


DELIVERY ORDER

FINAL

1. CONTRACT NO. N00178-05-D-4328		2. DELIVERY ORDER NO. MUT2		3. EFFECTIVE DATE 10/01/2008		4. PURCHASE REQUEST NO. M00264-08-NR-55419		Rating Unrated		
5. ISSUED BY RCO Quantico 3250 Catlin Ave Quantico VA 22134-5001 Maria.Dickey@USMC.Mil 703-784-1923				CODE M00264		6. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 2000 Enterprise Parkway, Suite 200 Hampton VA 23666				
7. CONTRACTOR Flatter Associates 16 Center Street, Suite 201 Stafford VA 22556-8906				CODE 1YYU3		FACILITY		8. DELIVERY DATE See Section F		
								9. CLOSING DATE/TIME (hours local time -- Block 5 issuing office)		
								SET ASIDE TYPE		
								10. MAIL INVOICES TO See Section G		
11. SHIP TO See Section D					12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264					
					CODE HQ0338					
13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.							
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.										
Flatter Associates					Tom Baker					
NAME OF CONTRACTOR					SIGNATURE					
					TYPED NAME AND TITLE					
					DATE SIGNED					
14. ACCOUNTING AND APPROPRIATION DATA See Section G										
15. ITEM NO.		16. SCHEDULE OF SUPPLIES/SERVICES			17. QUANTITY ORDERED/ACCEPTED*		18. UNIT	19. UNIT PRICE	20. AMOUNT	
See the Following Pages										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				21. UNITED STATES OF AMERICA By: PREDEEN A AIYELAWO				09/30/2008 CONTRACTING/ORDERING OFFICER		22. TOTAL 
SECTION	DESCRIPTION				SECTION	DESCRIPTION				
B	SUPPLIES OR SERVICES AND PRICES/COSTS				H	SPECIAL CONTRACT REQUIREMENTS				
C	DESCRIPTION/SPECS/WORK STATEMENT				I	CONTRACT CLAUSES				
D	PACKAGING AND MARKING				J	LIST OF ATTACHMENTS				
E	INSPECTION AND ACCEPTANCE									
F	DELIVERIES OR PERFORMANCE									
G	CONTRACT ADMINISTRATION DATA									

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GENERAL INFORMATION

The purpose of Amendment 0002 is to post answers to the questions for this solicitation. There will not be any more questions received as of Friday, August 29, 2008 for this solicitation.

The date for the receipt of proposals is changed FROM August 30, 2008 TO September 4, 2008 at 10:00AM.

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2000	Base Year LABOR -PROVIDE RESEARCH, ANALYSIS, EVALUATION, AND DOCUMENTATION DEVELOPMENT. (O&MN,N) Option		1.0 Lot		
2001	Base Year NMCI COST (O&MN,N) Option		1.0 Lot		

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000	Base Year TRAVEL IN ACCORDANCE WITH JOINT TRAVEL REGULATION (JTR) (O&MN,N) Option		1.0 Lot	
3001	Base Year OTHER DIRECT COSTS (O&MN,N) Option		1.0 Lot	

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	OPTION YEAR ONE - LABOR -PROVIDE RESEARCH, ANALYSIS, EVALUATION, AND DOCUMENTATION DEVELOPMENT. (O&MN,N) Option		1.0 Lot		
5001	Option Year One NMCI COSTS (O&MN,N) Option		1.0 Lot		
5002	Option Year TWO - LABOR -PROVIDE		1.0 Lot		

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RESEARCH,
ANALYSIS,
EVALUATION, AND
DOCUMENTATION
DEVELOPMENT
(O&MN,N)
Option

5003 Option Year TWO 1.0 Lot [REDACTED] [REDACTED]
NMCI COSTS
(O&MN,N)
Option

5004 Option Year THREE 1.0 Lot [REDACTED] [REDACTED]
-LABOR - PROVIDE
RESEARCH,
ANALYSIS,
EVALUATION, AND
DOCUMENTATION
DEVELOPMENT.
(O&MN,N)
Option

5005 Option Year THREE 1.0 Lot [REDACTED] [REDACTED]
NMCI COSTS
(O&MN,N)
Option

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6000	Option Year One TRAVEL IN ACCORDANCE WITH THE JOINT TRAVEL REGULATION (JTR) (O&MN,N) Option	1.0	Lot	[REDACTED]
6001	Option Year One OTHER DIRECT COSTS (ODC'S) (O&MN,N) Option	1.0	Lot	[REDACTED]
6002	Option Year TWO TRAVEL IN ACCORDANCE WITH THE JOINT TRAVEL REGULATION (JTR) (O&MN,N) Option	1.0	Lot	[REDACTED]
6003	Option Year TWO OTHER DIRECT COSTS (ODC'S) (O&MN,N) Option	1.0	Lot	[REDACTED]
6004	Option Year Three TRAVEL IN ACCORDANCE WITH	1.0	Lot	[REDACTED]

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THE JOINT TRAVEL
REGULATION (JTR).
(O&MN,N)
Option

6005 Option Year THREE
OTHER DIRECT
COSTS (ODC'S)
(O&MN,N)
Option

1.0 Lot



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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

FOR THE

COMMAND AND CONTROL TRAINING AND EDUCATION CENTER OF EXCELLENCE (C2 TECOE)

1. Scope of Work. The C2 TECOE requires contractor support to provide research, analysis, evaluation, and documentation development in support of its mission.

2. Background. The C2 TECOE serves as the central Marine Corps agency for C2 training and education issues within the Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities (DOTMLPF) process in order to harmonize the art and science of Marine Air-Ground Task Force (MAGTF) (need to spell out all acronyms the first time they are used) C2 training and education requirements from the individual Marine through all levels of MAGTF commanders and their staffs.

a. C2 TECOE is organized to include a Curriculum Development Branch, a Futures Branch, an Operations Branch, and an Administrative, Budget, and Acquisition Support Section.

1) Curriculum Development Branch: The Curriculum Development Branch includes the following sections: Period of Instruction (POI) Development, Training and Readiness, System Configuration, and the Distance Learning/ Virtual MAGTF Integrated Systems Training Center (MISTC) section. The Curriculum Development Branch as a whole develops, instructs and maintains the POI course work used at all MAGTF Integrated Systems Training Centers (MISTCs) located throughout the Operating Forces, and supports National Capital Region (NCR) Marines, and the Marine Corps University (MCU) training events as required. POI development supports current C2 systems of record, and those resulting from the Urgent Universal Needs Statement process. Additionally, the Curriculum Development Branch supports graphics design, web design and development as well as collaborative tool POI development.

2) Future Plans Branch: The Futures Branch coordinates future C2 system training plans and requirements with Headquarters Marine Corps (HQMC) agencies; Marine Corps Combat Development Command (MCCDC) agencies to include C2 Integrations Division (C2ID), Doctrine Branch, the Fires Integration Division, the Logistics Integration Division, Ground Maneuver Integration Division, and the Studies and Analysis Division. This Branch works extensively with Marine Corps Systems Command (MCSC) C2 systems Project Officers on equipment fielding and training plans, and also works extensively on Program Objective Memorandum (POM) budgeting issues throughout MCCDC and Training and Education Command (TECOM).

3) Operations Branch: The Operations Branch includes oversight of current C2 TECOE operations as it pertains to the scheduling and training support provided by each MISTC located at Camp Lejeune, NC; Camp Pendleton, CA; Okinawa, Japan; 29 Palms, and in support of Marine Corps University, Quantico, VA.

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4) Administrative, Budget and Logistics Section: The Administrative, Budget, and Logistics Section coordinates all administrative support, procurement and acquisition initiatives, travel arrangements, and supply inventory control, fiscal responsibilities in support of the C2 TECOE mission.

3. Tasks.

a. The contractor shall provide C2 systems project management and technical support to the C2 TECOE. The support shall include the following:

In Support of the Curriculum Development and Operations Branch:

1) Perform research and analysis to support TECOM representation at DoD, Joint and Inter-Service meetings related to C2 systems training at the MISTCs. Examples include committee and Integrated Product Teams (IPTs) membership in support of the C2 TECOE training mission.

2) Analyze curriculum and develop a plan to address and fulfill C2 training deficiencies ensuring input from multiple sources (formal and informal schools and the operating forces in the form of lessons learned and after action reports).

3) Coordinate the input of C2 TECOE POIs into the Marine Corps Training Information Management System (MCTIMS).

4) Conduct analyses for consolidation of various C2 training courses offered at multiple formal and informal training venues to reduce redundancy of course offerings, standardize C2 training curriculum, and maximize MISTC training production through periodic training assessments, and surveys.

5) Develop C2 training concepts and plans for: (a) system operators and Marines whose perishable technical skills need to be sustained or refreshed, (b) Combat Operation Center staff training for staffs at all tactical organization levels, (c) Watch Officer and Watch Chief training focused on system implementation and interoperability that will improve COC operations through enhanced information management, and (d) introductory and advanced data communications concepts, equipment, and emerging commercial off-the-shelf technology.

6) Develop and maintain C2 systems technical libraries, doctrinal publications, databases, and web site information used to manage C2 training systems at the MISTCs.

7) Produce, update, and distribute digital COC SOPs.

8) Produce, update, and distribute Information Management/Knowledge Management (IM/KM) doctrine and procedures.

9) Provide instruction; coordinate development of C2 doctrine and Tactics, Techniques, and Procedures (TTPs) with C2 systems operator community throughout the Marine Corps.

10) Provide modeling and simulation (M&S) support to include: a) maintaining a library of C2 systems training scenarios, related plans and accompanying documentation which includes operational scenarios and battle organization analyses (including tactics, doctrine, and operational

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methodologies); b) research or review scenarios, understand all aspects of simulation support plans development process, and simulation selection process, testing and/or evaluation of concepts, review and recommend pertinent training scenarios; c) understand and facilitate M&S to C2 systems integration with communication architectures, data systems, and network infrastructure in support of C2 systems training events; recommend improvements for Marine Corps' M&S programs or projects of record. This is particularly important for C2 systems training in the COC or staff training environment.

11) Operate the C2 TECOE, C2 systems lab and COC.

12) Provide for C2 TECOE marketing and campaign support at Government sponsored trade shows and conferences to include development of displays, brochures, pamphlets, display equipment, advertising, and personnel support.

In Support of the Futures Branch:

1) Perform research and analysis to support the development of planning and programming materials and POM documentation to assist in the procurement, allocation, and functional management of training C2 systems.

2) Develop strategic level plans, and support of MAGTF C2 systems training with various Joint, service level and Marine Corps organizations (e.g.; HQMC, MCCDC, MCSC, TECOM, and the Operating Forces) as it pertains to C2 systems training and support. In particular, the contractor shall display extensive background in the Joint Capabilities Integration Development System (JCIDS) and DOD 5000 Defense Acquisition processes, and policy.

3) Develop strategic level plans in support of MAGTF C2 training at C2 TECOE and the MISTCs to include: identifying and planning for personnel and facilities support, I/T infrastructure planning, coordinating procurement of C2 systems software and hardware, managing C2 TECOE and MISTC equipment fielding plans and inventory,

4) Plan and coordinate future C2 systems training events, carry out exercise design in support of these events to include scheduling, scenario development, and identification of training event objectives.

3. Personnel Requirements. The C2 TECOE requires on site support in the following support categories:

a. Labor Categories:

- 1) Senior C2 Analyst*
- 2) C2 Analyst*
- 3) Network Engineer
- 4) Simulation Manager*
- 5) Simulation Technician

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- 6) Artillery and Aviation Fires C2 Instructional Systems Analyst
- 7) Maneuver, Track Management C2 Instructional Systems Analyst
- 8) C2 Collaborative Applications Instructional Systems Analyst
- 9) Combat Operations Center (COC), C2 Instructional Systems Analyst
- 10) Intelligence Operations, C2 Instructional Systems Analyst
- 11) Biometrics and Intelligence Operations Instructional Systems

ANALYST

- 12) SharePoint Web Development Instructional Systems Analyst
- 13) Graphics Design Specialists

Note: “*” denotes key personnel.

b. Through the duration of this contract, the C2 TECOE reserves the right to annually approve or disapprove the correct number and mix of required on hand personnel, from the above list, based upon the anticipated workload requirements for each upcoming year.

c. C2 TECOE foresees one (1) man-yr support for the Senior C2 Analyst position, three (3) man-year support for the C2 Analyst position, and a quarter man-year support for the Graphic Design Specialists. All other positions listed would only require one (1) man-yr each, if activated. Additionally, contractor program management support shall be addressed in the proposal, and included as an over and above direct cost item.

d. Period of Performance: The Government Contracting Officer may extend the terms of this contract by written notice to the Contractor. This is a “base plus three-year option contract.” The contractor will be provided a sixty-day written notice of intent to exercise an option period.

1) The initial base year of the contract starting in FY-09 is expected to consist of a one (1) Senior C2 Analyst, three (3) C2 Analyst, and all supporting costs to include travel, and NMCI, and will extend throughout the life of the contract.

4. Personnel.

Note: “*” denotes key personnel.

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a. *Senior C2 Analyst:

1) Tasks: the Senior Analyst will support all tasks associated with the C2 TECOE Futures Branch, and manage the contractor work force in support of this contract.

2) Qualifications: The contractor will provide personnel who have:

a) In depth knowledge of and the ability to instruct, currently Fielded, Command and Control systems to include Command and Control Personal Computer (C2PC), Advanced Field Artillery Tactical Data System (AFATDS), Intelligence Operations Server (IOS) version 1, 2, and 3 (V1), (V2), and (V3), Blue Force Tracking (BFT), Biometric Automated Toolset (BAT), Command Post Of the Future (CPOF), and Joint Automated Deep Operations Coordination System (JADOCS), and Marine Corps C4 systems.

b) In depth knowledge of the Marine Corps approach to formal instruction and training to include period of instruction (POI) development.

c) A minimum of three (3) years experience working on a General staff as a primary staff officer. Must have experience working within the Marine Corps' Training and Education Command (TECOM), and the MAGTF Staff Training Program (MSTP) on C2 training related matters. This should take preference over all other candidates.

d) Demonstrated experience and background with the DoD's Planning Programming and Budgeting System (PPBS), with particular emphasis on Marine Corps Programs and budgeting, POM development process. To include supporting documentation development, program analysis and evaluation, and POM coordination with HQMC, MCCDC, TECOM, and MCSC organizations.

e) In depth knowledge of the Marine Corps Planning Process (MCPPE), MCWP 5-1, and the six-step planning process, and associated sub-tasks.

f) In depth knowledge and functioning and operation of the unit Combat Operations Center (COC), to include Watch Officer, and Watch Chief Functions – specifically Regimental and Battalion COCs.

g) In depth knowledge of Information Management (IM) and Knowledge Management (KM) issues, and participates in doctrinal development, and establishment of training programs in support of IM/KM programs and supporting C2 systems.

h) Basic knowledge of DOD program management, specifically those procedures and concepts captured in the DOD 5000 series of instructions.

3) Experience: Demonstrated experience at the Military Officer, Field Grade rank and involvement with MAGTF C2, C4, IM/KM issues and C2/C4 programs within the Marine Corps is required. Experience working within the Marine Corps' Training and Education Command (TECOM)

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and the MAGTF Staff Training Program (MSTP) on C2 related matters is required.

4) Education: This position requires an undergraduate degree, completion of a DOD intermediate level school, and master's degree in Information Technology, Computer Science, or Operations Research.

5) Clearance: Secret

b. *C2 Analysts.

1) Tasks: The contractor shall provide C2 Analysts who will support the tasks associated with the C2 TECOE Operations Branch and Curriculum Development Branch

2) Qualifications: The contractor will provide personnel who have:

a) In depth knowledge and military instructor experience working with currently fielded, Command and Control systems to include Command and Control Personal Computer (C2PC), Advanced Field Artillery Tactical Data System (AFATDS), Intelligence Operations Server (IOS) version 1, 2, and 3 (V1), (V2), and (V3), Blue Force Tracker (BFT), Biometric Automated Toolset (BAT), Command Post Of the Future (CPOF), and Joint Automated Deep Operations Coordination System (JADOCs), and Marine Corps C4 systems.

b) Demonstrated knowledge and experience in Training and Education Command's (TECOM) Systems Approach to Training (SAT) process, to include period of instruction (POI) development.

c) A minimum of three (3) years experience working on a

General staff as a primary staff officer. Must have experience working within the Marine Corps' Training and Education Command (TECOM), and the MAGTF Staff Training Program (MSTP) on C2 training related matters. This should take preference over all other candidates.

d) In depth knowledge of the Marine Corps' Planning

Process (MCP), MCWP 5-1, and the six-step planning process, and associated sub-tasks.

e) Demonstrated experience of the functioning and operation

of the unit Combat Operations Center (COC), to include Watch Officer, and Watch Chief Functions – specifically Regimental and Battalion COCs.

f) Demonstrated experience with Information

Management (IM) and Knowledge Management (KM) issues, and participate in doctrinal development, and establishment of training programs in support of IM/KM programs and supporting C2 systems.

g) Conduct conference coordination, training events, and prepare supporting plans.

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h) Conduct research and recommend new C2 training procedures, and review warfighting tactics, techniques, and procedures (TTPs).

i) Research and prepare recommendations for training technology support in support of the C2 TECOE, C2 systems training mission at each of the MISTCs.

3) Experience: Demonstrated experience at the Military Officer, Field Grade rank and involvement with MAGTF C2, C4, IM/KM issues and C2/C4 programs within the Marine Corps is required. Experience working within the Marine Corps' Training and Education Command (TECOM) and the MAGTF Staff Training Program (MSTP) on C2 related matters is required.

4) Education: This position requires an undergraduate degree, completion of a DOD intermediate level school, and master's degree in either Information Technology, Computer Science, or Operations Research.

5) Clearance: Secret

c. Network Engineer.

1) Tasks: The contractor shall provide personnel who can install, operate and maintain the C2 TECOE training and support local area network (LAN) in support of tasks associated with the Operations Branch, the Curriculum Development Branch, and the Future Plans Branch.

2) Qualifications: The contractor shall provide personnel who can:

a) Install, operate, and maintain computer networks supporting Windows NT Server, Exchange Server, Back Office applications, workstations, and Windows 98/2000/XP client desktop environments in the enterprise, and any upgrades, or versions changes.

b) Design, implement, and configure several advanced networking

solutions to include: Internet Protocol (IP) management using Variable Length Subnet Masking (VLSM), Advanced Quality of Service (AQoS) techniques such as fragmentation with interleave and custom fair queuing issues in support of unclassified and classified networks.

c) Install, operate and maintain Cisco 6000, 5500, 4000, and 3500

series switches, integrated route processors and stand alone routers to include C-RSM, MLSFC, 4000, 3600, 2600, and 2500 series routers.

d) Operate and maintain all Visualization equipment to include

three (3) gas plasma and four (4) classroom projection systems, RGSB cabling infrastructure, one (1) visualization matrix switch and router, as well as a web based management systems. The contractor shall work with the manufacturer in coordinating warranty and maintenance support, and any software or equipment up-grades.

e) Operate Video Tele-Conferencing systems. VTC systems

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include both H.320 and H.323 capabilities bridged through gateway devices as well as ISDN Multiplexers.

f) Maintain their Microsoft Certified Professional (MCP) and Cisco Certified Networking Professional (CCNP) certifications at contractor expense.

3) Experience: Four years demonstrated experience in performing

network engineer and network administration. Must have documented background in supporting Microsoft servers and back office products as well as Cisco Switches and Routers. Must have intermediate and advanced technical training, classes including: Microsoft NT Server, DNS, Networking Essentials, TCP/IP, Cisco Switches, and Internetworking with Cisco Routers.

4) Education: High School Diploma, CCNA Certification, MSCE

Certification, and COMP TIA Network+ certification.

5) Clearance: Secret

d. *Simulation Manager.

1) Tasks: The contractor shall provide personnel who can install, operate, provide instruction, and maintain the various simulation models in support of simulation events sponsored by the C2 TECOE Operations Branch.

2) Qualifications: The contractor shall provide personnel who can:

a) Train and operate the MAGTF Tactical Warfare Simulation (MTWS), Joint Conflict and Tactical Simulation (JCATS), Marine Corps Federation (MCFED), Visual Battlefield Simulation II (VBSII), Deployed Virtual Training Environments (DVTE) to include the Combined Arms Network (CAN), and when called upon, attend training on new Marine Corps' modeling and simulation applications.

b) Translate training event requirements, identifies simulation training required, equipment, and contractor resources in support of simulation based C2 training events.

c) Direct simulation operator actions in response to event requirements.

d) Assist C2 systems experts in understanding simulation capabilities with respect to training objectives, advise on model selection, and the simulation applications necessary to support those objectives.

e) Identify C2 systems training event subscriber requirements from the C2 system itself to the simulation via the various simulation interfaces and selected communication and C2 systems.

f) Prepare exercise scenarios with scenario generation tools installed in the M&S applications addressed in para 4.a., 2),a) above. This includes experience with simulated terrain and exercise support databases for both C2 and simulation systems.

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g) Understand the concepts of automated processing standards, life cycle management, and configuration management practices for supported models in para 4.a., 2),a) above.

h) When Directed, attend software configuration control boards (CCBs) for the above assigned models. Submit and track C2 TECOE software configuration change requirements when appropriate.

i) Assist others, or prepare written plans describing a simulation event to include: simulation models used, and integration with C2 systems; after action system capabilities and processes; Master Scenario Events List (MSEL)/scripting; M&S technical considerations; understanding of simulation-to-C2 system interfaces; M&S personnel support requirements for C2 systems training; Author, assist or review simulation, C2 system exercise support plans, simulation control procedures.

3) Experience: The contractor shall provide personnel who have a minimum of five (5) years experience in DoD modeling and simulation, and demonstrated experience and event participation. Must have experience working within the Marine Corps' Training and Education Command (TECOM) and at the MAGTF Staff Training Program (MSTP) on M&S related exercise support matters. This shall take preference over all other candidates.

4) Education: The contractor shall provide personnel who have a minimum of three (3) years experience in military training and education; attendance at Intermediate Level School such as Marine Corps Command and Staff College or completion of equivalent nonresident course is required.

5) Clearance: Secret.

e. Simulation Technician.

1) Tasks: The contractor shall provide personnel who can install, operate and maintain simulation computer workstations and networks in support of simulation based events. Performs simulation systems administration and integration with C2 systems in a training and exercise environment.

2) Qualifications: The contractor shall provide personnel who are:

a) Responsible for the interoperability of simulation hardware and software with C2 systems in support of model and simulation driven C2 training events, and understands the essential information exchange requirements between various simulation models to create a valid simulated combat, warfighting environment.

b) Capable of system administration in an HP/UNIX, Linux, and NT/Win2000/XP computer operating, network environment.

c) Capable of configuring simulation applications and operate simulation protocols/communication technologies in support of remote operations conducted at various selected sites.

d) Capable of installing, operating, configuring, and integrating government-purchased simulation support hardware/software with C2 systems at government training sites.

3) Experience: The contractor shall provide personnel who have a minimum four (4) years experience

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in DOD M&S, and have previous experience configuring two the following simulations to perform on exercise networks: MTWS, JCATS, the MCFED, DVTE, and OneSAF/JSAF. Individual should possess documented experience in Internetworking with TCP/IP and Cisco Routers. Documented experience with routing in a TCP/IP environment is required. Must also demonstrate capabilities in UNIX, Linux, Microsoft Operating Systems, and principles of database installation, configuration, and operation.

4) Education: High School Diploma or equivalent. The contractor shall provide personnel who have a Cisco Certified Network Associate (CCNA) and Micro Soft Network Engineer (MSCE) certification, or demonstrate at least four experience in-lieu of either certification.

5) Clearance: Secret.

f. SharePoint Web Development Instructional Systems Analyst

1) Tasks: Ensure each MISTC has a common set(s) of SharePoint courseware and POIs and any upgrades or follow-on system which will be used throughout the Marine Corps .

2) Qualifications: The contractor shall provide personnel who can:

a) Employ the Systems Approach to Training (SAT), to include

POI and scenario management, dissemination, and updating existing POIs with MISTC instructors, Marine Corps Combat Development Command (MCCDC), Marine Corps Systems Command (MCSC), and other service schools.

b) Write, instruct and communicate with Marine Officers and SNCO's, and

manage voluminous amounts of data, and formulate this information into a POI with little, or minimal supervision.

c) Install, configure, operate and maintain Windows SharePoint

Portal Services, Windows SharePoint Team Services and Windows Exchange 2003 Server in support of classroom instruction.

d) Provide courses of instruction to include basic SharePoint

services and operator course, creating and maintaining websites using Windows SharePoint Team Services, basic Share Point site design, site and portal administration using Windows SharePoint Team Services and Portal Services, and Share Point site management.

e) Manage web content using Microsoft Server 2003 Internet

Information Services (IIS), SQL server, Java controls, Active Directory, ActiveX Controls, Cascading Style Sheets and eXtensible Mark-up Language (XML) for assigned units, or as directed by C2 TECOE.

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f) Provide subject matter expertise support on Microsoft SharePoint during exercises and training to validate training curriculum.

g) Travel to conduct on-site instruction and technical assistance on SharePoint Team Services, Portal Services and Exchange 2003 Server as required.

3) Experience: At least three (3) years experience with Microsoft

SharePoint Team Services, Portal Services and Microsoft Exchange 2003 Server software. Instructor certified by service school or civilian equivalent with two years as a classroom instructor is desired. Instructional Systems Design (ISD) curriculum development experience is required. Direct participation in real world operations is required, direct participation in OIF/OEF is desired and should receive preference over other candidates, particularly those who have experience creating and maintaining websites using Windows SharePoint Team Services, and managing unit level input, and changes.

4) Education: High school diploma or equivalent. Microsoft Certified

System Administrator (MCSA) is required as well as formal Microsoft SharePoint training and certification programs. If MCSA is acquired at government expense, applicant is under a one year obligation to serve in this position. SharePoint operator and systems administration course work within the past two years. Must have attended a

5) Clearance: Secret

g. Maneuver, Track Management Instructional C2 Instructional Systems Analyst

1) Tasks: Ensure each (MISTC) has a common set(s) of instructional

courseware and POIs pertaining to IOS V1, JCTW/C2PC and any upgrades or follow-on system which will be used throughout the Marine Corps.

2) Qualifications: The Contractor shall provide personnel who can

a) Employ the Systems Approach to Training (SAT), to include

POI and scenario management, dissemination, and updating existing POIs with MISTC instructors, MCCDC, MCSC, and other service schools.

b) Write, instruct and communicate with Marine Officers and SNCO's, and

manage voluminous amounts of data, and formulate this information into a POI with little, or minimal supervision.

c) Install, configure, operate and maintain IOS V1, JCTW/C2PC

operations in support of classroom instruction.

d) Provide courses of instruction on IOS V1, JTCW/C2PC

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basic operator training, system administration (interoperability), common operational picture (COP) and track management, client administration, system employment and operation in the COC, Watch Officer/Chief training, basic operator training, and supervisor overview. Also, provide POI development and instruction on BFT and blue force situational awareness tactics, techniques and procedures as it relates to the aforementioned systems.

e) Provide subject matter expertise, feedback, and input to the

MCSC IOS V1, JCTW/C2PC Project Managers, and the TECOM College of Continuing Education (CCE) as it pertains to distance learning products.

f) Travel frequently and provide IOS v1&v2, JCTW/C2PC

instruction and onsite technical assistance.

3) Experience: Minimum eight (8) years C2 systems operational

experience. At least three years experience with IOS V1&V2, JCTW/C2PC operation and system administration, to include track management/COP management and procedures. Direct participation in real world operations is required; participation in OIF/OEF is desired and should receive preference over other candidates, particularly those who have documented experience with the installation, operation, and maintenance of Unix (Solaris), Windows NT/2000/XP, IOS v1&v2, IOW, C2PC.

4) Education: Associates degree or equivalent. Microsoft Certified Network Engineer (MSCE) required. Unix System Administrator – Level 1 required, or attained within one year of employment. Attended formal military IOS v1&v2 and JCTW/C2PC courses. Attended SNCO career level schools or equivalent.

5) Clearance: Secret

h. C2 Collaborative Applications Instructional Systems Analyst

1) Task: Ensure each (MISTC) has a common set(s) of instructional

courseware and POIs pertaining to Collaborative Applications such as Command Post of the Future (CPOF), and any upgrades or follow-on system which will be used throughout the Marine Corps.

2) Qualifications: The Contractor shall provide personnel who can:

a) Employ the Systems Approach to Training (SAT), to include

POI and scenario management, dissemination, and updating existing POIs with MISTC instructors, MCCDC, MCSC, and other service schools.

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b) Write, instruct and communicate with Marine Officers and

SNCO's, and manage voluminous amounts of data, and formulate this information into a POI with little, or minimal supervision.

c) Install, configure, operate and maintain selected collaborative

tools such as "chat" tools, Voice over Internet Protocol (VOIP) technologies, Adobe Connect/Breeze, SharePoint, and CPOF in support of classroom instruction.

d) Provide courses of instruction on CPOF operator and basic applications course in support of MAGTF operations, CPOF server/client operator training, CPOF system administration (interoperability), CPOF client administration, management, and supervisor overview, and collaborative tools instruction.

e) Provide subject matter expertise, feedback, and input to MCSC

or service level Project Managers for collaborative tools and CPOF. Develops instructional material and instructs on the installation, operation, and maintenance of Unix (Solaris), GCCS, and collaborative applications such as CPOF. Provides input to the GCCS and CPOF User's Guide.

f) Travel frequently and provide collaborative

applications, CPOF instruction and onsite technical assistance. Instruction should focus on C2 Systems integration with respect to Marine Corps and Joint C2 systems.

3) Experience: Minimum six (6) years C2 systems operational

experience to include real world operations as a Combat Operations Center (COC) Watch Officer or Watch Chief. At least two years experience with CPOF operation and system administration, to include track management/COP management and procedures. Instructor certified by service school or civilian equivalent with two years as a classroom instructor. Direct participation in real world operations is required; participation in OIF/OEF is desired and should receive preference over other candidates, particularly those who have documented experience with the installation, operation, and maintenance of CPOF hardware and software, and the supporting operating system.

4) Education: Associates degree or equivalent. Microsoft Certified

Network Engineer (MSCE) and Unix System Administrator – Level 1 certification required. Formal military MAGTF Planner course or document experience required; and attended a CPOF operator, system administration course. Attended SNCO career level schools or equivalent.

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5) Clearance: Secret

i. Combat Operations Center (COC) C2 Instructional Systems Analyst

1) Tasks: Ensure each (MISTC) has a common set(s) of instructional

courseware and POIs pertaining to COC operations and any upgrades or follow-on system which will be used throughout the Marine Corps.

2) Qualifications: The Contractor shall provide personnel who can:

a) Employ the Systems Approach to Training (SAT), to include

POI and scenario management, dissemination, and updating existing POIs with MISTC instructors, MCCDC, MCSC, and other service schools.

b) Write, instruct and communicate with Marine Officers and SNCO's, and

manage voluminous amounts of data, and formulate this information into a POI with little, or minimal supervision.

c) Install, configure, operate and maintain selected COC software

applications such as IOS V1, JTCW/C2PC, collaborative tools such as "chat" tools, Voice Over Internet Protocol (VOIP) technologies, SharePoint, and CPOF in support of classroom instruction.

d) Provide courses of instructions to include, but are not limited to:

COC operator training, COC system administration (interoperability), COC tools for maintaining the common operational picture (COP) and track management, COC systems and client administration, system employment and operation in the COC, Watch Officer/Chief training, basic operator training, and supervisor overview.

e) Develops instructional material and instructs on the installation,

operation, and maintenance of Unix (Solaris), IOS v1, IOS v2, and COC SIPR workstation in the COC operating environment. Other systems also include the Global Command and Control System (GCCS), Force XXI Battle Command, Brigade and Below (FCB2)- Blue Force Tracker (BFT), Joint Capabilities Release (JCR), and Advanced Field Artillery Tactical Data System (AFATDS) commonly found in a Regimental or Battalion level COC.

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f) Provide subject matter expertise, feedback, and input to MCSC

or service level Project Managers for various COC configurations, and the TECOM College of Continuing Education (CCE) as it pertains to distance learning products.

g) Travel frequently to provide onsite instruction and technical assistance for various COC configurations at on-site locations.

3) Experience: Eight years (8) years of MAGTF C2 systems experience.

Must have track management, Common Operational Picture (COP), C2PC and Global Command and Control (GCCS) systems operation experience. Three years experience with the installation, operation and maintenance of UNIX (Solaris), Windows NT/2000/XP, IOS V1 and V2 and IOW operation and system administration is desired. Knowledge of CISCO routers/switches, and VOIP system administration is required. Instructor certified by service school or civilian equivalent with two years as a classroom instructor. Direct participation in real world operations is required; participation in OIF/OEF is desired and should receive preference over other candidates, particularly those who have documented experience with the installation, operation, and maintenance of COC hardware and software, and the supporting operating system.

4) Education. High school diploma or equivalent. Formal military training

at one of the following courses: GCCS System Administrator or IOS V2 System Administrator Course. Instructional Systems Design (ISD) curriculum development desired. Attended SNCO career level schools or equivalent. UNIX Systems administrator – Level 1 required. Microsoft Certified System Administrator (MCSA) desired.

5) Clearance: Secret.

j. Intelligence Operations, C2 Instructional Systems Analyst Manager

1) Tasks: Ensure each (MISTC) has a common set(s) of instructional

courseware and POIs accompanying IOS V2/V3, and IOW specific applications and any upgrades or follow-on system which will be used throughout the Marine Corps.

2) Qualifications: The Contractor shall provide personnel who can

a) Employ the Systems Approach to Training (SAT), to include

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POI and scenario management, dissemination, and updating existing POIs with MISTC instructors, MCCDC, MCSC, and other service schools.

b) Write, instruct and communicate with Marine Officers and SNCO's, and

manage voluminous amounts of data, and formulate this information into a POI with little, or minimal supervision.

c) Install, configure, operate and maintain IOS V2, JCTW/C2PC

intelligence specific applications and systems in support of classroom instruction.

h) Provide courses of instruction on IOS V2, JTCW/C2PC

basic operator training, system administration (interoperability), common operational picture (COP) and track management, client administration, system employment and operation in the COC, Watch Officer/Chief training, basic operator training, and supervisor overview.

i) Provide subject matter expertise, feedback, and input to the

MCSC IOS V2, JCTW/C2PC Project Managers, and the TECOM College of Continuing Education (CCE) as it pertains to distance learning products.

j) Travel frequently and provide IOS V2, JCTW/C2PC

instruction and onsite technical assistance.

3) Experience: Minimum eight (8) years C2 systems operational

experience. At least three years experience with IOS V1&V2, JCTW/C2PC operation and system administration, to include track management/COP management and procedures. Direct participation in real world operations is required; participation in OIF/OEF is desired and should receive preference over other candidates, particularly those who have documented experience with the installation, operation, and maintenance of Unix (Solaris), Windows NT/2000/XP, IOS v1&v2, IOW, C2PC.

4) Education: Associates degree or equivalent. Microsoft Certified Network Engineer (MSCE) required. Unix System Administrator – Level 1 required, or attained within one year of employment. Attended formal military IOS v1&v2 and JCTW/C2PC courses. Attended SNCO career level schools or equivalent.

5) Clearance: Secret

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k. Biometrics and Intelligence Operations Instructional Systems Analyst

1) Tasks: Ensure each (MISTC) has a common set(s) of instructional

courseware and POIs pertaining to Biometric Automated Toolset (BAT) and Handheld Interagency Identify Detection Equipment (HIIDE)BAT/HIIDE specific applications and any upgrades or follow-on system which will be used throughout the Marine. Also provide instructional courseware for analysis of biometric data using the intelligence operations workstation (IOW).

2) Qualifications: The Contractor shall provide personnel who can:

a) Employ the Systems Approach to Training (SAT), to include

POI and scenario management, dissemination, and updating existing POIs with MISTC instructors, MCCDC, MCSC, and other service schools.

b) Write, instruct and communicate with Marine Officers and

SNCO's, and manage voluminous amounts of data, and formulate this information into a POI with little, or minimal supervision.

c) Install, configure, operate and maintain BAT/HIIDE/IOS

V2/IOW systems in support of classroom instruction

d) Prepare and conduct training for the Biometrics Automated

Toolset (BAT) and the Handheld Interagency Identity Detection Equipment (HIIDE).

e) Prepare student material (course manuals, workbooks, handouts,

completion certificates, and course critique forms).

f) Provide subject matter expertise, feedback, and input to MCSC

or service level BAT/HIIDE Project Managers, and the TECOM College of Continuing Education (CCE) as it pertains to distance learning products.

g) Rebuild the BAT/HIIDE systems for classroom instruction when required.

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Provides Subject Matter Expertise support on military BAT/HIIDE systems during exercises to validate training curriculum.

h) As a *Secondary duty* provide instruction on C2 tactical intelligence systems (IOW v2, MIDB and Intel Related software applications), to include interoperability with the BAT/HIIDE system. Potential candidate will have previous experience operating with Marine Corps intelligence systems and intelligence analysis processes to include use of IOS V1/V2. Prepares and conducts additional training that involves the use of the Intelligence applications, i2 Analyst's Notebook 6 and associated products (Chart Reader and iBase).

i) Travel to provide on-site instruction and technical assistance in a field environment at Marine Corps Base and installation on both IOS V1/V2 and BAT/HIIDE Systems.

3) Experience. Minimum of two (2) years experience in utilizing BAT/HIIDE is required. Must have four years or more of documented MAGTF C2 and intelligence systems and applications experience (IOW v2, IOS v2a, Analyst's Notebook and C2PC). Must be proficient in Microsoft Windows operating environment (WinXP) and Microsoft Applications (MS Word, Excel, PowerPoint). Instructor certified by service school or civilian equivalent with two years as a classroom instructor is preferred but not required. Possess excellent oral and written skills. Direct participation in real world operations is required; participation in OIF/OEF is desired and should receive preference over other candidates, particularly those who have documented experience with the installation, operation, and maintenance of BAT/HIIDE hardware and software, and the supporting operating system.

4) Education. High school diploma or equivalent is required. Formal military training at any of the DOD operator courses for BAT/HIIDE is required. One year of Military On-the-Job (OJT) training in support of OIF/OEF for BAT/HIIDE in-lieu of formal training is authorized. Documented experience in supporting military intelligence duties and supporting higher and lower echelons is required. Instructional Systems Design (ISD) curriculum development is required, but can be replaced by three (3) years of documented instructor experience.

5) Clearance. Secret

1. Artillery and Aviation Fires C2 Instructional Systems Analyst

1) Tasks: Ensure each MISTC has a common set(s) of instructional

courseware and POIs pertaining to Army Field Artillery Tactical Data System (AFATDS), Joint Deep Operations Coordination System (JDOCS) and Effects Management Tool (EMT) on the IOW with JTCW/C2 PC or specific applications which will be used throughout the Marine Corps.

2) Qualifications: The contractor shall provide personnel who can:

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a) Employ the Systems Approach to Training (SAT), to include

POI and scenario management, dissemination, and updating existing POIs with MISTC instructors, MCCDC, MCSC, and other service schools.

b) Write, instruct and communicate with Marine Officers and SNCO's, and

manage voluminous amounts of data, and formulate this information into a POI with little, or minimal supervision.

c) Install, configure, operate and maintain AFATDS and JDOCS specific applications and systems in support of classroom instruction.

d) Provide courses of instruction on AFATDS, JDOCS

basic operator training, system administration (interoperability), common operational picture (COP) and track management, client administration, system employment and operation guidance (communications, mission threads, fire support coordination, fire planning), fire support client (C2PC), and operations within the fire support coordination process.

e) Provide subject matter expertise, feedback, and input to the

MCSC AFATDS, JDOCS Project Managers and TECOM College of Continuing Education (CCE) as it pertains to distance learning products.

f) Travel frequently and provide AFATDS, JDOCS instruction and onsite technical assistance.

3) Experience. Minimum three years in fire support operations and the employment of AFATDS. At least three years experience of AFATDS and JADOCS operation and system administration, and working in fire support coordination C2 processes and procedures while assigned to artillery fire support organizations. Instructor certified by service school or civilian equivalent with two years as a classroom instructor. Possess good oral and written skills. Direct participation in real world operations is required; participation in OIF/OEF is desired and should receive preference over other candidates, particularly those who have documented experience with the installation, operation, and maintenance of AFATDS, JDCOS hardware and software, and the supporting operating system.

4) Education. High school diploma or equivalent. UNIX Systems Administrator – Level 1 is desirable. Formal military AFATDS course and graduate of DOD instructional course development is required. Documented experience in supporting military intelligence duties and supporting higher and lower echelons is required. Instructional Systems Design (ISD) curriculum development is required, but can be replaced by three (3) years of documented instructor experience.

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5) Clearance. Secret

m. Graphics Design Specialist

1) Tasks: Provide graphics arts design work in support of C2 TECOE brochures, pamphlets and courseware using government furnished design computer software and equipment.

2) Qualifications: The contractor shall provide personnel who can:

a) Is trained on recent versions of Microsoft and Adobe graphic design software and applications.

b) Has as at three years of experience in computer aided graphics design.

3) Education: Has at least an associate's degree in graphic arts or school certifications providing the equivalent educational background.

5. Deliverables. The contractor will be responsible for developing a Plan of Action and Milestones (POA&M) showing the delivery schedule associated with the tasks contained in the SOW. This POA&M shall be submitted to the COR within the first 30 days of contract award, and then bi-monthly as part of the Contractor Proposed Work Plans. Once the government accepts the POA&M, this will become the schedule the contractor will be evaluated against.

a. Reports and Correspondence. Trip reports, minutes of meetings attended to

be given to the COR within 3 days of completion of the event. All other correspondence is submitted in accordance with the Government and Contractor agreed upon POA&M.

b Budget Preparation: Provide research and analysis in support of budget

planning in support of the C2 TECOE, MISTC mission.

c. POM Submission. Provide research and analysis support in support of the

C2 TECOE Program Objective Memorandum (POM) to TECOM in accordance with Marine Corps established schedules.

Deliverables Schedule:

Deliverable	Content	Due Date
Monthly Reports	Hour roll-up against completed	One week after the preceding

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	tasks Projected and actual TAD costs. Projected work for the next thirty days.	month.
Power Point Briefs	TBD	Set by the Director, C2 TECOE via the COR
Contractor Proposed Work Plans	Task assignment and projected hours	Bi-monthly, but two weeks prior to the work period covered.
Quarterly Performance Review	Hour roll-up against the tasks completed, TAD cost and trips taken. List of major documents completed. Projected Hours for the remainder of the contract year.	First week after the preceding quarter.
Trip/Meeting Reports	Event Synopsis	Three (3) Working Days after TAD Completion

6. Work Environment. The nature of the work required will generally be conducted in office-type environments, extensive travel and temporary additional duty (TAD) away from the home site is anticipated to attend meetings, conferences, seminars, to conduct site surveys, and in some cases to observe and evaluate training exercises. Based on this requirement there are events that require 12-18 hour workdays. The contractor must be able to provide the necessary flexibility to adapt to these changing situations.

7. Meetings. Periodic meetings involving the Government and the contractor are necessary to facilitate documentation and analytical support efforts. Date, time, and location for these meetings will be determined by mutual agreement between the contractor and the Contracting Officer's Representative (COR). The contractor is expected to provide meeting minutes, briefs, and in some cases coordinate the meeting venue, agenda, and list of invitees on behalf of C2 TECOE.

8. Travel. The tasks involved in this support effort shall be performed primarily at Marine Corps Base, Quantico, VA. The contractor shall travel to each MISTC site (Okinawa; Camp Pendleton, CA; Camp LeJeune, NC; and 29 Palms, CA) as necessary to accomplish the prescribed tasks, or as directed. Travel to these locations will be approved by the COR, in writing, prior to any travel taking place.

a. Local travel costs, defined as within a 50-mile radius of Marine Corps Base (MCB), Quantico, VA, shall be borne by the Contractor.

b. Non-local travel, defined as outside a 50-mile radius of Marine Corps Base (MCB), Quantico, VA and shall be reimbursed in accordance with the Joint Travel Regulations (JTR).

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9. Monthly Progress Reports. Monthly progress reports will be provided to the COR and the Director, C2 TECOE detailing:

- a.. Tasks Accomplished
- b. Funds expended in Hours, Labor, and Travel
- c. Planned activities for the next month

10. Quarterly Performance Review. Every quarter a performance review meeting will be held between the Contractor, the Director, C2 TECOE, and the COR. During this meeting the contractor will provide charts showing; 1) the current burn rate on hours, travel, and total cost, and 2) the projected burn rate for the remainder of the contract.

11. Government Furnished Supplies and Equipment. The Government shall furnish office space, access to class "A" telephone service, NMCI access, and copier services.

12. Contractor Furnished Equipment.

- a. The contractor shall provide for their own cell phone and blackberry service.
- b. The contractor is responsible for purchase and operation of each of their respective NMCI computers, and appropriate software to communicate via e-mail, prepare written documents, briefs, and diagrams.

13. Authority of Government Personnel. The Contracting Officer is the only person who can legally modify a resulting contract or obligate the Government for expenditure of funds. Costs shall not be incurred by recipients of the solicitation in anticipation of receiving direct reimbursement from the Government.

- a. Only the Contracting Officer has the authority to authorize deviation from the terms and conditions of any resulting contract, including deviations from specifications and requirements. In the event the Contractor does deviate, without written approval of the Contracting Officer, such deviations shall be at the risk of, and any cost related thereto shall be borne by the Contractor. Any matter concerning a change to the scope, prices/costs, terms, or conditions of this contract shall be referred to the Contracting Officer.

- b. Working On a Government Installation: The Contractor shall provide each employee with an identification badge, which identifies, by photograph, the individual as an employee of the Contractor. These badges shall be worn at all times and presented for examination upon request from the Contracting Officer, COR, QA Personnel, Military Police, or any other Government Official with a need to see the badge.

- c. The Contractor and his employees shall be subject to all traffic, security, and registration regulations for personnel and vehicles. Copies of current regulations may be obtained from the Contracting Officer.

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d. All Contractor personnel attending meetings, answering Government telephones, working on site, where their Contractor status is not known to third parties, must identify themselves as Contractors, to include wearing ID badges, which identify them as Contractor personnel. Contractor personnel shall also ensure that when logged onto Government equipment that their profile shows them as Contractor personnel. Unless otherwise directed by the COR, all documents produced or revised by Contractors or developed through Contractor participation must be marked as "Contractor generated documents" or otherwise identified in a manner that discloses the contractor's participation.

14. Non-Disclosure Agreements. All Contractor personnel receiving access to Government data or data from another Contractor through this effort must provide a signed non-disclosure statement prior to start of work. This statement shall be submitted to the Contracting Officer with a copy to the Contracting Officer's Representative (COR). All non-disclosure agreements shall be signed by all Contractor personnel involved in this effort and returned within five (5) business days after receipt of award.

15. Security.

a. Physical: The contractor shall be responsible for all government property provided for contractor use. As the end of the period of performance, all government facilities, equipment and materials shall be secured and returned to the Government.

b. Personnel: Contractor personnel shall be eligible for and must maintain a Secret security clearance.

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SECTION D PACKAGING AND MARKING

D-1 Packaging and marking shall be in accordance with Section D of the SEaPort-e Multiple Award IDIQ contract.

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SECTION E INSPECTION AND ACCEPTANCE

E-1 COR INFORMATION

E-1.1 Each individual task order shall designate a Contracting Officer's Representative (COR) who shall perform inspections and final acceptance for the Government.

E-1.2 Formal inspection and acceptance of all services shall be performed by the Government. The payment shall not be made under this contract for services performed without formal acceptance by the COR.

E-1.3 Acceptance criteria for milestones and taskers will be defined in each task order. All deliverables produced under this contract shall meet applicable standards, quality acceptance criteria, and will be accepted or rejected, in writing, by the COR within twenty (20) days of receipt unless a different period is specified in the task order.

E-1.4 The COR is the accepting authority. Failure by the Government to give written notice within twenty (20) days will constitute acceptance by the Government. If rejected, the Government will list the task order deficiencies in a letter of rejection to the contractor.

E-1.5 Task order deficiencies shall be corrected within a time period agreed upon between the Contracting Officer and the Contractor. The deliverable will not be considered as having been accepted until such task order deficiencies have been corrected. Deficiencies in deliverables shall be corrected at no additional cost to the Government. If a time cannot be mutually agreed upon between the parties, the Contracting Officer reserves the right to unilaterally establish a date for delivery of the corrected deliverable(s).

E-2 AUTHORITY OF GOVERNMENT PERSONNEL

E-2.1 The Contracting officer is the only person who can legally modify a resulting contract or obligate the Government for expenditure of funds. Costs shall not be incurred by recipients of the solicitation in anticipation of receiving direct reimbursement from the Government.

E-2.2 *Only the Contracting officer* has the authority to authorize deviation from the terms and conditions of any resulting contract, including deviations from specifications and requirements. In the event the Contractor does deviate, without written approval of the Contracting Officer, such deviations shall be at the risk of, and any cost related thereto shall be borne by the Contractor. Any matter concerning a change to the scope, prices/costs, terms, or conditions of this contract shall be referred to the Contracting Officer.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

2000	10/1/2008 - 9/30/2009
2001	10/1/2008 - 9/30/2009
3000	10/1/2008 - 9/30/2009
3001	10/1/2008 - 9/30/2009
5000	10/1/2009 - 9/30/2010
5001	10/1/2009 - 9/30/2010
5002	10/1/2010 - 9/30/2011
5003	10/1/2010 - 9/30/2011
5004	10/1/2011 - 9/30/2012
5005	10/1/2011 - 9/30/2012
6000	10/1/2009 - 9/30/2010
6001	10/1/2009 - 9/30/2010
6002	10/1/2010 - 9/30/2011
6003	10/1/2010 - 9/30/2011
6004	10/1/2011 - 9/30/2012
6005	10/1/2011 - 9/30/2012

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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SECTION G CONTRACT ADMINISTRATION DATA

USMC WIDE AREA WORKFLOW IMPLEMENTATION (AUG 2006)

To implement DFARS 252.232-7003, "ELECTRONIC SUBMISSION OF PAYMENT REQUEST (JAN 2004)", the United States Marine Corps (USMC) utilizes Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) to electronically process vendor requests for payment. This application allows DoD vendors to submit and track Invoices and Receipt/Acceptance documents electronically.

The contractor is required to utilize this system when processing invoices and receiving reports under this contract/order, unless the provision at DFARS 252.232-7003(c) applies. **The contractor shall (i) ensure an Electronic Business Point of Contact is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil> site, within ten (10) calendar days after award of this contract or modification. Step by step procedures to register are available at the <https://wawf.eb.mil> site.**

The USMC WAWF-RA point of contact (POC) for this contract is **Mrs. Casey Evans**, and can be reached at telephone number (703) 784-1928; email address casey.evans@usmc.mil

The contractor is directed to use the **COMBO** format when processing invoices and receiving report.

When entering the invoice into WAWF-RA, the contractor shall fill in the following DoDAAC fields or DoDAAC extensions:

The Contracting Office provides the following to assist the contractor with entering data in WAWF-RA, as follows:

Contract Number	
Delivery Order	
Cage Code/Ext	
Pay DoDAAC	
Issue Date	Refer to Page 1, Block #31c
Issue By DoDAAC	M00264
Admin By DoDAAC	M00264
Ship To Code/Ext	
Ship From Code/Ext	(Normally leave Blank)
LPO DoDAAC	"Leave Blank" (Instruct the contractor to leave blank unless Navy Pay Office. If so, insert correct LPO DoDAAC)
Acceptor Email Address	

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Inspect By DoDAAC/Ext	“Leave Blank” (Instruct the contractor to leave blank unless inspected at Source-then the source inspection DoDAAC should be entered which is normally a DCMA DoDAAC)
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In some situations the WAWF-RA system will pre-populate the “Issue By DoDAAC”, “Admin By DoDAAC” and “Pay DoDAAC”. Contractor shall verify those DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match, then the contractor shall correct the field(s) and notify the Contracting Officer of the discrepancy (ies). Step by step WAWF-RA invoicing procedures for “Combo,” “2-in-1,” and “Cost Voucher” are available at the USMC paperless site at <http://www.marcorsyscom.usmc.mil/sites/pa/> under “Vendor Interface” section. On the Vendor Interface page click on “WAWF-RA” header at the top of the page. Under downloads on the WAWF-RA page that appears, click the appropriate document either “Combo,” “2-in-1,” or “Cost Voucher” to download the instructions.

NOTE TO CONTRACTOR:

Before closing out of an invoice session in WAWF-RA, but after submitting the document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on “Send More Email Notification” on the page that appears. Add the acceptor’s/receiver’s email address (Note this address is their work email address not their WAWF-RA organizational email address) in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF-RA system.

NOTE: The POCs identified above are for WAWF-RA issues only. Any other contracting questions/problems should be addressed to the Contracting Officer or other person identified in the contract to whom questions are to be addressed.

(End of clause)

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-1 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

H-2. SUBSTITUTION OF KEY PERSONNEL

The Contractor hereby agrees to assign to the contract those persons whose resumes were submitted with this proposal who are necessary to fill requirements of the contract. No substitutions shall be made except in accordance with this clause.

The Contractor agrees that during the duration of the contract performance period, no personnel substitutions shall be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer in writing, and provide the information required as stated below. All proposed substitutions shall be submitted in writing to the Contracting Officer within fifteen (15) days, or thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitutions.

All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitutions; a complete resume for the proposed substitute, an any other information requested by the Government's Technical Representative to approve or disapprove the proposed substitution - without the Government's Technical Representative approval, substitutions cannot be made. All proposed substitutes must have qualifications that are equal to or higher than the qualifications of the person being replaced. The Contracting Officer shall evaluate such requests and promptly notify the Contractor of the Government's recommendation.

In the event of unsatisfactory Contractor performance, the Contractor will take appropriate corrective action within ten (10) business days of formal notification to correct the problem as identified by the COR/TOM. If the problem remains unresolved in excess of ten (10) working days, the Contracting Officer will be notified by the COR/TOM so that appropriate action is taken, to include employee removal from current contract if warranted. The Program Manager shall ensure that all Government owned property is returned to the COR/TOM should a Contractor employee be removed.

The Contractor and its employees shall conduct only business covered by the Contract during periods paid for by the Government, and will not conduct any other business on Government premises. Contractor personnel shall abide by all rules and regulations applicable to the Government premises, on which they work, including any applicable safety and security regulations as well as any measures necessary to verify Contractor labor hours. Contractor employees assigned to the Contract shall not solicit business while performing within the scope of the contract.

Personnel assigned by the Contractor to perform services under this contract shall be acceptable to the Government in terms of personal and professional conduct. Should the continued assignment of any person in the Contractor's organization be deemed by the COR/TOM to conflict with the interest of the Government, that person shall be immediately removed from the assignment, and the reason for removal shall be fully explained in writing by the COR/TOM. Employment and staffing difficulties shall not be justification for failure to meet established schedules, and if such staffing difficulties impair performance, the Contractor may be subject to default. If a dispute arises the Contracting Officer shall have the final decision.

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The details of any and all safeguards that the Contractor may design or develop under the contract shall become and remain the property of the Government and shall not be published or disclosed in any manner without the express written consent of the Government.

The details of any and all safeguards that may be revealed to the Contractor by the Government in the course of performing under the contract shall be published or disclosed in any manner without the express written consent of the Government.

The Contractor shall fill any positions that become vacant within a period of ten (10) working days. Any delays in filling such vacancies past the ten (10) day period must be approved by the Contracting Officer. The Activity reserves the right to reject Contractor personnel proposed in task orders who lack the experience or qualifications necessary to perform task requirements. Should such personnel be rejected initially, or during the course of performance, the Contractor shall propose replacement personnel within ten (10) working days, or sooner. It is essential that the Contractor be capable of providing a workforce capable of meeting the broad extent of technical expertise required, as well as demonstrating a suitable management approach to performance.

H-3 SPECIAL CONTRACT REQUIREMENT REGARDING NON-DISCLOSURE OF INFORMATION

In the course of performing this contract/order, the Contractor may be or has been given access to and entrusted with various forms of information/data from a wide variety of sources which the Contractor would not otherwise be entitled to be in possession of. The information/data may be in the form of Source Selection Information as defined in Federal Acquisition Regulation (FAR) 3.104-3 (e.g., source selection plans, contractor proposals before being made public, ranking of proposals); other nonpublic sensitive Government information such as: proprietary information (e.g., information submitted by a contractor and identified as "Business Sensitive" with a restrictive legend per FAR 52.215-1); advanced procurement information (e.g., future requirements, statements of work, and acquisition strategies); trade secrets and other confidential business information (e.g., confidential business information submitted by a contractor); Government attorney work product; information protected by the Privacy Act (e.g., social security numbers, home addressees and telephone numbers of Government employees); and other sensitive information that would not be released by the Marine Corps under the Freedom of Information Act (e.g., program, planning and budgeting system information, workload data, and performance systems data). Data includes all data, information and software, regardless of the medium (e.g. electronic or paper) and/or format in which the data exists, and includes data which is derived from, based on, incorporates, includes or refers to such Source Selection, Business Sensitive and/or proprietary data (collectively referred to herein as "the data").

This Special Contract Requirement implements Defense FAR Supplement (DFARS) 252.204-7000, "DISCLOSURE OF INFORMATION."

As a condition to receiving access to the data, the Contractor shall: (1) prior to having access to proprietary data, obtain the agreement of the applicable person or entity to permit access by the Contractor to such data; (2) use the data solely for the purpose of performing duties under this contract/order; (3) not discuss with, disclose, release, reproduce or otherwise provide or make available the data, or any portion thereof, to any employee of the Contractor unless and until such person has executed an individual non-disclosure agreement at Attachment (A) to this contract/order; (4) not discuss with, disclose, release, reproduce or otherwise provide or make available the data, or any portion thereof, to any non-Government person or entity (including, but not limited to any subcontractor, joint venture, affiliate, successor or assignee of the Contractor), unless the Contracting Officer (and any company claiming the data is proprietary) have given prior written approval, AND the person receiving the data has executed an individual non-disclosure agreement similar to that at Attachment (A) to this contract/order; (5) establish safeguards to protect such data or software from unauthorized use or disclosure; and (6) indoctrinate its personnel who will have access to the data as to the restrictions under which access is granted. Any other use, disclosure, release or reproduction is unauthorized and may result in substantial criminal, civil and/or administrative penalties to the Contractor or to the individual who violates this special contract requirement or non-disclosure agreement.

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Appropriate restrictive legends will be included by the Contractor on any copies and reproductions made of all or any part of the data and any data that is derived from, based upon, incorporates, includes or refers to the data. When the Contractor's need for such data ends, the data shall be returned promptly (within 10 business days) to the appropriate Government Program personnel. However, the obligation not to discuss, disclose, release, reproduce or otherwise provide or make available such data, or any portion thereof, shall continue, even after completion of this contract/order. Any actual or suspected unauthorized use, disclosure, release, or reproduction of such data or violation of this agreement, of which the company or any employee is or may become aware, will be reported promptly (within one business day) to the Contractor's Program Manager, who will inform the Contracting Officer within five business days of receiving the report.

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SECTION I CONTRACT CLAUSES

All terms and conditions of the basic contract shall be incorporated at award.

FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

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 the Contractor within 60 days; provided that the Government gives the Contractor's 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 task order, including the exercise of any options under this clause, shall not exceed four years.

52.222-41 Service Contract Act (1965)

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SECTION J LIST OF ATTACHMENTS

Past Performance