

FOIA Electronic Reading Room Document Coversheet

Document Description: Contract N68936-00-D-0022 Delivery Order 0142

This document has been released in its entirety.

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Exemption (b)(1) Information excised is properly and currently classified in the interest of national defense or foreign policy

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Please direct inquiries regarding this document to:
Naval Air Warfare Center Weapons Division
Code K00000D (FOIA)
1 Administration Circle Stop 1009
China Lake, CA 93555-6100.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF

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1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-00-D-0022	2. DELIVERY ORDER/ CALL NO. 0142	3. DATE OF ORDER/CALL 2003Oct01	4. REQ/ PURCH. REQUEST NO. 0010069448	5. PRIORITY
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6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: L. ALDRIDGE (760) 939-2799 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108	CODE N68936	7. ADMINISTERED BY SEE ITEM 6	CODE	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
--	-------------	---	------	--

9. CONTRACTOR EER SYSTEMS INC CHUCK FARIS 3750 CENTERVIEW DRIVE CHANTILLY VA 20151	CODE 7Z726	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input checked="" type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - CLEVELAND CENTER & OPLOCS SAN DIEGO 4181 RUFFIN ROAD SAN DIEGO CA 92123-1819	CODE N68688	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* If quantity accepted by the Government is same as quality ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle	24 UNITED STATES OF AMERICA BY: <u>Doreen P. Robbins</u> DOREEN P. ROBBINS CONTRACTING / ORDERING OFFICER	25. TOTAL \$1,730,347.31
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26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO.	28. DO VOUCHER NO.	29. DIFFERENCES
31. PAYMENT <input type="checkbox"/> COMPLETE PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		34. CHECK NUMBER	35. BILL OF LADING NO.
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS
		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		23,980.00	Labor Hours		\$ NTE

CPAF - In accordance with SOW entitled
 "Aircraft IPT Information Technology and Information Systems (IT/IS)
 Support" dated 8-13-03.
 Period of performance is from 10-1-03 through 9-30-04.
 This task order is severable.
 PURCHASE REQUEST NUMBER 0010069448

ESTIMATED COST \$1,146,684.48

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	For Navy Accounting Purposes Only. CPAF PURCHASE REQUEST NUMBER 0010069448				\$ \$
	ACRN AA Funded Amount				\$50,136.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102	For Navy Accounting Purposes Only. CPAF PURCHASE REQUEST NUMBER 0010069448				\$ \$
	ACRN AB Funded Amount				\$33,728.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000103	For Navy Accounting Purposes Only. CPAF PURCHASE REQUEST NUMBER 0010072604				\$ \$

ACRN AC Funded Amount \$87,511.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000104	For Navy Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010069448				\$ \$

ACRN AD Funded Amount \$72,926.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000105	For Navy Accounting Purposes Only CPAF				\$ \$

ACRN AE Funded Amount \$23,208.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		11,990.00	Labor Hours		\$ \$

CPAF - In accordance with SOW entitled
"Aircraft IPT Information Technology and Information Systems (IT/IS)
Support" dated 8-13-03.
Period of performance is from 10-1-04 through 3-31-05.
This task order is severable.

ESTIMATED COST \$583,662.83

SECTION C Descriptions and Specifications

Contract No. N68936-00-D-0022
Task Order No 0142
Revised: 8/13/2003 **final**

STATEMENT OF WORK
AIRCRAFT IPT INFORMATION TECHNOLOGY
AND
INFORMATION SYSTEMS (IT/IS) SUPPORT

Applicable Contract SOW Sections: 3.3.3 & 3.3.4

1.0 BACKGROUND AND GENERAL SCOPE OF WORK

1.1. BACKGROUND:

The Naval Air Warfare Center, China Lake, (NAWCWD) Aircraft Integrated Product Teams (IPTs) are responsible for Software Configuration Set/Operational Flight Program (SCS/OFP) maintenance, development, and testing. The IPTs use various Information Technology (IT) and Information Systems (IS) to enable tracking and retrieval of the large volumes of information and data generated during these activities. The IT/IS Task Team supports IPTs in information systems maintenance and development and computer resource desktop computer and network support. The IT/IS Task Team is composed of Government and Contractor members working on the same projects using the same processes. The term OFP is used to refer to a single software load in a single processor, whereas SCS is used to refer to an aggregation of OFPs.

1.2. GENERAL SCOPE OF WORK:

The Contractor shall perform assigned tasking as a member of an integrated Government / Contractor Team, using established Government work processes. The Contractor shall analyze requirements, design software and hardware solutions based upon requirements analysis, build and install the applications per approved designs, test the applications, and administer the applications after installation is complete. The Contractor shall provide project management and oversight for new and existing projects. The projects are information systems that currently are using Relational DataBase Management Systems (RDBMS), Graphical User Interface (GUI), and Web browser user interfaces. The Contractor shall provide desktop computer and network support to ensure that all Advanced Weapon Laboratory (AWL) personnel have working computers and network connectivity to enable them to perform their jobs.

This is a follow-on to Task Order 0122, Contract N68936-00-D-0022.

2.0 APPLICABLE DOCUMENTS

See reference 2.2(l) relative to undefined acronyms.

See the Government Technical Assistant (TA) for location or source of the current issue/version of all Government documents.

2.1 SPECIFICATIONS, STANDARDS, AND HANDBOOKS: None

2.2 OTHER DOCUMENTS, DRAWINGS, AND PUBLICATIONS:

- a) IT/IS Team Policy, Process, and Procedures
- b) Database Administration Plans and Procedures
- c) Minutes from Project CCBs
- d) IT/IS Project Schedules
- e) IT/IS Forms List
- f) IT/IS Electronic Library Implementation Plan
- g) Web Testing Handbook, Steven Splaine & Stefan P. Jaskiel, STQE Publishing
- h) eXtreme Programming Explained, Ken Beck, Addison-Wesley
- i) Developing User Interfaces, Ensuring Usability Through Product & Process, Hix and Hartson, Copyright 1993, Wiley
- j) Object-Oriented Modeling and Design, Rumbaugh et al, Copyright 1991, Prentice Hall
- k) Government Points of Contact, N68936-00-D-0022
- l) AWL Acronym List
- m) IT/IS Project Plans

3.0 REQUIREMENTS

3.0.1 Work Environment:

The Contractor shall perform assigned tasking as a member of an integrated Government / Contractor Team, using established Government work processes. The potential Contractor tasking defined herein will require the assigned Contractor personnel to be familiar with the hardware and databases existing on-site at the NAWCWD, China Lake, CA that are the subject of this Task Order. Maintenance of existing IT/IS Projects, development of new IT/IS Projects, and work process definition/documentation will require on-site hardware access and frequent and in-depth interface with the on-site User Community and other on-site Team Members (both Government and other contractors). Other potential tasking defined herein will require continuous on-site presence for User Training and User Help Desk Support (both hardware and software).

3.0.2 Information System Projects:

The IT/IS Task Team usually has approximately 9 IT/IS Projects active at any given time. The current list of IT/IS active Projects include: (This is a "living" list and will change continuously during the period of performance of this Task Order)

- ◆ IPT Web Portal
- ◆ WebOPS Detailed Test Planning (WebOPS DTP)
- ◆ OFP Project Status (OPS)
- ◆ OPS Desktop Tool Suite (ODTS)
- ◆ Budget System - Desktop Tool Suite (BS-DTTS)
- ◆ Flight Data Reduction System DataBase (FDRSDB)
- ◆ F/A-18 NMCI Support
- ◆ Web Enable OPS (WEBOPS)
- ◆ F/A-18 Naval Message System tracking

The Contractor shall perform tasks related to these Information System Projects in accordance with the requirements set forth in Sections 3.2 – 3.7 and in Technical Direction Letters (TDLs) sent to the Contractor via the Contracting Officer's Representative (COR, ref. 2.2(k)). TDLs may indicate which tasks (as defined below in Sections 3.2 - 3.7) will be required for which Information System Projects.

3.0.3 Cautionary Note and Task Limitation:

The Government has awarded the Navy/Marine Corps Intranet (NMCI) contract. The scope of the NMCI contract may overlap some of the tasking defined within this SOW (primarily defined in Section 3.10). The Contractor shall limit their efforts performed under this SOW to those systems and/or services NOT being delivered by the NMCI contract. The Contractor shall reaffirm that the subject computer or system is not covered by the NMCI contract each time that support work is to be performed on that computer or system. Verbal assurance by the subject computer/system's "owner", documented in the Help Desk Log, will be considered reasonable diligence by the Contractor in this matter.

3.0.4 Access to Government Vehicles:

The Government may provide the Contractor with access to Government vehicles for local area transport of equipment and personnel related to the tasking defined herein. The Contractor shall arrange for such vehicle access via the Government's Technical Assistant (TA) when specific transportation requirements are identified. Contractor access to Government vehicles will be on an "as available" basis only.

3.1 WEEKLY STATUS MEETING

The Contractor's Task Lead (TL) shall attend weekly Team status and technical interchange meetings with the Government's Technical Assistant (TA, ref. 2.2(k)) and other IT/IS team members to discuss schedules, priorities, and action item status. The time and place of these meetings shall be negotiated between the TL and TA.

3.2 DOCUMENTATION

The Contractor shall follow the IT/IS Documentation Process as cited in reference 2.2(a) for the efforts defined in this Section.

3.2.1 Software Development Notebook & Software Development Reference Manual Reviews:

The Contractor shall review the Software Development Notebooks (SDN) and Software Development Reference Manual (SDRM) document Change Sections ("red line" markups for future changes) for accuracy and completeness. Reference 2.2(d) identifies the SDNs/SDRMs that the Contractor shall review and the review schedule. The review comments shall be electronically entered into the SDN/SDRM review comment file located on the Project specific file server. The Contractor shall attend

the SDN/SDRM Review Meeting (time and place identified in the "on-line" Project schedule) related to each SDN/SDRM reviewed and verbally present the comments resulting from the review.

It is projected that 25 SDNs or SDRMs will require Contractor review per year.

3.2.2 IT/IS Project Documentation Maintenance:

The Contractor shall update or create new Documentation Development Notebooks (DDNs) (CDRL B001) for each IT/IS Project in development and defined in references 2.2(d) & 2.2(m). Reference 2.2(m) defines the content of each DDN and whether the task is an update or new development task. Delivery shall be accomplished according to the milestones defined in Reference 2.2(d). A typical DDN may include the following (example only):

- ◆ Functional Requirements List
- ◆ Database Specification
- ◆ User Interface Design Document
- ◆ Application Software Design Document
- ◆ User Manual
- ◆ Database Administration Plan and Procedures

Update of DDNs shall be accomplished in accordance with "red-line" markups deposited in the Contractor Task Order Task Leader's (TL) "in-basket" or delivered electronically. Creation (assembly) of new DDNs shall be accomplished in accordance with packages of completed source material developed under other Sections of this Statement of Work (SOW) and deposited in the TL's "in-basket" or delivered electronically.

It is projected that 25 DDN updates and 2 new DDN developments will be required per year.

3.3 INDEPENDENT TEST

The Contractor shall follow the IT/IS Test Processes as cited in references 2.2(a) & 2.2(g).

The Contractor shall analyze each IT/IS STR's requirements (available in the AISOPS database) and determine Test Requirements per the Project Schedule in reference 2.2(d). The Test Requirements shall be electronically entered into the Project's test requirement hierarchy in AISOPS.

The Contractor shall develop new or modify existing Test Cases (test conditions and success criteria) as appropriate for each Test Requirement, per the Schedule in reference 2.2(d).

All Test Requirements, Test Plans, Test Cases, and Test Procedures shall be documented in Test Development Notebooks (TDNs), the identification of requirements material sources, content, and format of which is described in reference 2.2(a). (CDRL B002)

The Contractor shall review, per Schedule in reference 2.2(d), TDNs for accuracy and completeness as compared to the related STRs. The review comments shall be electronically entered into the TDN review comment file located on the Project specific file server. The Contractor shall attend the related TDN review meeting (time and place identified in the "on-line" Project schedule) and verbally present the comments resulting from the Contractor's review.

The Contractor shall execute approved Test Plans assigned to Contractor responsibility per reference 2.2(d). The Contractor shall electronically enter developmental SARs into AISOPS for problems found. The Contractor shall record the results of test conduct via electronic entry of Test Execution records into AISOPS.

Upon completion of testing of the final developmental release, per the Schedule in reference 2.2(d), the Contractor shall deliver a Final Test Report (CDRL B003).

It is projected that testing will be required for 25 TDNs and 3 Final Test Reports per fiscal year.

The requirements of this Section may require Contractor training in the latest techniques of test methodologies.

3.4 DEVELOPMENT

The Contractor shall follow the IT/IS Development Processes cited in reference 2.2(a) for all efforts required by this Section.

The Contractor shall perform analysis, design, code/debug, and developer test on STRs per the Schedule in reference 2.2(d) and utilizing methods described in the textbooks referenced in Section 2.2 (refs. 2.2(h) - 2.2(j)). Technical requirements documents are identified in reference 2.2(d). The results of each of the development steps will be placed into the Software Development Notebook (SDN) or a Software Development Reference Manual (SDRM) (CDRL B004) as specified by reference 2.2(m). The content and format of the SDN/SDRM is defined in reference 2.2(a). Upon installation of a new release, per the schedule in reference 2.2(d), the Contractor shall deliver the application source code (CDRL B005).

The Contractor shall perform initial complexity and impact assessments of IT/IS STRs assigned via action items at the weekly technical interchange meetings and document the assessment with the STR within AISOPS.

The Contractor shall review, per the schedule in reference 2.2(d), SDNs or SDRMs for technical accuracy and completeness as compared to its related STR. The review comments shall be electronically entered into the SDN/SDRM review comment file located on the Project specific file server. The Contractor shall attend the SDN/SDRM review meeting and present the comments resulting from the review.

It is projected that 25 SDNs or SDRMs will be required per year. It is projected that 4 application source code packages will be required per year.

The requirements of this Section may require Contractor training in the latest techniques of IT/IS technologies.

3.5 DATABASE ADMINISTRATION

The Contractor shall attend periodic Database Administrator (DBA) meetings to discuss responsibilities, action items, and status. The time and place of these meetings shall be as mutually agreed between the TL and TA.

The Contractor shall perform as the Database Administrator (DBA) of active IT/IS Projects in accordance with responsibilities assigned during periodic DBA meetings and recorded in the meeting minutes. This tasking shall be performed in accordance with the Database Administration Plans and Procedures (ref. 2.2(b)).

The Contractor shall accomplish data lookup modifications and External Report Writer requests in accordance with references 2.2(a) & 2.2(b) and as requested by Lookup Mod Request Forms or EMail requests delivered to the TL electronically. It is anticipated that there will be 2 lookup modification requests per week. It is anticipated that there will be 1 External Report Writer request per month. The Contractor shall monitor the Project's action item databases at least daily for the posting of "requests".

3.6 USER TRAINING

The Contractor shall prepare and submit electronic user Training Materials for review and approval by the TA (CDRL B006) in accordance with ref. 2.2(a). The electronic Training Materials shall be prepared in response to Action Items assigned during periodic Database Administrator (DBA) meetings and in accordance to the schedule assigned during the periodic Database Administrator (DBA) meetings and recorded in the meeting minutes. The format of the Training Materials shall be consistent with past training materials packages (samples available from the TA).

The Contractor shall use the above-developed approved electronic Training Materials and Government provided handouts to provide hands-on training to personnel who are assigned to work with the respective applications. It is anticipated that the Contractor will be required to provide training 2 times per year. The training sessions shall occur in accordance with the schedule assigned during the periodic Database Administrator (DBA) meetings and recorded in the meeting minutes. The Government will notify the Contractor of the time and place of required training sessions by electronic message from the Government's TA to the Contractor's TL.

The requirements of this Section may require non-local, domestic, travel to train users located at remote sites. It is projected that 1 non-local training will be required per year (of the previously defined 2 per year).

The requirements of this Section may require Contractor training in the latest techniques of training methodologies.

3.7 PROJECT MANAGEMENT AND OVERSIGHT

The Contractor shall follow the IT/IS Project Management Process cited in reference 2.2(a).

The Contractor shall attend periodic Team Lead meetings to discuss roles and responsibilities relative to new and existing IT/IS Projects. The TA will advise the TL of the time and place of these meetings via an EMail message.

The Contractor shall prepare and update electronic "on-line" IT/IS Project Plans and Schedules to support the IT/IS Projects defined in ref. 2.2(d) for Projects assigned to Contractor responsibility in the periodic Team Lead meetings. (CDRL B007) The "on-line" Project Plans and Schedules shall be developed in response to approved STRs cited in IT/IS Project Change Control Board (CCB) meeting Minutes (ref. 2.2(c)) for the respective IT/IS Projects. The Contractor shall update on-line active IT/IS Project Schedules assigned to Contractor responsibility bi-weekly, based upon status information the Contractor gathers during weekly status meetings and milestone review events.

It is projected that 4 new Project Plans/Schedules will be required per year. It is projected that 4 Project Plans/Schedules will be active and require updates 2 times per month at any given time.

3.8 PROCESS DEFINITION AND DOCUMENTATION

The requirements of this Section may require Contractor training in the latest techniques of process documentation and improvement.

3.8.1 Process Review -- While performing the tasks assigned within this Statement of Work (SOW), the Contractor may identify improvements that could be made to reference 2.2(a). The Contractor shall electronically identify potential improvements (if any) to the IT/IS processes cited in reference 2.2(a). These improvements shall be submitted on the electronic Lessons Learned Form cited in reference 2.2(e) prior to the IT/IS Project completion date cited on the Project Schedule in reference 2.2(d).

3.8.2 Post Mortem Review Packages -- The Contractor shall assemble the electronic Lessons Learned Forms and prepare a Post Mortem Review Package per the Process Improvement milestones in reference 2.2(d) (CDRL B008).

It is projected that 2 Post Mortem Review Packages will be required per year.

3.8.3 IT/IS Team Policy, Process, and Procedures Update -- The Contractor shall incorporate TA approved changes into the IT/IS Team Policy, Process, and Procedures document (reference 2.2(a)) (CDRL B009). "Approved changes" will be provided via electronic DOC SARS in the AISOPS database.

This task is projected to be required twice per year.

3.9 CONFIGURATION MANAGEMENT

The Contractor shall follow the IT/IS Configuration Management Process as cited in reference 2.2(a).

3.9.1 Change Board Support -- The Contractor shall prepare Review Packages for Change Boards (CDRL B00A). The Contractor shall attend the Change Boards as a contributing member in the technical areas of the meeting's subject Project and generate Minutes (CDRL B00B) for each Board meeting. The Government's TA will notify the Contractor's TL of the time and location of meetings by electronic message. The frequency of Change Boards per year is anticipated to be as follows:

- a) Monthly Developmental Change Boards during Development and Test cycles totaling approximately 10 per year.
- b) Three (3) formal Change Boards to be conducted within 4 weeks of the installation of a Project release per the IT/IS Project Schedule in reference 2.2(d).

3.9.2 IT/IS Library Conversion -- The Contractor shall convert the IT/IS library to softcopy in accordance with the IT/IS Electronic Library Implementation Plan cited in reference 2.2(f).

3.10 COMPUTER RESOURCE SUPPORT

The Contractor shall follow the IT/IS Computer Resource Processes as cited in reference 2.2(a) for the efforts defined in this Section.

The requirements of this Section may require Contractor training in the latest techniques of computer networking.

3.10.1 Computer Resource Help Desk:

The Contractor shall perform system repairs, modifications, setup, and configuration of F/A-18 IPT user desktop and mobile laptop computers and servers in response to computer resource requests received in accordance with ref. 2.2(a). Examples of services defined in ref. 2.2(a) for this task include: analysis and troubleshooting of network configuration and connectivity problems; analysis and troubleshooting of user desktop computer problems; backup and recovery of user desktop computer files; implementation of new hardware and software application updates; and setup, configuration, and reconfiguration of desktop/laptop computers and AWL file servers. The Contractor shall monitor the database at least daily for the posting of new "requests". The Contractor shall perform this tasking in accordance with the process and schedule criteria defined in ref. 2.2(a). The Contractor shall document the actions taken, interim status, and completion data for each "request" in the on-line database in accordance with ref. 2.2(a).

It is anticipated that there will be 20 computer resource help requests per week.

3.10.2 IT/IS Task Team Computer System Administrator:

The Contractor shall perform System Administrator responsibilities for servers assigned to the IT/IS Task Team in accordance with reference 2.2(a). The Contractor shall maintain a "log" of all activity performed and shall make that "log" available for Government review upon request. Identification of specific servers included in this responsibility will be identified by the TA during the first work coordination meeting.

The Contractor shall perform periodic backups of computers (potentially to include: desktop, laptop, server, and other computers) assigned to IT/IS Task Team responsibility in accordance with reference 2.2(a). The Contractor shall log in and store the backup tapes in accordance with reference 2.2(a).

It is projected that these activities will require approximately 5 work hours per week.

3.10.3 New Technology Awareness:

During the course of performing other tasking defined by this SOW, the Contractor shall maintain an awareness of new technologies relative to desktop/laptop computers, application software packages, and networking systems. The Contractor shall evaluate these new technologies relative to the needs of the IT/IS Task Team and verbally advise the TA of their recommendations during periodic work coordination meetings.

3.10.4 F/A-18 NMCI Support:

The Contractor shall provide technical support to the F/A-18 Point of Contact (POC) with the NMCI team relative to coordinating NMCI rollout in accordance with reference 2.2(a). This effort may include:

assembly and delivery of Media Packages; coordination of NMCI walkthrus and wiring; updating of NMCI's user mapping database; download and delivery of NMCI Cost Data Report (CDRL B00C) from NMCI's database; and update of NMCI's database relative to F/A-18 user status. These actions will be ordered via EMail from the TA or Meeting Minutes, which will also define the delivery date. This effort is projected to require approximately 5 hours per week. It is projected that one (1) NMCI Cost Data Report will be required per year.

3.11 MONTHLY PROGRESS / STATUS REPORT

The Contractor shall deliver a Monthly Progress/Status Report (CDRL B00D) no later than 9 working days after the close of each monthly accounting period. The Report shall include a summary of work performed for each task, problems encountered, problems solved, trips made, current schedules, and cost information. Cost information shall include monthly and cumulative funds/hours expended and a trend analysis graph depicting actual and planned expenditures. Tasking initiated by Technical Direction Letter (TDL) shall be documented. Additional information shall be provided as specified elsewhere in this Statement of Work.

Status Reports shall include a Section providing expenditures allocated according to the IT/IS Work Breakdown Structure (available from the TA, see ref. 2.2(m)). The sum of the expenditures so allocated shall account for all expenses incurred for this Task Order during the reporting period.

TASK ORDER EVALUATION DATA	Contract Number: N68936-00-D-0022
TASK ORDER NUMBER: 0142	
AWARD FEE FACTORS	
TECHNICAL (Quality of Products/Services delivered)	
<input checked="" type="checkbox"/> <u>50</u> % weight <input type="checkbox"/> OTHER <u> </u> % (See COR for information)	
CRITICAL FACTORS in the Technical area are: (List those factors/standards that will be considered in scoring this area) General Factors: <ol style="list-style-type: none"> 1. Innovation demonstrated in technical design or performance will increase score. 2. Failure to comply with all SOW requirements will lower score. 3. Technical accuracy and completeness of technical documentation and test data will be considered. 4. Superior technical knowledge related to task assignments will increase score. 5. Degree of participation, productive contribution, and positive interaction during technical meetings will be considered. 6. Delivered products (documents or software) that do not meet requirements (potentially requiring rework) will lower score. 7. Contractor failure to proactively communicate to the Government's Technical Assistant any technical problems or "issues" will lower score. SOW Section 3.2 -- Documentation (no unique factors) 3.3 -- Independent Test 8. Innovative thinking resulting in more optimized processes, while retaining product quality will increase score. SOW Section 3.4 -- Development 9. Demonstrated competency and sophistication of programming techniques will be considered. SOW Section 3.5 -- Database Administration 10. Rapid response and appropriate resolution will increase score. SOW Sections 3.6 -- User Training & 3.7 -- Proj Mgmt & Oversight (no unique factors) SOW Sections 3.8 -- Process Def & Doc & 3.9 -- Config Mgmt (no unique factors) SOW Section 3.10 -- Computer Resource Support 11. Understanding and accurate interpretation of end-user problems, combined with rapid and appropriate repairs and	
SCHEDULE (Timeliness of delivery of products/services)	
<input type="checkbox"/> <u>25</u> % weight <input checked="" type="checkbox"/> OTHER <u>40</u> % (See COR for information)	
CRITICAL FACTORS in the Schedule area are: (List those factors/standards that will be considered in scoring this area) <ol style="list-style-type: none"> 1. Products and/or services delivered on or ahead of agreed to schedules or requirements will increase score. 2. Delivery IAW an excessively aggressive schedule (if required by the Government) will increase score. 3. Contractor failure to proactively communicate to the Government's Technical Assistant any changes to delivery schedules will lower score. 	
COST (Cost & Resource Management)	
<input type="checkbox"/> <u>25</u> % weight <input checked="" type="checkbox"/> OTHER <u>10</u> % (See COR for information)	
CRITICAL FACTORS in the Cost area are: (List those factors/standards that will be considered in scoring this area) <ol style="list-style-type: none"> 1. Contractor's costs are within 10% of expectations (accounting for effects caused by the Government). 2. Contractor Management demonstrated exceptional skill in reallocating resources (usually personnel) in response to changing conditions (usually schedule or priorities) caused by the Government. 3. The Government realized cost savings as a result of the Contractor's innovativeness or superior management initiative. 	
Technical Assistant:	Ruth Moore
Date:	13-Aug-03

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA:	97X4930 NH2C 252 77777 0 054219 2F 000000	010345020030
AMOUNT:	\$50,136.00	
AB:	97X4930 NH2C 252 77777 0 054219 2F 000000	010281770030
AMOUNT:	\$33,728.00	
AC:	97X4930 NH2C 252 77777 0 054219 2F 000000	010281960010
AMOUNT:	\$87,511.00	
AD:	97X4930 NH2C 252 77777 0 054219 2F 000000	010300740030
AMOUNT:	\$72,926.00	
AE:	97X4930 NH2C 252 77777 0 054219 2F 000000	010297960030
AMOUNT:	\$23,208.00	

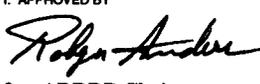
CLAUSES INCORPORATED BY REFERENCE:

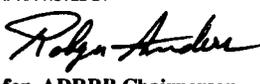
52.232-22 Limitation Of Funds

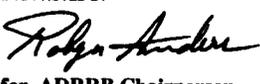
APR 1984

SECTION H Special Contract Requirements

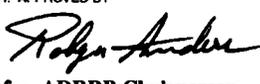
CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0142		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC				
D. SYSTEM/ITEM IT/IS Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.		
1. DATA ITEM NO. B001	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES				3. SUBTITLE IT/IS Documentation Development Notebook (DDN)		
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508			5. CONTRACT REFERENCE TO SOW 3.2.2		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(k))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION			
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE	Draft	b. COPIES		
					Final	Reg.	Repro.
			(see blk 16)	0	0	1	
			see	blk	16		
16. REMARKS							
See SOW Reference 2.2(k) for all Government Points of Contact.							
blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(k)).							
blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Software Documentation) (07 July 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(k)).							
blks 12 & 13: Submit in accordance with TO SOW ref. 2.2(d) or 2 weeks after receipt of Government review comments, whichever is later.							
blk 14: Submit paper and electronic files in accordance with the distribution defined in TO SOW ref. 2.2(a).							
				15. TOTAL →	see	blk	16
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100			H. DATE 2003 JUL 02	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 13	

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0142		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC				
D. SYSTEM/ITEM IT/IS Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.			
1. DATA ITEM NO. B002	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES		3. SUBTITLE Test Development Notebook (TDN)				
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.3		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(k))			
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION			
8. APP CODE N/A	See Block 16	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE TA (see SOW ref. 2.2(k))	b. COPIES		
					Draft	Final	
16. REMARKS					see	blk	16
<p>See SOW Reference 2.2(k) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(k)).</p> <p>blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Software Documentation) (07 July 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(k)).</p> <p>blks 12 & 13: Submit in accordance with TO SOW ref. 2.2(d).</p> <p>blk 14: Submit by the method and on the media defined in the Project Plans (see TO SOW ref. 2.2(m)).</p>							
				15. TOTAL	see	blk	16
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 02	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 13		

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188					
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0142		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: IPSC							
D. SYSTEM/ITEM IT/IS Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.						
1. DATA ITEM NO. B003	2. TITLE OF DATA ITEM SOFTWARE TEST REPORT		3. SUBTITLE Test Report							
4. AUTHORITY (Data Acquisition Document No.) DI-IPSC-81440		5. CONTRACT REFERENCE TO SOW 3.3		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(k))						
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION					
8. APP CODE N/A	See Block 16	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE					
16. REMARKS				b. COPIES						
<p>See SOW Reference 2.2(k) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(k)).</p> <p>blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Software Documentation) (07 July 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(k)).</p> <p>blks 12, 13, & 14: Submit electronic file only not later than 10 working days after completion of testing for final developmental build of the application.</p>				TA (see SOW ref. 2.2(k))		see	blk	16		
				15. TOTAL →		see	blk	16		
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 02	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 13					

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188				
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0142		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC						
D. SYSTEM/ITEM IT/IS Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.				
1. DATA ITEM NO. B004	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES			3. SUBTITLE Software Development Notebook (SDN) or Software Development Reference Manual (SDRM)					
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508			5. CONTRACT REFERENCE TO SOW 3.4		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(k))				
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION				
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE		b. COPIES		
16. REMARKS See SOW Reference 2.2(k) for all Government Points of Contact. blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(k)). blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Software Documentation) (07 July 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(k)). blks 12 & 13: Submit in accordance with the schedule of TO SOW ref. 2.2(d). blk 14: Submit in accordance with TO SOW refs. 2.2(a) & (m).					TA (see SOW ref. 2.2(k))		see	blk	16
					15. TOTAL →				
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 02	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 13				

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188	
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0142		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: ILSS			
D. SYSTEM/ITEM IT/IS Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.		
1. DATA ITEM NO. B006	2. TITLE OF DATA ITEM TRAINING MATERIALS			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.) DI-ILSS-80872		5. CONTRACT REFERENCE TO SOW 3.6		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(k))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE TA (see SOW ref. 2.2(k))	b. COPIES	
					Draft	Final
16. REMARKS See SOW Reference 2.2(k) for all Government Points of Contact. blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(k)). blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Software Documentation) (07 July 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(k)). blks 12, 13, & 14: Submit electronic file only. Submit not later than 3 days prior to training event.						
15. TOTAL →				see	blk	16
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 02	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 13	

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188			
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0142		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MGMT					
D. SYSTEM/ITEM IT/IS Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.				
1. DATA ITEM NO. B00D	2. TITLE OF DATA ITEM CONTRACTOR'S PROGRESS, STATUS & MANAGEMENT REPORT			3. SUBTITLE Monthly Progress/Status Report				
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227		5. CONTRACT REFERENCE TO SOW 3.11		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(k))				
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION				
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE		b. COPIES			
					Draft	Final		
					Reg.	Repro.		
16. REMARKS See SOW Reference 2.2(k) for all Government Points of Contact. blk 4: Tailor DID as follows: Format per contract CDRL A001 and as modified by this TO SOW. blk 9: Distribution Statement E: Distribution authorized to DoD Components only (Proprietary Information) (07 July 2003). Other requests shall be referred to the contract Contracting Officer (see SOW ref. 2.2(k)). blks 12 & 13: Due within 9 working days following the end of each Contractor's monthly accounting period. blk 14: This product shall be delivered as an electronic file attachment to an EMail message to the defined Addressees. Additionally, this product shall be posted to the Contractor's web site as required by contract CDRL A001.					TA (see SOW ref. 2.2(k))	see	blk	16
					ATAs (SOW ref. 2.2(k))			
					AO (see SOW ref. 2.2(k))			
15. TOTAL →					see	blk	16	
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 02	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 13			

Section H.

H.1.0 POINTS OF CONTACT (POC):

All Government POCs are identified at <http://www.eer-rc.com>.

H.2.0 SECURITY CLASSIFICATION AND CONTROL:

This Task Order (TO) may involve information up to the Security Classification of **TOP SECRET**.

Shared Access: The Contractor shall perform and adhere to the Security responsibilities defined in Security Servicing Agreement attached to this Task Order.

H.3.0 NAVAL AIR WEAPONS STATION (NAWS) ACCESS:

Contractor access will be provided to the following NAWS, China Lake restricted areas:

- N North Ranges
- F Airfield Flight Line Area (incl. enclosed bldgs.)
- M Michelson Laboratory

The Contractor shall request access for each employee working on this Task Order to only those NAWS restricted areas to which the employee requires regular access while working on this TO. When a Contractor employee no longer requires regular access to a restricted area, the Contractor shall request appropriate downgrade to that employee's access privileges.

H.4.0 GOVERNMENT FURNISHED EQUIPMENT/DATA:

The Government will provide on-site Contractor employees access to all computer systems, tools, equipment, and technical data required to accomplish TO tasking.

The Contractor shall request access authorization to Government computer systems for only those employees actually needing such access for the performance of their duties in support of this TO. The Contractor shall ensure that all Contractor employees granted access to Government computer systems or equipment adhere to all related Government security procedures. When a Contractor employee no longer requires access to a Government computer system in support of this TO, the Contractor shall attempt to verbally notify the applicable Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days. If a Contractor employee with access privileges to Government computer systems is transferred from this TO or terminated, the Contractor shall immediately attempt to verbally notify the Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days of the transfer/termination.

H.5.0 ACCESS TO GOVERNMENT VEHICLES:

The requirements of this Task Order may require the Contractor to operate Government-owned vehicles, on- and off-Center, while performing assigned tasks. Access to Government-owned vehicles will be on an "as available" basis, not to interfere with Government use of said vehicles. Potential use of Government-owned vehicles may include: (a) attending meetings and

(b) transport of data, equipment, material, and Contractor personnel to/from various locations. The contractor shall ensure that individuals driving a Government-owned vehicle have a valid California driver's license and vehicle insurance coverage for Contractor employees driving designated Government vehicles, per FAR 52.228-7.

H.6.0 CONTRACTOR FURNISHED EQUIPMENT / MATERIALS / SUPPLIES:

The Contractor shall furnish all other materials/equipment/supplies as required to accomplish efforts established by this SOW and performed within the Contractor's off-base facility.

H.7.0 TRAVEL:

Non-local, domestic, travel may be required in the performance of this TO to give user training and to receive specialized training (see SOW Section 3.6 & TRAINING (below)). All travel shall be approved in advance by the Technical Assistant (TA), the Contracting Officer's Representative (COR), and the Contracting Officer or designee.

H.8.0 TRAINING:

Special training may be required in the performance of this TO for acquiring instruction on the latest technology advances in test methodologies, IT/IS technologies, training methodologies, process documentation and improvement, and computer networking (see Section 3.3, 3.4, 3.6, 3.8 & 3.10). All training shall be approved in advance by the Technical Assistant (TA), the Contracting Officer's Representative (COR), and the Contracting Officer or designee.

H.9.0 INSPECTION AND ACCEPTANCE:

Inspection and acceptance of all deliverables will be accomplished by the Technical Assistant or Alternate.

**SECURITY SERVICING AGREEMENT
BETWEEN
SECURITY COORDINATOR
F/A-18 ADVANCED WEAPONS LABORATORY (AWL)
AND
FACILITY SECURITY OFFICER
EER SYSTEMS INC.**

Ref: (a) SECNAVINST 5510.36
(b) NAWCWPINST 5510.30
(c) DOD 5220.22M (NISFOM)

Encl: (1) Statement of Work (Security Requirements)
(2) Security Agreement

1. This agreement establishes guidelines in enclosure (1) on the provisions of security functions performed by EER Systems, Inc., in support of the F/A-18 Integrated Product Team (IPT) (411100D) contract number N6893-00-D-0022 Task Order 0142 number at China Lake (CL). This is a follow on to Task Order 0122. Enclosure (2) is the signed security agreement.

2. Security procedures in building rooms and , and building at China Lake will be pursuant to references (a) through (c) of this agreement. Because of current remodeling and construction in building some personnel working on this Task Order have been temporarily relocated from building to workspaces in building located in . When the remodeling and construction is completed, personnel will return to work in building

(b)(2)


JUANITA MARTIN 9/14/03
CONTRACTING OFFICER
FOR SECURITY MATTERS
CODE 74100D, NAWCWD
CHINA LAKE, CA 93555-6100


SUZANNE DONNALLY
SECURITY COORDINATOR
CODE 41000D/E STOP 2015
CHINA LAKE, CA 93555-6100


MARYANNE ARNOLD 9/10/03
EER SYSTEMS INC.
330 E. RIDGECREST BLVD, SUITE B.
RIDGECREST, CA 93555

SECURITY PROCEDURES
FOR
STATEMENTS OF WORK

1-7 SECURITY REQUIREMENTS

a. The work to be performed under this contract as stated in the DD Form 254, Attachment number 05 involves access to and handling of classified material up to and including SECRET.

b. Access to the combinations to security containers containing classified documents shall be shared between the contractor and government employees. Contractors shall be required to do an end-of-day security check and shall have key/keycard access to building [] and to building [] When personnel have returned to building [] keys/keycards to building [] will be turned into key custodian.

(b)(2)

c. Security procedures for shared use of government security containers and spaces are as follows:

1. Contractors shall use the Standard Form (SF) 702, Security Container Check Sheet, to record the opening, closing, and checking of all security containers, strong rooms, and vaults that access was granted. Contractors shall perform end of day security checks and shall have key/keycard access, to include after hours access.

2. Contractors in possession of classified material must follow procedures that ensure unauthorized persons do not gain access by sight or sound.

(a) Contractors shall not remove classified information from security containers except in the performance of official duties. Classified information removed from storage shall be kept in the possession of or under direct supervision of authorized personnel, or secured in authorized security containers when not in use.

(b) Contractors shall keep classified documents removed from storage under constant surveillance and covered with a cover sheet or in a folder. For cover sheets, use Standard Forms (SF) 704, Secret Cover Sheets; and SF 705 for Confidential Cover Sheets. For folders, use NAWCWD 5216/1 (9-01), Folder - Unclassified; NAWCWD 5216/3 (9-01) (OP) SF 705, Folder-Confidential; and NAWCWD 5216/4 (9-01) (OP) SF 704, Folder-Secret. For magnetic and optical media (tapes, CDs), use media stickers SF 710 - Unclassified; SF 708 - Confidential; SF 707 - Secret.

(c) Classified information shall not be discussed with and in the presence of unauthorized persons. Take particular care when there are uncleared visitors or workers present. Escorts must alert fellow workers when uncleared visitors or workers are in the area. Be aware of cell phones, speakerphones, and any other transmitting devices (i.e. PDAs that have cell phone or photographic capabilities) that others are using. Classified information will not be discussed in

the vicinity of open doors or windows and where discussions may be overheard through heating and cooling vents.

(d) Preliminary drafts, carbon sheets, magnetic and optical media, typewriter / printer ribbons, printing plates, stencils, stenographic notes, work sheets, and all similar items used to produce classified information will be safeguarded as classified material.

3. Persons who have access to the combinations of security containers must provide the Department Security Coordinator the information required to complete a SF 700. Personnel who have access to security containers must sign the privacy act advisement on the reverse side of the SF 700.

4. Classified material removed from and returned to the container will be logged using the log sheet filed in the front of each file drawer.

5. Classified material will not be reproduced, destroyed, transferred, or removed from authorized work areas, except in the performance of official duties. Contact the Department Security Coordinator for additional guidance.

6. A document listing all classified documents contained in the container will be located in the locking drawer of all shared access security containers. The Government employee is responsible for keeping this list current.

7. Hand-carried classified information on-Station will be accomplished as follows:

(a) Within the NAWC/NAWS airfield vicinity, [] and building [] accordance with paragraph 2(b).

(b)(2)

(b) Classified material transported to and from test sites and NAWC/NAWS vicinities will be double wrapped when transported by vehicle in accordance with ref (a) and (b). Transportation of classified information by foot requires a cover sheet or folder (see paragraph 2(b)) and an outer wrapping. If the classified material is capable of being wrapped in plain brown envelopes, it will be wrapped as such. Wrapping will be secured with brown paper tape (reinforced paper tape is preferred). A combination lock briefcase or a lockable pouch may substitute for the outer wrapping. The contractor may contact the Department Security Coordinator for additional guidance.

(c) Appropriate hand-carry documentation may be obtained from: the Contractor's Facility Security Officer or the Department Security Coordinator.

8. If emergency evacuation (fire, earthquake, etc.) of the workspace is required, classified information will be secured provided it can be done safely without injury or loss of life. If there is any personal danger, the material will be left in place and the area evacuated. If classified material is left unsecured, immediately report this information to the government official in charge at the assembly area. Do not leave classified material unattended during practice drills or when there is no immediate danger imminent.

d. Security procedures for Key/Keycard Control.

1. Keys/key cards will be issued by the appropriate key custodian. Keys/key cards will be signed for using appropriate log forms. Contractors will report to the key custodian missing, lost, or stolen keys/key cards. Keys/key cards will be returned to the key custodian when no longer needed. The FSO of the contractor will be provided a copy of the key log or other documentation to identify contractor individuals who have been issued keys/key cards.

e. Security Procedures for Violations are as follows:

1. All security violations shall be immediately reported to the Department Security Coordinator and Contractor Facility Security Officer. A violation is failure to adhere to security procedures and instructions which subjects classified information to loss, compromise, or possible compromise. Classified information is subjected to compromise whenever it is left unattended or unsecured.

2. Persons contacted as the responsible person, per the SF 700, after non-duty hours, shall respond to the workspace and inventory all classified documents stored in the container. The results of the inventory including all missing documents will be immediately reported to government security and the Police (Physical Security) Division, Code 841000D (939-8372). Additionally, the Government Department Security Coordinator, Contractor Facility Security Officer, and the Information Security Division, Code 741000D will be advised immediately at the beginning of the next work day.

f. Procedures for Security Checks

1. Whenever the workspace is to be left unoccupied for any period of time, a security check shall be conducted. Workspace is considered unoccupied when it is not under constant surveillance by authorized personnel.

(a) Normally, contractor personnel are not permitted in Government buildings unless Government personnel are present. However, if a situation arises where a contractor is the last person to leave the area, the following procedures are applicable:

(1) Each individual will ensure that his or her working area is secure by checking the work area for classified material. Areas checked will include desktops, tops of filing cabinets and security containers, working trays and baskets, computers reproduction machines, facsimile machines, shredders, etc. All classified materials including classified waste identified in paragraph I-7 C.2 (d) must be secured in authorized containers. If classified materials are not secured in authorized containers, then the contractor must contact a government employee or the Department Security Coordinator immediately to secure the material.

(b) All security containers will be locked by rotating the dial of the combination lock at least four complete turns in one direction. Check each drawer to ensure that it is securely locked in place. This locking shall be documented using the SF 702 posted on or near the security container. If there is a person other than the individual who locked the container available, he/she shall be requested to check the container by repeating the locking process and completing the "checked by" column. If no one is available other than the person who locked the container, he/she shall perform the checking process as a separate and distinct action and complete the "checked by" column.

2. Normally contractor personnel are not permitted in government buildings after hours unless government personnel are present. Government personnel will assume responsibility for securing the building at the end of the workday. However, if a situation arises where a contractor is the last person to leave the building, the following procedures are applicable.

(a) The last person leaving the building shall check to ensure that all classified material including classified waste is stored in authorized shared access security containers and that all containers have been locked and checked per procedures in the preceding paragraph. If the "checked by" column of the SF 702 posted on or near the security container has not been completed, the last person out will rotate the dial of the combination lock at least four times in one direction, check each drawer of the container to ensure it is secured and complete the "check by" column. Following this, the security check shall be documented using the SF 701 posted at or near the exit. Each item of the SF 701 will be initialed indicating that each item has been completed.

g. The Contractor shall appoint an on-site worker to be the security point of contact responsible for ensuring contractor security compliance with this agreement.

SECURITY AGREEMENT

Contract Number N68926-02-D-0027 / Task Order T.O. number 0142

I. I agree to share security responsibilities and spaces with the contractor personnel working within building and the temporary location building (Due to remodeling and construction of laboratories within building some personnel are located in temporary office spaces in building)

(b)(2)

- The security containers are U. S. Government property. As such the security of these containers must remain the ultimate responsibility of a government employee.
- Material stored in these containers for which I have signed a receipt or have been assigned responsibility remains my responsibility.
- If a security violation occurs involving these containers or the documents stored therein and an individual contractor or other government employee is not found culpable, I may be held accountable and may be subject to administrative or disciplinary sanctions, and criminal penalties. Administration and disciplinary actions include oral admonishments, letter of caution and requirements, written reprimands, suspensions without pay, and removal.
- All security violations will be immediately reported to the Department Security Coordinator. The Department Security Coordinator is responsible for notifying the Information Security Division (Code 741000D/E), and the Contractor Facility Officer (FSO). The FSO will be permitted access to the work site to conduct the security violation investigation required by the NISPOB.

II. I agree to take the following security precautions in addition to any other security responsibilities I may have been assigned:

- I will ensure that all contractors have been properly instructed in security procedures prior to allowing them to have access to these container(s).
- At least once a week, I shall conduct a check of the document sign-in/sign-out logs to ensure that they are being properly used. I shall challenge one or more contractors who are in possession of classified material to prove that the material in their possession was signed out. Violations will be immediately reported to the Department Security Coordinator for appropriate action.
- At least once a week, I shall conduct an end of the day security (double check) of the workspace to ensure that the workspace and all security containers have been secured and that Standard Forms SF 701 and 702 are being properly used and maintained.
- I shall maintain a current listing of all documents filed in shared containers.

RUTH K. MOORE
Technical Advisor

Ruth K Moore
(Signature)

09 Sep 03
(Date)

JOHN M. LAURIC
Supervisor

John M Lauric
(Signature)

9-9-2003
(Date)

DEPARTMENT SECURITY COORDINATOR

SUZANNE DONNALLY
Code 410000D/E

Suzanne Donnally
(Signature)

9/9/2003
(Date)

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