the creating, updating and delivering top-level detailed program schedules associated with the ACV and AAV Programs using Visio software. The Contractor shall support other internal PM AAA teams in reviewing final draft MS B and MS C documents for accuracy, grammar and punctuation, and conduct final acronyms reviews for each. The Contractor shall attend internal PM AAA meetings and reviews associated with the development of all procurement documentation. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

##### **4.2.2.2 Acquisition Documentation Development and Management (On-Site)**

The Contractor shall use the approved Integrated Master Plan (IMP) and Integrated Master Schedule (IMS) to determine program or schedule risks, develop alternative solutions, and provide a recommended path forward to resolve programmatic issues and/or concerns. The Contractor shall develop, maintain, and deliver a detailed manpower analysis electronically that will provide direct input to the MCSC Human Capital Agreement. The Contractor shall review these documents for grammar, spelling, and technical content as it applies to DoD policies; and advise the Government of any necessary changes. The Contractor shall conduct research in accordance with DoD policies; draft and update MS Documents associated with all efforts mentioned above; and import the final documents into the PM AAA portal. The Contractor shall create, update, and track acquisition documentation (e.g., Acquisition Strategy Reports (ASRs) and the associated annexes that support PM AAA MS and Program Reviews) and maintain all data on the PM AAA portal. The Contractor shall review program documents for technical content and accuracy and make the necessary changes required for DoD 5000.2 compliance. The Contractor shall follow PM AAA approved internal processes that can be accessed electronically upon contract award to maintain technical artifact documentation. The Contractor shall plan, integrate, and schedule all tasks and resources in accordance with the Program approved Integrated Schedule provided by the COR to the Contractor's Program Manager at the start of the contract. The Contractor shall assist in the development of formal processes for reporting performance; monitor and report actual progress against planned tasks; and interface with Government customers in accordance with quality assurance provisions. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

##### **4.2.2.3 Briefing and Meeting Support (On-Site)**

The Contractor shall assist in the preparation and development of Informational Briefs for PM AAA Conferences and Integrated Product Team (IPT) meetings, all key MS events; Gate Reviews; and recurring and stand-alone events related to the AAV and ACV Programs. The Contractor shall update the Program Top Level Schedule as well as various Detailed Level Schedules. The Contractor shall receive PM AAA assigned taskers from the Marine Corps Action Tracking System (MCATS) and coordinate their response and closure. In addition, the Contractor shall

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attend meetings, and record and prepare action item lists. The Contractor shall attend various internal PM AAA team meetings, discussions, conferences with DoD; DoN; USMC; other Services and Federal agencies; and industry representatives; and prepare meeting minutes and action items. The Contractor must be proficient in using all Microsoft Office Suite applications; have experience in project planning; and possess the ability to review program documents and briefings for content and accuracy. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.2.4 SharePoint Oversight and Information Management Support (On-Site)**

The Contractor shall provide a small team of Subject Matter Experts (SMEs) to execute the SharePoint and Information Management tasks outlined in the following paragraphs.

##### **4.2.2.4.1 SharePoint Maintenance, Development and Training Support**

As the dedicated PM AAA SharePoint Site Administrator, the Contractor shall manage and monitor specific SharePoint site collections on a daily basis. The Contractor shall maintain the currency of information on each PM AAA collection sites. The Contractor shall manage permissions and restrict or revoke access based on Government request and approval. The Contractor shall manage content types, site columns, and templates for re-use. The Contractor shall provide guidance to site owners and site administrators, and shall identify, investigate errors, and escalate issues when required.

The Contractor shall provide support for the PM AAA SharePoint sites to include information management, workflow and template development, SharePoint training, site development, and administration of all existing PM AAA SharePoint site collections. The Contractor shall develop, maintain and monitor content and integrity of the PM AAA SharePoint sites and site collections, which are used as the platform for information management and document collaboration. The SharePoint sites establish the framework to increase individual and team productivity within the PM AAA environment thus providing the ability to collaborate and proactively interact with data, discussions and tasks. The Contractor shall interface and coordinate with users supporting the PM AAA SharePoint on a regular basis to ensure consistency, functionality and applicability is maintained across the SharePoint sites.

The Contractor shall create new; review and analyze current PM AAA Information Management strategies, processes, policies and procedures; to facilitate and streamline the efficiency, effectiveness, and utility of PM AAA SharePoint sites. The Contractor must maintain currency in the rules and regulations regarding collaborative environments and data sharing; coordinate with other Government/Contractors as required to ensure PM AAA SharePoint administration procedures are maintained without incident.

The Contractor shall train PM AAA personnel on the use of PM AAA SharePoint site applications and site functionality. The Contractor shall conduct training concurrently with the implementation of new site applications, workflows and templates to both Government and the support teams. The training can be provided in the form of user guides, videos, one-on-one sessions, or classroom style sessions. The average class size will not exceed 30 personnel and will be held at the Government site.

The Contractor shall provide SharePoint developer support in order to maintain a development or preproduction environment within the PM AAA site collections, and to test enhancements and integration efforts without risking the viability of the production environment. The Contractor shall develop PM AAA SharePoint site solutions, building site taxonomies, forms, and repositories within the PM AAA SharePoint site collections utilizing tools, applications, and software (such as Microsoft SharePoint Designer 2010, Microsoft Project, CorasWorks, JavaScript, jQuery, InfoPath, Excel Services and other client side programming languages). All SharePoint site development must be compliant with and work within the constraints of the Marine Corps and MCSC Marine Corps Enterprise Network (MCEN) network. The Contractor shall develop and update SharePoint collection sites and create and manage the hierarchy of those site collections, sites and sub sites to ensure uniform navigation across the PM AAA SharePoint Portal. The Contractor shall also monitor and troubleshoot performance issues as required with the Marine Corps Enterprise Information Technology Systems (MCEITS) helpdesk and engineering support to ensure the sites are running at optimal performance. The Contractor shall test all solutions and changes developed on both MCSC MCEN network and contractor networks. The final solutions shall be compatible with the current software builds of MCEN Information Technology (IT) assets.

The Contractor shall provide Information Technology support to the AAV and ACV engineering teams for management operations of an electronic Product Lifecycle Management System. Tasks will include database



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planning and design, systems analysis and design, programming, conversion and implementation support, project management, and data/records management. In conjunction with the Product Lifecycle Management System the Contractor shall support all PM AAA Product Lifecycle Management Programs. Tasks shall include: data input and output management activities, database requirement comparisons, database analysis, document review and document development.

#### **4.2.2.4.2 Workflow and Template Support**

The Contractor shall develop or update existing PM AAA workflows and templates within the SharePoint Portal. The Contractor shall develop workflows and templates that allow flexibility for tailoring for multiple types of documents which require various routing options, eliminate duplication of effort and data, maintain configuration management of the document while in review and correspondence while streamlining the review, approval, and signature process of various correspondence and documentation throughout the PM AAA Program Office.

#### **4.2.2.4.3 Legacy Data Lab Support**

The Contractor shall provide the maintenance support to the PM AAA legacy data lab. The Contractor shall be able to install and configure SharePoint 2010, create and restore SharePoint sites from backups, use PowerShell commands to migrate and force data upgrades from SharePoint 2007 databases to SharePoint 2010; configure SharePoint Search to index multiple web applications, data sources (external hard drives, server hard drives); assist users in identifying where legacy information has been stored to assist in data calls and other information requests.

The Contractor shall assist in the transition of the legacy PM AAA data to the MCEITS Server Farm or other designated Government storage location. The Contractor shall assist the Government to determine taxonomy for storing legacy documentation. The Contractor shall review all documents to determine how their metadata should be filled out and edit their metadata fields to assist in the retrieval of information without the need of extensive knowledge of the legacy environment. The Contractor shall create customized search capabilities that will facilitate value-added results and result in a reduction in the amount of searching and research required for data calls and other research tasking.

#### **4.2.2.5 Financial Execution and Management (On-Site)**

The Contractor shall perform budget execution and financial management support for Research, Development, Test, and Evaluation (RDT&E); Procurement; and Operations and Maintenance (O&M) appropriations. The Contractor shall support the Budget Analysts; APM-FM Division Head; and other Product Directors to conduct tasks associated with (Defense Program) Budget Execution, and assist in the preparation of Reimbursable and Direct Cite Funding Documents. The Contractor shall review draft Contract Modifications related to the Procurement Request to verify Funding Citations, Contract Line Item Numbers (CLINs), Subcontract Line Item Numbers (SLINs), and Accounting Classification Reference Numbers (ACRNs) are correct and comply with current DoD Financial Management policy and precedents. The Contractor shall maintain and deliver Budget Execution Summaries reflecting real-time status of commitments, obligations, and expenditures for multi-year appropriations at the Budget Line Item (BLI) and subhead level. The Contractor shall reconcile multi-year appropriations at the BLI/Subhead level. The Contractor shall be familiar with the USMC Standard Accounting, Budgeting, and Reporting System (SABRS). The Contractor shall develop and maintain Prime Contract Reconciliation Summaries and monitor the current status of contract modifications and invoices by CLIN, SLIN, and ACRN. The Contractor shall review Contract Funds Status Reports (CFSRs), and reconcile obligations and invoice posting errors between Mechanization of Contract Administration Services (MOCAS) and SABRS. The Contractor shall participate in Program Management Reviews and business meetings, and prepare and coordinate inputs for acquisition documentation, budget execution briefings and taskers, various status reports, and information inquiries. The Contractor shall prepare budget graphs, metrics, spreadsheets, analytical reports, and upload all information onto the PM AAA portal.

#### **4.2.2.6 Integrated Master Plan and Integrated Master Schedule (On-Site)**

The Contractor shall develop, integrate, coordinate, maintain, and status activities related to the IMP and IMS for the PM AAA Programs. The Contractor shall be responsible for the integration of all Contract IMS (where applicable) into the Program IMS, and then establish and maintain an electronic schedule baseline in accordance with each Program's Integrated schedule. For all Contract and Program IMS, the Contractor shall develop,

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maintain, and deliver the following: a Schedule Risk Assessment (SRA), a critical path and analysis, and schedule metrics. The Contractor shall also prepare and update an IMS Narrative Report and analysis for each Program and Contract IMS. All tasks associated with this paragraph, including graphs, metrics, spreadsheets, Microsoft Project files, and analytical reports, shall be delivered to the Government electronically and uploaded to the PM AAA Portal.

#### **4.2.3 Logistics Functional Support**

##### **4.2.3.1 Total Life Cycle Support Management Analysis**

The Contractor shall develop, coordinate, maintain, and report Total Life Cycle Support Management and planning activities for PM AAA Programs (e.g., AAV and ACV). The Contractor shall be responsible for the configuration control of logistic documents, and any updates to these documents. The Contractor shall develop and maintain a Logistics Integrated Schedule for the review and submission of all logistics documents. Tasks will require the Contractor to analyze Government policies and standards, and provide recommendations, via email, on their applicability to amphibious vehicles. The Contractor shall develop, coordinate, and prepare Logistics Briefs, and other executive level documents/products for recurring and stand-alone events. The Contractor shall maintain up-to-date Life Cycle Sustainment Plans for PM AAA, ensuring complementary and mutually supporting strategies. The Contractor shall also review PM AAA program documents and prime contractor deliverables, for compliance and completeness in accordance with all DoD, DoN, and USMC logistics statutes, MCSC policies, and standards. The Contractor shall support the development of Logistics Management Information (LMI) and entry into LMI databases for PM AAA products. The Contractor shall support all PM AAA Product Independent Logistics Assessments (ILA). The Contractor shall be responsible for the developing an ILA status tracking database, maintain configuration control of the database, and update the database as required. The Contractor shall develop and maintain ILA schedules. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

##### **4.2.3.2 Modeling and Simulation Analysis**

The Contractor shall conduct Modeling and Simulation (M&S) analysis of the life cycle support strategies for all AAV products using Government software tools. The Contractor shall plan, develop, and schedule re-planning of the supply chain in strategic forecasting. This effort will help to optimize availability while decreasing vehicle downtime and ownership cost, and identify candidates for modifications, or upgrades, and is designed to reduce operating cost and increase availability and reliability. The Contractor shall conduct and deliver statistical demand forecasting, inventory optimization, and replenishment requirements; plan inventory management; and upload all results to the PM AAA portal. The Contractor shall monitor trends and conduct studies in logistics modeling. The Contractor shall propose recommended ways to gather, cleanse, and analyze complex data to develop and manage multiple data sets to run demand forecasting, strategic optimization, initial spares models, and logistics simulations. The Contractor shall develop methods to analyze, manipulate, update, and optimize multiple complex models. The Contractor shall assist in the evaluation of new M&S tools, technologies, and business process applications to identify improvements. The Contractor shall provide recommendations concerning the use of USMC measurement tools for assessing system and component field support (e.g., Total Life Cycle Management – Operational Support Tool (TLCM-OST), System Operational Effectiveness (SOE), Asset Enterprise Management Information Tool (AEMIT), and Marine Corps Logistics Command (LOGCOM) Master Data Repository) for data collection and analysis. Supporting actions include applying quantitative and qualitative analytic techniques and decision analysis tools to provide insight into support strategies and sustainment issues. The Contractor shall support, maintain, and deliver (i.e., upload to the PM AAA portal) the following logistics planning documents and data in support of several areas consisting of: Life Cycle Sustainment Plans (LCSPs); Logistics Assessment and Corrective Action Plans; System Disposal Plans; and logistics risk items and their mitigation plans. The Contractor shall support the development of LMI and entry into LMI databases for all AAV Products. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

##### **4.2.3.3 Logistics Analysis**

The Contractor shall provide support to both Government Project Leaders and SME logisticians to develop, coordinate, maintain, and report on activities related to Life Cycle Sustainment Planning and Management simultaneously for ACV, AAV Survivability Upgrade, AAV Sustainment, and up to 12 AAV modification projects.

The Contractor shall be responsible for the configuration control of updates into the overall Program and Product

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Support documentation and establish/maintain the review and submission of documentation in accordance with PM AAA Program requirements. The Contractor shall support the identification and development of logistics' support requirements to be included in system level and sub-tier specifications.

The Contractor shall conduct supportability assessments and other aspects of logistical analysis; support Systems Engineering Technical Reviews (SETRs); and support Life Cycle Working IPT (WIPT) meetings. The Contractor shall support the preparation and conduct of project ILAs and Program Office Logistics Reviews, and many of these reviews may occur at the same time for the various programs. The Contractor shall analyze lifecycle cost estimates for the various logistics elements; and oversee ILA Databases, System Specifications, AP's, System Engineering Plans (SEPs); Configuration Management Plans (CMPs), Programmatic Environmental documents, Safety and Health Documents, IMPs and IMSs.

The Contractor shall review program documents and Original Equipment Manufacturer (OEM) deliverables for compliance and completeness with logistics statutes, policies, and standards. The Contractor shall support the development of LMI and entry into LMI databases for all PM AAA products. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.3.4 Manpower and Personnel**

The Contractor shall develop, maintain, and deliver Manpower Estimate Reports (MER) in accordance with Section 2434 of Title 10, U.S.C. using the format established in the Under Secretary of Defense for Personnel and Readiness ((USD (P&R)) Memorandum, Interim Policy and Procedures for Strategic Manpower Planning and Development of Manpower Estimates), dated 10 December 2003. Completion of these MERs requires examining and comparing existing system manpower structure, Product concept of employment, operational scenarios, and maintenance strategy. Using this data, the Contractor shall develop total manpower requirements (military end strength, civilian full-time equivalent, and Contracted Logistics Support (CLS)) and authorizations needed to operate, maintain, support, and provide training for these systems, and provide this information to the Logistics Director via email as required. The Contractor shall develop and update manpower and personnel data using the Improved Performance Research Integration Tool (IMPRINT). The Contractor shall support the development of LMI and entry into LMI databases for all PM AAA products. The Contractor shall host an In-Progress Reviews (IPRs) to address the Government's comments and resolve document deficiencies for each Product following the receipt of the Government's consolidated comments after the delivery of each MER draft. The Contractor shall conduct each IPR within fifteen (15) working days of receipt of the Government's consolidated comments. The Contractor shall host IPRs at a Government directed location. When agreed to by the Government, the Contractor shall use conference calls or Video Teleconferences (VTC) where suitable, as a time and cost saving measure. The IPR will be up to one (1) day in duration. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.3.5 Training Task Analysis**

The Contractor shall analyze the PM AAA Training requirements for operation and maintenance. The Contractor shall develop, maintain, and deliver Principle End Item (PEI) Baseline Comparison Reports, Training Front End Analysis Reports, and Training Systems Plans for PM AAA Programs. These reports shall identify variances between current and emerging operator, maintainer, and support personnel manpower, and Total Force Structure requirements to include identification of current job skill sets. The Contractor shall make use of Government provided Job Task Analysis Data and/or apply sound analytical processes and technical expertise to identify critical job tasks and prerequisite skills needed to operate, maintain, and support the new weapon system in its intended operational context. The Contractor shall benchmark what needs to be trained, and who should receive training. The Contractor shall also conduct a method and media analysis; recommend the most appropriate means by which that training should be delivered; and develop, maintain, and deliver Training Systems Plans. The Contractor shall assist in the development and maintenance of Manpower, Personnel, and Training (MPT) Reports and facilitate discussions to determine plausible Courses of Action (COAs) commensurate with identified program constraints, Total Force Structure, and related variables. The Contractor shall then conduct and deliver a MPT BCA resulting in recommended COAs that identify the required resources to cover the full spectrum of MPT Life Cycle Support. The Contractor shall formulate and maintain detailed schedules for the development of training curricula and courseware. The schedules shall include the details required to train and qualify Marines on the operations, employment, and maintenance of the PM AAA supported weapon platforms. The Contractor shall develop and maintain other metrics, to include risk items and their mitigation plan, to promote and ensure accuracy and quality in all final training products. The Contractor shall support the development of LMI and entry into LMI databases for

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PM AAA Programs. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.3.6 Test Support Logistics Analysis**

The Contractor shall provide Logistics Analysts to simultaneous support independent PM AAA Project Leaders and Test Managers as SME logisticians to develop recommended parts lists for testing, coordinate parts, supply, and maintenance support for testing, maintain records of parts and maintenance test support, and report on these efforts as required. The Contractor shall be responsible for the configuration control and updating parts lists and maintenance support arrangements. Tasks shall require the Contractor to analyze Test Incident Reports (TIRs) and provide recommended changes to parts lists, supply support, and maintenance arrangements. The Contractor shall support the development of LMI and entry into LMI databases for all PM AAA products. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

The Contractor shall support the Remote Weapon Station (RWS) development, testing, and test support. The Contractor shall assist in developing RWS spares packages in support of developmental testing.

The Contractor shall support the management of ammunition planning, storage, authorized access, issue, expenditure, and documentation for developmental testing.

#### **4.2.3.7 Sustainment**

The Contractor shall provide support to PM AAA Logisticians, to work with the design, development, sustainment, upgrade, and modification teams in developing and documenting logistics portions of the design or design change process, (i.e., ECPs); provisioning; procurement of material, kitting into modification kits, and development of modification kit installation instructions; and product fielding or installation management simultaneously for ACV, AAV Survivability Upgrade, AAV Sustainment, and up to 12 AAV modification projects.

The Contractor shall support the Technical Manual (TM) development and revision processes, and participate and conduct validation and verification activities for newly developed and revised TMs associated with the programs and projects listed above.

The Contractor shall conduct supportability assessments and other aspects of logistical analysis; support SRRs; and support Life Cycle WIPT meetings. The Contractor shall support the development of LMI and entry into LMI databases for all PM AAA products.

#### **4.2.3.8 Fielding Support (Option, if exercised, to begin February 2018)**

The Contractor shall provide support to the PM AAA products in the fielding of vehicles. Support shall be provided to fielding actions simultaneously on location for both the East and West Coasts of the United States (U.S.). Tasks shall include participating in inventories, inspection of equipment and associated SL-3 for damage and completeness, preparing vehicles for delivery, completing, tracking, updating of documentation related to the turnover of equipment from vendors to the Government, participating in New Equipment Training Team actions and TM verifications.

#### **4.2.4 General Systems Engineering Functional Support**

The Contractor shall interface with PM AAA engineers and product group (e.g., ACV and AAV) engineers and technical professionals on a daily basis. For the tasks listed in the following paragraphs, the Contractor shall provide support with the associated skill sets to provide engineering and technical writing expertise, and they shall assist the Government in creating, documenting and editing, formatting, publishing, and archiving acquisition program management information. The Contractor shall conduct final quality assurance checks for all PM AAA engineering documents prior to final release. The Contractor shall facilitate and support Engineering Technical Management meetings and Integrated Product Teams associated with below tasking. All outputs of tasks associated with engineering subparagraphs below shall be delivered to the Government electronically, via email, CD, or placement on the PM AAA portal.

##### **4.2.4.1 Reliability, Availability, and Maintainability Analysis**

The Contractor shall provide engineering and analytical support for RAM. RAM tasking includes: allocation and

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management oversight; RAM engineering regarding failure rate tracking; root-cause analysis; and failure rate mitigation. The Contractor shall develop, use, maintain, and conduct analysis using Reliability Block Diagrams, Fault Tree Analysis, Design Failure Modes, and Effects Analysis. The Contractor shall support the conduct of engineering and technical assessments of PM AAA (e.g., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions. The Contractor shall support the preparation of MS documentation (SOW, TEMP, CDRLs, SEP, RAM-C, etc.).

#### **4.2.4.2 Configuration and Risk Management (On-Site)**

The Contractor shall provide engineering and analytical support for Configuration Management (CM) operations. CM operations tasks include developing sections of the PM AAA CM Plans; analyzing configuration management processes; conducting in-depth analysis, and developing measurements to monitor key phases of the CM process. The Contractor shall provide support to organize, conduct, and manage the Configuration Control Boards (CCBs) process. The Contractor shall evaluate program artifacts; and maintain and update a repository of ECPs and Deviations based on the results from CCBs.

The Contractor shall support the conduct of Functional and Physical Configuration Audits. The Contractor shall also support the conduct of engineering and technical assessments of PM AAA (e.g., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions.

The Contractor shall provide engineering and analytical support for Risk Management (RM) operations. RM operations tasks include maintenance of the PM AAA RM Plan and process; analyzing RM processes; conducting in-depth analysis, and developing measurements to monitor key phases of the RM process. The Contractor shall provide support to organize, conduct, and manage the Risk Management Board (RMB) process. The Contractor shall evaluate program artifacts; and maintain and update a repository of Risk and risk mitigations based on the results from RMB.

#### **4.2.4.3 Requirements Database Maintenance (On-Site)**

The Contractor shall provide engineering and analytical support for Requirements Management operations. The Contractor shall provide a Dynamic Object-Oriented Requirements System (DOORS) Database Manager for each of the PM AAA Programs (i.e., AAV and ACV). The Contractors shall maintain and manage the on-site DOORS database which captures amphibious vehicle requirements and capabilities. Maintenance tasks shall include: assisting PM AAA personnel in administration activities for DOORS, developing DOORS architectures and structures, importing requirements/capabilities documents, maintaining requirements traces and linking requirements, importing/exporting archived projects or modules for external sources, writing DOORS eXtension Language (DXL) scripts as needed, and conducting trace reports as defined by established PM AAA SE processes that can be accessed upon contract award. The Contractors shall prepare and submit the results of monthly DOORS database changes via email to the SE Director. The Contractors shall also develop and deliver DOORS Training Packages, and provide annual training of the DOORS Database Capabilities to PM AAA personnel.

#### **4.2.4.4 Requirements Database Support**

The Contractor shall provide a Requirements Analyst to support all PM AAA Programs (i.e., ACV and AAV). Tasks shall include: conducting requirements management activities, Microsoft Excel requirement comparisons, requirement analysis, document review and document development. The Contractor shall be knowledgeable in DOORS Database: importing and exporting requirements and documents, maintaining requirements traces, conducting trace reports as needed to support the programs, and basic attribute skills. The Contractor shall be knowledgeable in Microsoft Excel formula and macro development.

#### **4.2.4.5 Environmental, Safety, and Occupational Health and Reliability, Availability, and Maintainability Management**

The Contractor shall provide engineering and analytical support for Environmental, Safety, and Occupational Health (ESOH) operations. ESOH operations tasks shall include the following: support the conduct of engineering and technical assessments of PM AAA (i.e., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions; the preparation of MS documentation (SOW, National Environmental Policy Act (NEPA), Programmatic Environmental, Safety, and Health Evaluation (PESHE), CDRLs, SEP, Weapon System Explosives Safety Review Board (WSESRB), etc); provide support to

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organize, conduct, and manage the ESOH Advisory Board and Working Groups; support SE WIPTs; provide support to organize, conduct, and manage the Hazard Tracking Database simultaneously for ACV and AAV; and provide offsite safety representative and oversight at PM AAA designated test events.

#### **4.2.4.6 Electromagnetic Environmental Effects Development (On-Site)**

The Contractor shall provide engineering and analytical support for Electromagnetic Environmental Effects (E3) operations. E3 operations include: requirements and MS documentation development; participation in test planning and test execution; and draft and deliver Test Reports for both component and vehicle level systems. E3 testing will consist of analysis, testing, evaluation, and verification. The Contractor shall possess knowledge in bonding and grounding requirements development, test planning, test execution, and test report writing for both component and vehicle level systems. The Contractor shall support the conduct of engineering and technical assessments of PM AAA (i.e., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions.

#### **4.2.4.7 Survivability Analysis**

The Contractor shall provide engineering and analytical support for survivability analysis in the areas of signature management, countermeasures, armor development, vulnerability reduction design, and integration for amphibious and ground combat vehicles. The Contractor shall analyze survivability technology and capability, and provide system survivability requirements recommendations. The Contractor shall perform vehicle armor development and vulnerability reduction design implementation assessments and analyses as part of engineering reviews. The Contractor shall conduct survivability risk assessments; develop and implement risk mitigation programs; and deliver the results in an email to the SE Director. The Contractor shall draft survivability test plans, sub-system, and system testing quick look reports for amphibious vehicles, and upload the plans/reports to the PM AAA portal. The Contractor shall support the conduct of engineering and technical assessments of PM AAA (i.e., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.4.8 Computer Aided Design Tool (On-Site)**

The Contractor shall provide engineering and technically skilled support for Computer Aided Design (CAD) activities. The Contractor shall verify the PM AAA portfolio of CAD products (e.g., PRO-E, Wildfire, Intralink, Solidworks, Windchill, and AutoCAD) and support product development for all PM AAA APE-E Divisions. The Contractor shall develop and maintain CAD engineering/product development drawings and models, and CAD model configuration management and conversions. The Contractor shall support the conduct of engineering and technical assessments of PM AAA (i.e., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions.

#### **4.2.4.9 Naval Architecture**

The Contractor shall provide engineering and analytical support for the review of naval architecture and water mobility analysis in the areas of hydrodynamics, waterborne propulsion, materials, structures, stability, maneuvering and sea keeping for amphibious vehicles in open ocean, surf zone, and riverine environments. The Contractor shall perform assessments and analyses of vehicle hydrodynamic performance as part of engineering reviews and provide recommendations. The Contractor shall perform risk assessments, and develop and implement risk mitigation programs. The Contractor shall draft water mobility related test plans, and sub-system and system testing quick look reports.

#### **4.2.4.10 Manufacturing**

The Contractor shall provide engineering and analytical support for manufacturing operations. Manufacturing operations tasks include: conducting manufacturing analysis; production planning analysis; production analysis; and quality assurance/control to support the timely and cost effective development, production, verification, fielding, and support of the PM AAA platforms. In addition, the Contractor shall support the preparation of MS documentation (SOW, SEP, AS); support the conduct of engineering and technical assessments of PM AAA (e.g., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions; and provide support to organize, conduct, and manage the Manufacturing Readiness Assessments and Production Readiness Reviews. The Contractor shall support the Government in working with the prime

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Contractor via meetings address all aspects of production. Efforts include: developing and executing feasible and affordable production plans, managing production risks, executing cost/performance analyses for production approaches, ensuring that quality is built into the design, and utilizing “Best Manufacturing Practices” to assess the Prime Contractor’s approach to building the vehicle platforms. The work requires: (1) theoretical expertise in manufacturing and quality that applies to a wide variety of situations, uses, and problems and (2) extensive application of theories, principles, and practices of manufacturing and quality involving many variables and complex interrelationships.

The Contractor shall compare the production and quality of the vehicle platforms to industry “Best Manufacturing Practices.” The technical and management resources shall assess the Contractor’s performance through metrics, earned value, and the IMS. The Contractor shall support the Government by conducting manufacturing site visits in the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

#### **4.2.4.11 Digital Integration Facility Project Support**

##### **4.2.4.11.1 Digital Integration Facility Systems Engineering Support**

The Contractor shall interface with the PM AAA vehicle Directorates to coordinate engineering inputs, support technical document development, and assessment of technical requirements. The Contractor shall review Digital Integration Facility (DIF) technical data and provide technical assessments of test data. The Contractor shall also ensure that all efforts are following the PEO LS SE processes. The Contractor shall maintain an Engineering IMS with the critical paths highlights within the IMS, to achieve each appropriate MS and identify issues. The Contractor shall also create engineering metrics and Informational Briefs in support of all DIF activities. The Contractor shall conduct technical evaluations for the automotive, and Command, Control, Communications, Computers, & Intelligence (C4I) systems, requirements identification, test planning and execution, and reporting. The Contractor shall review and comment on program plans, requirements (performance, cost, weight, reliability, power, and volume), fielding, and life-cycle support. The Contractor shall support PM AAA in conducting SE analysis and attending hardware design reviews. The Contractor shall witness the integration of hardware onto PM AAA platforms and the execution of tests, and review test plans and reports. The Contractor shall advise the DIF Project Manager and Engineers during the application of engineering changes. The Contractor shall review and comment on the engineering/specification documentation (Critical Item Specifications (CISs), Interface Control Documents (ICDs), and CAD drawings). All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

##### **4.2.4.11.2 Digital Integration Facility Command, Control, Communications (Engineering & Test Support)**

The Contractor shall develop and deliver Command, Control, Communications (C3) Documentation (Plans, Reports, and Schedules) and integration strategies. The Contractor shall review and analyze C3 Net Ready Test planning and execution documentation; perform development and operational C3 interoperability testing for PM AAA FoVs; and provide a status of the findings to the DIF PM. The Contractor shall operate and test fielded Marine Air-Ground Task Force (MAGTF) C3 tactical data systems and communications; perform analysis of plans, and installation. The Contractor shall conduct C3 test planning, management, and reporting of test results/data. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

##### **4.2.4.11.3 Digital Integration Facility Business Management, Configuration Management and Portal Management Support**

The Contractor shall assist the Government in the planning, initiating, coordinating, executing, and completion of mission-oriented business programs and projects that include project planning, scheduling, Earned Value Management (EVM), project monitoring and measurement, reporting and documentation associated with project/program objectives, RM, mitigation strategies, stakeholder briefings, participation in required meetings, program integration services, prepare and maintain IMS, assist with project close-out activities, assist with the development and maintenance of a RM repository in the DIF Project Portal, upload and maintain program documents into the DIF Project Portal data repository via Microsoft SharePoint that is hosted on the MCSC MCEITS site. The Contractor shall track program funds by monitoring funds availability, commitments, obligations, and expenditures. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

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#### **4.2.5 Government Furnished Property Management, Test Equipment and Supply Support**

##### **4.2.5.1 Government Furnished Property Management and Test Equipment Evaluation/Disposition (On-Site)**

The Contractor shall provide Government Furnished Property (GFP) Management support to the PM AAA Program Office to validate GFP, and maintain oversight with the property databases, including conducting inventory; developing and maintaining Logistics Records Management Databases; coordination with LOGCOM; and monitoring the custody and stewardship from customer receipt to formal relief of accountability. The Contractor shall coordinate meetings; participate on the GFP IPTs; assess/status cost, schedule, and performance; and identify issues and provide recommendations.

The Contractor shall oversee the Federal Contractors Property Management Control System; maintain property management records and metrics; and draft transfer documents. The Contractor shall have oversight and direct all Contractor personnel with all aspects of the GFP Management for the AAV and ACV Programs. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

The Contractor shall travel to Government test sites, suppliers, and depots for the PM AAA to inspect the condition of all Government test equipment and miscellaneous property; and provide recommendations to the Test and Engineering (T&E) Lead on the status of the equipment. The Contractor shall then prepare a Trip Report with a results summary of each trip and submit it to the T&E Lead via email. The Contractor shall support the Government in the dismantlement and salvaging of parts and components of the Expeditionary Fighting Vehicles (EFVs) in support of the Hydrodynamic Test Rig (HTR). The Contractor shall track the disposition of all parts and components and maintain their status in a database.

##### **4.2.5.2 Supply Support (On-Site)**

The Contractor shall provide supply support analysis to include provisioning; end item and component depot and overhaul; packaging, handling, and transportation of end items and support items, including ammunition; support equipment; maintenance planning and execution; design interface and logistics support analyses; and technical publications including operations, maintenance, and overhaul TMs. The Contractor shall support the development of LMI and entry into LMI databases for PM AAA Programs. The Contractor shall provide recommendations on: provision planning, actions, procedures, and techniques used to determine supply support requirements, including acquiring support items and spare parts; cataloging, receiving, storing, and warehousing; transferring the items to where they are needed; issuing; disposal; initial provisioning support of the weapons system; and acquiring, distributing, and replenishing the inventory for the item. The Contractor shall recommend the correct range and quantity (depth) of spare and repair parts, and support and test equipment required to operate and maintain an end item of material for an initial period of service. The Contractor shall draft annual updates of Provisioning Requirements Statements (PRS), and participate in Provisioning Meetings and In-Process Provisioning Reviews (IPPRs). The Contractor shall provide Diminishing Manufacturing Sources and Material Shortages (DMSMS) support by participating in DMSMS IPTs and coordinate annual updates of DMSMS Management Plans. The Contractor shall oversee Item Unique Identification (IUID) efforts for PM AAA and coordinate the annual updates of IUID Plans. The Contractor shall conduct and document source of repair analysis, Core Logistics Capability Analysis (CLCA), and Level of Repair Analysis (LORA). The Contractor shall support design reviews of the evolving vehicle designs, assessing them for supportability and compliance to specification requirements. The Contractor shall support implementation of the S1000D standard, the Government Electronics and Information Technology Association (GEIA) 0007 Standard, and associated data system tools. The Contractor shall support and assist the Government in accessing and using the Global Combat Service Support – Marine Corps (GCSS-MC) and associated data system tools to update and analyze supply and maintenance data. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.6 Test and Evaluation Functional Support**

##### **4.2.6.1 Developmental and Operational Testing (On-Site)**

The Contractor shall support all facets of Developmental and Operational Testing (OT). Within DT (*for both the AAV and ACV Programs*), the Contractor shall use Design of Experiments (DOE); develop test methodologies; develop and analyze test plans; participate in test executions; and analyze, develop, and maintain test schedules. The Contractor shall attend technical reviews; support the preparation of MS reviews; and develop, modify, and



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deliver a Test and Evaluation Master Plan (TEMP). The Contractor shall participate in all OT activities; review and analyze OT documents; and provide comments (e.g., technical content, accuracy, and grammar) to the T&E Directorate via an email for all documents reviewed. The Contractor shall develop, maintain, and deliver a system level T&E System Evaluation Plan. The Contractor shall link system requirements to user requirements, and establish evaluation and verification strategies, in support of DT program(s). The Contractor shall verify the accuracy of system level requirements, including analysis and evaluation of DT and OT results. The Contractor shall develop and maintain vehicle platform evaluation information within the DOORS database system. The Contractor shall support the preparation and conduct of the Government led DT and OT Readiness Reviews, technical meetings, and planning conferences. The Contractor shall develop a T&E database, metrics, and Informational Briefs in support of T&E progress and decisions. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.6.2 Live Fire and Evaluation (On-Site)**

The Contractor shall provide assessments on the survivability of vehicle, crew, and troops including ballistic and ground vehicle countermeasure systems. The Contractor shall support verification of system functionality, the evaluation of vulnerability reduction measures, and the characterization of system vulnerability by the following tasks:

- Coordination and preparation of agendas for IPT meetings, Test Readiness Reviews (TRRs), and technical management meetings; and recording of meeting minutes.
- Coordination and preparation of technical and MS Informational Briefs for the T&E lead.
- Drafting, updating, and delivery of Live Fire Test/Directorate Integrated Schedules.
- Drafting and updating Test Plans, and delivering them to the Government for review.
- Participation in the execution of all Live Fire Tests (e.g., Engineering Development Tests, Component Ballistic Testing (CBT), Control Damage Tests (CDT), and Ballistic Vulnerability Tests (BVT)).
- Review of Live Fire documentation for compliance with DoD guidelines that support individual program requirements, and provide recommendations via an email.
- Drafting of Live Fire Testing observation reports for the T&E Lead.
- Monitoring of the prototype builds, and reviews of Non-Conformance Reports (NCRs), for impacts to survivability requirements.
- Review of EVM analysis, from the Prime Contractor for all Live Fire tasks and provision of results to the T&E Lead via an email.
- Monitoring of the progress of live fire critical issues and updating of compliance with Data Source Matrices.
- The Contractor shall use various design tools (e.g., Pro-Engineer (Pro-E); Computer Integrated Manufacturing (CIM); Modular Unix-Based Vulnerability Estimation Suite (MUVES); Simple Lethality and Vulnerability Estimator (SLAVE); Vulnerability Analysis of Surface Targets; and Stochastic Analysis of Fragment Effects) to perform T&E via the research and analysis cited below:
- Development and delivery of MUVES models and analysis supporting all Live Fire programs.
- Conduct of operational research of armor types, and armor performance.
- Review of fault tree analysis to verify criticality analysis.
- Attendance of Failure Reporting, Analysis, and Corrective Action System (FRACAS) / Data Collection Analysis and Corrective Action System (DCACAS) reviews for issues relating to Live Fire Testing.
- Drafting and updating of the Live Fire Service Report for the T&E Lead.
- References pertaining to all Live Fire programs are classified and information shall be located at the Government facility, in a secure location.

#### **4.2.6.3 Evaluation Support – Stafford, VA**

During the EMD phase, British Aerospace Engineering (BAE) and Science Applications International Corporation (SAIC) were selected to manufacture and competitively test ACV 1.1 vehicles. BAE and SAIC will each provide 13 EMD vehicles (i.e., total of 26 vehicles) that will be utilized to assess system performance with respect to DT, and Live Fire Test and Evaluation (LFT&E). In support of the Reliability Growth Program, 11 of the 13 vehicles from BAE and SAIC (i.e., total of 22 vehicles) will undergo a combination of Government DT (GDT) Performance Testing in areas such as land, safety/human factors, firepower, water mobility, and Reliability Growth Testing (RGT).

The Contractor shall provide a Test Evaluator to conduct system level assessments based on the ACV 1.1 combat system DT results. The Contractor shall support verification of system functionality, the evaluation of

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developmental test results, and the characterization of overall system effectiveness and suitability by conducting the following tasks:

- The Contractor shall assist the Lead PM AAA Evaluator during verification of DT requirements.
- The Contractor shall assist the Lead PM AAA Evaluator in assessment of determining system evaluation during the reporting phase.
- The Contractor shall develop the PM AAA System Evaluation Report for the Lead PM AAA Evaluator and Chief Developmental Tester (CDT) review.
- The Contractor shall assist the Lead PM AAA Evaluator in preparation and management of all PM AAA Test and Evaluation (T&E) established evaluation processes.
- The Contractor shall conduct test data analysis on external test agency generated Interim Data Reports (IDR) during the test reporting phase.
- The Contractor shall act as the PM AAA T&E representative for all internal DT related data analysis and reporting issues/processes.
- The Contractor shall assist the PM AAA DT Lead with oversight of all DTs for the assigned contractor team during test execution phase.
- The Contractor shall assist the CDT during development process in support of Test and Evaluation Master Plan (TEMP) updates and program related issues/processes.
- The Contractor shall assist the PM AAA DT Lead with the review and adjudication of all deliverables during the detailed planning phase.
- The Contractor shall assist the PM AAA DT Lead with development and management of Developmental Test Integrated Master Schedule (IMS) and supporting test site desktop IMS.
- The Contractor shall assist the Lead PM AAA Evaluator during the Requirements Management and Analysis Plan (RMAP) process.
- The Contractor shall support all System Engineering and Logistic processes that require T&E Subject Matter Expert (SME) input.
- The Contractor shall attend Failure Reporting, Analysis, and Corrective Action System (FRACAS) / Data Collection Analysis and Corrective Action System (DCACAS) reviews for issues relating to DT.
- The On-Site PM AAA Contractor support tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.6.4 Developmental Test and Live Fire Test and Evaluation Support - Aberdeen, MD**

The EMD testing phase effort located at the Aberdeen Test Center (ATC) will consist of eight (8) ACV 1.1 test vehicles each from BAE and SAIC, and three (3) AAV SU test vehicles from SAIC during the EMD phase (i.e., total of 19 vehicles). The Contractor(s) shall support and oversee, on behalf of the PM AAA T&E Lead, the execution of all DT events and LFT&E events at ATC located in Aberdeen, MD. The Contractor shall provide adequate T&E staffing to include an On-Site Lead and On-Site Liaisons, per participating Contractor, to assist the PM AAA with all scheduled DT and LFT&E events by conducting the following tasks:

- The Contractor shall participate in the execution of all Developmental and Live Fire Test events.
- The Contractor shall serve as the On-Site Liaison for ACV Prime Contractors, the PM AAA T&E Leads (DT and/or LFT&E), and the assigned test agency personnel for all test matters requiring PM AAA T&E input.
- The Contractor shall provide written daily test/situation and oral reports to the PM AAA T&E Lead summarizing the status of the following: Test events/completions, test issues, and the overall test schedule assigned to the PM AAA Test Leads for each designated EMD test team.
- The Contractor shall provide recommendations within the authored daily test/situation reports based off of daily test observations and interactions with assigned test agency personnel.
- The Contractor shall assist with the coordination of all PM AAA program approved visit requests.
- The Contractor shall assist ATC Test Site Leads with daily program reporting requirements.
- The Contractor shall act as main test site POC for all PM AAA program related test issues and provide immediate notification to PM AAA DT and/or LFT&E Leads for actions or requests requiring Government involvement.
- The Contractor shall review all DT and LFT&E planning documentation for compliance with general test protocol and DoD guidelines that support individual program requirements, and provide recommendations.
- The On-Site PM AAA Contractor support tasks associated with this paragraph shall be delivered to the Government electronically, via email.

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#### **4.2.6.5 Developmental Test Support - Camp Pendleton, CA**

The EMD testing phase effort located at the Amphibious Vehicle Test Branch (AVTB) will consist of six (6) ACV 1.1 test vehicles each from BAE and SAIC, and three (3) AAV SU test vehicles from SAIC during the EMD phase (i.e., total of 15 vehicles). The Contractor(s) shall support and oversee, on behalf of the PM AAA T&E Lead, the execution of all DT events at AVTB located in Camp Pendleton, CA. The Contractor shall provide adequate T&E staffing to include an On-Site Lead and On-Site Liaisons, per participating Contractor, to assist the PM AAA with all scheduled DT events by conducting the following tasks:

- The Contractor shall participate in the execution of all DT events.
- The Contractor shall serve as the On-Site Liaison for ACV Prime Contractors, the PM AAA T&E Leads, and the assigned test agency personnel for all test matters requiring PM AAA T&E input.
- The Contractor shall provide written daily test/situation and oral reports to the PM AAA T&E Lead summarizing the status of the following: Test events/completions, test issues, and the overall test schedule assigned to the PM AAA Test Leads for each designated EMD test team.
- The Contractor shall provide recommendations within the authored daily test/situation reports based off of daily test observations and interactions with assigned test agency personnel.
- The Contractor shall assist with the coordination of all PM AAA program approved visit requests.
- The Contractor shall assist AVTB Test Site Leads with daily program reporting requirements.
- The Contractor shall act as main test site POC for all PM AAA program related test issues and provide immediate notification to PM AAA DT leads for actions or request requiring Government involvement.
- The Contractor shall review all DT planning documentation for compliance with general test protocol and DoD guidelines that support individual program requirements, and provide recommendations.
- The On-Site PM AAA Contractor support tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.6.6 Test and Evaluation Program Management**

The Contractor shall coordinate strategic business and organizational objectives projects. The Contractor shall monitor, record, and coordinate the design, development, acquisition, and delivery of industry products in a T&E environment. The Contractor shall provide T&E detailed trade study analysis, process flow, baseline performance measurements, problem analysis implementation, and collaborated implementation efforts across matrix organizations. The Contractor shall translate the T&E requirements and provide a monthly status via email to the T&E Lead. The Contractor shall analyze engineering problems and conceive/execute corrective action plans utilizing the SE processes. The Contractor shall plan and evaluate mitigation and verification processes, and assess and identify technical risks, and their rationale and mitigation management.

#### **4.2.7 AAV Program Specific Tasks**

##### **4.2.7.1 AAV Survivability Upgrade, Sustainment and Modifications (On-Site)**

The Contractor shall provide support to the AAV PdM and Deputy PdM in the planning, execution, and reporting of the AAV Survivability Upgrade, AAV Sustainment and AAV Modification Programs. Tasks shall include researching, drafting, and coordinating ASRs; APs; Performance Specifications; Statement of Objectives (SOOs), SOWs; Live Fire Test and Evaluation (LFT&E) Plan; Acquisition Program Baseline (APB); MS Entrance/Exit Criteria; Program Protection Plan (PPP); and sections of the TEMP. The Contractor shall evaluate all three (3) programs and develop alternatives to address emerging requirements, fleet identified issues, and safety concerns/issues. The Contractor shall address these issues for the fleet of fielded AAVs through research, drafting, reviewing, and coordination of ECPs, Contractor supplied design changes, and vehicle modifications. The Contractor shall perform market research analysis, maintenance analysis, and develop and deliver AAV and PM AAA Informational Briefs, and Meeting Minutes. The Contractor shall structure, organize, and maintain the official AAV files and provide inputs in updating the AAV portal to the portal design team. The Contractor shall provide support for integrated planning, execution, and status reporting of the AAV FoVs approach. The Contractor shall assist in the development of documentation and records that assist the PdM and Deputy PdM in determining required personnel and equipment resources. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

##### **4.2.7.2 AAV Risk and Budget Analysis (On-Site)**

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The Contractor shall provide financial planning and reporting for the AAV portfolio of projects that includes budgeting, funding execution, acquisition and document management support, process and system support, and financial analysis to provide efficient allocation and effective utilization of financial resources. The Contractor shall provide recommendations for financial implementation and resource recommendations for program improvements, risk reductions, and cost avoidance. The Contractor shall conduct risk and budget analysis, support data calls, analyze/track Congressional marks and impacts, support resource reclamation efforts, and support the development and implementation of annual project spend plans. The Contractor shall support the AAV Survivability Upgrade Program with analysis of monthly earned value cost, schedule, and performance metrics. Analysis, reporting, and support will be conducted with spreadsheets, presentations, SharePoint, and emails and will not require any specified tools. Financial execution is an inherent government function; this effort supports the ability to confidently plan, implement, and status financial execution efforts for the AAV projects.

#### **4.2.7.3 AAV Computer Aided Design (On-Site)**

The Contractor shall review, develop, and maintain CAD drawings and models, and CAD product configuration management and conversions. The Contractor shall review and document issues with drawings and models, and coordinate the resolution of the issues, and provide electronic feedback to the Government, via email. The AAV Program utilizes both 2-D (.dwg, .C4, and PDF) and 3-D (PRO-E Version WILDFIRE 5.0 or CREO PARAMETRIC 2.0) CAD files.

#### **4.2.7.4 AAV Systems Engineering for Vehicle Changes**

The Contractor shall provide engineering and analytical support for lethality analysis of the Amphibious Remote Weapon System (ARWS). The Contractor shall support the Weapon System Safety Explosive Review Board (WSSERB) process. The Contractor shall analyze ARWS technology and capability, and provide ECP recommendations. The Contractor shall perform vehicle design implementation assessments and analyses as part of engineering reviews. The Contractor shall conduct lethality risk assessments; develop and implement risk mitigation programs; and deliver the results in an email to the SE Director. The Contractor shall draft ARWS testing quick look reports and upload the plans/reports to the PM AAA portal. The Contractor shall attend and monitor ARWS testing at NSWC Dahlgren. The Contractor shall support the conduct of engineering and technical assessments of PM AAA (i.e., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

The Contractor shall provide engineering and analytical support for lethality analysis of the Amphibious Remote Weapon System (ARWS). The Contractor shall support the Weapon System Safety Explosive Review Board (WSSERB) process. The Contractor shall analyze ARWS technology and capability, and provide ECP recommendations. The Contractor shall perform vehicle design implementation assessments and analyses as part of engineering reviews. The Contractor shall conduct lethality risk assessments; develop and implement risk mitigation programs; and deliver the results in an email to the SE Director. The Contractor shall draft ARWS testing quick look reports and upload the plans/reports to the PM AAA portal. The Contractor shall attend and monitor ARWS testing at NSWC Dahlgren. The Contractor shall support the conduct of engineering and technical assessments of PM AAA (i.e., ACV and AAV) Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.7.5 AAV Systems Engineering for Manufacturing**

The Contractor shall conduct manufacturing and production analysis, to include quality assurance/control. The Contractor shall review, assess, and develop manufacturing and production processes and plans to address sustainment and modification of the AAV FoVs. The Contractor shall review and analyze proposed manufacturing and production plans for the AAV Survivability Upgrade Program. The Contractor shall develop and deliver Informational Briefs and results of the systems engineering tasks to the Government in time to support the schedule associated with each task. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.7.6 AAV Modification Engineering Support**

The Contractor shall assist in the development of Electrical and Communications Systems modifications to the

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AAV FoVs. The modifications include modernization of the AAV FoV electrical system, integration of new radios, intercom system, and other fielded capabilities (e.g. Blue Force Tracker, Network on the Move, and Augmented Reality Visualization of the Common Operational Picture (ARVCOP)). The Contractor shall review, develop, and comment on technical documentation (requirements, CAD files, test plans/reports, technical review documents, engineering change documents). The Contractor shall support PM AAA in conducting technical analyses and attending hardware design reviews. The Contractor shall witness the integration of hardware onto the platforms and the execution of tests, and review test plans and reports. The Contractor shall develop statements of work and cost/schedule estimates, and identify technical risks with proposed modifications. The Contractor shall develop and deliver Informational Briefs and results of the AAV modification tasks to the Government in time to support the schedule associated with each task. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.7.7 AAV Sustainment Engineering Support**

The Contractor shall provide technical support to the AAV Sustainment Team in resolving sustainment issues of the AAV FoVs. The Contractor shall review, analyze, develop, and comment on technical documentation (Defense Logistics Agency (DLA) 339s, requirements, CAD files, test plans/reports, technical review documents, engineering change documents, processes and procedures) to address sustainment issues, and identify technical risks. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.7.8 AAV Corrosion Support**

The Contractor shall support the Corrosion IPT and review, develop and comment on corrosion related technical documentation. The Contractor shall provide technical support to the AAV Sustainment Team in resolving corrosion related sustainment issues of the AAV FoVs. The Contractor shall review, analyze, develop, and comment on corrosion prevention and control aspects of the AAV Survivability Upgrade Program. The Contractor shall develop and deliver Informational Briefs and results of the AAV sustainment tasks to the Government in time to support the schedule associated with each task. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.7.9 AAV Hydrodynamics**

The Contractor shall support various tasks related to AAV hydrodynamics. These tasks include developing the SOW for ship launch, reviewing results and providing recommendation on launch parameters. The Contractor shall also review and perform analysis on legacy and upgraded vehicles, review test plans and reports, and identify and make recommendations on activities that could require Naval Surface Warfare Center (NSWC), Carderock Division (CD) support. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.7.10 AAV Sustainment at Albany, GA**

The Contractor shall provide technical support to acquisition and sustainment teams in warehousing, cataloguing, and the provisioning of parts. This shall include responding to and researching Fleet Trouble calls on both coasts (e.g., east and west) simultaneously, including requests for support from operational forces, the DLA and, LOGCOM, Blount Island Command (BIC). The Contractor shall provide electronic data that will include documents and data management; management of AAVs historical information/data; preparation of informational briefings; and coordination support for meetings. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.7.11 AAV Government Furnished Property Management**

The Contractor shall provide GFP Management support to the AAV Program to validate GFP, and maintain the property databases, including conducting inventory; developing and maintaining Logistics Records Management Databases; and monitoring the custody and stewardship from customer receipt to formal relief of accountability. This individual will report to the Contractor provided GFP Manager. The Contractor shall oversee the Federal Contractors Property Management Control System; maintain property management records and metrics; and draft transfer documents. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.8 ACV Program Specific Tasks**

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#### **4.2.8.1 ACV Acquisition Document and Executive Brief Development (On-Site)**

The Contractor shall assist the program in acquisition planning and development of acquisition documentation required for a Major Defense Acquisition Program (MDAP) at Request for Proposal (RFP) Release Defense Acquisition Board (DAB), MS B, and MS C. As this documentation is developed the Contractor shall research, identify and provide recommendations for compliance with DoD, DoN, USMC, PEO LS, and MCSC statutory, regulatory, and agency specific information and MS requirements. The Contractor shall research, write, revise, format, review, and staff defense acquisition regulatory and statutory program documentation and reports. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

In combination with the paragraph above, the Contractor shall assist in the drafting of high-level executive briefs to be presented to senior leadership, Congress, the DoD, and industry. The Contractor shall assist in the development and submission of the Probability of Program Success (PoPS) briefs, the Quarterly Program Metrics (combined in the PoPS brief), and the Quarterly Risk Watch Report. The Contractor shall assist the ACV Directorate by providing expert consultation in program planning, audits, evaluations of ongoing projects; and provide policy and regulation development assistance. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.8.2 ACV Engineering Analysis and Computer Aided Design (On-Site)**

The Contractor shall prepare technical white papers and sections of acquisition documents such as the SEP, TEMP, SOW, and Performance Specification associated with engineering requirements for the ACV Program. The Contractor shall review vendor technical data and provide electronic technical assessments of the data. The Contractor shall witness the integration of hardware onto vehicles, execution of tests, and review test plans and reports. The Contractor shall ensure that all efforts are following the PM AAA SE processes that can be accessed at contract award. The Contractor shall create engineering metrics and Informational Briefs in support of all ACV activities and provide all electronically via email. In addition, the Contractor shall verify the ACV portfolio CAD products (e.g. PRO-E) and support engineering analysis using the CAD products. The Contractor shall provide 3D CAD modeling capability to help solve technical engineering issues and emerging requirements; assist the Government engineers in review and manipulation of CAD models (Pro-E, SolidWorks) for evaluation of how vehicle designs meet requirements. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.8.3 ACV Manufacturing Analysis (On-Site)**

The Contractor shall prepare technical white papers and sections of acquisition documents such as the SEP, TEMP, SOW, and Performance Specification associated with manufacturing requirements for the ACV. The Contractor shall review vendor manufacturing data and provide technical assessments electronically of the data. The Contractor shall witness vehicle builds, integration of Government Furnished Equipment (GFE) onto the vehicle, execution of acceptance tests, and review acceptance test plans and reports. The Contractor shall ensure that all efforts are following the PM AAA SE processes that can be accessed at contract award. The Contractor shall create engineering metrics and Informational Briefs in support of all ACV activities and provide them electronically to the Government, via email. All other tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.8.4 ACV Government Property Management**

The Contractor shall provide GFP support to the ACV Program to validate GFP, and maintain the property databases, including conducting inventory; developing and maintaining Logistics Records Management Databases; and monitoring the custody and stewardship from customer receipt to formal relief of accountability. This individual will report to the Contractor provided GFP Manager. The Contractor shall oversee the Federal Contractors Property Management Control System; maintain property management records and metrics; and draft transfer documents. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.2.8.5 ACV Logistics Business Matters and Financial Execution**

The Contractor shall assist PM AAA PSMs with the development and execution of logistics financial requirements to include develop budget execution plans to execute requirements. The Contractor shall create, update, and deliver (i.e., upload to the PM AAA portal) Logistics Requirements Funding Summaries (LRFS) as required. The

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Contractor shall track and monitor RM efforts; develop and maintain PM AAA Standard Operating Procedures (SOPs); develop, manage, and deliver Logistics Metrics; and support an in-house professional development effort. The Contractor shall monitor action items within the Logistics Action Tracking Database and provide a status via email as required. The Contractor shall conduct research in accordance with OSD and DoN Procurement guidelines and review program MS documentation for content and accuracy as required. All tasks associated with this paragraph shall be delivered to the Government electronically, via email.

#### **4.3 PM MHTV Tasks**

##### **4.3.1 Acquisition Planning Development**

The Contractor shall provide direct acquisition planning support to PM MHTV by assisting in market research, providing procurement strategy recommendations; and developing and managing IMSs (utilizing Microsoft Project) and cost/price estimates of products being procured by the Program. This support shall also include development of APs, to include integration of requirements, AS development, program integration with budget and program execution; identify, record and report the program health metrics to the PM as required; review (i.e., perform quality checks) and coordinate acquisition documentation requirements for vehicle systems and functional areas; analyze ASs for soundness of approach and compliance with statutory and regulatory obligations; prepare recommendations regarding budget sufficiency and ability to execute acquisition and contracting strategies; provide advice on acquisition program affordability, schedule, and impacts on life-cycle cost of program. All tasks associated with this paragraph shall be delivered to the Government electronically.

##### **4.3.2 Meeting Coordination/Execution**

The Contractor shall provide planning assistance to the PM MHTV Program Office for high-level meetings, conferences, workshops, PMRs, and weekly Secured VTCs by scheduling meetings; coordinating attendees; preparing agendas; developing presentation materials; preparing and distributing meeting minutes; and conducting Operations Security (OPSEC) Reviews.

The Contractor shall coordinate responses to requests for information from various sources by performing preliminary assessments of actions required with appropriate parties for the planning, implementation, and follow-on activities of the responses.

##### **4.3.3 Acquisition Documentation Development and Management**

The Contractor shall assist the PM MHTV Team in acquisition planning and development of acquisition documentation for ongoing projects and upgrades. As this documentation is developed, the Contractor shall research, identify and provide recommendations for compliance with DoD, DoN, USMC, PEO LS, and MCSC statutory, regulatory, and agency specific information and MS requirements. The Contractor shall research, write, revise, format, review, and staff defense acquisition regulatory and statutory program documentation and reports.

##### **4.3.4 Business Management**

The Contractor shall provide support to PM MHTV for planning, organizing, and coordinating the combined efforts of personnel assigned to the program and related organizations. The Contractor shall provide recommendations to the Government throughout the defense acquisition lifecycle that includes development, production, deployment, operations, support, and disposal. The Contractor shall apply defense acquisition statutory and regulatory policies as well as USMC directives, instructions, policy, guidebooks and discretionary acquisition documentation to all tasks. The Contractor shall assist the Program Management Office (PMO) in planning, initiation, coordination, execution, and completion of mission-oriented business programs and projects, including: project planning, scheduling, EVM, project monitoring and measurement, reporting and documentation associated with project/program objectives, mitigation strategies, stakeholder briefings, program integration services, prepare and maintain an IMS, assist with project close-out activities, assist with the development and maintenance of a RM strategy, upload and maintain program documents into the program's historical data repository (Microsoft SharePoint hosted on the MCSC MCEITS site). The Contractor shall monitor the ongoing Reset and Block Upgrade effort for all vehicles identified to be part of the Buffalo, Cougar, M-ATV, Logistics Vehicle System Replacement (LVSr) and MTRV fleet to include reviews, coordination, and reporting the installation of ECP kits onto vehicles.

##### **4.3.5 Briefing and Meeting Support**

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The Contractor shall support PM MHTV in preparing for and presenting briefings at significant program events, including: Program Management Reviews (PMRs), stakeholder IPT meetings, Navy and/or OSD reviews, MROC reviews, and Marine Requirements Board (MRB) reviews. The Contractor shall also assist in the drafting of high-level executive briefs, to be presented to senior leadership, Congress, the DoD, and Industry. The Contractor shall assist PM MHTV in responding to external information requests, including researching and preparing information papers, white papers, point papers, and email responses. The Contractor shall participate in PM MHTV Sustainment IPTs, Materiel Readiness Overarching Integrated Product Teams (OIPTs), PMRs, IPRs, and provide associated reports to the PM as required.

#### **4.3.6 Program Metric Support**

The Contractor shall assist in the development and submission of the PoPS briefs, the Quarterly Program Metrics (combined in the PoPS brief), and Risk Reviews. The Contractor shall also assist the PM in reporting on program sustainment and health metrics as required by PEO LS and other external stakeholders for Tactical Wheeled Vehicle Fleet Management Planning (TWV FMP). The Contractor shall assist PM MHTV by providing expert advice in program planning, audits, and evaluations of ongoing projects; and provide policy and regulation development assistance.

### **CDRL A005: PROGRAM PROGRESS REPORT; QUARTERLY PROBABILITY OF PROGRAM SUCCESS (POPS) BRIEF**

#### **4.3.7 Program Documentation Development**

The Contractor shall assist in the development of program documentation, program schedules, budget formulations, white papers, and technical reports in support of the PM MHTV platforms, as well as other programs assigned to PM MHTV for management. The Contractor shall assist in the detailed analysis of various functions and work processes found within the acquisition process. The Contractor shall coordinate with other programs and services on a technical level and provide inputs for the presentation of findings and results to Government. The Contractor shall update and monitor program information sources to identify negative trends and conditions that require action.

#### **4.3.8 Program Management Support**

The Contractor shall support the PM in providing expert level advice on how to effectively and efficiently life-cycle manage the MHTV platforms. Using demonstrated/proven Defense Program Management experience and SME, the Contractor shall identify possible COAs and recommended solutions to deal with program execution issues. As required, Contractor representatives shall attend senior level meetings for the PM, and shall report results and identify potential program impacts. The Contractor shall also assist and advise the PM on how to effectively manage the PM organizational resources, including in areas such as RM, process improvement, strategic planning, and resource management. The Contractor shall also plan, host, and facilitate organizational periodic (two (2) to four (4) a year maximum) "off-site" team building and training events. Specific deliverables shall include: PM Strategic Plans; PM Charters; RM Plans; RM database updates and reports; and analytical work products, such as briefings, training packages, and information/point papers.

### **CDRL A006: PROGRAM MANAGER DOCUMENTS AND DATA**

#### **4.3.9 Business and Financial Management (Option, if exercised, to begin July 2015)**

##### **4.3.9.1 Specific Support Requirements**

The APM-FM interfaces with all levels of Marine Corps, Army, Air Force, Navy, Special Operations Command (SOCOM), OSD, Financial Management Board (FMB), P&R and Congressional personnel to ensure successful execution of the program. The APM-FM leads the team to ensure successful programming, planning, budgeting, execution and accurate, detailed reporting of all PM MHTV financial resources for all Services. A team of highly skilled Business and Financial Management personnel with diversified program execution experience are required in order to provide quality support in planning, initiating, coordinating, executing, monitoring, reporting, RM, mitigation strategies, stakeholder briefings, participation in meetings, close out activities and program documentation to the APM-FM. The Contractor shall provide support for the following tasks:

- Support Cost Software Data Reporting (CSDR);
- Develop cost estimates to Cost IPT, Life-Cycle Cost Estimate (LCCE);



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- Acquisition Program Baseline preparation and submittal of all cost related documents such as; Cost Analysis, Requirement Description, Logistics Requirements Funding Summary, cost analysis and cost estimating to support planning, programming and budgeting activities for modifications, and engineering changes;
- Provide program level cost estimating and cost analysis support to APMs and functional managers in support of procurement of individual end items or systems;
- Assist in financial audits including research, documentation and formulating a response;
- Assist in financial reporting tasks from multiple sources to respond to various RFI, media inquiries, Congressional reports and relevant Congressional activity including research, documentation and formulating a response;
- Assist with the development and preparation of Briefings, Hearings and Testimony response coordination;
- Prepare/maintain graphs/charts/summaries of program financial data for multi-tiered audiences for top level budget status, daily transactions, quarterly reporting, execution performance variance, program management reviews and document and contract close out reviews;
- Draft the Budget Review/Mid-Year Review, create the review templates, schedule the reviews, take notes and action items, and create after-action reports;
- Provide support for interpretation and application of funding policies and budget execution guidelines;
- Provide input/coordinate joint cost estimates;
- Assist with annual Program Objective Memorandum (POM) including campaign planning, preparing initiative and off-set briefs, buy back alternatives, and POM2 Budget issues;
- Coordinate future Overseas Contingency Operation (OCO) funding requirements and detailed reporting documentation on prior year OCO outlays;
- Prepare financial process charts and maintain BFM team documentation to establish written SOPs, metrics and financial process improvements as required;
- Provide administrative support and actively participate in BFM meetings and Integrated Product Teams;
- Assist the APM-FM with tracking tasks (both internal and external reporting) and the preparation and staffing of official correspondence; and
- Manage program records on-site, organize, file and track electronically for scanning, filing and general support and uploaded to document data repository via Share Point.

#### **4.3.9.2 Financial Execution**

The Contractor shall support the Government Procurement, RDT&E and O&M Fiscal Managers in day-to-day business transactions to ensure appropriate execution of each funding account from all Services and customers. The Contractor shall apply defense acquisition statutory and regulatory guidance as well as USMC directives, instructions, policy, guidebooks and discretionary acquisition documentation to all tasks. Each analyst interfaces with various Marine Corps, Army, Air Force, Navy, and SOCOM fund holders and executing field activities to ensure timely and proper financial management execution across the PM MHTV enterprise. Financial execution support for Vehicle Financial Management (VFM) is provided directly to each platform APM and Functional Financial Support are provided directly to each functional APM for Engineering, Logistics, Program Management, Capability Insertion and Test and Evaluation.

Additionally the Contractor team shall provide financial execution support for the following tasks:

- Develop, update and maintain detailed spreadsheets, slides and reports for the APM-FM for use in data calls and briefs to all levels of DoD and Congress;
- Prepare draft funding documents to various government agencies, activities and contractors in accordance with Government direction using PR Builder;
- Analyze, identify issues and resolutions necessary to reconcile detailed standardized financial execution reports utilizing SABRS, ReportNet, Joint Financial Information Management System (JFIMS) and Activity/Contractor Incurred Cost reports;
- Analyze detailed standardized financial execution reports utilizing SABRS, ReportNet, JFIMS and Activity/Contractor Incurred Cost reports to track and validate execution/expenditure status against current period of performance and identify efforts lagging 25% in plan;
- Monitor available balances for variation in spend plan and identify assets for re-allocation each month.
- Update and assist in coordinating and preparing top level financial reports/graph/charts/ summaries of all PM MHTV and Other Customers Funds (OCF) funding accounts;
- Prepare and track PM MHTV and OCF funding document requests and reconcile differences between financial data systems (commitments, obligations, expenditures) on real time basis;

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- Interface with activities to coordinate funding document acceptance and obligating documentation;
- Prepare invoice status reports and track invoice processing in accordance with contract requirements;
- Monitor Wide Area Work Flow (WAWF)/Electronic Data Access (EDA)/ Mechanization of Contract Administration Services (MOCAS) reports and assist in reconciliation efforts with Defense Contract Management Agency (DCMA), Defense Finance & Accounting Service (DFAS) and prime vendors;
- Maintain contract binders with all supporting documentation;
- Assist with management of Government Purchase Card requisitions and billing; and
- Conduct monthly reviews of all commitments and unliquidated obligations and validate outstanding transactions. Any commitment or deobligation resulting from contract modification, determination of final contract closure, documented adjustments or corrections, cancellation of an order, or a Fast Track closure identified during the review shall be documented and processed within 10 working days.

The documentation of any adjustment will comply with generally accepted accounting practice and be maintained for 24 months for review as required by independent organizations (Office of the Inspector General or DoD Component Audit Agency). Validation of transactions will support formal Tri-Annual Review (TAR) and TAR Confirmation Statements for periods ending on January 31, May 31, and September 30.

#### **4.3.9.2.1 Vehicle Financial Management**

Financial execution support for VFM is provided directly to each platform Product Manager. The Contractor shall complete the following tasks:

- Review vehicle and associated prime vendor contract modifications, requirements, and execution against the spend plan monthly;
- Prepare, update and distribute Program In Pocket reports;
- Assist with task tracking/Issue Status Reports and Prime Vendor IPRs and participation in vehicle IPTs and team meetings;
- Provide liaison between other finance, contract and Product Manager personnel to accomplish tasks. Maintain a separate Delivery Order Summary of what has been obligated/invoiced/paid on each contract/delivery order and each field activity work order;
- Assist DCMA/Product Manager prepare pending invoices to ensure that each invoice submitted is in accordance with the contract and provides a validation to ensure that the invoice is good financially and will not be over-invoiced/paid;
- Provide a list of all “not yet” invoiced items to the VFM to ensure items on contract are delivered in accordance with the contract;
- Develop and prepare Program Spend Plans by platform and align with the program schedule (testing, MS, procurement) and coordinate with Product Manager, field activity and contracts to establish “Inch-stones” leading to each obligation event;
- Conduct monthly reviews of Program Spend Plan by appropriation to confirm “inch-stones” obtained or explanations of any deltas to the program spend plan and new “inch stones” to get back on plan; and
- Conduct monthly reviews of expenditures against Program Spend Plan projections and adjustments as required.

#### **4.3.9.2.2 Functional Financial Management**

Functional Financial Support is provided directly to each functional APM for Engineering, Logistics, Program Management, Capability Insertion and T&E. The Contractor shall complete the following tasks:

Review contract modifications, requirements, and execution against spend plans monthly. Prepare, update and distribute Program In Pocket reports;

- Assist with task tracking and participation in functional IPTs and team meetings. Maintain a separate Delivery Order Summary of what has been obligated/invoiced/paid on each contract/delivery order and each field activity work order;
- Assist DCMA/ Product Manager on pending invoices to ensure that each invoice submitted is in accordance with the contract and provides a validation to ensure that the invoice is good financially and will not be over invoiced/paid;
- Provide a list of all “not yet” invoiced items to ensure items on contract are delivered in accordance with the contract;

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- Develop and prepare Program Spend Plans for each functional team (Engineering, Logistics, Program Management, Capability Insertion, T&E) and align with the program schedule (testing, MS, procurement) and coordinate with functional APM, field activity and contracts to establish “inch-stones” leading to each obligation event;
- Conduct monthly reviews of Program Spend Plan by appropriation to confirm “inch-stones” obtained or explanations of any deltas to the program spend plan and new “inch stones” to get back on plan;
- Conduct monthly reviews of expenditures against Program Spend Plan projections and adjustments as required; and
- Provide a list of all “not yet” invoiced items to the respective functional /Product Manager to ensure items on contract are delivered in accordance with the contract.

#### 4.3.9.3 Financial Data Systems

The Contractor shall support the APM-FM by interfacing with various internal/external stakeholders to discuss and refine requirements for the PM MHTV JFIMS database. The effort is responsible for the Design, Internal Testing, Deployment, and Technical Maintenance of JFIMS as well as any and all past, present, and future updates and the creation of new reports developed to assist stakeholders in decision making. JFIMS responsibilities include acting as the system administrator, reviewing new fields for the system, updating new appropriations and fund sources each fiscal year, establishing new activities and budget elements as required. Deliverables include daily, weekly and monthly standard financial reports to support various levels of management (internal to Congressional reporting).

Additionally the Contractor team shall provide support for the following tasks:

- Responsible for inputting user requirements, tracking requirements in the logs and requirement packages as well as writing any Business Rules/Process Update emails associated with changes in the JFIMS system;
- Support and assist the APM-FM with Severability data, basic PC troubleshooting, and interfacing with the Quantico NOC to ensure network uptime and support Deployable Site Transport Boundaries;
- Provide a weekly status report and a weekly reconciliation report highlighting areas of concern;
- Monitor health of the internal financial management processes, data and reporting trends to APM-FM by consolidating and reviewing JFIMS data against other financial data systems. Research and identify financial systems from which relevant data may be automatically downloaded; and
- Research and identify data relationships and links between data from systems to create financial management reports and resolve data system inconsistencies.

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#### ● 4.3.10 Correspondence/Taskers Management and Processing

The Contractor shall assist the PM in tracking and responding to external taskers, including those received through MCATS. Responses shall be tailored according to the assigned priority, with the quality standards set forth by the Government and appropriate approval cycles. The Contractor shall comply with procedures established for systematic dispatch, receipt, filing, storage, retrieval and disposition of communication records. The Contractor shall ensure the security and confidentiality of all data is met. The Contractor shall provide executive support in the day-to-day operations for the Government PM (e.g., Morning Reports via Marine Online (MOL), maintaining action item lists, and other related operational duties that occur).

The Contractor shall assist PM MHTV with the preparation and dissemination of correspondence in accordance with the Department of Navy Correspondence Manual. The Contractor shall track and staff incoming correspondence, which require approval/signature and distribution. All correspondence (emails, letters, memos, information papers, etc.) shall be reviewed for proper grammar, logical structure, and correct punctuation; and corrected as required, in order to ensure highest quality presentation and ease of understanding for the recipient. The Contractor shall assist in the preparation, coordination, and distribution of Weekly PM MHTV Leadership Meeting Minutes.

Using extensive knowledge of Microsoft Outlook, word processing, spreadsheets and presentation software, the Contractor shall assist PM MHTV to schedule meetings and for data entry, editing, and preparation of program documentation and presentation materials for the Lead, Operations Manager and Functional Leads when applicable. The preparation of program documentation and presentations and briefs shall include basic research, organizing, inputting, formatting, compiling, reproducing and distributing presentation materials.

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The Contractor shall coordinate the release of information according to MCSC and PEO LS policies and procedures.

## **CDRL A007: REPORT, RECORD OF MEETING/MINUTES; WEEKLY PM MHTV LEADERSHIP MINUTES**

### **4.3.11 Records Management (On-Site)**

The Contractor shall organize and maintain all PM MHTV files in accordance with PM MHTV SOPs. These files include records management services on-site at the Government office, organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing, handling of Government mail, office and executive services, automated data processing, general services and support, and graphical information. The Contractor shall maintain and upload documents to the SharePoint site when applicable.

### **4.3.12 Government Furnished Property Management (On-Site)**

The Contractor shall assist the Operations Manager with the acquisition, distribution, and storage of Government equipment and supplies, to include general office supplies, technology and electrical equipment, stationary and paper products, cleaning supplies and other miscellaneous items. The Contractor shall assist the Operations Manager with maintaining and updating GFP and Supply inventories on a quarterly basis. The Contractor shall assist the Operations Manager with coordinating maintenance and repair of GFP.

The Contractor shall provide accurate accounting, tracking, movement, storage, and reporting of GFP and Government Furnished Information (GFI) utilizing Defense Property Accountable System (DPAS), the Government Accountable Property System of Record (APSR). The Contractor shall assist the PM MHTV Accountable Property Officer (APO) with the acquisition, distribution, storage, and property management of GFP, Equipment, and Material. The Contractor shall assist the APO with the acquisition, distribution, storage, and proper disposal of Government equipment and supplies, including maintaining and updating GFP and GFI inventory records. The Contractor shall assist the APM-L with the coordination of maintenance and repair of Government Property. The Contractor shall structure, organize, and maintain official Government Property Management files in the PM MHTV data repository system(s) and APSR.

### **4.3.13 Defense Travel System and Joint Personnel Adjudication System Management**

The Contractor shall review all PM MHTV travel requests submitted through DTS to ensure compliance with DoD and PEO LS travel policies, rules and regulations. The Contractor shall assist in DTS troubleshooting, by assisting travelers with abnormalities in submission of their travel documents. The Contractor shall utilize Joint Personnel Adjudication System (JPAS) in processing visit requests. The Contractor shall also verify recent charges/travel expenditures against the Government Travel Credit Card (GTCC) when auditing/reviewing vouchers and report inconsistencies or issues to the Operations Manager.

### **4.3.14 Logistics Functional Support**

#### **4.3.14.1 Total Life Cycle Support Management Analysis**

The Contractor shall develop, coordinate, maintain, and report Total Life Cycle Support Management and planning activities for the MHTV FoV platforms in support of the PM MHTV APM-L/PSM and for each of the MHTV platform Integrated Logistics Support Managers (ILSMs). The Contractor shall provide technical support for the PM MHTV Logistics Sustainment Team for the overall MHTV FoV and each specific platform Equipment Specialist (ES) in vehicle inspection and acceptance. The Contractor shall provide support in the execution on the PM's Lifecycle Sustainment responsibilities. The Contractor will utilize USMC Enterprise Logistics Information Systems to monitor and assess MHTV fleet readiness and execute PM directed fleet sustainment support tasks. The Contractor shall develop and maintain Plans of Action (POAs), MS, and detailed integrated schedules covering the management efforts of the APM-L and the individual platform ILSMs. The Contractor shall be responsible for the configuration control of all logistic documentation, and any updates to these documents. The Contractor shall develop and maintain a Logistics IMS to track the submission and review of all logistics documentation. Tasks will require the Contractor to analyze Government policies and standards, and provide recommendations, via email, on their applicability to PM MHTV platforms. The Contractor shall develop, coordinate, and prepare Logistics

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Briefs for the APM-L/PSM and ILSMs, and other executive level documents/products for recurring and standalone events. The Contractor shall maintain the MHTV LCSP, standardized across the PM MHTV FoV platforms, and update on an as needed basis. The Contractor shall also review program documents and Prime Contractor deliverables, for compliance and completeness in accordance with all DoD logistics statutes, policies, and standards. All tasks associated with this paragraph shall be delivered to the Government electronically.

#### **4.3.14.2 Modeling and Simulation Analysis**

The Contractor shall conduct M&S analysis of the life cycle support strategies for the MHTV FoV platforms using Government software tools. The Contractor shall plan, develop, and schedule re-planning of the supply chain in strategic forecasting. This effort will help to optimize availability while decreasing vehicle downtime and ownership cost, and identify candidates for modifications, or upgrades, and is designed to reduce operating cost and increase availability and reliability. The Contractor shall conduct and deliver statistical demand forecasting, inventory optimization, and replenishment requirements; plan inventory management; and upload all results to the PM MHTV portal. The Contractor shall monitor trends and conduct studies in logistics modeling. The Contractor shall propose recommended ways to gather, cleanse, and analyze complex data to develop and manage multiple data sets to run demand forecasting, strategic optimization, initial spares models, and logistics simulations. The Contractor shall develop methods to analyze, manipulate, update, and optimize multiple complex models. The Contractor shall use the forecasting tool, Total Life Cycle Management - Assessment Tool (TLCM-AT), provided by the Government, and demonstrate proficiency in the use of the tool. The Contractor shall assist in the evaluation of new modeling and simulation tools, technologies, and business process applications to identify improvements. The Contractor shall provide recommendations concerning the use of USMC measurement tools for assessing system and component field support (e.g., MERIT, SOE, AEMIT, and LOGCOM Master Data Repository) for data collection and analysis. Supporting actions include applying quantitative and qualitative analytic techniques and decision analysis tools to provide insight into support strategies and sustainment issues. The Contractor shall support, maintain, and deliver (i.e., upload to the PM MHTV portal) all PM MHTV logistics planning documents and related data in support of Life Cycle Sustainment including the LCSP; Logistics Assessment and Corrective Action Plans; System Disposal Plans; and Logistics Risk Items and their mitigation plans.

#### **4.3.14.3 Logistics Analysis**

The Contractor shall provide support to the MHTV APM-L/PSM, the platform ILSMs and to the Government project lead to develop, coordinate, maintain, and report on activities related to Total Life Cycle Support Management and Planning, via a Monthly Status Report. The Contractor shall be responsible for the configuration control of updates into the overall Program and Product Support documentation and establish/maintain the review and submission of documentation in accordance with PM MHTV and individual platform requirements. Tasks shall require the Contractor to analyze Government Policies and Standards and provide recommendations on ways to improve them. The Contractor shall support the identification and development of logistics' support requirements to be included in system level and sub-tier specifications. The Contractor shall support the preparation of and conduct MHTV and/or individual project or platform ILAs and program office logistics reviews. The Contractor shall analyze LCCEs for the various logistics elements; conduct research and draft white papers assigned by the PM MHTV Logistics team; and oversee ILA Databases, System Specifications, APs, SEPs; CMPs, Programmatic Environmental documents, Safety and Health Documents, IMPs and IMSs, and deliver a Monthly Status Report reporting the status of each. The Contractor shall also review program documents, OEM deliverables and other PM MHTV contract documentation for compliance and completeness with logistics statutes, policies, and standards. All tasks associated with this paragraph shall be delivered to the Government electronically.

#### **4.3.14.4 Design Interface**

The Contractor shall assist the PM MHTV APM-L/PSM, ILSMs and platform teams with reviewing and analyzing design interfaces to ensure product support requirements are included in the design to maximize the availability, effectiveness and capability of the system at the lowest total ownership cost.

#### **4.3.14.5 Sustainment**

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The Contractor shall provide functional technical support to the PM MHTV APM-L/PSM and platform ILSMs to assist the PM MHTV sustainment team in developing and documenting logistics portions of the design change process (i.e., ECPs); procurement of material for kitting along with development and/or review and analysis of applicable Modification/Technical Instructions (MIs/TIs) for installation and fielding of those modifications. The Contractor shall support the technical publication revisions process and conduct validation and verification activities for the revised manuals. The Contractor shall manage the process for providing a prioritization and schedule for deliver and fielding of the end items to LOGCOM for Inspect and Repair Only As Necessary (IROAN); conduct PM MHTV FoVs supportability assessments and other aspects of logistical analysis; coordinate PM MHTV logistics reviews; and support MHTV meetings. The Contractor shall track all Buffalo, Cougar, and M-ATV vehicles as they return to CONUS and register with Ground Combat Support Systems-Marine Corps (GCSS-MC) for accountability and readiness. The Contractor shall provide the PM MHTV ILSMs assistance with sustainment of the Primary Inventory Control Activity (PICA) activities to ensure other Service users have adequate information. The Contractor shall identify and recommend opportunities to support innovative and cost effective life cycle management solutions.

#### **4.3.14.6 Sustainment in Albany, GA**

The place of performance for this task is Albany, GA. The Contractor shall provide technical support to the PM MHTV ES Team for the MRAP FoV. Contractors supporting the ES Team shall provide support in the areas of Repair Parts and Special Tools Listing (RPSTL), and Bill of Materials (BOM). Additionally, the Contractor shall provide SMEs for the following: Technical Documentation, Warehousing, Cataloguing, Total Life Cycle Support, Provisioning, Vehicle Configuration, Technical Inspection Validation and Verification, Fielding/Redistribution, New Equipment Training (NET), and Platform Technical Drawing Reviews. This effort shall include researching customers (e.g., Operating Forces, Marine Corps Engineer School, Marine Expeditionary Force Commands) trouble calls, including requests from DLA, Marine Corps Enterprise Organizations, and PM MHTV support contractors. The Contractor shall provide the following: coordination support for meetings; development, processing, and maintenance of electronic documents and data, to include administrative/technical information and PM MHTV's historical information/data; and preparation of informational briefings, projects and activity schedules. The Contractor supporting the ES Team shall also provide support in warehousing, cataloguing, and the provisioning of parts; vehicle inspection and acceptance; modification kit installation instructions; and their installation and fielding. This shall include researching Fleet Trouble calls on both coasts (e.g., east and west) simultaneously, including requests from DLA, LOGCOM, BIC, for example. The Contractor shall provide electronic data that will include documents and data management, management of PM MHTV's historical information/data, preparation of informational briefings, and coordination support for meetings.

#### **4.3.14.7 Logistics Business Matters and Financial Execution**

The Contractor shall manage the PM MHTV Logistics Team financial requirements and develop budget execution plans to execute requirements for the APM-L/PSM and the platform ILSMs. The Contractor shall create, update, and deliver LRFS on a monthly basis in concert with the BFM Team. The Contractor shall track and monitor RM efforts; develop and maintain PM MHTV SOPs; develop, manage, and deliver Logistics Metrics; and support an in-house professional development effort. The Contractor shall monitor action items within the Logistics Action Tracking Database, the MCATS, and provide a Weekly Status Report. The Contractor shall conduct research in accordance with OSD and DoN procurement guidelines and review program MS documentation for content and accuracy, and report the finding in the Weekly Status Report.

#### **4.3.14.8 Supply Support**

The Contractor shall provide supply support analysis for the PM MHTV APM-L/PSM, platform ILSMs, and ESs to include the following: provisioning; end item and component depot and overhaul; and packaging, handling, and transportation of end items and support items (i.e., support equipment; maintenance planning and execution; design interface and logistics support analysis; and technical publications (i.e., operations, maintenance, and overhaul technical manuals)). The Contractor shall provide recommendations on: provision planning, actions, procedures, and techniques used to determine supply support requirements, including acquiring support items and spare parts; cataloging, receiving, storing, and warehousing; transferring the items to where they are needed; issuing; disposal; initial provisioning support

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of the weapons system; and acquiring, distributing, and replenishing the inventory for the item. The Contractor shall recommend the correct range and quantity (depth) of spare and repair parts, and support and test equipment required to operate and maintain an end item of material for an initial period of service. The Contractor shall draft the annual update of the PRS, and participate in the Provisioning Meetings and IPPRs. The Contractor shall provide DMSMS support by participating in the DMSMS IPT and coordinate the annual update of the DMSMS Management Plan. The Contractor shall participate in IUID efforts for PM MHTV and coordinate the annual update of the IUID Plan. The Contractor shall conduct and document source of repair analysis, CLCAs, and LORAs, as required. The Contractor shall support design reviews of the evolving vehicle designs, assessing them for supportability and compliance to specification requirements. The Contractor shall support implementation of the S1000D standard, the GEIA 0007 standard, and associated data system tools. The Contractor shall assist the PM MHTV Logistics Team to identify, plan, resource and implement management actions to acquire and support the equipment required to sustain the operation and maintenance of the MHTV FoV platforms and ensure it is available to the Warfighter when needed at the lowest total ownership cost. The Contractor shall maintain a tracking database to monitor and provide regular reports to the Logistics Team on status of available support equipment in LOGCOM project codes, fielded to users, Web Federal Logistics Information Service (WEBFLIS), etc. The Contractor shall assist the Government with coordination and execution of inspection and validation of support equipment to ensure logistics aspects and requirements are accurate, adequate, and executable to support the vehicle platforms.

#### **4.3.14.9 Maintenance Planning and Management**

The Contractor shall provide logistics expertise to assist the PM MHTV APM-L/PSM and platform ILSMs with planning and execution of all levels of maintenance activities for all program platforms. The Contractor shall review program documentation and analyze proposed design changes for any maintenance impacts to ensure MHTV maintenance documentation and plans are adequate, accurate and allow for ease of maintenance and sustainment by Marines and other equipment users at the DoD two (2) levels of maintenance concept (organizational/field and depot levels). The Contractor shall review all FSR packages for compliance with MCSC deployment cell and Central Command (CENTCOM) Theater Business Clearance policies prior to submission to the contracting office for approval. The Contractor shall provide services in support of the management and administration of Deployment Cell functions until no longer required in theater or other locations supporting CENTCOM. These functions include supporting requirement to provide FSR to MHTV vehicles currently located OCONUS or in the CONUS. The Contractor shall monitor the number of FSRs in all CONUS AND OCONUS locations.

#### **● 4.3.14.10 Packaging, Handling, Storage and Transportation**

- The Contractor shall assist the PM MHTV APM-L/PSM, platform ILSMs and ESs to identify, plan, resource, and acquire Packaging, Handling, Storage and Transportation (PHS&T) requirements by ensuring all acquisition documentation includes all pertinent Government, DoD and USMC PHS&T requirements during program material procurements; to ensure all equipment and support items are preserved, packaged, handled, transported, and stored properly, including environmental considerations, equipment preservation for storage options, and transportability OCONUS and CONUS; including defining storage planning requirements at USMC and other Government locations to include Facilities Impact Reports (FIR) for designated storage sites.

#### **4.3.14.11 Technical Data**

The Contractor shall provide technical documentation expertise to assist the PM MHTV APM-L/PSM and Logistics team to identify, plan, resource and implement management actions to develop and acquire information to:

- Operate, install, maintain, and train on the equipment to maximize its effectiveness and availability;
- Effectively catalog and acquire spare/repair parts, support equipment, and all classes of supply; and
- Define the configuration baselines of each of the PM MHTV FoV platforms and related equipment (hardware and software) to effectively support the Warfighter.

The Contractor shall provide review and input on the PM MHTV FoV required documentation, including maintenance actions and procedures ((Maintenance Instructions (MIs), TIs), installation instructions, technical

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manuals including IETMs and any accompanying TM changes for all platforms ensuring all changes are coordinated properly and evaluated for cross platform effectiveness and applicability. The contractor personnel shall assist the Government Logistics team with developing, documenting and reviewing any MHTV Technical Data required to support the MHTV Program for logistics and sustainment throughout the MRAP lifecycle including design configuration and procedures required to ensure adequacy of the performance and meet Program MS. The Contractor shall assist the PM MHTV APM-L/PSM and platform Logisticians with developing and maintaining all required documentation to support an ILA and required updates to the ILA.

#### **4.3.14.12 Training and Training Support**

The Contractor shall assist the PM MHTV Training Specialist and Logistics Team with a strategy, planning and resources to identify, develop and acquire Training Aids Devices Simulators and Simulations (TADSS) to maximize the effectiveness of the manpower and personnel to operate and sustain the MHTV FoV. This includes assisting with the development of the policy, processes, procedures, techniques, TADSS, planning and provisioning for the training base and equipment used to train civilian and military personnel to acquire, operate, maintain and support MHTV FoVs at the individual, crew and unit level.

#### **4.3.14.13 Manpower and Personnel**

The Contractor shall support the PM MHTV Training Specialist and Logistics Team in developing MPT requirements for the PM MHTV platform initiatives and evaluating MPT impacts from any proposed changes or material solutions that would affect MPT requirements, plans and related documentation to operate, maintain and support the PM MHTV FoVs throughout the life cycle.

#### **4.3.14.14 Facilities and Infrastructures**

The Contractor shall assist the PM MHTV APM-L/PSM and PM MHTV Logistics Team to identify, plan, resource and determine facilities required to enable training, maintenance, and storage of MHTV FoVs to maximize operational and logistics support systems at the lowest total ownership costs.

### **4.3.15 Engineering Functional Support**

#### **4.3.15.1 Engineering Management**

The Contractor shall prepare technical documentation as outlined in Chapter four (4) of the Defense Acquisition Guidebook (DAG), including, but not limited to, the SEP, TEMP, and System Specifications, Interface Control Documents, Safety Assessment Reports (SARs), Requirements Traceability and Management Tool (RTMs), Functional Decompositions and any documents associated with PM MHTV Technical initiatives and FoVs. The Contractor shall interface with the Assistant Program Manager-Engineering (APM-E), Functional Directorates, and Lead Engineers to coordinate engineering inputs, support technical document development, and assessment of technical requirements. The Contractor shall review vendor technical data in accordance with American Society of Mechanical Engineers (ASME) Y14.100 Standards as well as MIL-STD-31000 and provide technical assessments of vendor and Government test data. The Contractor shall also ensure that all efforts are following the PEO LS SE processes as defined by MCSC Order 5400.5. The Contractor shall provide, within the Contractor's Monthly Status Report, a status of all technical engineering documents created or reviewed. The Contractor shall maintain an Engineering IMS with the critical paths highlights within the IMS, to achieve each appropriate MS and identify issues. The Contractor shall also create engineering metrics and Informational Briefs in support of all PM MHTV activities. The Contractor shall provide on a weekly basis, an Engineering SITREP that captures on-going and completed tasks. All tasks associated with this paragraph shall be delivered to the Government electronically.

#### **4.3.15.2 Engineering Design and Analysis**

The Contractor shall provide engineering analysis in support of the PM MHTV FoVs and associated platforms (trailers, flatracks, refuelers) to include: Survivability Analysis, Automotive Design, Systems Integration, Vehicle Performance predictions, C4I systems Integration, Requirements Analysis, Solid Modeling, test planning and execution, and reporting. The Contractor shall support PM MHTV in conducting SE analyses and attending hardware design reviews for system level and subsystem level designs. The Contractor shall observe the integration of hardware onto the platforms and the execution of tests, and review test plans and reports. The Contractor shall advise PM MHTV Engineers, other Services and agencies, and Contractors during the application of ECPs, as required. The Contractor shall review and comment on the engineering/specification documentation CISs, ICDs,



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CAD drawings, Performance Specifications, SEPs, TEMPs, and SARs, and provide a Monthly Status Report of the findings to the Government. Contractor personnel assigned to support the Cougar and Buffalo vehicle requirement shall possess a minimum of five (5) years of 3D solid modeling experience. Contractor personnel supporting the M-ATV requirement should have mobility and suspension design experience.

#### **4.3.15.3 Force Protection and Survivability Engineering**

The Contractor shall provide survivability and force protection engineering support in the areas of armor development, vulnerability reduction design, and integration for ground combat vehicles. The Contractor shall analyze armor and vulnerability reduction technology and capability, and provide system survivability requirements recommendations. The Contractor shall perform vehicle armor development and vulnerability reduction design implementation assessments and analysis as part of engineering reviews. The Contractor shall track and summarize theater event data related to survivability of vehicles and crew. The Contractor shall conduct survivability risk assessments; develop and implement risk mitigation programs; and deliver the results in a Monthly Status Report.

#### **4.3.15.4 Command, Control, Communications and Intelligence**

The Contractor shall develop and deliver C4I Technical and Acquisition Documentation (Plans, Reports, Schedules, and Technical Drawings) and integration strategies. The Contractor shall review and analyze C4I/Net Ready Test planning and execution documentation; perform development and operational C4I interoperability testing for MHTV FoVs; and provide a status of the findings via a Monthly Status Report. The Contractor shall operate and test fielded MAGTF C4I tactical data systems and communications; perform analysis of plans, and installation. The Contractor shall conduct C4I test planning, management, and reporting of test results/data. The Contractor shall provide Electrical Engineering support for MHTV engineering efforts, Capability Insertions and Science and Technology initiatives. Working knowledge and best practices of MIL-STD-464 and MIL-STD-461 are required. Contractor shall provide electrical support to generate program-specific documentation to enable design of electrical components. Electrical components shall be inclusive of electrical boxes and cabling/harnesses. MIL-SPEC cabling experience is desired.

#### **4.3.15.5 Technical Drawings and Solid Modeling**

The Contractor shall support Capability Insertions, Science and Technology Initiatives and system integration. The Contractor shall possess capability to design, integrate, analyze, open, view, and manipulate models in the virtual environment utilizing the latest versions of CREO Design Software, Solidworks, and AutoCAD). The Contractor shall support system development for the Engineering Directorate by interfacing with Army Collaborative Environment (ACE), Windchill, and performing integration tasks using the above engineering software. The Contractor shall provide 3D CAD modeling capability to help solve technical engineering issues and emerging requirements; assist the Government engineers in review and manipulation of CAD models (CREO, SolidWorks) for evaluation of vehicle upgrades and capability insertions. Unlimited data rights for all models developed, in native file format, shall belong to PM MHTV.

The Contractor shall develop and maintain CAD engineering/product development drawings in support of MHTV engineering efforts. All drawings created shall be in accordance with ASME Y14.100 drawing standards and compliance with Government APM-E drawing guidance. CAD operators shall possess a minimum of 5 years of experience using CREO or Solidworks. The Contractor shall support and assist in maintaining the CAD drawings in a Windchill environment. Unlimited data rights for all drawings developed, in native file format, shall belong to PM MHTV. No proprietary markings shall exist on drawings and drawings shall be approved by PM MHTV Engineering. The Contractor shall provide a status of CAD Model creation, modification, or changes via a Monthly Status Report.

#### **4.3.15.6 Developmental and Operational Testing**

The Contractor shall support all facets of DT & OT. Within DT, the Contractor shall use DOE; develop test methodologies; develop and analyze test plans; participate in test executions; and analyze, develop, and maintain test schedules. The Contractor shall attend technical reviews; support the preparation of MS reviews; and develop, modify, and deliver a TEMP. The Contractor shall participate in all OT activities; review and analyze OT documents; and provide comments (e.g., technical content, accuracy, and grammar) to the Chief Engineer. The Contractor shall develop, maintain, and deliver a system level T&E SEP. The Contractor shall link system requirements to user requirements, and establish evaluation and verification strategies, in support of DT program(s).

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The Contractor shall verify the accuracy of system level requirements, including analysis and evaluation of DT and OT results. The Contractor shall develop and maintain vehicle platform evaluation information. The Contractor shall support PM MHTV in the preparation and conduct of the Government led DT and OT Readiness Reviews, technical meetings, and planning conferences. The Contractor shall develop a T&E database, metrics, and Informational Briefs in support of T&E progress and decisions.

#### **4.3.15.7 Configuration Management**

The Contractor shall generate, maintain, and develop PM MHTV CMPs. The CMP shall be in accordance with MIL-HDBK 61A and overarching guidance shall be provided by the PM MHTV APM-E. The Contractor shall have the capability to analyze CM processes; conduct in-depth analysis, and development, of measurements to monitor key phases of the CM process; and prepare and submit a SE Monthly Status Report of the results. A Lead CM shall have a minimum of five (5) years of experience with DoD acquisition; continuously monitor ECPs, Configuration Baselines, and Technical Data; and update the CMP. The Contractor shall evaluate program artifacts; and maintain and update a repository of ECPs and Deviations based on the results from CCBs. Review ECP submittals to ensure CM items are fully addressed. The Contractor shall enter ECPs into applicable Government databases (i.e., Multi-User ECP Automated Review System (MEARS) Windchill and JCMIS) to facilitate Government review of ECPs; follow the principles of MIL-HBK-61A and the MRAP CM Plan for all MHTV CM related requirements.

#### **4.3.15.8 Environmental, Safety, and Occupational Health**

The Contractor shall interface with engineers and technical professionals to provide technical writing expertise and assist the Government in creating, documenting, editing, formatting, publishing, and archiving program management information (e.g., Human Systems Integration Program Plan; Human Engineering Program Plan; Safety Databases; ESOH Program Plan; and Programmatic ESOH Evaluations, Safety Assessment Reports, Safety Releases, Safety of Use Message (SOUM), Deadline Safety of Use Message (DSOUM)). The Contractor shall assist in ensuring the safety of equipment by managing safety documentation, to include Top Level Mishap (TLM) database and Safety Hazard data. The Contractor shall develop draft SOUM/Safety of Use Agreement (SOUA) documents and maintain a database of all safety related documents. The Contractor shall prepare and submit a SE Monthly Status Report with a status of all documents reviewed during the month.

#### **4.3.15.9 Production Quality and Manufacturing**

The Contractor shall provide Production Quality and Manufacturing Engineering support in the areas of vehicle IROAN, Production Quality Deficiency Report (PQDR), Quality Management System, Manufacturing Processes (Machining, Welding, Painting, etc.) and Vehicle Assembly. Engineering support shall consist of reviewing technical data packages, manufacturing facility assessments, and component producibility evaluations, assisting in Final Inspections Reports, and providing guidance to manufacturing engineers at MCA Albany; Red River Army Depot; and LOGCOM-Barstow, CA.

#### **4.3.15.10 Production Quality and Manufacturing - Albany, GA**

The Contractor shall provide Production Quality and Manufacturing Engineering support to PM MHTV South Operations located at LOGCOM. The Contractor shall assist the PMO Engineering team with on-site engineering expertise. Duties include engineering support of the MRAP rebuild line in order for a timely exchange of information, documentation, and communication with the PMO. This includes evaluation of replacement parts and assisting the Government Lead Engineer with determining make, buy, re-use decisions. Weekly reports and teleconferences will be required in order to effectively process information. Assist in technical drawing reviews, Physical Configuration Audits (PCA), 339 processing, ECP implementation and IROAN process flow. Engineer shall also help develop Manufacturing Plans and Quality Assurance Surveillance Plans (QASP).

#### **4.3.15.11 Production Quality and Manufacturing - Red River, TX**

The Contractor shall provide a Mechanical Engineer in support of PM-MHTV South Operations located at Red River Army Depot, with on-site engineering expertise. Duties include engineering support of the MRAP rebuild line in order for a timely exchange of information, documentation, and communication with the PMO. This includes evaluation of replacement parts and assisting the Government Lead Engineer with determining make, buy, re-use decisions. Weekly reports and teleconferences will be required in order to effectively process information. Assist in technical drawing reviews, PCA, 339 processing, ECP implementation and IROAN process flow.

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Engineer shall also help develop Manufacturing Plans and QASP.

#### **4.3.16 International Program Administration**

The Contractor shall provide Foreign Military Sales (FMS) personnel support to assist with pre-FMS case programmatic support for operations and management, and perform a variety of quick reaction special projects. The Contractor shall coordinate with other teams in PEO LS, FMS customers, and USMC International Programs (IP) in support of pre-case programmatic requirements for potential and pending Letters of Requests (LOR), Letters of Offer and Acceptance (LOA), and other programmatic tasks to support foreign disclosure, license reviews, and technology transfer. The Contractor shall assist the Government lead with the review and completion of Federal Document Management System requests through VIPER, review Request for Information (RFI) on Secret Internet Protocol Router Network (SIPRNet), monitor and respond to SIPRNet Email traffic, complete U.S. Export Systems (USXPORTS) reviews and responses, complete and submit MCATS tasks reviews and response developments, submit foreign disclosure for all cases, monitor and maintain Share Point site, support research and production of IP program briefs and PMRs, and support Request for Procurement development to include SOWs, specifications, and other relevant requirements documents to articulate the validated customer's requirements.

The Contractor shall assist the IP Program Lead with pre-LOR activities associated with the Excess Defense Article (EDA) process for the MHTV fleet. The Contractor shall assist with coordination, scheduling, and execution of visual inspections at various locations. The Contractor shall assist with development and production of tailored briefings to international customers as vehicles, spares, training, and follow-on support and research and draft responses for questions that arise from visual inspections and post-inspection requests for information.

#### **5.0 Facilities and Other Direct Charges Requirements.**

Work efforts in support of this task effort will be accomplished primarily at the Contractor's facilities, however selected support personnel will sit on-site at the Government's facility. Such facilities are not reimbursed as Other Direct Charges (ODCs). Laptops, cellular equipment/services, and other items of convenience are not reimbursable as ODCs.

All Government printing requirements MUST be done by or through the local Document Automation and Production Service (DAPS, now called DLA Document Services) <http://www.daps.dla.mil/dapsonline.html>.

#### **6.0 Contract Administrative Data**

##### **6.1 Security Clearance and Access Requirements**

All Contractor personnel requiring access to classified information and assigned to these positions shall possess a secret clearance. The Prime Contractor and all Sub-contractors (through the Prime Contractor) shall certify in writing to the Government that personnel supporting this contract are "Qualified U.S. Contractors" per DoD Directive 5220.22-M Chapter 2, Section 2. Qualified U.S. Contractors are restricted to U.S. citizens, persons admitted lawfully into the U.S. for permanent residence, and persons that are located in the U.S. All personnel supporting this contract shall maintain compliance with DoD, DoN and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD Form 254) as an attachment. Requests for Contractor SIPRNet accounts will be handled on a case-by-case basis and approved individually by the COR in accordance with MCSC procedures and regulations.

The Contractor shall notify the Government (written notice) within 24 hours of any Contractor personnel added or removed from the contract that have been granted classified access, issued a Common Access Card (CAC) and/or MCSC Building access.

The Contractor shall have a valid Secret Facility Clearance with established Secret Safeguarding prior to classified performance or classified meetings at the Contractor's facility. The Contractor facility shall be cleared for storage up to the Secret level. The Contractor must retain eligibility to perform tasks under the PWS. The Contractor shall possess and at a minimum a SECRET facility clearance. All Contractor employees performing on classified aspects of this contract shall have, at a minimum, current eligibility and access to the Secret Level. Secret access is required in order to attend meetings and perform daily work inside approved areas. Secret involvement entails unescorted access into Secret spaces and access to Secret information and/or systems (SIPRNet). There will be Secret products created, used, and stored under this contract.

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The Contractor shall plan and host CLASSIFIED and UNCLASSIFIED meetings, training, Video Teleconferences, and conferences, for up to 50 participants, capable of projecting Secret briefings; providing JPAS/Security clearance verification and sign-in/attendance roster for all participants; providing secure storage for laptops, Cell Phone, Portable Digital Assistants (PDA) and other UNCLASSIFIED electronic devices outside of the CLASSIFIED meeting room. The Contractor shall organize, schedule, and host, day-to-day CLASSIFIED (up to Secret) and UNCLASSIFIED administrative and organizational meeting and training support.

## **6.2 Proper Identification of Contractor Personnel**

Contractors including subcontractors shall provide for a clear distinction from Government personnel. Contractor employees shall not act, advertise, or presume to be Government employees, agents or representatives. Contractor employees are required to appropriately identify themselves as Contractor employees at all times, including in telephone conversations, formal and informal written correspondence, paper and electronic; and in any other situations where their actions could be construed as acts of Government officials unless, in the judgment of the Government, no harm can come from failing to identify themselves. Contractor employees shall be introduced as Contractor personnel and display distinguishing visible identification at all times whether in conversations, meetings, and other forms of communication with Government personnel.

Contractor personnel, while performing in a Contractor capacity, shall refrain from using their retired or reserve component military rank or title in written or verbal communications associated with the contracts for which they provide services.

The Contractor shall incorporate the substance of this requirement in all subcontracts awarded under this contract.

## **6.3 Government Information Access**

### **Common Access Card and System Authorization Access Request**

Government issued CACs will be issued to those who have a bona-fide requirement to access Government information systems or multiple buildings per MARADMIN 098/10. CACs will only be issued to those contractors supporting this contract that have been authorized by the COR. To gain access, the contractor must complete a DD-Form 2875 "System Authorization Access Request (SAAR)" (MARADMIN 068/10) endorsed in Block 13 by the Government Team Lead prior to obtaining the COR's signature. The Contractor shall provide the DD-Form 2875 to MCSC Security Office, which is available for processing the DD-Form 2875 on Tuesday and Thursday from 0800 – 1100 and 1300 – 1500.

After submission of DD-Form 2875, the Contractor shall obtain a ctr@usmc.mil email account from MCSC. The contractor shall complete the Contractor Verification System (CVS) application within seven (7) days after initiation of the application by the Trusted Agent. The contractor is required to use the ctr@usmc.mil email when completing the CVS application. The contractor shall proceed to the Marine Corps Base Defense Enrollment Eligibility Report System (DEERS) office in Quantico, Virginia to obtain a CAC within five (5) business days following approval of the CVS application by the Trusted Agent. An appointment can also be scheduled through <http://appointments.cac.navy.mil>. Per MCSC security requirements, individual's possessing a CAC that resign or are terminated must immediately return the CAC to the COR.

## **6.4 Marine Corps Systems Command Badges and Access at 105 Tech Parkway, Stafford, VA and MCSC Buildings, Quantico, VA**

Unescorted access to Government buildings requires a MCSC badge. To gain unescorted access, the Contractor must complete a DD-Form 2875 endorsed in Block 13 by the Government Team Lead prior to obtaining the COR's signature. The Contractor shall provide the DD-Form 2875 to MCSC Security Office, which is available for processing the DD-Form 2875 on Tuesday and Thursday from 0800 – 1100 and 1300 – 1500.

## **6.5 Secret Internet Protocol Router Network Access**

Classified access and SIPRNet accounts are based on an INDIVIDUAL's (not team) Need-to-Know. SIPRNet accounts are costly to establish and maintain. Only those Contractors that actually require SIPRNet access should be processed for an account. SIPRNet accounts are disabled after a period of inactivity. In other than extraordinary circumstances, the COR will not endorse the paperwork required to activate a disabled account. Having an account disabled is evidence that access to SIPRNet is not required to accomplish the PWS tasks. Again, the paperwork

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that provides the justification for an account will have to be signed by the cognizant Government team lead before it can be signed by the COR.

## **6.6 Miscellaneous Government Information Systems**

WAWF, MCSC's VIPER and access to similar accounts should be justified in the same way as the CACs and SIPRNet accounts. Again, the paperwork that provides the justification for an account will have to be signed by the cognizant Government team lead before it can be signed by the COR.

## **6.7 Place of Performance and Business Hours**

The Contractor's place of performance shall either be at the Government facilities (e.g., 105 Tech Parkway Stafford, VA, Building 2207 Quantico, VA or other locations as required) or at the Contractor's site located within 20 miles from the Government facilities. The Contractor shall be available during core-working hours of 0900 through 1500, eastern daylight time, Monday through Friday.

PM AAA will have 25 seats available at the Government's facility for support Contractors seated on-site.

PM MHTV will have three (3) seats available at the Government's facility for support Contractors seated on-site to support a variety of tasks.

On-site rates shall apply to these individuals. The Government will process waivers for the Contractors seated on-site, and work stations will be set up to accommodate the Contractors. In addition, NMCI assets (i.e., Computers and Monitors) will be provided by the Government for ease of data access for day-to-day support.

## **6.8 Telecommuting**

In certain circumstances, the Government MAY consider telecommuting if pre-approved by the COR/ACOR. The Government will not reimburse the Contractor for costs related to establishing, equipping, and operating a home office that must be capable of processing voice and data communications and safeguarding and protecting Government information.

## **7.0 Travel**

The Contractor shall be required to travel CONUS and OCONUS to various locations. The Contractor shall prepare a travel package request for COR/ACOR approval 14 days in advance for CONUS travel and 45 days in advance for OCONUS travel.

## **7.1 General Reimbursement Guidance**

Travel will be reimbursed to provide adequate subsistence to cover authorized travel expenses incurred while traveling on official Government business. Travel expenses include transportation, lodging, Per Diem, incidentals such as airline baggage fees and parking. Adequate subsistence means safe, clean lodging with a meals allowance. Some lodging establishments provide "little extras" travelers may desire such as room upgrades and amenities. These conveniences are not essential and are not included in the definition of adequate subsistence. A travel allowance is provided for official Government business expenses only. Personal leisure travel expenses are not reimbursable. A Contractor traveling on official Government business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations, and delays or services unnecessary or unjustified in the performance of official Government business are not reimbursable. The Government will reimburse economy/coach-class transportation. The Government will reimburse compact cars for rental car transportation. The Government will

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reimburse economy lot parking. The Government will not reimburse for valet parking. The Government will reimburse for dry cleaning for travel that requires lodging for more than five (5) working days. Per Diem for CONUS and OCONUS travel will be reimbursed in accordance with the Federal Acquisition Regulation (FAR) Part 31.205-46 Travel Costs, and the Joint Travel Regulations (JTR), Chapter 2. Upon request by the Contracting Officer or COR, the Contractor shall submit receipts for all expenses within five (5) days of the request. The Contractor shall make receipts available for review at any time during performance of the contract notwithstanding FAR, DFAR or other regulations. Local travel from the Contractor's facility to the Government's office will not be authorized or reimbursed.

## **7.2 Other than Economy/Coach-Class Accommodations**

Other than economy/coach-class accommodations may be authorized/approved due to medical reasons only if a competent medical authority certifies sufficient justification of a medical disability/special need exists and that the condition/special need necessitates (for a specific time period or on a permanent basis) the other than economy-/coach-class accommodations upgrade. For rental cars carrying three or more Contractor travelers, larger vehicles may be authorized in advance.

## **8.0 Phase-in Transition Plan**

The services under this solicitation are vital to the Government and must be continued without interruption. The Contractor is required to submit a written narrative delineating a transition plan that ensures a smooth workplace changeover from an incumbent with no loss of service and minimal loss of corporate knowledge. The Contractor shall plan a 30-day phase-in period beginning at the awarded contract effective date. The plan should take into consideration the following elements as well as any additional elements deemed necessary by the Contractor:

- Work Turnover;
- Quality Assurance;
- Training;
- Risk Mitigation Strategies; and
- Data Transfer.

## **9.0 Government Furnished Equipment/Information**

PM AAA and the MHTV Programs will provide access to all files necessary to support the various teams identified in this PWS.

## **10.0 Contractor Furnished Equipment**

In support of this PWS, the Contractor shall be responsible for providing their own computer and internet air card, and for ensuring the equipment is maintained, serviceable and functional throughout the period of performance of the contract.

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## **SECTION D PACKAGING AND MARKING**

### Section D - Packaging and Marking

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

Any classified deliveries will be IAW DoD Manual 5220.22-M, "National Industrial Security Program Operating Manual," February 28, 2006 and Attachment 2 DD254 "Department of Defense Contract Security Classified Specification."

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance for this task order shall be conducted by the Government at Destination.

The following FAR clauses are hereby incorporated by reference into this task order:

FAR 52.246-4, "Inspection of Services -- Fixed Price" (AUG 1996).



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## SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	3/20/2015 - 7/19/2015
8003	3/20/2015 - 7/19/2015
8004	6/20/2015 - 7/19/2015
8007	7/20/2015 - 3/19/2016
8008	7/20/2015 - 3/19/2016
8009	7/20/2015 - 3/19/2016
8100	3/20/2016 - 3/19/2017
8102	7/25/2016 - 3/19/2017
8103	3/20/2016 - 3/19/2017
8104	3/20/2016 - 3/19/2017
8105	5/20/2016 - 3/19/2017
8107	9/1/2016 - 3/19/2017
9000	3/20/2015 - 3/19/2016
9001	3/20/2015 - 3/19/2016
9003	1/11/2016 - 3/19/2016
9100	3/20/2016 - 3/19/2017
9101	3/20/2016 - 3/19/2017

## CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	3/20/2015 - 7/19/2015
8003	3/20/2015 - 7/19/2015
8004	6/20/2015 - 7/19/2015
8007	7/20/2015 - 3/19/2016
8008	7/20/2015 - 3/19/2016
8009	7/20/2015 - 3/19/2016
8100	3/20/2016 - 3/19/2017
8102	7/25/2016 - 3/19/2017
8103	3/20/2016 - 3/19/2017
8104	3/20/2016 - 3/19/2017
8105	5/20/2016 - 3/19/2017
8107	9/1/2016 - 3/19/2017
9000	3/20/2015 - 3/19/2016
9001	3/20/2015 - 3/19/2016
9003	1/11/2016 - 3/19/2016
9100	3/20/2016 - 3/19/2017
9101	3/20/2016 - 3/19/2017

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The periods of performance for the following Option Items are as follows:

8200	3/20/2017 - 3/19/2018
8201	1/20/2018 - 3/19/2018
8203	3/20/2017 - 3/19/2018
8204	3/20/2017 - 3/19/2018
8205	3/20/2017 - 3/19/2018
8300	3/20/2018 - 1/19/2019
8301	3/20/2018 - 1/19/2019
8303	3/20/2018 - 1/19/2019
8304	3/20/2018 - 1/19/2019
8305	3/20/2018 - 1/19/2019
9200	3/20/2017 - 3/19/2018
9201	3/20/2017 - 3/19/2018
9300	3/20/2018 - 1/19/2019
9301	3/20/2018 - 1/19/2019

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## SECTION G CONTRACT ADMINISTRATION DATA

### G.1 Contracting Officer's Representative (COR)

The Contracting Officer has designated a Contracting Officer's Representative in accordance with DFARS 201.602-2 (2). The COR is not authorized to negotiate changes, direct the contractor, or obligate the Government. The COR for this task order is:

**COR**



**ACOR**



### G. 2 Organizational Conflict of Interest (OCI)

To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect the data from unauthorized use and disclosure and agrees not to use it to compete with those other companies.

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes corporations, partnerships, joint ventures, and other business enterprises.

(b) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid potential conflict of interest, and at the same time to avoid prejudicing the best interest of the government, the right of the contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d)(1) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the government any information provided to the contract by the government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the government on confidential basis by other persons. Further, the prohibition against release of government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure or any party outside the government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the contractor, any subcontractor, consultant, or employee of the contractor, any joint venture involving the contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the contractor.

The terms of paragraph (f) of the Special Contractor Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The contractor further agrees that during the performance of this contract and for a period of three years after completion of performance of this contract, the contractor, any affiliate of the contractor, any subcontractor,

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consultant, or employee of the contractor, any joint venture involving the contractor, any entity into or with which it may subsequently merge or affiliate or any other successor or assign of the contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or as a subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any re-competition for those systems, components, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the contractor may, with the authorization of the cognizant contracting officer, participate in a subsequent procurement for the same system, component, or service. In other words, the contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest; it shall make immediate and full disclosure in writing to the contracting officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action, which the contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the contracting officer in making a determination on this matter. Notwithstanding this notification, the government may terminate the contract for the convenience of the government if determined to be in the best interest of the government.

(g) Notwithstanding paragraph (f) above, if the contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become aware of an organizational conflict or interest after award of this contract and does not make an immediate and full disclosure in writing to the contracting officer, the government may terminate this contract for default.

(h) If the contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the government may terminate this contract by default.

(i) The contracting officer's decision as to the existence or nonexistence of the actual or potential organization conflict of interest shall be final and is not subject to the clause of this contract entitled "DISPUTES" (FAR 52.233.1).

(j) Nothing in this requirement is intended to prohibit or preclude the contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the contractor from participating in any research and development. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The contractor shall promptly notify the contracting officer, in writing, if it has been tasked to evaluate or advise the government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the government's interest.

(l) The contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

### **G. 3 Other Direct Costs**

#### **CLIN 9000**

The Contractor shall purchase a CAD computer and software for the PM AAA program office IAW Section C PWS paragraph 5.0. Specifications for hardware and software shall be coordinated with the PM AAA program office. The value identified on this CLIN is a Not To

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Exceed (NTE) amount based on Government estimates. This ODC purchase is associated with IT Procurement Request ID MCSC-15-94700.

#### G. 4 CLIN 8105 Invoice Instructions

The Contractor shall invoice in the amount of [REDACTED] for the first three months of performance, beginning 20 May 2016 and ending 19 August 2016. From 20 August 2016 to 19 March 2017, the Contractor shall invoice in the amount of [REDACTED]. .

#### CLAUSES INCORPORATED BY REFERENCE

204.7108 Payment Instructions

252.232-7003 Electronic Submission of Payment Requests and Receiving JUN 2012 Reports

#### CLAUSES INCORPORATED BY FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

**"2-in-1" format when processing invoices for services.**

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(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”.)

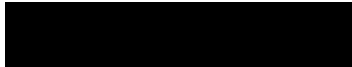
(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	M67443
Issue By DoDAAC	M67854
Admin DoDAAC	_____
Inspect By DoDAAC	M67854
Ship To Code	M67854
Ship From Code	_____
Mark For Code	M67854
Service Approver (DoDAAC)	M67854 ext AAA
Service Acceptor (DoDAAC)	M67854 ext AAA
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

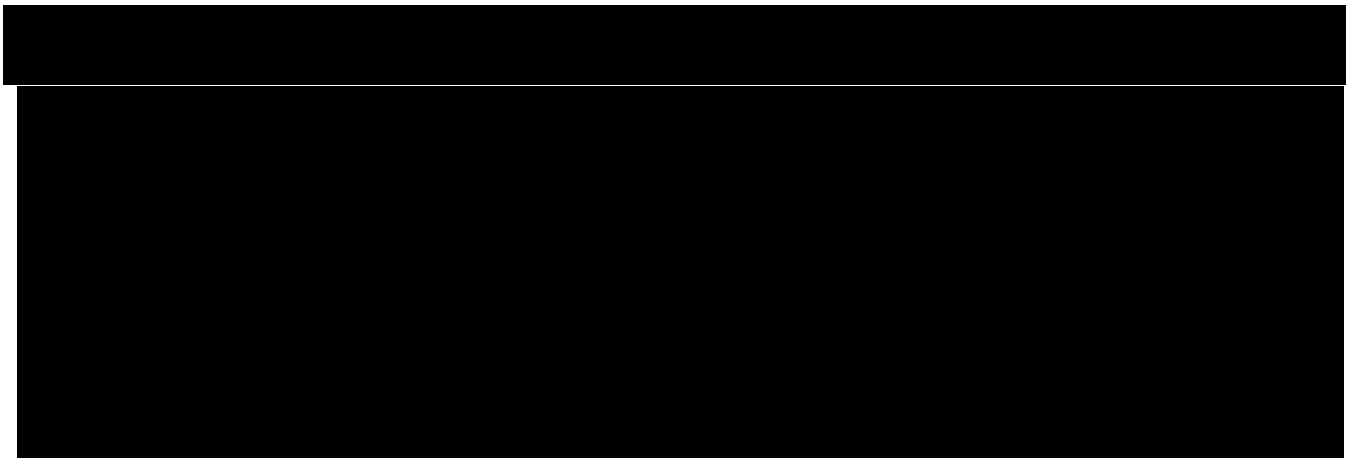
(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.



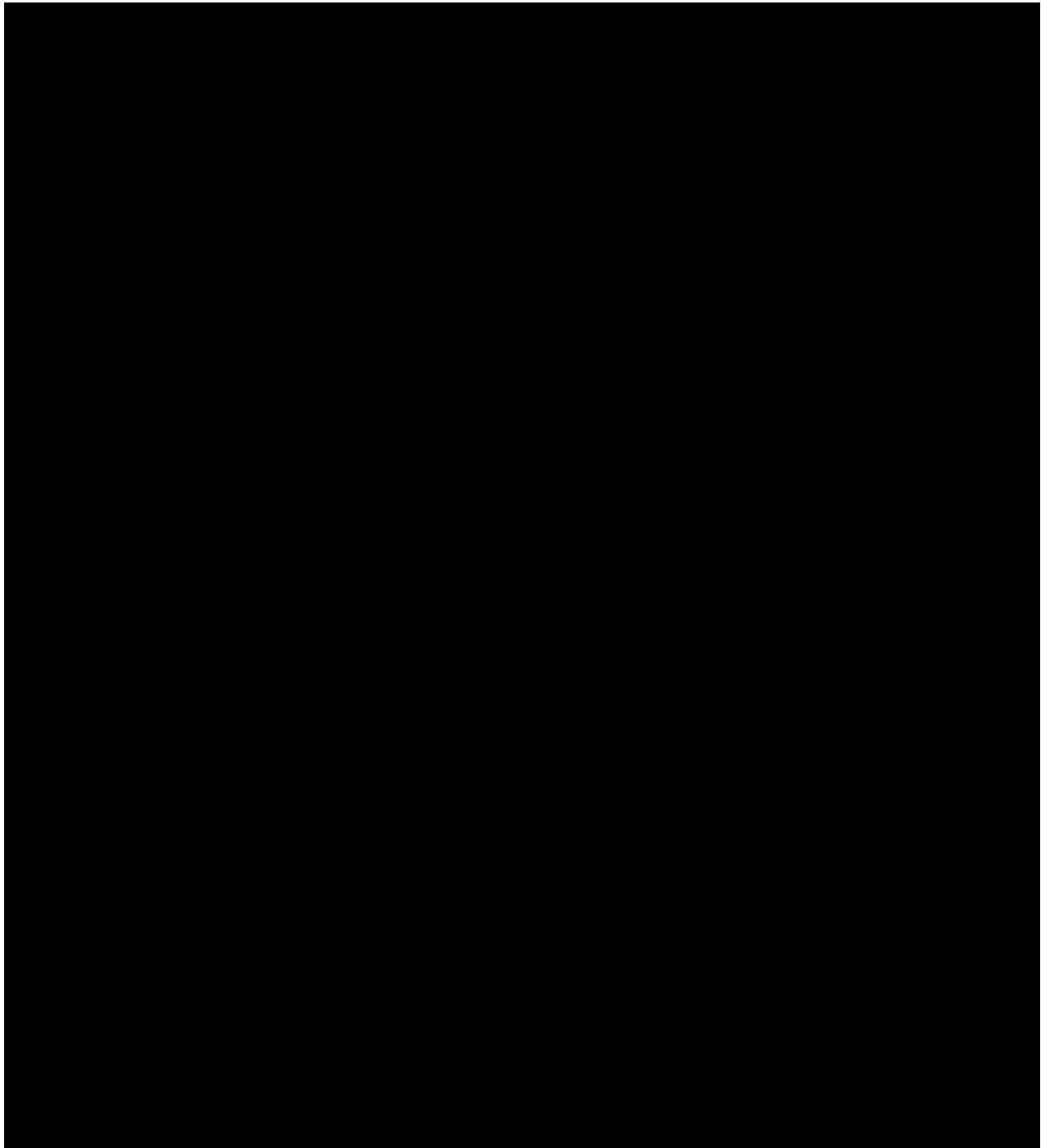
(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact. [Redacted] or [Redacted].

(2) For technical WAWF help, contact the WAWF helpdesk at (866)618-5988.

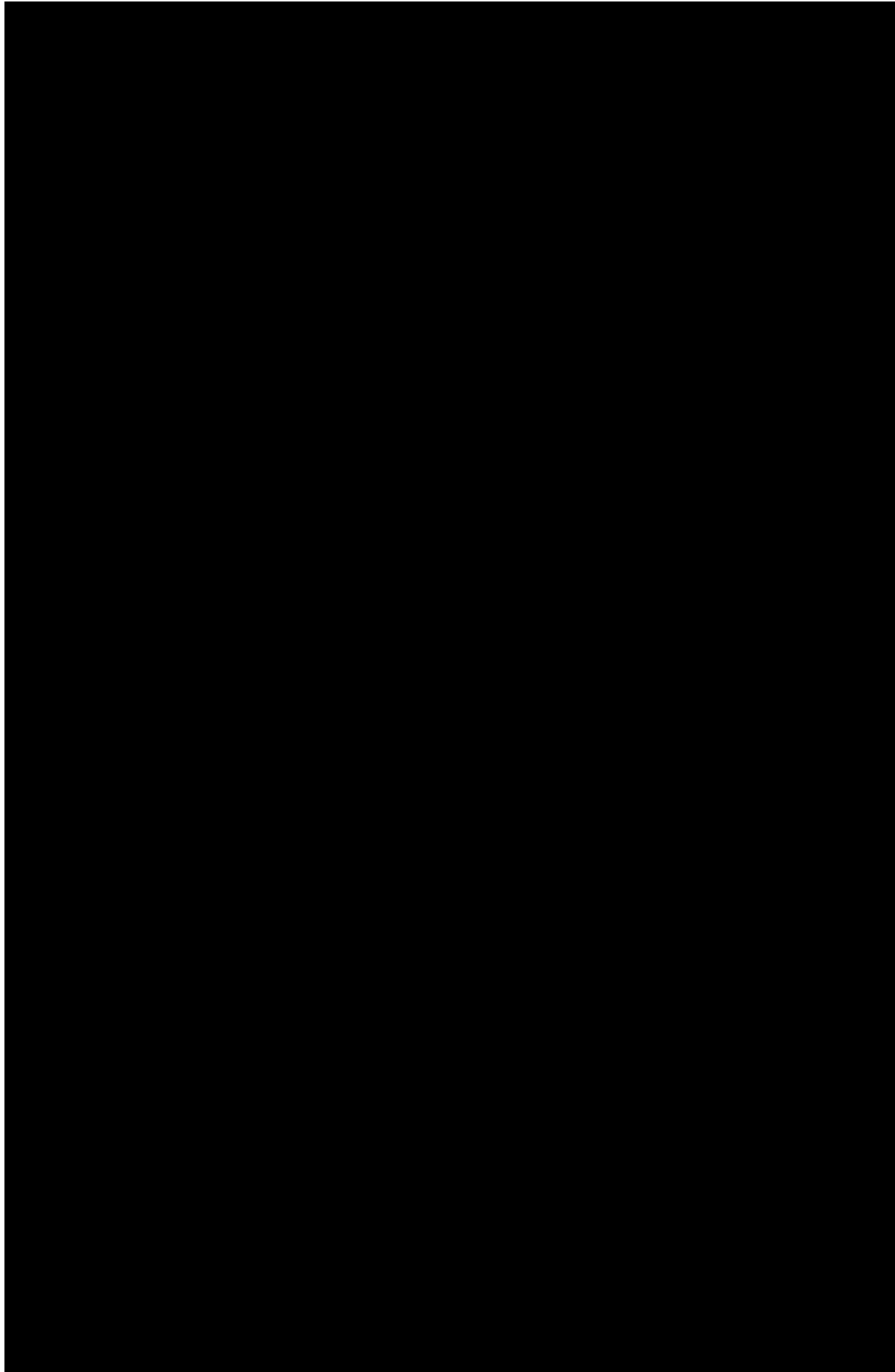
(End of clause)



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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

There are no Special Contract Requirements in conjunction with this contract award.

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## **SECTION I CONTRACT CLAUSES**

**252.227-7013 -- RIGHTS IN TECHNICAL DATA -- NONCOMMERCIAL ITEMS (FEB 2014)**

**252.227-7016 -- RIGHTS IN BID OR PROPOSAL INFORMATION (JAN 2011)**

**252.227-7030 -- TECHNICAL DATA -- WITHHOLDING OF PAYMENT (MAR 2000)**

**252.227-7037 -- VALIDATION OF RESTRICTIVE MARKINGS ON TECHNICAL DATA (JUN 2013)**

**52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed four years.

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## **SECTION J LIST OF ATTACHMENTS**

Exhibit A - Contract Data Requirements Lists

Attachment 1 - Quality Assurance Surveillance Plan

Attachment 2 - DD254 Department of Defense Contract Security Classification Specification