

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

J

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

05

3. EFFECTIVE DATE

22-Aug-2013

4. REQUISITION/PURCHASE REQ. NO.

N6890111RCZ0006

5. PROJECT NO. (If applicable)

N/A

6. ISSUED BY

CODE

N62645

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

Naval Medical Logistics Command

COMMANDING OFFICER NAVAL MEDICAL LOGISTICS COMMAND 693
Neiman Street

Fort Detrick MD 21702-9203

DCMA Manassas

10500 BATTLEVIEW PARKWAY, SUITE 200
MANASSAS VA 20109-2342

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

KSJ & Associates, Inc.
5203 Leesburg Pike, Suite 901
Falls Church VA 22041

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-07-D-5129-EG01

10B. DATED (SEE ITEM 13)

08-Sep-2009

CAGE CODE 1J3U7

FACILITY CODE

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.

 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). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: D. OTHER (Specify type of modification and authority)
In accordance with FAR 4.804E. IMPORTANT: Contractor is not, is required to sign this document and return ___ 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)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

22-Aug-2013

NSN 7540-01-152-8070

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 deobligate unused funds in the amount of \$2,085.17 from RCP N6890110RCZ0002 (Amendment 01), \$2,877.81 from RCP N6890111RCZ0006 (Amendment 02), and \$3,483.76 from RCP N6890109RCZ0001 (Amendment 03) for closeout. Other administrative changes are included. 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 decreased from \$474,933.60 by \$7,446.74 to \$467,486.86.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
5001AA	O&MN,N	179,366.40	(93.42)	179,272.98
5005AA	O&MN,N	5,000.00	(3,390.34)	1,609.66
5005BA	O&MN,N	5,500.00	(2,085.17)	3,414.83
5005CA	O&MN,N	3,000.00	(1,877.81)	1,122.19

The total value of the order is hereby decreased from \$474,933.60 by \$7,446.74 to \$467,486.86.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
5001AA	179,366.40	(93.42)	179,272.98
5005AA	5,000.00	(3,390.34)	1,609.66
5005BA	5,500.00	(2,085.17)	3,414.83
5005CA	3,000.00	(1,877.81)	1,122.19

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5001		Portfolio Management				\$461,340.18
5001AA R799		Portfolio Management - Base Period (O&MN,N)	██████	██	██████	\$179,272.98
5001BA R799		Portfolio Management - Option 1 (O&MN,N)	██████	██	██████	\$185,817.60
5001CA R799		Portfolio Management - Option 2 (O&MN,N)	██████	██	██████	\$96,249.60
5005		Other Direct Costs				\$6,146.68
5005AA R799		Travel - Base Period (O&MN,N)	████	██	██████	\$1,609.66
5005BA R799		Travel - Option 1 (O&MN,N)	████	██	██████	\$3,414.83
5005CA R799		Travel - Option 2 (O&MN,N)	████	██	██████	\$1,122.19

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

NAVY MEDICINE INFORMATION SYSTEMS SUPPORT ACTIVITY (NAVMISSA)

615 E. Houston Street, Suite 593

San Antonio, TX 78205

PERFORMANCE WORK STATEMENT (PWS)

1.0 PROJECT TITLE: Executive Business Planning and IM/IT Portfolio Management

2.0 MISSION: Navy Medicine Information Systems Support Activity's (NAVMISSA) mission is to provide superior, innovative information systems products and services to Navy Medicine through effective, efficient program management. To protect Navy Medicine networks through an effective Information Assurance program that ensures the privacy of our customers. NAVMISSA key mission attributes are as follows:

- Navy Medicine IM/IT Strategic Planning
- Navy Medicine IM/IT Governance
- Navy Medicine IM/IT Portfolio Management
- Safe Network Environment
- Secure Data Exchange Transactions
- High Value Information Processing
- Scout for New Emerging Technologies
- Implementation of Information Systems

BACKGROUND: NAVMISSA was established with the mission to improve, develop and distribute new information technologies in support of Navy Medicine's commitment to patient care. While this mission has grown and expanded over the years, the fundamental objectives have remained unchanged: to develop, test, and disseminate quality information technology with the utmost priority of enhancement of healthcare for the warfighter and beneficiaries. NAVMISSA collaborates with other organizations such as TRICARE Management Activity and other Department of Navy agencies to ensure NAVMISSA is the premier leader in medical information Systems Program Management for Information Management (IM) and Information Technology (IT).

3.0 SCOPE: This Task Order is for implementation and sustainment services to cover developing policies and procedures for executive business planning documents, establishing IM/IT Governance instructions, as well as performing support administration for various NAVMISSA IM/IT programs. These support mechanisms include requirements information, program and project level funding estimates, technical and schedule dependencies and personnel resource (human capital) requirements. This support can be directed to helping the Navy

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Medicine IM/IT Business Planning and Capital Portfolio Management.

4.0 QUALIFICATION REQUIREMENTS: IM/IT LABOR CATEGORY – SIN 132-51

The contractor shall provide necessary personnel to accomplish all work identified in the PWS to include necessary licenses, certifications, training, experience levels, and security clearances required by Federal, State, and local laws and regulations. The contractor's staff shall possess high-quality verbal and written communication skills, excellent software skills, strong organizational skills, an attention to detail, and a professional demeanor.

The Contractor shall adhere to the Department of Defense, Department of Navy, Military Health System, and NAVMISSA security, personnel, and all training policies. The Contractor's staff shall complete required training along with Active Duty and civil service employees in accordance with requirements by NAVMISSA training officer. All training procedures for operating in military installation and or utilizing government network environment shall be completed and updated as needed to ensure regulatory compliance for tasks identified within this task order.

The Contractor shall be available for and participate in meetings, briefings and conferences as scheduled or as deemed necessary by the NAVMISSA Project Officer.

The following is the required labor category, qualifications and education level:

4.1 IM/IT PORTFOLIO MANAGER

Capabilities: Serves as a point of contact concerning NAVMISSA Executive business portfolio management services over the effort discussed in the PWS. Acts as an interface and point of contact with NAVMISSA's government assigned program authorities which include the Contracting Officer's Technical Representatives (COTR's) - Program and Project Managers and Contracting Officer's Representatives (CORs) or Alternate Contracting Officer Representatives (ACORs) on any technical and contract administration issues.

IM/IT Portfolio management is accomplished through the creation and maintenance of three types of portfolios listed below:

(1) Application Portfolio - Management of this portfolio focuses on comparing spending on established systems based upon their relative value to the organization. The comparison can be based upon the level of contribution in terms of IT investment's profitability. Additionally, this comparison can also be based upon the non-tangible factors such as organizations' level of experience with a certain technology, users' familiarity with the applications and infrastructure, and external forces such as emergence of new technologies and obsolescence of old ones.

(2) Project Portfolio - This type of portfolio management specially address the issues with

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spending on the development of innovative capabilities in terms of potential ROI and reducing investment overlaps in situations where reorganization or acquisition occurs. The management issues with the second type of portfolio management can be judged in terms of data cleanliness, maintenance savings, and suitability of resulting solution and the relative value of new investments to replace these projects.

(3) Information Technology Portfolio - Concerns IM/IT planning and governance covering:

§ Risk Profile Analysis (figure out what needs to be measured and what risks are associated with it),

§ Assists with deciding on the Diversification of projects, infrastructure and technologies (it is an important tool that IT portfolio management provides to judge the level of investments on the basis of how investments should be made in various elements of the portfolio),

§ Assists with continuous Alignment with business goals (highest levels of organizations should have a buy-in in the portfolio) and

§ Continuous Improvement (lessons learned and investment adjustments).

Required Experience: Ten years of progressively responsible experience in a Government or commercial contracting environment in managing large complex projects with a staff of at least 25 individuals in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity.

Required Education: Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Project Management Professional Certification (PMP)

5.0 PERFORMANCE REQUIREMENTS

5.1 Task 1 –Executive Business Portfolio Management and administrative support

5.1.1 Assists Managing Implementation Plans for NAVMISSA’s Business Office (Deliverable #1)

q Creates and maintains IM/IT portfolios for proposed and approved NAVMISSA programs and supporting activities. **(Deliverable)**

q Assists NAVMISSA Executive Leadership by providing procedural guidance for Program and Project Managers in preparing business planning and portfolio management processes.

q Develops and maintains spreadsheets, templates, and other artifacts, required to document project information on business planning and portfolio management processes. **(Deliverable)**

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- q Assists NAVMISSA Executive Leadership in educating stakeholders on the business planning and portfolio management processes, status of portfolios, status of proposed and approved projects.
- q Maintains a repository of business planning and portfolio information including versions of each portfolio, supporting documentation, and business plans submitted for each project. **(Deliverable)**
- q Assists program and project managers in conducting business case analysis for current and proposed projects.
- q Assists NAVMISSA Leadership in developing and maintaining the Command's annual business plans and monitoring execution of each plan's initiatives.
- q Assists program and project managers with producing quarterly briefs and defining performance measures (metrics) information for IM/IT Portfolio Management.

5.1.2 Support start up of IM/IT Governance processes (Deliverable #2)

- q Assists in developing NAVMISSA's role in IM/IT Governance processes and publishes documentation that delineates the PMO's roles and responsibilities. **(Deliverable)**
- q Creates and updates process documentation, including flowcharts, business rules, briefs and process documents, describing how the NAVMISSA Business Planning and Portfolio Management processes support the strategic objectives established by the IM/IT Governance process. **(Deliverable)**
- q Assists the IM/IT Governance and NAVMISSA stakeholders charged with business planning by helping to identify scheduling and program dependencies, project sunset dates, current and future year funding requirements.
- q Tracks and reports status of studies assigned to NAVMISSA. **(Deliverable)**
- q Prepares and delivers enterprise project status briefings and reports to NAVMISSA leadership. **(Deliverable)**
- q Assists in the transition of completed projects to sustainment managers.

Note: All Government documentation provided to contractor or created by contractor shall remain the sole property of the Government and shall be returned upon completion of this task order.

5.1.3 Reporting Requirements (Deliverable #3)

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Consolidates and prepares the following deliverables to measure performance effectiveness:

5.1.3.1 Project Management Plan (PMP)

The Contractor shall supply a Project Management Plan (PMP), performance metrics, and Work Breakdown Structure (WBS) to NAVMISSA PMO. The Contractor shall incorporate the tasks and standards of this document along with the PMP, WBS, and Performance Based Matrix into a Quality Control Plan that shall be review at the initial kick-off meeting.

5.1.3.2 Monthly Progress Report

The Contractor shall furnish a Monthly progress report (WPR) that includes a contract identification statement and the period of performance. On a monthly basis, NAVMISSA's government assigned program authorities - Program and Project Managers and Contracting Officer's Representatives (CORs) or Alternate Contracting Officer Representatives (ACORs) and contractor shall review the performance metrics to ensure outcomes are achieved. The WPR shall detail the status of the project, the level of effort expended to date and any issues or problems that impact the tasking outcome as well as major accomplishments (customer support) for the reporting period. Maintains and reports problems encountered and the resultant impact (e.g., changes to the Installation and Implementation Schedules). The report shall include the current cost and level of effort (i.e., hours worked by labor category) with a statement of burn rate (tabular and graphic) that includes backup documentation that must be specific to the PWS. See sample format below:

Period of report:

Description: Direct Labor	Employee Name	Awarded Contract Hours	Burn Rate	Cumulative to Date	Cumulative to Date	Current End Date (Actual)
Labor Category		Hrs	Hrs	Hrs	Amount	
Subtotal Direct Labor:						
Other Direct Costs:						

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Total Costs:						
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5.1.3.3 Summary Statement of Findings and Lessons Learned

5.1.3.4 Agendas and Minutes of Meetings as required by PM

5.1.3.5 Deployment Status Reports, Data Mapping Status

5.1.3.6 Budget/Status of Funds Reports/Cost Benefits Analysis Feasibility Study

5.1.3.7 Project Analysis, Research Projects or Assignments

6.0 PERFORMANCE STANDARDS:

Management of this task order shall be performed by Contracting Officer’s Representative (COR), Alternate Contracting Officer’s Representative (ACOR) and COTR -Program Manager (PM).

Performance standards establishing the performance levels required by the Government are as follows:

- Quality Standards: Error rates, Accuracy, Form/Function, Reliability, Maintainability
- Quantity Standards: Capacity, Output, Volume, Amount
- Timeliness Standards: Response times, Delivery, Completion times, Milestones

6.1 Performance Standards:

Quality Level: By monitoring the Contractor, the government shall determine whether the performance levels set forth in the PWS have been attained. Quality levels for all tasks are specified in the Performance Based Matrix.

Quantity Level: By monitoring the Contractor, the government shall determine whether the weekly performance measurements set forth in the PWS have been attained. Quantity levels for all tasks are specified in the Performance Based Matrix.

Timeliness Level: By monitoring the Contractor, The government shall determine whether the Contractor has managed the contract effectively and efficiently with successful and timely response to refinement and integration of plans, best business practices, capabilities, requirements, reports, briefings, and request for assistance, etc., set forth in the PWS. The government shall confirm whether the Contractor has satisfactorily met all reporting requirements, including subcontracting reports when applicable. Timeliness levels for all tasks are specified in the Performance Based Matrix.

6.2 Evaluation Methods:

The government shall conduct performance evaluations based on Section 5 Performance Requirements above and the required performance levels set forth in the contract.

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7.0 DELIVERABLES AND DELIVERY SCHEDULE:

Deliverables shall consist of documents that are required from the Contractor. All requirements and duties described in the PWS shall be initiated and completed within the established schedule/guideline listed below. Inspection of the deliverables in Wide Area Work Flow (WAWF) shall be the responsibility of the assigned government COTR- Program Manager (or in their absence - the PM's Supervisor) to evaluate contract compliance of outcomes, and the Acceptance of the deliverables in WAWF shall be the responsibility of the appointed COR (or in their absence - the ACOR) to evaluate performance and payment for services as identified in the PWS.

NO.	DESCRIPTION	Media Type,	PWS Para Reference #	DUE DATE	ONE COPY TO
#1	<p>Manages Implementation Plans for NAVMISSA's Business Office</p> <ul style="list-style-type: none"> · Assists in creating and maintaining IM/IT portfolios updates · Assists in developing and maintaining business planning and portfolio management processes, spreadsheets, templates, and artifacts · Maintains a repository of business planning and portfolio information 	ELECTRONIC COPIES	5.1.1	10th day of each month	PM COR ACOR
#2	<p>Support start up of IM/IT Governance processes</p> <ul style="list-style-type: none"> · Assists in developing NAVMISSA's role in IM/IT Governance 	ELECTRONIC COPIES	5.1.2	10th day of each month	PM COR ACOR

NO.	DESCRIPTION	<i>Media Type,</i>	PWS Para Reference #	DUE DATE	ONE COPY TO
	<p>processes</p> <ul style="list-style-type: none"> · Creates and updates process documentation, including flowcharts, business rules, briefs and process documents · Tracks and reports status of studies · Prepares and delivers enterprise project status briefings and reports 				
#3	<p>Reporting Requirements</p> <ul style="list-style-type: none"> · Project Management Plan with the following: · Work Breakdown Structure (WBS) with the reporting of priorities and milestones for: · Critical reports, events and/or products where Government Info is required · Subsequent Contractor activity dependencies 	ELECTRONIC COPIES	5.1.3 5.1.3.1	NLT 15 days from date of Task order award date and update quarterly by 15th day of month thereafter	PM COR ACOR

NO.	DESCRIPTION	<i>Media Type,</i>	PWS Para Reference #	DUE DATE	ONE COPY TO
	· Current organization position or situation				
#3	Monthly Progress Reports	ELECTRONIC COPIES	5.1.3.2		PM COR ACOR
#3	Summary Statement of Findings and Lessons Learned	ELECTRONIC COPIES	5.1.3.3	15 days prior to task order end date	PM COR ACOR
#3	Agendas and Minutes of Meetings as required by the PM	ELECTRONIC COPIES	5.1.3.4	Agendas – sent out two days before meeting and Minutes - two days following each meeting attended	PM COR ACOR
#3	Deployment Status Reports, Data Mapping Status	ELECTRONIC COPIES	5.1.3.5	Within 5 working days of request	PM COR ACOR
#3	Budget/Status of Funds Reports/Cost Benefits Analysis	ELECTRONIC COPIES	5.1.3.6	Within 5 working days of	PM COR

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NO.	DESCRIPTION	<i>Media Type,</i>	PWS Para Reference #	DUE DATE	ONE COPY TO
	Feasibility Study			request	ACOR
#3	Project Analysis, Research Projects or Assignments	ELECTRONIC <i>COPIES</i>	5.1.3. 7	Within 5 working days of request	PM COR ACOR
#4	GFE Inventory Report-	ELECTRONIC <i>COPIES</i>	8.1.8	10th day of each month	PM COR ACOR

8.0 GOVERNMENT-FURNISHED RESOURCES AND INFORMATION (GFE/GFI):

8.1.1 The Government shall make available all required hardware and software, which includes PCs, operating system(s), networking materials, communication networks, and other resources owned or leased by the government necessary for use by on-site contractor personnel as approved by the COR or ACOR to perform the tasks identified in this PWS and at no cost to the contractor for their use in direct support of tasks outlined in this PWS.

8.1.2 Adequate facilities shall be provided to include office space and furnishings provided for on-site assigned contractor's staff.

8.1.3 Custodial services for any government identified facilities.

8.1.4 Local and long-distance phone service, fax machine, and reproduction machine in or near occupied government facilities for use by on-site contractor personnel.

8.1.5 Miscellaneous office supplies to perform tasks identified in PWS.

8.1.6 Government forms, publications, and documents, if required.

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8.1.7 The government shall furnish utilities at no cost to the contractor for performance of this task order only if performed in a government-owned or leased facility.

8.1.8 The Contractor shall be provided an inventory of government furnished resources and shall maintain and provide a monthly status report to the COR or ACOR which shall be reviewed at contract completion. **(Deliverable # 8)**

9.0. PLACE OF PERFORMANCE:

9.1 ON-SITE Location: The Contractor shall perform the work described in this PWS at the Government's site currently located downtown San Antonio, Texas. NAVMISSA anticipates to relocation within San Antonio Area in FY10 so the Contractor shall continue to perform the same work at new location. Advance notice w/i 60 days shall be provided by the government to the contractor for planning purposes.

9.2 REMOTE SITE Location: If required due to unforeseen circumstances, the contractor's staff shall be capable of performing their duties specified in this PWS from an alternate remote work site (virtual location) within the same NAVMISSA core hours as stated below.

9.3 HOURS OF WORK: The contractor personnel are expected to perform their work within NAVMISSA's core operating hours of 0630 to 1730, Monday through Friday, excluding government observed holidays. No Overtime is authorized.

9.4 EXTENDED HOURS: No Overtime is authorized.

10.0 PERIOD OF PERFORMANCE

BASE: 21 September 2009 - 20 September 2010

OPTION PERIOD 1: 21 September 2010 - 20 September 2011

OPTION PERIOD 2: 21 September 2011 - 20 March 2012

11.0 TRAVEL

The contractor may be required to travel Temporary Additional Duty (TAD) outside of the assigned local area, in support of this PWS. Any travel shall be approved in advance by the COR or ACOR . Travel costs are reimbursable in accordance with FAR Reference 31.205-46(a)2.

For TAD travel, the contractor shall submit the following information to the COR: Task order #, name of traveler(s) with title, date and place of travel, purpose of travel, method of travel, and estimated cost of total travel. Costs shall be allowable only if the following information is documented IAW FAR 31.205-46 (7). Travel vouchers that shall include proof of payment for all travel cost reimbursements

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12.0 DELIVERY INSTRUCTIONS

The Contractor shall submit all deliverables to the following addresses via electronic mail to following individuals, who shall be identified after award is issued:

12.1. Contract Officer Technical Representative (COTR) / Program Manager (PM)

[REDACTED]

12.2 Contract Officer Representative (COR)/ Task Order Manager (TOM)

[REDACTED]

12.3 Alternate Contract Officer Representative (ACOR)

[REDACTED]

13.0 DELIVERY METHOD

NAVMISSA shall accept delivery of documentation via electronic media mail as outlined in paragraph 12.1. The Contractor shall minimize delivery costs utilizing Internet delivery for electronic media to the maximum extent possible and utilizing commercial overnight delivery only when absolutely necessary to fulfill a time critical requirement. Electronic media may be delivered (hand-carried or US Mail) on, IOMEGA zip drive 100 MB, or CD-ROM to the address in paragraph 12.0 or via the Internet to the electronic mail address in paragraph 12.0.

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Acceptable electronic media include MSWord version 6.x or newer, MS EXCEL version 5.x or newer, MS PowerPoint version 4.x or newer, MS Project version 4.x or newer, or ASCII text. The Contractor shall provide the deliverables in each of the following categories in formats as appropriate: 1) web-enabled: .html/htm, .rtf, .pdf, etc. 2) generic:txt, .doc, .ppt, .mpp and/or .pdf and 3) print version in .pdf or .mpp.

14.0 SECURITY & PRIVACY:

14.1 Clearances

The Contractor shall not divulge any information about files, data, processing activities or functions, user ID's, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. The Contractor personnel shall abide by all Navy Medicine and Department of Navy's rules, procedures and standards of conduct and is required to sign a Non-Disclosure Agreement.

14.2 Privacy Act

Information included in this task order is protected by the provisions of the Privacy Act of 1974. Therefore, all personnel assigned to this task order shall take the proper precautions to protect the information from disclosure.

14.3 Security Clearance Requirements

Contractor personnel shall have the appropriate security clearance and/or IT designation(s) for access to classified and/or sensitive data. The Contracting Agency is responsible for obtaining and maintaining the appropriate security clearance and/or IT designation(s) level for each of their contract employees prior to the commencement of any contract that supports NAVMISSA.

Contractor personnel shall have a minimum of an adjudicated National Agency Check (NAC) Security Clearance, or higher, as granted by the Defense Industrial Security Clearance Office (DISCO), the Department of the Navy Central Adjudication Facility (DONCAF) or by the Department of Hearing and Appeals (DOHA), and shall comply with Security/IT access authorization requirements as established in references (a) and (b). In addition, contractor personnel shall possess the appropriate Security and/or IT designation(s) relative to the task and position assignment as required by reference (b). Contractor personnel shall handle and safeguard any unclassified but sensitive, and classified information in accordance with appropriate Department of Defense security regulations. Any security violation shall be reported immediately to the respective Government Project Manager as appropriate.

14.4 Security IT Level Requirements

Contractors supporting NAVMISSA requirements shall have at a minimum an IT-II security clearance as delineated in the above references. All contractors in supervisory or leadership

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positions and those contractors providing NAVMISSA support at alternate work sites outside of NAVMISSA San Antonio location must be under the supervision of IT-I cleared contractor while supporting NAVMISSA requirements in accordance with references (a) and (b). A narrative description of the requirements for the IT-I and IT-II security clearance level positions are indicated below:

IT-I Positions: Position in which the incumbent requires access to Top Secret or Secret security information. Positions in which the incumbent is responsible for the development and administration of computer security programs which also includes the direction and control of risk analysis and/or threat assessment.

The Contractor is involved with the major responsibility of the direction, planning, design, testing, maintenance operation, monitoring and/or management of systems hardware and software.

The Contractor has significant involvement in mission-critical systems or has the responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with relatively high risk for effecting grave damage or realizing significant personal gain. The Contractor is responsible for the plans, policies, or programs which affect the overall operations of NAVMISSA (e.g. policy making or policy determining positions).

Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, sensitive information and Government –developed privileged information involving the award of contracts; including user level access to NAVMISSA, DON or DOD Networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without controls to identify and deny sensitive information.

Personnel, whose duties meet the criteria for an IT-I position designation require a DISCO, DONCAF or DOHA favorably adjudicated Single Scope Background Investigation (SSBI) or SSBI Periodic Reinvestigation (SSBI-PR) The SSBI OR SSBI-PR shall be updated every 5 years.

IT-II Positions: Position in which the incumbent requires access to Secret or Confidential security information. Duties involve the design, operation, or maintenance of intrusion detection systems deployed to safeguard NAVMISSA Personnel and Information.

The Contractor has the responsibility for systems design; operations, testing, maintenance and/or monitoring that is carried out under technical review or higher authority in the critical-sensitive IT-I category and have the potential to affect serious damage to NAVMISSA.

The Contractor is responsible for non-management of mission-critical systems under the technical review or authority of an IT-I category supervisor.

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Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, sensitive information and Government –developed privileged information involving the award of contracts; including user level access to DON or DOD Networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without controls to identify and deny sensitive information.

Positions which involve a degree of access to a system that creates a potential for serious damage or personal gain less than that in critical-sensitive IT-I positions shall be designated as IT-II.

Personnel, whose duties meet the criteria for an IT-II position designation, require a DISCO, DONCAF or DOHA favorably adjudicated National Agency Check with Local Checks (NACLC) which shall be updated every 10 years.

15.0 DATA RIGHTS

IAW DFARS 227.7103-5 - All data received, processed, evaluated; loaded and/or created as a result of this award shall remain the sole property of the Government and must be returned to the Government or all medical data files destroyed at the conclusion of the contract unless the contracting officer grants specific exception.

All products including files, software and other information which were created, produced or developed during the statement of objectives are the property of the Government and must be returned unless the Contractor is expressly granted permission to retain the materials for continued development or publication.

16.0 TASK ORDER PHASE OUT

In anticipation of task order expiration, the incumbent Contractor shall provide any information and/or materials pertaining to the Tasks and Objectives of this task order to the incoming contractor as requested by the COR.

17.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP):

The purpose of this plan is to provide a quality surveillance plan for services performed. This plan shall provide a basis for the government to evaluate the quality of the Contractor's performance. The oversight of the contract and in this plan shall ensure that service levels are maintained at or above the required levels throughout the contract term. This plan provides the government with a proactive way to avoid unacceptable or deficient performance, and provides verifiable input for the required annual past performance evaluations.

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QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

1. Task Order Title: Executive Business Planning and IM/IT Portfolio Management

2. Work Requirements:

Task 1 – IM/IT Executive Business Portfolio Management and administrative support

5.1.1 Manages Implementation Plans for NAVMISSA’s Business Office (Deliverable #1)

5.1.2 Support start up of IM/IT Governance processes (Deliverable #2)

5.1.3 Reporting Requirements (Deliverable #3)

3. Primary Method of Surveillance: *Monthly status reports to Contracting Officer Representative and, Program/Project Managers, The primary consideration for measurement is the accomplishments of assigned tasks for the period of this contract. Periodic inspection shall be the method used to evaluate deliverables as the pre-determined plan to grade for Quality Standards, Quantity Standards, and Timeliness Standards.*

Quality Standards: Condition, Error rates, Accuracy, Form/Function, Reliability, Maintainability

Quantity Standards: Capacity, Output, Volume, Amount

Timeliness Standards: Response times, Delivery, Completion times, Milestones

4. Scope of Performance: Developing and managing the administration of IM/IT programs for the Executive Business Management Officer as a function of portfolio management. Assisting in Implementation of IM/IT Program Management comprised of planning, PM training, establishing IM/IT Governance instructions, and performing invoicing functions in Wide-Area-Work-Flow.

5. Performance Standards:

Quality Level: By monitoring the Contractor, the government shall determine whether the performance levels set forth in the contract have been attained. Quality levels for all tasks are specified in the Performance Based Matrix.

Frequency: During performance of this contract, the government shall be provided weekly measurements as specified in the Performance Based Matrix to contractor and government PM.

Management Responsiveness: The government shall determine whether the Contractor has managed the contract effectively and efficiently, with successful and timely response to refinement and integration of plans, best business practices, capabilities, requirements, reports, briefings, and request for assistance, etc., as specified in the quality stands set forth in the PWS. The government shall confirm whether the Contractor has satisfactorily met all reporting requirements, including subcontracting reports when applicable.

Acceptable Quality Level (AQL): Minimum 95% error correction from higher Level review conducted by government.

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6. Evaluation Method: *Period review on Monthly Progress Report conducted by government. Documentation shall be provided by task and sent via MS office Outlook software or other commercial off the shelf electronic forms and measured against a bilateral agreement with the grader and the contractor for completion.*

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SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of the NAVSEA SeaPort Multiple Award Indefinite Delivery Indefinite Quantity Contract (MAC). All deliverables shall be packaged and marked IAW Best Commercial Practice. See Section C, Performance Work Statement, for any special requirements.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance in accordance with Section E of the NAVSEA SeaPort Multiple Award Indefinite Delivery Indefinite Quantity Contract (MAC).

See Section C, Performance Work Statement, for any special instructions.

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SECTION F DELIVERABLES OR PERFORMANCE

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

5001AA	9/21/2009 - 9/20/2010
5001BA	9/21/2010 - 9/20/2011
5001CA	9/21/2011 - 3/20/2012
5005AA	9/21/2009 - 9/20/2010
5005BA	9/21/2010 - 9/20/2011
5005CA	9/21/2011 - 3/20/2012

CLIN - DELIVERIES OR PERFORMANCE

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

5001AA	9/21/2009 - 9/20/2010
5001BA	9/21/2010 - 9/20/2011
5001CA	9/21/2011 - 3/20/2012
5005AA	9/21/2009 - 9/20/2010
5005BA	9/21/2010 - 9/20/2011
5005CA	9/21/2011 - 3/20/2012

Services to be performed hereunder will be provided at:

Navy Medicine Information Systems Support Activity (NAVMISSA)
615 E. Houston Street, Suite 593
San Antonio, TX 78205

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SECTION G CONTRACT ADMINISTRATION DATA

[REDACTED]

INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

Invoices for services rendered under this Task Order shall be submitted electronically through Wide Area Work Flow - Receipt and Acceptance (WAWF):

The vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://wawftraining.com>.

A separate invoice will be prepared per Delivery Order. Do not combine the payment claims for services provided under this contract ordered through multiple Delivery Orders within one invoice.

Select the 2-in-1 Invoice within WAWF as the invoice type. The 2-in-1 Invoice prepares the Material Inspection and Receiving Report, DD Form 250, and invoice in one document.

Back up documentation (such as timesheets, etc.) shall be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF.

The following information regarding NMLC is provided for completion of the invoice in WAWF.

Issuing Office DODAAC: N62645

Admin DODAAC: N62645

Service Acceptor DODAAC: N68901

LPO DODAAC: N68901

Pay DODAAC: HQ0338

The contractor shall submit invoices for payment per contract terms.

The Government shall process invoices for payment per contract terms.

The Government shall not accept an invoice from the contractor prior to the delivery date or performance start date of the products or services.

For training materials, instructions for setting up WAWF, and step-by-step instructions for the (Combo Invoice & Receiving Report) Invoice, please visit the following web site: <http://www.acquisition.navy.mil/navyaos/content/view/full/99>

For any other questions, please contact the WAWF helpdesk toll-free at 1-866-618-5988 or cscassig@ogden.disa.mil, or the BUMED WAWF Implementation Team at nmlcwawf@med.navy.mil.

Accounting Data

SLINID	PR Number	Amount
5001AA	N6890109RCZ0001	179366.40
LLA :		
AA 9790130 188D 000 68907 068688 2D CZ0001 6890198B014Q		

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Standard Number: N6890109RCZ0001

5005AA N6890109RCZ0001 5000.00
 LLA :
 AA 9790130 188D 000 68907 068688 2D CZ0001 6890198B014Q
 Standard Number: N6890109RCZ0001

BASE Funding 184366.40
 Cumulative Funding 184366.40

MOD 01 Funding 0.00
 Cumulative Funding 184366.40

MOD 02

5001BA N6890110RCZ0002 185817.60
 LLA :
 AB 9700130 188D 000 68907 0 068688 2D CZ0002 6890108B014Q
 Standard Number: N6890110RCZ0002

5005BA N6890110RCZ0002 5500.00
 LLA :
 AB 9700130 188D 000 68907 0 068688 2D CZ0002 6890108B014Q
 Standard Number: N6890110RCZ0002

MOD 02 Funding 191317.60
 Cumulative Funding 375684.00

MOD 03

5001CA N6890111RCZ0006 96249.60
 LLA :
 AC 9710130 188D 000 68907 0 068688 2D CZ006 6890111L1Z03Q
 Standard Number: N6890111RCZ0006

5005CA N6890111RCZ0006 3000.00
 LLA :
 AC 9710130 188D 000 68907 0 068688 2D CZ006 6890111L1Z03Q
 Standard Number: N6890111RCZ0006

MOD 03 Funding 99249.60
 Cumulative Funding 474933.60

MOD 04 Funding 0.00
 Cumulative Funding 474933.60

MOD 05

5001AA N6890109RCZ0001 (93.42)
 LLA :
 AA 9790130 188D 000 68907 068688 2D CZ0001 6890198B014Q
 Standard Number: N6890109RCZ0001

5005AA N6890109RCZ0001 (3390.34)
 LLA :
 AA 9790130 188D 000 68907 068688 2D CZ0001 6890198B014Q
 Standard Number: N6890109RCZ0001

5005BA N6890110RCZ0002 (2085.17)
 LLA :
 AB 9700130 188D 000 68907 0 068688 2D CZ0002 6890108B014Q
 Standard Number: N6890110RCZ0002

5005CA N6890111RCZ0006 (1877.81)
 LLA :
 AD 9710130 188D 00 68907 0 068688 2D CZ0006 6890111L1Z03Q
 Standard Number: N6890111RCZ0006

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MOD 05 Funding -7446.74
Cumulative Funding 467486.86

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Special Contract Requirements in accordance with Section H of the NAVSEA Multiple Award Indefinite Delivery Indefinite Quantity Contract (MAC).

See Section C, Performance Work Statement, for any special instructions.

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SECTION I CONTRACT CLAUSES

All applicable clauses contained in the NAVSEA SeaPort Multiple Award Contract and hereby incorporated in this solicitation.

FAR 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to Contractor within the period specified in the Delivery Information; 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 5 years.

Tricare Management Activity (TMA) HIPAA Clause - See Separate Attachment.

NOTE: This is a severable service contract (task order) issued in accordance with FAR 32.703-3.

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SECTION J LIST OF ATTACHMENTS

HIPAA Clause