

<b>SOLICITATION, OFFER AND AWARD</b>				1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE 1 OF 138 PAGES			
2. CONTRACT NO.		3. SOLICITATION NO. N0042123R0051		4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [X] NEGOTIATED (RFP)		5. DATE ISSUED		6. REQUISITION/PURCHASE NO.			
7. ISSUED BY PROCUREMENT GROUP 21983 BUNDY RD, BLDG 441 PATUXENT RIVER MD 20670				CODE N00421		8. ADDRESS OFFER TO (If other than Item 7)  <b>See Item 7</b>					
TEL: FAX:						TEL: FAX:					
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".											
<b>SOLICITATION</b>											
9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____ (Hour) (Date)											
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.											
10. FOR INFORMATION CALL:		A. NAME		B. TELEPHONE (Include area code) (NO COLLECT CALLS)				C. E-MAIL ADDRESS			
<b>11. TABLE OF CONTENTS</b>											
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION		PAGE(S)		
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<b>OFFER (Must be fully completed by offeror)</b>											
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.											
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.											
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)											
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE		AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE		FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)					
15B. TELEPHONE NO (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>				17. SIGNATURE		18. OFFER DATE			
<b>AWARD (To be completed by Government)</b>											
19. ACCEPTED AS TO ITEMS NUMBERED				20. AMOUNT		21. ACCOUNTING AND APPROPRIATION					
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )						23. SUBMIT INVOICES TO ADDRESS SHOWN IN		ITEM			
						(4 copies unless otherwise specified)					
24. ADMINISTERED BY (If other than Item 7)				CODE		25. PAYMENT WILL BE MADE BY					
						CODE					
26. NAME OF CONTRACTING OFFICER (Type or print)  TEL: EMAIL:						27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		28. AWARD DATE			

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section A - Solicitation/Contract Form

**SECTION A**

**GOVERNMENT POINT OF CONTACT:**

**Contract Specialist**

Greg Tollefsen

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**Procuring Contracting Officer**

Travora (Torri) Levasseur

Email: Travora.r.levasseur.civ@us.navy.mil

**General Information:**

(1) The Government expects to award a Single Award (SA) Indefinite Delivery / Indefinite Quantity (IDIQ) contract to support the mission of the Naval Air Warfare Center Aircraft Division (NAWCAD,) and the Aircraft Prototype System Division (APSD) as a total Small Business Set Aside. Specific requirements will be derived from the scope of the SOW set forth below and documented through the issuance of individual Task Orders (TO) or Delivery Orders (DO).

(2) The NAICS code for this effort is 336413 – Other Aircraft Parts and Auxiliary Equipment Manufacturing with a size standard of 1,250 employees. The Product/Service Code (PSC) for this procurement is K015 – Modification of Equipment: Aircraft and Airframe Structural Components.

(3) Level of Effort (LOE) Task Orders (TOs) will be issued under this single award Indefinite Delivery Indefinite Quantity (IDIQ) contract. NAVAIR clause 5252.211-9503 LEVEL OF EFFORT (COST REIMBURSEMENT) (NAVAIR) (DEC 2012) will be included in applicable task orders.

(4) Performance-based Completion TOs and Delivery Orders (DOs) will be issued under this single award IDIQ contract, separate from LOE tasking and LOE labor hours.

(5) This contract includes Cost-Plus-Fixed-Fee (CPFF) contract line item numbers (CLINs) for labor, cost reimbursable (no fee) CLINs for Other Direct Costs (travel and material), and Firm Fixed Price (FFP) and CPFF Completion CLINs.

(6) This contract will have a single five (5) year ordering period with two additional one (1) year optional ordering periods. TOs and DOs will be issued as required, and the Period of Performance will be determined upon award of each individual task order.

(7) The Contractor will not be permitted access to classified information until a final DD254 is incorporated.

## Section B - Supplies or Services and Prices

### B-TXT-1

#### **B-1 Streamlined Ordering Procedures**

Task Orders (TOs) that include CPFF Labor Term CLINs may be issued under this contract using the following streamlined ordering procedures:

(1) For each proposed order that includes CPFF Labor Term CLINs, the contracting officer will provide the Contractor a TO and an Independent Government Cost Estimate (IGCE). The IGCE is an estimate of labor hours by labor category utilizing the Hourly Burdened Composite Labor Rates provided in table(s) below, to calculate the total estimated cost for the proposed CLINs and/or TO.

- i. The TO fixed fee is calculated using Section G Clause 5252.232-9510 PAYMENT OF FIXED FEE (NAVAIR).
- ii. Ceiling for ODCs will be priced in accordance with the Government estimate.
- iii. TOs crossing multiple years will be estimated by the Government using the Hourly Burdened Composite Labor Rates for each year in proportion to the Period of Performance (PoP) of the TO.

(2) Within three (3) working days of receipt of the TO and IGCE, the Contractor shall respond:

- i. If the Contractor agrees that it can perform the TO within the parameters of the IGCE, they will sign and return the DD 1155 to the contracting officer. If the requirement remains valid, a priced order will be issued to the Contractor; or
- ii. If the Contractor does not agree with the TO and/or IGCE, the Contractor shall acknowledge its disagreement within three (3) working days. Additionally, a proposal shall be submitted to the contracting officer within five (5) working days of receipt of the TO and IGCE, addressing only the specific areas of difference in labor categories and/or hours in the IGCE. Once the differences are resolved between the contracting officer and the Contractor, and the requirement remains valid, a priced order will be issued to the Contractor.
- iii. Contractor may not request deviation from the awarded streamlined rates in the B-1 table (below), either for the issuance of a task order OR the issuance of a task order modification when a level of effort increase is required.

(3) Rate Tables

(a) Hourly Burdened Composite Labor Rates **To be completed within Attachment P-3, Fully Burdened Rates. Upon contract award, the completed B-1 table will be updated within this section.**

### B-TXT-2

#### **B-TXT-2 ISSUANCE OF COMPLETION BASED WORK ORDERS**

(a) The information contained in each completion based work delivery order / task order shall be the result of a negotiated agreement reached by the parties in advance of issuance of the order.

(1) The Contracting Officer shall furnish the contractor with a written request for proposal. The request shall include:

- (i) a description of the work required,
- (ii) the contract type,
- (iii) the desired delivery schedule and location, and
- (iv) the place and manner of inspection and acceptance.

(2) The contractor shall, within the time specified by the written notice, provide the Contracting Officer with a proposal, which shall include:

- (i) the required number of labor hours by labor classification and scheduled billing rates, for each end product or task,
- (ii) detailed material costs, as applicable,
- (iii) proposed delivery dates,
- (iv) other direct costs (i.e., direct material, travel subsistence, and similar costs)
- (v) dollar amount and type of any proposed subcontracts (proprietary data of subcontractors may be submitted directly to the Contracting Officer),
- (vi) breakdown of all Facilities Capital Cost of Money (FCCOM) costs, as applicable,
- (vii) profit rate and associated justification, and
- (viii) total proposed price.

(3) Upon receipt of the proposal, the Contracting Officer shall review the estimates therein to ensure acceptability to the Government, enter into such negotiations with the contractor as may be necessary to ensure mutual agreement of the parties, and effect whatever internal review procedures are required. This may include the submission of certified cost or pricing data, as required by FAR 15.403-4.

(4) The maximum profit rate, defined in the below table, for completion based work shall not exceed (percentage to be incorporated at time of award based on successful offeror's proposal) under any circumstances.

Completion Based Work	Maximum Profit/ Fee Rate
CLINs X005, Firm-Fixed Price	Proposed- To be added at award
CLINs X006, Cost-Plus Fixed-Fee	Proposed- To be added at award

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Labor CPFF SERVICES IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) FOB: Destination	1	Lot		
				ESTIMATED COST FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Material COST OTHER DIRECT COSTS (ODC) MATERIAL AND EQUIPMENT IN SUPPORT OF CLIN 0001 IAW SECTION C, SOW AND NAVAIR CLAUSE CTXT.242-9520 PROCEDURES AND APPROVALS REQUIRED PRIOR TO INCURRING DIRECT MATERIAL COSTS (APR 2022) FOB: Destination	1	Lot		
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Travel COST OTHER DIRECT COSTS (ODC) TRAVEL IN SUPPORT OF CLIN 0001 IAW SECTION C, SOW 3.1.5 AND 5252.232-9509 TRAVEL APPROVAL AND REIMBURSEMENT PROCEDURES. FOB: Destination	1	Lot		
ESTIMATED COST					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Completion Based Work Ceiling FFP Ceiling only for completion base work FOB: Origin (Shipping Point)	1	Lot		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Completion Based Work FFP COMPLETION BASED TASKING IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) NSP, included in CLIN 0004 ceiling Fixed Price contract type; Fixed Price and Profit will be negotiated at the DO/TO level FOB: Destination	1	Lot		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Completion Based Work CPFF COMPLETION BASED TASKING IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) NSP, included in CLIN 0004 ceiling Cost contract type; Cost and Fixed Fee will be negotiated at the DO/TO level FOB: Destination	1	Lot		
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	DATA  Not Separately Priced (NSP) TECHNICAL, FINANCIAL AND ADMINISTRATIVE DATA				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Labor CPFF SERVICES IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) FOB: Destination	1	Lot		
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002	MATERIAL	1	Lot		
OPTION	COST OTHER DIRECT COSTS (ODC) MATERIAL AND EQUIPMENT IN SUPPORT OF CLIN 0001 IAW SECTION C, SOW AND NAVAIR CLAUSE CTXT.242-9520 PROCEDURES AND APPROVALS REQUIRED PRIOR TO INCURRING DIRECT MATERIAL COSTS (APR 2022) FOB: Destination				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003	TRAVEL	1	Lot		
OPTION	COST OTHER DIRECT COSTS (ODC) TRAVEL IN SUPPORT OF CLIN 0001 IAW SECTION C, SOW 3.1.5 AND 5252.232-9509 TRAVEL APPROVAL AND REIMBURSEMENT PROCEDURES. FOB: Destination				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004	Completion Base Work Ceiling	1	Lot		
OPTION	FFP Ceiling only for completion base work FOB: Origin (Shipping Point)				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		1	Lot		
OPTION	Completion Based Work FFP COMPLETION BASED TASKING IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) NSP, included in CLIN 1004 ceiling Fixed Price contract type; Fixed Price and Profit will be negotiated at the DO/TO level FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		1	Lot		
OPTION	Completion Based Work CPFF COMPLETION BASED TASKING IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) NSP, included in CLIN 0004 ceiling Cost contract type; Cost and Fixed Fee will be negotiated at the DO/TO level FOB: Destination				

ESTIMATED COST  
FIXED FEE

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TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007					
OPTION	DATA  Not Separately Priced (NSP) TECHNICAL, FINANCIAL AND ADMINISTRATIVE DATA				

ESTIMATED COST



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Labor CPFF SERVICES IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) FOB: Destination	1	Lot		
				ESTIMATED COST FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	MATERIAL COST OTHER DIRECT COSTS (ODC) MATERIAL AND EQUIPMENT IN SUPPORT OF CLIN 0001 IAW SECTION C, SOW AND NAVAIR CLAUSE CTXT.242-9520 PROCEDURES AND APPROVALS REQUIRED PRIOR TO INCURRING DIRECT MATERIAL COSTS (APR 2022) FOB: Destination	1	Lot		
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003 OPTION	TRAVEL COST OTHER DIRECT COSTS (ODC) TRAVEL IN SUPPORT OF CLIN 0001 IAW SECTION C, SOW 3.1.5 AND 5252.232-9509 TRAVEL APPROVAL AND REIMBURSEMENT PROCEDURES. FOB: Destination	1	Lot		
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		1	Lot		
OPTION	Completion Base Work Ceiling FFP Ceiling only for completion base work FOB: Origin (Shipping Point)				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		1	Lot		
OPTION	Completion Based Work FFP COMPLETION BASED TASKING IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) NSP, included in CLIN 1004 ceiling Fixed Price contract type; Fixed Price and Profit will be negotiated at the DO/TO level FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006		1	Lot		
OPTION	Completion Based Work CPFF COMPLETION BASED TASKING IN ACCORDANCE WITH SECTION C STATEMENT OF WORK (SOW) NSP, included in CLIN 0004 ceiling Cost contract type; Cost and Fixed Fee will be negotiated at the DO/TO level FOB: Destination				

ESTIMATED COST  
FIXED FEE

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TOTAL EST COST + FEE

ITEM NO 2007 OPTION	SUPPLIES/SERVICES DATA	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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Not Separately Priced (NSP) TECHNICAL, FINANCIAL AND ADMINISTRATIVE DATA

ESTIMATED COST

CLAUSES INCORPORATED BY FULL TEXT

**5252.211-9503 LEVEL OF EFFORT (COST REIMBURSEMENT) (NAVAIR)(DEC 2012)**

(a) The level of effort estimated to be ordered during the term of this contract is **1,791,280** man-hours of direct labor including authorized subcontract labor, if any. The contractor shall not, under any circumstances, exceed one hundred (100%) percent of the total level of effort specified in this basic contract. The estimated composition of the total man-hours of direct labor by classification is as follows:

Period of Performance	Total Labor Hours
CLIN 0001 Base	1,231,600
CLIN 1001 Option	278,680
CLIN 2001 Option	281,000
• The composition of direct labor by labor category to be provided at task order level	

(b) FAR Clause 52.232-20, "Limitation of Cost" applies to fully funded orders and FAR Clause 52.232-22, "Limitation of Funds" applies to incrementally funded orders. Nothing in this clause amends the rights or responsibilities of the parties hereto under either of those two clauses. In addition, the notifications required by this clause are separate and distinct from any specified in either FAR Clause 52.232-20 or FAR Clause 52.232-22.

(c) In the event that less than one hundred (100%) percent of the established level of effort of the contract/order is actually expended by the end of the performance period, the Government shall have the option of:

(1) Requiring the Contractor to continue performance, subject to the provisions of the FAR Clause 52.232-20 or 52.232-22, as applicable, until the effort expended equals 100% of the established Level of Effort; or

(2) Effecting a reduction in the fixed fee by the percentage by which the total expended man-hours is less than one hundred (100%) percent of the established Level of Effort.

(d) The contractor agrees that effort performed in fulfillment of level of effort obligations under this contract shall include only verifiable effort in direct support of the work specified. It shall not include efforts such as work performed in transit to or from an employee's usual workplace, work during lunchtime activities, or effort performed at other non-work locations.

(e) In performing the contract/order, the contractor may use any reasonable combination of hours for the labor categories in support of section C of this contract/order.

**5252.216-9506 MINIMUM AND MAXIMUM QUANTITIES (NAVAIR)(MAR 1999)**

As referred to in paragraph (b) of FAR 52.216-22 "Indefinite Quantity" of this contract, the contract minimum quantity is \$10,000; the maximum quantity is total contract value.

STATEMENT OF WORK

## **1 Scope**

### **1.1 APSD Contract Support**

The Prototyping, Instrumentation, & Experimentation (PIE) Department's Aircraft Prototype Systems Division (APSD) has a requirement for Contractor technical support for efforts described in this Statement of Work (SOW). The PIE Department provides integrated airworthy prototypes, flight test instrumentation, and system experimentation capabilities for Navy and Marine Corps aircraft programs. The primary focus of this SOW is to provide technical services and deliverables to meet prototyping requirements of the APSD infrastructure, engineering, technical shops, and aircraft modification/installation teams in support of manufacturing, airworthiness, rapid reaction and transition, experimentation, concept demonstration, research, spiral development, prototyping, and test and evaluation programs. The APSD requires a standing support team of project managers, analysts, engineers, technicians, artisans, and other incidental supporting roles in order to meet critical schedule and test milestones for the Naval Air Systems Command Program Executive Offices (PEOs) that make up the core of the workload demand. For the purpose of this SOW, all activities leading up to Initial Operation Capability (IOC) are considered part of the prototype maturation process. The Contractor support predominantly covers the following activities as part of the non-recurring engineering, manufacturing, and installation requirement:

- Provide support to the APSD AS9100D Quality Management System
- Perform engineering and manufacturing research, design, analysis, airworthiness, and documentation for air vehicle and aircraft mission system development, system definition and architecture development, modification programs, and support to providing alternative solutions to technology and aircraft component obsolescence
- Provide support to the development of aircraft parts, assemblies, and modifications as part of technical data packages and manufacturing documentation
- Provide technical support services to the APSD manufacturing shops for aircraft electrical and mechanical component manufacturing, modification, and installation activities
- Perform project and financial management, analysis, and reporting
- Provide facility and access control support
- Provide organizational operations and administrative support

### **1.2 APSD Division Overview**

The APSD, located at Patuxent River, Maryland, is a principal center of

expertise in the design, development, manufacturing, and installation of aircraft modification and mission systems for rapid response and quick reaction requirements, spiral development, concept demonstrations, prototype integration, aircraft test and evaluation, and fleet capability introduction. The APSD primarily supports U.S Navy and Marine Corps platforms, but also supports other DoD, Government Agencies and Foreign Military Sales programs. APSD performs systems research and analysis, electrical/electronic engineering, mechanical/structural engineering, reverse engineering, airworthiness analysis, documentation, manufacturing, fabrication, and flight certification coordination all in support of the installation of these systems and capabilities into military and commercial/commercial derivative aircrafts. Additionally, APSD provides and supports infrastructure and facility requirements for these programs across APSD and the PIE Department as part of the Naval Air Warfare Center Aircraft Division (NAWCAD) Digital, Analytics, Infrastructure and Technology Advancement (DAiTA) Group.

Requirements executed by APSD will require collection and delivery of required material and resources, flexibility in approach to projects, and collaborating with other Commercial, National, and private sector operations. The priority of projects ranges from traditional acquisition timelines to urgent operational response programs with National priority and immediate operational deployment requirements. The scale of these projects will range from non-complex build to print fabrication or installation efforts lasting several weeks to highly complex complete systems of systems integration and mission systems development efforts lasting several years.

### 1.2.1 APSD Branch Descriptions

APSD's project and support staff, and design/manufacturing equipment, are within approximately 60,000 square feet of engineering and manufacturing shop facilities.

APSD is composed of the following branches with corresponding branch code:

Branch Title	Code	Description
Manufacturing and Integration Support Branch	AD4310M	Performs the shop planning, manufacturing, assembly, modification, and installation of aircraft hardware and related items; fabricates and repairs composite and additive manufacturing materials; and responsible for tool control and inventory management inclusive of shipping and receiving.
Operations and Project Management Branch	AD43200	Performs major project management, project analysis, project scheduling, technical writing, resource planning, budget development, financial management, coordination of workload acceptance, and responsible for the creation, interpretation, and enforcement of policies and procedures associated with APSD project management.

Quality Assurance Branch	AD4330M	Oversees APSD's Society of Automotive Engineers (SAE) Aerospace Standard AS9100 certified Quality Management Systems (QMS) by controlling, maintaining, monitoring, and tracking all of APSD's QMS processes and documentation. The Quality Assurance (QA) Branch provides Quality Control (QC) inspection, calibration monitoring and control, configuration management (CM), process management, technical writing, training coordination, and personnel safety. APSD QC serves to ensure that all manufactured, fabricated, assembled, and installed items conform to all applicable technical drawings, specifications, and customer requirements.
Mechanical Engineering Branch	AD4350M /AD43500	Performs mechanical engineering and component design, Computer Aided Design (CAD), drafting, model-based definition, model-based systems engineering, airworthiness analysis, reverse engineering, additive manufacturing expertise, and project management of lower complexity efforts.
Supply Procurement Support Branch	AD4420M /AD44200	Performs the purchase of supplies, equipment, and services in accordance with Government and contracting procurement methods. Additionally, provides project support functions and supplements activities related to the research of industry, laboratory, and aerospace tooling, material, and parts.
Electrical Engineering Branch	AD43700	Performs electrical engineering and system power design, aircraft power and signal analysis, CAD and drafting, electrical reverse engineering, avionics and mission systems engineering, and project management of lower complexity efforts.
Division Management and Infrastructure Support	AD4300/ AD4300M	The Division Management and Infrastructure Support branch provides a broad array of services supporting the total operational capability of the Division. This includes administrative functional support, facility maintenance, upkeep, reconfiguration and upgrades, secure facility access control and janitorial services for secure facilities.

## 2 Applicable Documents

The following documents are applicable to the SOW as specified herein. This list is not all-inclusive. This list is for reference only and defines the most common documents, policies, and specifications that may be applicable in the performance of the duties defined within this SOW. The Contractor shall comply with the most current version of all applicable standards and procedures. In the case of an inconsistency between the industry standards referenced herein and the Government documents referenced below, the Navy/DoD standard shall take precedence.

### 2.1 Department of Defense Specifications

- Joint Travel Regulation (JTR)
- DODM 5200.01 – DoD Information Security Program: Controlled Unclassified Information (CUI)
- DODM 5220.22-M – National Industrial Security Program Operating Manual (NISPOM)
- DODI 5230.24 – Distribution Statements on Technical Documents
- MIL-STD-31000 Technical Data Packages
- MIL-A-8625F (1) Anodic Coatings for Aluminum and Aluminum Alloys
- MIL-DTL-5541F Chemical Conversion Coatings on Aluminum and Aluminum Alloy
- MIL-STD-1504C Abrasive Blasting
- MIL-STD-810 Environmental Engineering Standards and Laboratory Tests
- MIL-STD-704 Aircraft Electrical Power Characteristics
- MIL-W-5088 Wiring, Aerospace Vehicle

### 2.2 Department of Defense Standards

- OPNAVINST 3440.17A – Navy Installation Emergency Management Program
- OPNAV 5239/14 SAAR-N – System Authorization Access Request Navy (SAAR-N)
- OPNAVINST 5239.1D – US Navy Cybersecurity Program
- SECNAVINST 5100.13F – Navy Tobacco Policy
- SECNAV M-5510.30 – Personnel Security Program
- SECNAV M-5510.36 – Information Security Program
- SECNAVINST 5510.36 – DoN Information Security Program (ISP) Regulation
- OPNAVINST 5530.14E Navy Physical Security and Law Enforcement Program
- DODD 4715-1E Environment, Safety, and Occupational Health (ESOH)

### 2.3 Other Government Documents (e.g. NAVAIR Documents)

- FAA JO 7360.1H Aircraft Type Designators
- COMNAVAIRFORINST 4790.2C – Naval Aviation Maintenance Program
- EKMS-1b - Electronic Key Management System (EKMS) Policy and Procedures For Navy EKMS Tiers 2 & 3
- NASPAXRIVINST 5100.12C Traffic Safety Program
- NASPAXRIVINST 5100.35D – Safety and Occupational Health Manual
- NASPAXRIVINST 12610.7H – Employee Reporting Procedures During Emergencies
- DCMA INST 8210-1D – Contractors Flight and Ground Operations
- NAVAIR Technical Manual 01-1A-505, Installation Practices, Aircraft Electric and Electronic Wiring
- NAVAIRINST 13034.1F, Airworthiness and Cybersecurity Safety Policies for Air



#### Vehicles and Aircraft Systems

- NAVSUPINST 4200.98A – DON Policies and Procedures for the Operation and Management of the Fleet Card
- NAWCADINST 13050.1D – Aircraft Mod and CM Policy
- NASPAXRIV 5510.15R- Regulations Governing Admission to the NAS Patuxent River (August 2018)
- NASPAXRIVINST 3440.17A- Installation Emergency Management Program
- NASPAXRIVINST 4010.5B Hazardous Material Control and Management Plan
- NASPAXRIVINST 11320.1N Fire Bill
- NASPAXRIVINST 11240.20 Licensing of Motor Vehicle and Equipment Operators
- NAWCADINST 3432.1B Operations Security (OPSEC)
- National Security Decision Directive (NSDD) 298

### 2.4 Industry Documents

- AWS D17.1 – Specification for Fusion Welding for Aerospace Applications
- IPC-J-STD-001H – Requirements for Soldered Electrical and Electronic Assemblies
- IPC-A-610H – Acceptability of Electronic Assemblies
- IPC-7111/7721C – Rework, Modification, and Repair of Electronic Assemblies
- SAE AS9100D – Quality Management Systems - Requirements for Aviation, Space and Defense Organizations
- ANSI Y14.24, 34M, ASMEY14.35M Engineering Drawing Practices
- NFPA 409 Standards on Aircraft Hangars
- NFPA 410 Standards for Aircraft Maintenance

### 2.5 Other Documents (APSD)

- APSD SWP5400-019, Standard Work Package (SWP) for Aircraft Prototype Modifications
- APSD-D-0021 APSD Quality Management System (QMS) Manual
- APSD-D-0001 APSD Configuration Management Plan

## 3 Requirements

### 3.1 General Requirements

#### 3.1.1 Compatibility

The Contractor shall maintain the capability to prepare documents and software packages compatible with the Government Information Technology (IT) environment through the security classification of TOP SECRET. The current operating environment required for this contract includes:

- Microsoft Windows (Latest Version)
- Microsoft Project 2021
- Microsoft Office Professional Plus 2021
- Microsoft SharePoint
- Microsoft Teams
- Adobe Acrobat Pro
- Internet access

The Contractor shall maintain the ability to interface with and transfer data to and from the requiring office software applications and their upgraded versions. The Contractor shall maintain state-of-the-art anti-virus software and ensure that all media are virus free when delivered. The Contractor shall be capable of Internet and Local Area Network (LAN) communications with APSD. Contractor personnel shall be capable of maintaining real-time communications, both voice and data transfer capabilities, with APSD during normal working hours whether at Contractor work site or on travel.

### 3.1.2 Work Location, Facilities, and Telework

#### 3.1.2.1 Work Location and Facilities

Approximately 80 percent of the work will be performed at Government site NAS Patuxent River and 20 percent of work to be performed at Contractor site. The location of the work will be identified at the task order level. Contractors performing on-site support will be provided access to workspaces, telephones, printers, facsimile machines, copy machines, shredders, computers, and network access including web servers and applicable databases or other applications necessary to carry out assigned tasks.

#### 3.1.2.2 Meeting Support

In support of the tasking outlined in this SOW, the Contractor shall have the ability to host and conduct nonrecurring meetings with a maximum of 25 attendees, at the classification levels up to TOP SECRET. The conference room shall have telephone and Video Teleconference (VTC) capability (Non- GFE) and shall contain sufficient equipment to conduct meetings with presentations including compatible software as required in Paragraph 3.1.1. This support shall be provided at the contractor facilities.

#### 3.1.2.3 Telework

The Contractor, upon notification to, and concurrence from, the Contracting Officer's Representative (COR) that the employees' work tasking is eligible for telework, may utilize alternate worksites/locations and telework to support continued performance of its contract in accordance with company policy. Contractor discretion is required when making alternate worksite and telework decisions based upon the nature of support provided by the employees. In the event telework is utilized, the Contractor remains responsible for performance and compliance with any applicable cost accounting standards and contract cost principles/procedures.

### 3.1.3 Contract Deliverable Requirements List (CDRLs)

The Contractor shall, provide the following data outlined below. To enable electronic data analysis and cross-checking, personnel names and labor categories shall be EXACTLY the same across all CDRLs.

CDRL	TITLE	REQUIREMENT
A001	Contract Progress and Status Report	The Contractor shall provide a Contract Progress and Status Report bi-weekly IAW CDRL A001.

A002	Operational Security (OPSEC)	The Contractor shall develop, implement, and maintain an OPSEC plan to protect controlled unclassified and classified activities, information, equipment, and material used or developed by the Contractor and any subcontractor during performance of the contract. The Contractor shall be responsible for the subcontractor implementation of the OPSEC requirements. This program may include Information Assurance and Communications Security (COMSEC). The OPSEC program shall be in accordance with National Security Decision Directive (NSDD) 298 and CDRL A002.
A003	Ground Operating Procedures (GOPs)	The Contractor is responsible for writing, implementing, and enforcing their procedures and identifying and correcting deficiencies. Work on aircraft shall not begin until GOPs are approved by the Government IAW CDRL A003.
A004	Contractor Training Plan	The Contractor shall provide a comprehensive training plan showing how all of the training requirements are being met IAW CDRL A004.
A005	Personnel Locator Report	The Contractor shall provide a Personnel Locator Report that identifies all Contractor and Subcontractor personnel working under this contract as of the date of the CDRL, and identifies those that have been added or removed since the previous submission IAW CDRL A005.
A006	Transition Out Strategy	The Contractor shall provide a Transition-Out Strategy in accordance with CDRL A006. The transition-out strategy shall be created around maintaining the mission of APSD with minimal impact, not only in terms of timeliness of performance but also to ensure that all critical data and knowledge transfer occurs.
A00X	Additional Reporting	As requisites to the various task activities of the contract, the Contractor shall provide additional reporting, documentation, schedules, illustrations, analysis, and technical drawings. CDRL deliverable requirements will be determined at the TO level.

### 3.1.4 Work Schedule to include Compressed Work Schedule (CWS), holidays, and installation closure.

#### 3.1.4.1 Work Schedule

The Contractor shall provide the required services and staffing coverage during normal working hours. Normal working hours are usually 8.5 hours (including a 30-minute lunch break), from 0700 to 1530 each Monday through Friday (except as specified in paragraph 3.1.4.1.2). Some supported Government offices have flexibility to start as early as 0600/0630 and end as late as 1800, Monday – Friday.

#### Alternate Work Hours

There may be occasions – short term or long term – when a project and overall workload requires the use of an alternate work schedule. The alternate work schedule may include a split shift, second shift, irregular and extended work hours. Alternate work hour requirements will be determined at the TO level.

##### 3.1.4.1.1 Compressed Work Schedule (CWS)

CWS is an alternative work schedule to the traditional five 8.5-hour workdays (which includes a 30-minute lunch) worked per week. Under a CWS schedule, an employee completes the following schedule within a two-week period: eight weekdays are worked at 9.5 hours each (which includes a 30-minute lunch), one Friday is alternately worked as 8.5 hours (which

includes a 30-minute lunch) and one Friday is not worked by the employee. The result is 80 hours worked every two weeks, with 44 work hours one week and 36 work hours the other.

The Contractor may allow its employees to work a CWS schedule provided the requirements of this SOW are met. If the contractor chooses to allow its employees to work a CWS schedule in support of this contract, any additional costs associated with the implementation of the CWS schedule vice the standard schedule are unallowable costs under this contract and will not be reimbursed by the Government. Additionally, the CWS schedule shall not prevent Contractor employees from providing necessary staffing and services coverage as required by the Government to the ACOR/COR.

#### 3.1.4.1.2 Holidays

The Government observes the following Holidays:

- New Year's Day, January 1
- Martin Luther King's Birthday, the third Monday in January
- President's Birthday, the third Monday in February
- Memorial Day, the last Monday in May
- Juneteenth, June 19
- Independence Day, July 4
- Labor Day, the first Monday in September
- Columbus Day, the second Monday in October
- Veteran's Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25

With the exception of the events in section 3.1.4.1.3 below, the contractor is permitted to observe the above Holidays in accordance with its corporate policy.

#### 3.1.4.1.3 Installation Closure

When Federal facilities are closed by the Government, or when Federal employees are officially excused from work due to a holiday or a special event, severe weather, a security threat, or other Government facility related problem that prevents Federal personnel from working at the Government facility, contractor personnel assigned to work at that facility in support of such Federal employees shall follow their parent company's policies.

While generally, contractor personnel may not perform work on-site at a Government facility without oversight from Federal personnel, in very limited circumstances, work being performed by contractor personnel may be deemed mission essential and performance of such mission essential work may be authorized to continue at the Government facility despite the facility being otherwise closed for normal operations. The circumstances permitting work being performed by contractor personnel to be deemed mission essential are extremely limited and generally only apply to performance of efforts related to public health, safety, or matters related to national security. The cognizant Contracting Officer must concur with any determination that work being performed by contractor personnel is mission essential.

#### 3.1.4.2 Overtime (OT)

Overtime is authorized under this contract when support requirements beyond normal working hours occur, to the extent specified in individual task orders, provided COR approval is obtained in advance of each occurrence.

#### 3.1.5 Other Direct Costs

The Contractor shall obtain COR/ACOR approval IAW with the Naval Air Systems Command (NAVAIR) C-TXT.242-9520 PROCEDURES AND APPROVALS REQUIRED PRIOR TO INCURRING DIRECT MATERIAL COSTS (APR 2022).

#### 3.1.5.1 Travel

Travel will be allowable only when it is essential to the performance of the tasks detailed in Section 3.3. The Contractor shall comply with NAVAIR Travel Clause 5252.232-9509 (Section H) Travel Approval and Reimbursement Procedures (NAVAIR)(OCT 2013). Reimbursement for travel performed shall be in accordance with the Department of Defense Joint Travel Regulation (<http://www.defensetravel.dod.mil/site/travelreg.cfm>). Travel may include general and administrative expenses, but shall not include profit. All travel expenses shall be reimbursed to the Contractor as ODCs. The Contractor shall obtain COR/ACOR approval for all travel performed in support of this contract prior to the commencement of the travel. Travel authorization requests shall be submitted no less than 15 business days prior to travel for COR/ACOR approval.

#### 3.1.5.2 Material

The Contractor shall obtain prior written approval by the COR /PCO. If the Contractor's proposal includes a list of materials with associated prices, then the PCO acceptance of the Contractor's proposal shall constitute written approval of those purchases. Any material provided by the Contractor is subject to the requirements of the FAR, the Defense Federal Acquisition Regulation Supplement (DFARS), and applicable Department of the Navy regulations and instructions including NAVAIR Clause CTXT.242-9520 Procedures and Approvals Required Prior to Incurring Direct Material Costs (APR 2022). All materials not depleted during the performance of this contract shall become Government property upon completion of this contract. The contractor shall transfer all materials not depleted to the COR by way of Material Inspection and Receiving Report (DD Form 250). Material costs may include general and administrative expenses but shall not include profit/fee.

#### 3.1.6 Subcontractors and Consultants

Provisions stated herein shall be clearly and effectively communicated to all subcontractors providing support under this contract. All provisions of this SOW shall flow down to subcontractors providing support under this contract.

#### 3.1.7 Management of Contractor Personnel

The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances will the Government assign tasks to, or prepare work schedules for, individual contractor employees. The contractor shall manage its employees and guard against any actions that are of the nature of personal services, or give the perception of personal services.

#### 3.1.8 Transition Out Strategy

The Contractor shall submit a Transition Out Strategy IAW CDRL A006.

#### 3.1.9 Program Unique Requirements

##### 3.1.9.1 Mandated Training

The Government may mandate training for all personnel. This training may be computer or instructor based. Contractor personnel shall participate in these training requirements. Participation may be at live training events, computer-based training, or via review of a provided set of PowerPoint slides. This training shall be provided by the Government or be an allowable

cost. The Contractor Program Manager shall ensure all Contractors on the contract are trained and shall report all training compliance IAW Contractor Training Plan (CDRL A004).

#### 3.1.9.2 Safe Working Environment

The Contractor shall ensure Occupational Safety and Health (OSH) requirements as well as specific site requirements are followed. Safety requirements include ensuring all contractor personnel are wearing required safety equipment while performing applicable tasking within the SOW.

#### 3.1.9.3 Hazardous Material (HAZMAT)

No HAZMAT shall be brought onto Government property that does not directly relate to the performance of this contract. The Government is not responsible for disposal of Contractor material brought onto the job site that is not required in the performance of this contract. The Contractor shall obtain and maintain HAZMAT Coordinator Certification for employees designated to perform these tasks. The Contractor shall be responsible for meeting training requirements and costs associated with obtaining and maintaining HAZMAT Coordinator certifications throughout the PoP of this contract.

#### 3.1.9.4 Incident Reporting

Much of the work performed by APSD personnel is hazardous. While performing this work, mishaps or incidents occasionally occur to equipment and personnel. The Contractor shall ensure personnel are proactive in identifying and mitigating potential and realized incidents. Each person shall report incidences they observe (whether they are involved or not) to ensure proper procedures are followed to minimize the risk of further injury or property damage. The Contractor shall establish a log of recordable incidences, injuries, and illness, and present this information to the COR after each incident. CDRL requirement(s) will be defined at the DO/TO level.

#### 3.1.9.5 Vehicles

The Contractor shall be required to operate Government-owned or leased vehicles in performance of tasking in the SOW. Government-owned or leased vehicles that the Contractor may use include general purpose passenger carrying vehicles, special-purpose vehicles, tractor trailer, and range authorized vehicles. All vehicles shall be operated IAW NASPAXRIVINST 11240.20 Licensing of Motor Vehicle and Equipment Operators and the NASPAXRIVINST 5100.12C Traffic Safety Program. Vehicle status reporting, operator maintenance, vehicle damage reporting, and Government Fleet Card utilization requirements will be specified at the order level.

#### 3.1.9.6 Aircraft Related Activities

In the performance of the contract, the Contractor may have access to aircraft hangars, flight lines, maintenance areas, mobile and fixed ground control stations, and aircraft. Contractor shall ensure personnel follow GOPs and additional local instructions, policies, and procedures regarding security, physical access, foreign object damage, tool control, and reporting requirements.

#### 3.1.9.7 Communication Security (COMSEC)

The Contractor shall be required to access COMSEC material. The Contractor shall follow the guidance for handling COMSEC material as identified in EKMS-1b - Electronic Key Management System (EKMS) Policy and Procedures For Navy EKMS Tiers 2 & 3 and applicable local instructions. COMSEC storage requirements shall be identified at the DO/TO Level.

#### 3.1.9.8 Data Handling

The Contractor shall perform in accordance with OCI Clause 5252.209-9510(e)(5).

#### 3.1.9.9 Physical Security

Secure Buildings - The Government has materials, equipment, vehicles, and buildings located at government sites that the contractor may be required to access and operate in support of the tasking in this SOW. When the contractor accesses these areas, the contractor shall be responsible for performing necessary physical security duties at the sites, including situations where the contractor is the last person leaving joint facilities at the end of each workday.

### 3.2 Security

#### 3.2.1 Citizenship Requirements

Only United States (U.S.) citizens may perform under this contract. If the Contractor cannot find qualified U.S. citizens to perform the work, the Contractor shall submit a citizenship waiver request with justification to the Government Security Office. The waiver request shall include:

- a) The individual's name, date and place of birth, position title, and current citizenship.
- b) A statement that a qualified U.S. citizen cannot be hired in sufficient time to meet the contractual requirements.
- c) A statement of the unusual expertise possessed by the applicant.
- d) A statement that access will be limited to a specific Government contract (specify contract number).
- e) A statement that the Contractor has obtained an export license for the information required to perform the contract.

#### 3.2.2 Investigative Requirements

Unclassified: All Contractor personnel must be eligible to perform Non-Critical Sensitive work as defined by SECNAV M-5510.30C. All Contractor personnel are required to have a favorably adjudicated Tier-3 investigation from the Office of Personnel Management. The Contractor shall submit a request for personnel security investigation to the Government Security Office. The Government Security Office shall initiate the Contractor's Electronic Questionnaire for Investigations Processing (eQIP), shall do a preliminary screening of the Contractor's eQIP for suitability and derogatory information. The Contractor employee shall provide all requested information pursuant to the Privacy Act of 1974. The Government Security Office may deny the Contractor access to Government facilities and information and may prohibit the Contractor from performance of sensitive duties for failure to provide requested information or when derogatory or adverse information is present on the Contractor's eQIP, in such cases, the Contractor employee may not perform on the Contract.

The Contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of controlled unclassified information and to control distribution of controlled unclassified information in accordance with DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), and SECNAV M-5510.36B. All Contractor facilities shall provide an appropriate means of storage for controlled unclassified information and materials. All controlled unclassified information shall be appropriately identified and marked as For Official Use Only in accordance with DoD Instruction 5200.48, Controlled Unclassified Information (CUI).

Controlled Unclassified Information including Covered Defense Information (meeting the definition of 48 CFR 252.204-7012(a)) generated and/or provided under this contract shall be marked and safeguarded as specified in DoD Instruction 5200.48, Controlled Unclassified Information (CUI) available at

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/520048p.PDF>. Any product containing Covered Defense Information shall be assigned a distribution statement (distribution statements B through F) using the criteria set forth in DoDI 5230.24 (Distribution Statements on Technical Documents); and have this statement displayed per DoDI 5230.24, Enclosure 3.

All controlled unclassified technical information shall be appropriately identified and marked with the following distribution statement(s):

Distribution Statement (Insert Appropriate Letter and Authorization Title), (Insert Appropriate Reason Category) (dated – (Date of Distribution Authorization). Other requests shall be referred to: Commander, Naval Air Systems Command, Attn: (Program/User Agency mailing address).

Classified: All Contractor personnel shall maintain security clearance eligibility commensurate with the level of classification of the work performed as annotated in the Contract's DD-254, Contract Security Classification Specification Form.

Contractor personnel shall require access to classified information in performance of this contract up to and including TOP SECRET, with a safeguarding level of SECRET. The Contractor is responsible for ensuring that all personnel receive the requisite investigation and are favorably adjudicated IAW DODM 5220.22, National Industrial Security Program Operating Manual (NISPOM). Contractor employees who fail to meet security clearance requirements may not access classified information or perform sensitive duties. In such cases, the Contractor employee may not perform on the contract.

The contractor shall comply with security requirements specified in the DD-254 attached to this contract. Information or data that the contractor accesses shall be handled at the appropriate classification level. Unclassified information shall be handled in accordance with the appropriate designation (Controlled Unclassified Information; Covered Defense Information). Distribution is authorized to the Requiring Office's Organization and supported Activity only. Other requests for deliverables under this contract shall be referred to the TPOC/COR of this contract for approval.

All personnel supporting the tasks under this contract must be eligible for a SECRET security clearance.

### 3.2.3 Common Access Card (CAC)/Public Key Infrastructure (PKI), System Authorization Access Request (SAAR-N)

#### 3.2.3.1 SAAR-N

All contractor personnel requiring access to Government Information Technology (IT) systems shall have an approved System Authorization Access Request (SAAR-N) Form OPNAV 5239/14 (Rev Sep 2011) on file, and complete required Annual Information Awareness Training. New employees must submit their SAAR forms within thirty (30) calendar days of their first day of work. Instructions for processing the SAAR-N forms are available at:

[http://www.cnrc.navy.mil/publications/Forms/OPNAV\\_5239\\_14\\_SAAR\\_N.pdf](http://www.cnrc.navy.mil/publications/Forms/OPNAV_5239_14_SAAR_N.pdf).

SAAR-N forms shall be submitted to the Contracting Officer's Representative (COR), Government Technical Point of Contact (TPOC), or to the assigned government Trusted Associate Sponsorship System (TASS) Trusted Associate.

#### 3.2.3.2 Common Access Cards (CAC)/Local Badges

Contractor CACs and facility specific identification badges will be issued by the Government to on-site Contractor personnel and shall be visible at all times while personnel are at the Government site. The Contractor shall furnish all requested information required to facilitate



issuance of identification badges and shall conform to NASPAXRIV Instruction 5510.15Q. All CACs and identification badges issued to Contractor employees shall be returned to the Government Security Department at the Government site following completion of the contract, relocation or termination of an employee, or upon request from the COR/ACOR. The Government will provide the Contractor access to Government facilities, as required, for performance of tasks under this contract.

#### 3.2.3.3 DD-254

The Contractor shall comply with security requirements specified in the DD-254 attached to this contract. Information or data that the Contractor accesses shall be handled at the appropriate classification level, unclassified information shall be handled as "For Official Use Only". Distribution is authorized to the Requiring Office's Organization and supported Activity only. Other requests for deliverables under this contract shall be referred to the COR of this contract for approval.

#### 3.2.3.4 Other Badging

Badges to special, classified, limited access, and commercial facility (e.g. Prime Contractor for a project or platform) areas may be required by the Contractor based on location and tasking. The Contractor shall adhere to the rules governing the issuance of those badges.

#### 3.2.4 Information Security

If the work is performed at the Contractor's facility, the Contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of classified information and controlled unclassified information (CUI) and to control distribution of CUI in accordance with DoD 5220.22-M (NISPOM), and SECNAV M-5510.36B. All Contractor facilities shall provide an appropriate means of storage for controlled unclassified and classified documents, classified equipment and materials and other equipment and materials. If the work is performed at the Government's facility, the Contractor shall comply with the provisions of NAWCADINST 3432.1B Operations Security (OPSEC).

##### 3.2.4.1 Marking

All information generated by the Contractor shall be properly marked. For Official Use Only information generated and/or provided under this contract shall be marked in accordance with DoDM 5200.01. Technical information shall also be marked with appropriate Distribution Statements and Export Control warnings in accordance with DoDI 5230.24 and program Security Classification Guidance.

##### 3.2.4.2 Public Release

No information pertaining to this contract shall be released for public dissemination, including posting to social media sites such as Facebook, Instagram, or Twitter, unless it has been approved for public release by the appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release through APSD.

##### 3.2.4.3 Loss, Compromise, and Electronic Spillage of Classified or Controlled Unclassified Information

All instances of loss, compromise and electronic spillage of classified or controlled unclassified information shall be reported to the COR/ACOR, TPOC, and Government Security Office within twenty-four (24) hours of the incident occurring.

#### 3.2.5 Operational Security (OPSEC) (CDRL A002)

The Contractor shall comply with activity OPSEC program instructions, guidance and contribute to organization-level OPSEC efforts. While performing aboard NAVAIR or NAVAIR sites, the

contractor shall comply with facility OPSEC program instructions and contribute to organization-level OPSEC efforts. Include OPSEC as part of its ongoing security awareness program and take all required Agency training. Be responsive to the Supporting OPSEC Manager on a non-interference basis. Protect sensitive unclassified information and activities, which could compromise classified information or operations, or degrade the planning and execution of operations performed by the RO and contractor in support of the mission.

### 3.2.6 Anti-Terrorism Force Protection and Emergency Management

The work performed on this contract is not Emergency Essential IAW OPNAVINST 3440.17A – Navy Installation Emergency Management Program and Government Emergency Management, Antiterrorism and/or Continuity of Operations Plans. Contractor personnel shall comply with all Government Emergency Management, Antiterrorism and/or Continuity of Operations Plans and directives. Contractor personnel shall not report for work at Government facilities upon declaration of Force Protection Condition CHARLIE or in any event or emergency where Government officials direct curtailment of operations to “Mission Essential Only”. All Contractor personnel assigned to a government facility shall complete annual Antiterrorism (Level One) and Active Shooter training.

## 3.3 Detailed Support Requirements

### 3.3.1 AS9100D Certification

The Contractor shall be certified in accordance with International Organization for Standardization (ISO) 9001:2015/AS9100D, or latest version, at all places of performance. This includes at the APSD Government site and at all Contractor engineering and manufacturing facilities supporting the APSD requirement. The Contractor shall ensure all subcontractor activities are compliant to AS9100D requirements. The Contractor’s AS9100 certification and processes within shall not take priority over the APSD QMS. If a conflict exists, the Contractor must submit a notification to the COR and receive approval prior to process implementation.

#### 3.3.1.1 ISO 9001:2015/AS9100 Certification Support

The Contractor shall provide support for the continued evaluation, improvement, and certification of the APSD AS9100D QMS system in accordance with ISO 9001:2015/AS9100D standard to ensure compliance with current and future revisions. This includes the ability to provide QMS development, internal audits, process and procedure improvement, recertification, surveillance audit support, and conduct critical supplier risk assessments.

### 3.3.2 Contract Management

#### 3.3.2.1 Program Management Activities

The Contractor shall provide a Program Manager (PM) to support the overall manufacturing activities and the contract. The PM shall be full-time, on-site, at Patuxent River, MD and be physically present during normal business hours to conduct overall management and coordination with the Government. Management activities shall include the overall management of program, personnel, planning, quality control, direction, coordination, and reviews necessary to ensure effective contract performance. The Contractor shall coordinate management efforts with Government personnel as required and shall provide information and documentation as requested by the Government. The Contractor shall provide reporting as described in Section 3.1.3 above.

#### 3.3.2.2 Safety Specialist

A designated Safety Specialist shall be full-time and physically present during normal business

hours, on-site, at Patuxent River, MD, to provide support and facilitation of APSD's safety posture. General duties include DCMA Instruction 8210-1D and COMNAVAIRFORINST 4790.2C documentation, compliance, and enforcement for Contractors.

#### 3.3.2.3 Direct Employee Project Time Entry

The Contractor shall utilize the APSD MS Access database, or other system, to document all direct funded employee's project time for each week as part of APSD's project management system. This is to be completed no later than 10:00 am (Eastern Time), Thursday for the current workweek. Project time entry within this Government system will be verified against Contractor submitted invoices and CDRLs to ensure accurate Government project cost recovery. Contractor shall reconcile project time entry errors between contractor weekly inputs and contractor invoicing within five (5) working days of Government notification.

#### 3.3.3 General

The Contractor shall provide trained and qualified personnel to conduct services in support of a wide variety of tasks that primarily involve the research, development, design, manufacturing, fabrication, modification, and installation of hardware that is in direct support of the NAWCAD mission within or under the cognizance of APSD. The Contractor shall support all phases of program execution from initial conceptual studies, execution planning, management, engineering, airworthiness, documentation, fabrication, manufacturing, installation, modification, and test and evaluation activity support. The Contractor shall follow APSD's established processes and procedures. These documents are located in the APSD process library and are accessible by Contractor personnel. In the execution of this requirement, the Contractor is encouraged to contribute to APSD's continuous process, tools, and method improvements.

#### 3.3.4 Engineering Support

The Contractor shall provide Engineering services in support of the management, research, design, development, manufacturing, integration, test, and delivery of prototype components and systems. The Contractor shall provide lab and aircraft modifications, mission systems, technical data packages, test procedures and results, airworthiness documentation, reports, design analysis, design validation and verification, and systems.

Additionally, the Contractor shall support and participate in technical reviews, which include Technology Readiness Reviews (TRR), System Requirements Reviews (SRR), System Functional Review (SFR), Preliminary Design Review (PDR), Critical Design Review (CDR), Test Readiness Review (TRR), and functional and physical configuration audits (FCA/PCA).

#### 3.3.5 Research and Analysis Support

The Contractor shall perform research and analysis in support of Research Development Test and Evaluation (RDT&E) and aircraft system development, manufacturing, integration, and installation activities. Research and analysis shall be in support of aircraft modification requirements, parts and equipment obsolescence, emerging technologies, conceptual demonstrations, experiments, airworthiness, analysis of alternatives, capability improvement, and systems integration. The Contractor shall support the development of Initial Capabilities Documents (ICDs), Capability Development Documents (CDDs), and Key Performance Parameters (KPPs). Additionally, the contractor shall support reliability and maintainability analysis and planning for systems and alternatives.

#### 3.3.6 Design Support

The Contractor shall perform mechanical, aerospace, and electrical design and documentation of manufacturing data, concepts, test, prototype, and aircraft or ground-based mission systems,

support equipment, and test equipment modifications using the current software platforms for drafting (electrical and mechanical), circuit layout, and configuration management.

The Contractor shall conduct and support airworthy design, as defined by, applicable NAVAIR, Society of Automotive Engineers (SAE)/Aerospace, and American Society of Mechanical Engineers (ASME) specifications, standards, and guidelines for aircraft parts, assemblies, and modifications. The Contractor shall conduct selection of application specific materials, hardware, and fabrication methods to ensure suitability for certification, flight, ease of maintenance, and reliability and sustainability of components and assemblies as part of technical data packages and airworthiness documentation.

#### 3.3.7 Airworthiness Support

The Contractor shall perform analysis, verification of designs, and support artifact development for airworthiness on military and commercial applications. This includes, but is not limited to, antenna cosite, structural, weight and balance, material and parts suitability, flutter, frequency response, electrical loads, and thermal response.

#### 3.3.8 Documentation Support

The Contractor shall support the Government in the generation and update of reports, white papers, project models, drawings, documentation, instructions, manuals, and analysis associated with demonstrations, test, prototype, validation and verification, and system sustainment activities.

#### 3.3.9 Drafting Support

The Contractor shall draft and create electrical/mechanical manufacturing and installation designs and data for individual components, wire and mechanical assemblies, subassemblies, electrical units, installed systems, and structural reinforcements and modifications using conventional drafting equipment and CAD systems. Examples of software utilized consists of Auto CAD, PTC CREO, WindChill, and Ansys. At a minimum, this will be done from aircraft publications, specifications, rough sketches, verbal direction, and other design data for manufacturing assemblies and installations. Additionally, the Contractor shall generate printed and electronic copies of documentation packages IAW applicable configuration management and document control guidelines and shall support maintenance of the organization's CAD parts and assembly's library IAW organizational guidance.

#### 3.3.10 Technical Support

The Contractor shall support trouble shooting, technical field support, and maintenance of developed and manufactured systems, components, labs, software, prototypes, and limited production systems during test, flight test, evaluation, experimentation, and demonstrations. The Contractor shall develop training materials and equipment; and provide training to Government personnel at the Contractor, Government, or other agreed upon location. Training shall include system interface familiarization and operation, familiarization with upgrades or software design, aircraft configuration changes, operator and maintenance training to facilitate development, providing simulated environments, testing of initial deployments, and fielding of systems or modifications.

#### 3.3.11 Studies

The Contractor shall conduct design studies to establish performance and operational requirements and study alternative solutions for military hardware and software based on broadly stated user requirements. Given only broad goals and outlines, the Contractor shall support the Government in preparing conceptual designs and concepts to meet warfighter needs and capability upgrades.

### 3.3.12 Systems Engineering

The Contractor shall perform systems engineering in support of the research and development of systems and technical projects. The Contractor shall support and utilize formal APSD processes for the systems engineering approach to project design and development. At a minimum, the systems engineering activities include definition of mission context, requirements derivation, requirements allocation, development of systems architectures, planning of life cycle requirements, requirements traceability, development and implementation of verification activities, lab integration and testing, and management of documentation associated with these manufacturing and installation activities. Developed systems include ground and air sensors and equipment, aircraft avionics, and mission systems integration. Additionally, the Contractor shall support analysis of intended installation environments and all interrelated configurations of the system.

### 3.3.13 Manufacturing, Fabrication, and Installation Support

#### 3.3.13.1 Quality Assurance and Inspection

The Contractor shall support quality verification and inspection for all aspects of the manufacturing, fabrication, and installation support. This includes the use of tooling, databases, and verification techniques to ensure conformance with manufacturing data, assembly instructions, installation drawings, TDPs, specifications, and industry standard practices.

#### 3.3.13.2 Mechanical Fabrication and Installation

##### 3.3.13.2.1 Sheet Metal Support

The Contractor shall operate sheet metal and structural fabrication equipment to manufacture parts and components in accordance with engineering orders, manufacturing shop-travelers, drawing packages, and instructions. Examples of equipment include: Press Brakes, Shears, Hydraulic Press, Drill Press, Water Jet, Compression Riveters, Dimpling Machine, Standard hand tools and drills.

##### 3.3.13.2.2 Machining Support

The Contractor shall operate general machining equipment (e.g. Computer Numerical Control (CNC) equipment, mills, lathes, hydroforms, etc.) for components, parts, test brackets, SIL, and aircraft installations in accordance with engineering orders, manufacturing travelers, drawing packages, and other instructions. Additionally, the Contractor shall provide personnel to perform equipment maintenance.

##### 3.3.13.2.3 Aerospace Structural Welding

The Contractor shall perform fusion welding on aircraft and ground support equipment IAW American Welding Society (AWS) D17.1 – Specification for Fusion Welding for Aerospace Applications. The Contractor shall perform to a qualified Welding Procedures Specification (WPS) and perform structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The Contractor shall read and understand engineering drawings and welding symbols and fabricate manufacture-welded parts from engineering drawings. The Contractor shall perform fusion welding and torch brazing for ground support equipment and tungsten inert gas (TIG) welding for aircraft components. The welder shall weld a wide variety of materials such as aluminum, magnesium, titanium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The Contractor shall have knowledge of correct filler materials and shielding gas when generating the WPS, produce flight critical welds, and assist in the development process of generating

Weld Procedure Specifications as mandated by welding codes and specifications.

#### 3.3.13.2.4 Advanced Printing

The Contractor shall perform advanced printing functions and support the development of drawing packages and instructions to conduct advanced printing activities. Examples of advanced printing are additive manufacturing (aka 3D printing) of fabricated parts utilized for fit-checks, demonstrations, tests, or permanent aircraft installation. This includes Sublimation Panel Transfer for printing labels and instructions on fabricated parts, packages, and installations.

#### 3.3.13.2.5 Painting and Plating

The Contractor shall provide onsite support and outsource preparation and painting functions such as: corrosion preventive painting for aircraft installation; and equipment identification painting. The Contractor shall mix, maintain solutions, fabricate required tooling and apply the following surfaces/coatings: cadmium, cadmium chromate, chromic acid anodize, sulfuric acid anodize, special dyes, and sealers. This function shall include passivating stainless-steel alloys using nitric acid solution. The components will be supplied to the Contractor with manufacturing instructions that will include finish type. The Contractor shall perform this function utilizing the existing Government facilities.

#### 3.3.13.2.6 Mechanical Modification and Installation

The Contractor shall install, remove, and modify aircraft structural components and aircraft systems IAW Government provided instructions in the form of technical data packages, technical drawings, aircraft structural repair manuals, airframe change documents, and other Government Furnished Information (GFI).

#### 3.3.13.2.7 Electrical and Electronic Fabrication and Installation

The Contractor shall manufacture, fabricate, test, troubleshoot, and repair wiring harnesses, data and radio frequency (RF) cables, fiber-optics, and other data, video, and power transmission technologies for aircraft, labs, simulators, ground systems, new capabilities, and other project requirements. At a minimum, this includes installing, removing, modifying, and troubleshooting avionics, instruments, radios, displays, sensors, antennas, computers, flight management and planning components, networks, navigation aids, electronic components, weapon replaceable assemblies (WRAs), and electrical power generation and distribution systems. The Contractor shall install strain relief, connectors, cables, and wire harnesses throughout the aircraft, lab, simulator and/ or ground system. Wiring practices shall be compliant with NAVAIR Technical Manual 01-1A-505, Installation Practices, Aircraft Electric and Electronic Wiring; and AS50881 Wiring, Aerospace Vehicle specification for Electrical Wiring Interconnection Systems (EWIS) and other commercial and other military equivalent. The Contractor shall be certified to IPC-J-STD-001F – Requirements for Soldered Electrical and Electronic Assemblies, IPC-A-610F – Acceptability of Electronic Assemblies, and IPC-7111/7721C – Rework, Modification, and Repair of Electronic Assemblies.

### 3.3.14 Project Documentation, Configuration Management (CM), and Technical Writing Support

#### 3.3.14.1 Project Documentation

The Contractor shall support project documentation management. Project documentation shares many functions with CM and Technical Writing as described in the following paragraphs. However, project documentation is more targeted to ensuring the project documentation is complete, accurate, and encompasses all required aspects. The Contractor shall review projects

as a whole, identify components that are needed or missing, work with the project lead (manager) and engineers to gather the required information, and write or otherwise generate the needed components to ensure a complete Technical Data Package (TDP).

#### 3.3.14.2 Configuration Management (CM)

The Contractor shall support APSD CM to include enforcing compliance with CM policies and procedures to ensure that what is designed, manufactured, installed, and fielded are accurately and completely documented, while maintaining configuration control. Ensure timely posting and distribution of correct revisions on library sites and provide timely distribution of work instructions IAW APSD processes to the laboratories and manufacturing shops. Additionally, the Contractor shall oversee, develop, document, and maintain TDPs, provide TDP status metrics, and perform standards and process development, documentation and continuous improvement duties.

#### 3.3.14.3 Technical Writing

Technical Writers shall document and draft technical documents, of which some may require research to complete. Typical technical documents include: item and product specifications, functional and allocated baselines, system requirements documents, test plans and procedures, standard operating procedures (SOPs), test/technical reports, installation data instructions (IDI), installation and removal briefs and documentation, and report data supporting flight clearances. The Contractor shall review and analyze the systems and components they are writing about to ensure the document's completeness. The Contractor shall perform technical editing and formatting for new, existing, and updated documents. The Contractor shall assist with creation of the documents by working individually and collaboratively within project teams, and with other personnel involved with the document.

#### 3.3.15 Project Management and Analysis Support

The Contractor shall assist in the project management of APSD projects. This includes the tracking, documentation, and communication of requirements, cost, schedule, opportunities, status, risks and technical performance for each project, manufacturing requirement, or contract order. The Contractor shall develop or assist in the development of project statements of work, work agreements, project milestones, progress monitoring, financial, acquisition, quality control, manufacturing plans, and project management documentation. The Contractor shall provide subject matter expertise to assist with the planning, budgeting, coordination, administration, improvement, and management of APSD programs, policies, and procedures. Additionally, this includes analyzing project requirements in the areas of business management, project metrics generation and analysis, critical path analyses, impact studies, cost/benefit analyses, and dependency models.

#### 3.3.16 Business Communication Support

The Contractor shall assist with planning, designing, developing, coordinating, documenting, and maintaining graphics and technical writing support for websites, pamphlets, documents, presentations, newsletters, etc. using current presentation and business graphics software applications. This includes creating Audio Visual (AV) presentations, PowerPoint presentations, and information media kits of APSD capabilities, products and services, assist with the development and publication of written business communications products and material based upon emails, meeting minutes, notes, and interviews. Additionally, provide proof reading and editorial markup of business communications documents, presentations, AV materials, business development efforts, and ensure correct use of DoD and industry-specific technical language.

#### 3.3.17 Operations Support

#### 3.3.17.1 Shipping

The Contractor shall perform the shipping functions for APSD and maintain a file of all related outgoing material shipments and shipping status correspondence. This includes supporting material packaging, boxing, preparation, handling, shipping, and transportation of equipment and materials IAW industry practices. The Contractor shall utilize Government transportation services and commercial shipping methods (e.g. UPS, FedEx, USPS, etc) to support the transport of both small items and large freight items. The cost of the commercial shipping is an allowable cost and is documented on the ODC Report, defined at the DO/TO level. The frequency of shipping items is estimated to be approximately 360 shipments per year.

#### 3.3.17.2 Receiving and Inventory

The Contractor shall receive and maintain delivery of manufacturing materials, supply, stock, metal, wire, components, parts, and supply at Government storage facility located in Patuxent River, MD. This includes initiating the replenishment of items when below Government established thresholds, and maintaining receiving, shipping, inventory, and traceability records. Contractor shall notify requestors of receipt of their orders and distribute services, material, special orders, and obtain receipt signatures as needed. Additionally, the Contractor shall perform technical property management tasks such as bar coding, generating and applying Item Unique Identification (IUID), entering data into the property management system, maintaining current and accurate data, and preparing and distributing reports.

#### 3.3.17.3 Hangar and Facilities Support

The Contractor shall support the safe operation and maintenance of APSD aircraft facilities, surrounding airfield, engineering spaces, manufacturing shops, and laboratories. This includes the inspection, safety, upkeep, reconfiguration, upgrade, documentation, certification, and operation of spaces, infrastructure, aircraft, and equipment within. The Contractor is responsible for Foreign Object Debris (FOD) control of the hangar, ramps, and surrounding areas.

#### 3.3.17.4 Off-site Support

The Contractor shall have the ability to provide engineering, manufacturing, fabrication, and assembly capability to augment APSD organic manufacturing capabilities off-site from NAS Patuxent River Government location. Off-site support shall be located in Continental United States (CONUS). All activities further defined at the DO/TO level.

#### 3.3.17.5 Material/Supplies Handling and Procurement Support

The Contractor shall provide support for the input, tracking, and preparation of material, service, and supply procurement documentation. At a minimum, this includes Procurement Request (PR) forms, purchase card order forms, contracts forms, Military Standard Requisitions and Issues Procedures (MILSTRIP), DoD Electronic Mall (EMALL) and other Government supplied ordering systems. Additionally, the Contractor shall receive and review procurement requests for correctness (open purchase, credit card, and federal stock) and log and track requisitions. The Contractor shall perform the duties as HAZMAT Coordinator and include, at a minimum, the order, receipt, inventory, control, issuance, disposition, and disposal of materials. All activities further defined at the DO/TO level.

#### 3.3.18 Administrative Support

Contractor personnel supporting functions where Personally Identifiable Information (PII) or classified data may be handled, shall complete the Navy provided "Security Awareness training" and "Privacy Act Training" within forty-five (45) calendar days of assignment to such functions and annually thereafter. Examples of activities related to PII include verification of security clearances, base access requests, travel support, and recall information.



#### 3.3.18.1 Clerical Support

The Contractor shall perform basic clerical tasks including operating basic office equipment such as personal computers, copiers, scanners, shredders, and fax machines, and sort, route, and distribute incoming materials, mail, and correspondence. The Contractor shall maintain current and archival files – both electronic and hardcopy.

#### 3.3.18.2 Applications

The Contractor shall operate on and work with Government business applications. This includes:

- NAVAIR Corporate Applications
- Defense Travel System (DTS)
- Defense Information System for Security (DISS)
- Base Access Security Information Control System (Basics II)
- NAVY Enterprise Resource Planning (ERP)
- APSD Share Point

#### 3.3.18.3 Travel Support

The Contractor shall provide support for general DTS and JTR travel related questions, enter/process requests for travel orders, vouchers, and local vouchers using the DTS and track travel orders and claims. Contractor shall assist Government employees with DD 1056 “Application to Apply for a No-Fee Passport”, passport application, overseas training, and other overseas requirements outlined in the Foreign Clearance Guide (FCG).

#### 3.3.18.4 Training Support

The Contractor shall support Government employee training requests and schedule training. The Contractor shall enter Ad hoc training requests and provide instruction/assistance to Government employees entering training requests. The Contractor shall develop, procure, and provide specialized training to the Government.

#### 3.3.18.5 Visitor Support

The Contractor shall enter and approve visitor data and schedule incoming visitors via Basics II (alternate approver for Branch/Division Managers). The Contractor shall process visit requests via DISS when the Security Management Office (SMO) code is provided, and prepare a notification of unclassified visit form. They shall support security managers processing classified visits and participate in access control.

#### 3.3.18.6 Visitor Control

The Contractor shall perform APSD visitor control duties by greeting and documenting all visitors according to APSD security procedures. This may include customers, tour groups, base public works, inspectors, and maintainers. The Contractor shall monitor and control access to APSD facility(s) and restricted areas under their responsibility by checking personnel passes, Common Access Cards (CAC) and validating security clearances. The Contractor may monitor visitor access using closed circuit Television (TV) monitors. The Contractor shall control access to vehicles requesting entry to PIE and APSD grounds. The primary place of performance for these activities is the Aircraft Prototype Facility (2905) Complex.

#### 3.3.18.7 Meeting Support

The Contractor shall provide administrative and planning support for meetings and events. The Contractor shall maintain schedules for all conference rooms at the APSD facilities, identify appropriate locations for meetings, reserve and set-up meeting locations; send out information to

attendees, plan and coordinate logistical, administrative, and security arrangements for leads and attendees, arrange for and check out IT and AV systems and equipment, and arrange for lunch service, snacks, and refreshments, as needed. Additionally, the contractor shall: greet and check-in meeting attendees and guest speakers; create a list of attendees; take meeting minutes; and make copies of meeting materials.

#### 3.3.19 Logistics

The Contractor shall provide logistical, sustainment, and maintenance support of developed prototype systems during test, evaluation, spiral development, and during initial operational deployments, proof of concepts, and/or demonstrations. This includes data for provisioning, Mean-Time Between Failure (MTBF) analysis, Failure Mode Effects & Criticality Analysis (FMECA), Integrated Logistics Support (ILS), publication updates, and limited/low-volume initial sparing.

#### 3.3.20 Government Furnished Equipment (GFE)

The Contractor shall be capable of accepting, storing, and inventorying Government Furnished Property (GFP), GFE, and aircraft components to support all items provided as GFE/GFP. In the event items are permanently removed, installed, or utilized for a demonstration, and are no longer required, all items shall remain in Contractor inventory and maintained until it is returned to the Government for final disposition.

#### 3.3.21 Aircraft Modification Facility

The contractor shall have the ability to have access to and provide aircraft hangar and flight line space at contractor facility for demonstrations, experimentation, prototype installations, and limited follow-on installation activities in support of spiral development and prototype design maturation. The hangar shall have wall power or ground power cart available and suitable for the chosen aircraft platform to operate and test the systems on the ground. The hangar shall accommodate aircraft sized up to the Navy P-8 and permit installation and de-installation of the systems and technology. This requirement will be further defined at the DO/TO level.

### 3.3.22 Contractor Provided Aircraft

The Contractor shall have the ability to have access to and provide an aircraft up to LARGE as defined by a weight of more than 41,000 pounds, maximum certificated takeoff weight, up to but not including 300,000 pounds in accordance with FAA Job Order (JO) 7360.1H. Aircraft Type Designators for experimentation and concept demonstration requirements will be defined at the DO/TO level and include manned, unmanned, fixed, and rotary wing aircraft. In addition to providing an aircraft for experimentation and conceptual demonstration purposes, the Contractor shall be able to place military, or commercial, aircraft in a preservation status during modification. This shall include the ability to maintain the aircraft during aircraft modifications, being able to remove all necessary components and panels in the aircraft for modification access, and return the aircraft to an airworthy state, post-modification. This shall be in accordance with military and commercial standards, such as the Naval Aviation Maintenance Program (NAMP) Standard Operating Procedures; or FAA Part 145, Repair Station Operator. This may also include collaborative effort with military maintenance personnel and aircraft custodians. This requirement will be further defined at the DO/TO level.

## 4 Personnel Qualifications

- 4.1 The Contractor shall be responsible for employing personnel having at least the minimum level of education, training, experience, and security clearance (including specialized experience) as stated under each labor category specified herein.
- 4.2 College Degree/Degree Majors: All degrees shall be obtained from an “accredited college or university” as recognized by the U.S. Department of Education. This includes Associates, Bachelor’s, Master’s, or Doctorate degrees. Accreditation is not required when using degrees to substitute for years of experience.

### Engineering or Engineering Discipline

When used in relation to educational or work experience requirements, "engineering discipline" shall mean the following specific subjects, disciplines, or areas of work experience only: Aerospace, Computer, Electrical, Electronic, Mechanical, or Systems Engineering.

### Technical Discipline

When used in relation to educational or work experience requirements, “technical discipline” shall mean a degree in the fields of Engineering Technology, Cyber Security, Computer Science, Computer Engineering, Network Engineering, Mathematics, Operations Research or Engineering.

### 4.3 Experience and Education Level Definitions

**Apprentice:** An Apprentice working in a labor category within the functional areas of Engineering or Cyber / IT with no applicable experience but at a minimum has earned 60 credit hours towards a Bachelor’s degree in a corresponding major, with a minimum overall GPA of 3.0. An apprentice level person is responsible for assisting more senior positions and performing functional duties under the oversight of more senior positions.

**Junior:** A Junior level person within a labor category has less than 3 “years’ experience” related to the labor category functional description and a BA/BS. A Junior level person is responsible for assisting more senior positions and performing functional duties under the oversight of more senior positions.

**Journeyman:** A Journeyman level person within a labor category has 3 or more “years’ of experience” related to the labor category functional description and a BA/BS degree. A Journeyman level person typically performs all functional duties independently.

**Senior:** A Senior level person within a labor category has at least 10 “years’ of experience” related to the labor category functional description and a MA/MS degree. A Senior level person typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A Senior level person may oversee the efforts of less senior staff and be responsible for the efforts of all staff assigned to a specific job.

Additionally, the following qualification substitution chart provides standard experience/education substitutions; General substitutions shall not make up specialized experience requirements.

Experience Substitution Table		
<b>Bachelor’s Degree</b>	6 years’ additional relevant work experience may be substituted for a Bachelor’s Degree	Associate’s Degree plus 4 years’ additional relevant work experience may be substituted for a Bachelor’s Degree
<b>Master’s Degree</b>	Bachelor’s Degree plus 4 years additional relevant work experience may be substituted for a Master’s	

“Years of experience” shall mean full, productive years of participation.

“Productive years” shall mean 52 weeks of work reduced by reasonable amounts of time for holidays, annual and sick leave.

If participation was part-time, or if less than one-half of the standard work week was spent performing qualifying functions, the actual time spent performing qualifying functions may be accumulated to arrive at full years of experience.

#### 4.4 Labor Category Functional Descriptions/Duties:

##### **Administrative Support**

<b>AD - 1</b>	<b>Administrative Assistant</b>	<b>BLS Code: 43-6011</b>	<b>SCA Code: 01020</b>
<b>SCA Description:</b> In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.			

<b>Additional Duties:</b> Coordinate activities and support from other administrative and clerical staff in the department. Work independently while receiving little detailed supervision and guidance. Maintain a professional office atmosphere and workplace, meets and greets important and high-ranking visitors and understands Navy protocol and customs.
<b>Education:</b> High school diploma or equivalent
<b>Experience:</b> A minimum of 10 years' experience in performing the stated functions
<b>Special Training:</b> Is proficient with Microsoft Office and Microsoft SharePoint.
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3

<b>AD - 2</b>	<b>General Clerk I</b>	<b>BLS Code: 43-9061</b>	<b>SCA Code: 01111</b>
<b>SCA Description:</b> This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.			
<b>Additional Duties:</b> Support various offices and labs in organizational support, such as operating office equipment, basic document preparation and data entry. Locate materials, equipment, and documents and help organize and track items both physically and in data files.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> None			
<b>Special Training:</b> No experience required			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>AD - 3</b>	<b>General Clerk II</b>	<b>BLS Code: 43-9061</b>	<b>SCA Code: 01112</b>
<b>SCA Description:</b> This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.			
<b>Additional Duties:</b> Performs varied and diverse duties crossing multiple clerical occupations. Prepare documents for copying, sort files by codes, simple (subject matter) headings, or by finer subheadings. Prepare simple related index and cross-reference aids. Locate clearly identified material in files and forwards material. Prepare purchase orders for material, receives and distributes incoming material. May perform related clerical tasks required to maintain and service files in computer systems.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 2 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>AD - 4</b>	<b>Secretary I</b>	<b>BLS Code: 43-6014</b>	<b>SCA Code: 01311</b>
<b>SOC Description:</b> Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.			
<b>Additional Duties:</b> Carry out specific instructions on new assignments and check completed work for accuracy. Control mail and assure timely staff response, and send form letters. Maintain supervisor's calendar. Review materials prepared for supervisor's approval for typographical accuracy and proper format. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 2 years' experience in performing the stated functions			
<b>Special Training:</b> Is proficient with Microsoft Office and Microsoft SharePoint.			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>AD - 5</b>	<b>Secretary II</b>	<b>BLS Code: 43-6014</b>	<b>SCA Code: 01312</b>
<b>SOC Description:</b> Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.			
<b>Additional Duties:</b> Handle differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Perform varied clerical and secretarial duties requiring knowledge of office routine, online processes like DTS for travel and BASICS for visits, and an understanding of the organization, programs, and procedures related to the work of the office.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 4 years' experience in performing the stated functions			
<b>Special Training:</b> Is proficient with Microsoft Office and Microsoft SharePoint.			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>AD - 6</b>	<b>Secretary III</b>	<b>BLS Code: 43-6014</b>	<b>SCA Code: 01313</b>
<b>SOC Description:</b> Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries			
<b>Additional Duties:</b> Use greater judgment and initiative to determine the approach or action to take in non-routine situations, interpret and adapt guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Perform varied clerical and secretarial duties requiring knowledge of office routine, online processes like DTS for travel and BASICS for visits, and an understanding of the organization, programs, and procedures related to the work of the office. Additionally, assists the Government in Physical Security activities and processes for the building and security program. At least one FTE in this LCAT must have a Top-Secret Clearance.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 6 years' experience in performing the stated functions			
<b>Special Training:</b> Is proficient with Microsoft Office and Microsoft SharePoint.			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

### **Configuration Management and Technical Writing**

<b>CMT - 1</b>	<b>Configuration Manager, Junior</b>	<b>BLS Code: 13-1111</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Collects, organizes and interprets data relating to aircraft and product programs. Maintains configuration control of acquisition products and data. Tracks configuration changes. Coordinates and supports development of Engineering Change Proposals. Applies government-instituted processes for documentation, change control management and data management.			
<b>Additional Duties:</b> Performs basic assignments involving a standard sequence of related operations. Receives explicit instructions on assignments. Assists and provides support to facilitate the project/task. Supervisor checks completed work for accuracy			
<b>Education:</b> BS/BA degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology			
<b>Experience:</b> 0 – 3 years performing stated job functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>CMT - 2</b>	<b>Configuration Manager, Journeyman</b>	<b>BLS Code: 13-1111</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Collects, organizes and interprets data relating to aircraft and product programs. Maintains configuration control of acquisition products and data. Tracks configuration changes. Coordinates and supports development of Engineering Change Proposals. Applies government-instituted processes for documentation, change control management and data management.			

<b>Additional Duties:</b> Manages and maintains automated status accounting systems and reports; generates documentation relative to technical reviews, audits, and configuration control boards. Performs assignments that are mostly standardized. Assists and provides support to facilitate the project/task. Maintains accurate records concerning all project/task performance indicators. Creates and manages files and databases on project performance indicators. Support creation, implementation, and execution of CM process. Maintain and control specific documents including aircraft technical data packages (TDP's), electrical and mechanical drawings, and standard operating procedures. Submit documents through public affairs for public release. Requires good collaboration and communications (verbal and written) skills.
<b>Education:</b> BS/BA degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions
<b>Special Training:</b> None
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3

<b>CMT - 3</b>	<b>Configuration Manager, Senior</b>	<b>BLS Code: 13-1111</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Collects, organizes and interprets data relating to aircraft and product programs. Maintains configuration control of acquisition products and data. Tracks configuration changes. Coordinates and supports development of Engineering Change Proposals. Applies government-instituted processes for documentation, change control management and data management.			
<b>Additional Duties:</b> Generates documentation relative to technical reviews, audits, and configuration control boards. Knowledgeable in DoD documentation and software generation requirements. Performs assignments that are not completely standardized or prescribed. Performs recurring work independently. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices. Assists and provides support to facilitate the project/task. Maintains accurate records concerning all project/task performance indicators. Creates and manages files and databases on project performance indicators. Support creation, implementation, and execution of CM process. Maintain and control specific documents including aircraft technical data packages (TDP's), electrical and mechanical drawings, and standard operating procedures. Review aircraft projects to ensure proper adherence to CM policies. Use raw information from aircraft project sites and incorporate into Technical Data Packages. Requires excellent collaboration and communications (verbal and written) skills with personnel at all organizational levels.			
<b>Education:</b> A MA/MS degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology			
<b>Experience:</b> A minimum of 10 years' experience in performing the stated functions.			
<b>Special Training:</b> None			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>CMT - 4</b>	<b>Technical Writer II</b>	<b>BLS Code: 27-3042</b>	<b>SCA Code: 30462</b>
<b>SCA Description:</b> Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and detail.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 5 years' experience in performing the stated functions.			
<b>Special Training:</b> None			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>CMT - 5</b>	<b>Technical Writer III</b>	<b>BLS Code: 27-3042</b>	<b>SCA Code: 30463</b>
<b>SCA Description:</b> Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor,			

observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturers and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

**Additional Duties:** This position may require documentation and system configuration management tasks including configuration control and documentation relative to technical reviews and audits.

**Education:** High school diploma or equivalent

**Experience:** A minimum of 8 years' experience in performing the stated functions.

**Special Training:** None

**Substitutions:** See the Experience Substitution Table in Section 4.3

## **Drafter**

<b>D - 1</b>	<b>Drafter I</b>	<b>BLS Code: 17-3010</b>	<b>SCA Code: 30061</b>
<b>SCA Description:</b> Prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints; selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 1 year experience in performing the stated functions.			
<b>Special Training:</b> None			
<b>Substitutions:</b> Successful completion of trade or technical school in drafting, mechanical drawing, or engineering drawing may substitute for 1 year of experience.			

<b>D - 2</b>	<b>Electrical Drafter II</b>	<b>BLS Code: 17-3012</b>	<b>SCA Code: 30062</b>
<b>SCA Description:</b> This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. Work requires arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.			
<b>Additional Duties:</b> Prepares wiring diagrams, circuit board assembly diagrams, and layout drawings. Drawings/diagrams are used for the manufacture, installation, or repair of wires and electrical equipment. Drawings/diagrams document the electrical functionality as well as the physical layout of the installation.			
<b>Education:</b> High school diploma or equivalent plus successful completion of trade or technical school, or undergraduate or military school course in drafting, mechanical drawing, or engineering drawing			
<b>Experience:</b> A minimum of 3 years' experiences in performing the stated functions.			
<b>Special Training:</b> None			
<b>Substitutions:</b> In lieu of post-high school education/training, a total of 5 years' experience in performing the stated functions.			

<b>D - 3</b>	<b>Electrical Drafter III</b>	<b>BLS Code: 17-3012</b>	<b>SCA Code: 30063</b>
<b>SCA Description:</b> Prepares wiring diagrams, circuit board assembly diagrams, and layout drawings. Drawings/diagrams are used for the manufacture, installation, or repair of wires and electrical equipment. Drawings/diagrams document the electrical functionality as well as the physical layout of the installation. Work requires use of most of the conventional drafting and Computer Aided Design (CAD) techniques and a working knowledge of the terms and procedures of the occupation. Work requires the ability to make arithmetic computations using formulas. Works from sketches, computer models, and verbal information supplied by an engineer, or designer to determine the most appropriate approach, detail drawings, and supplementary			



information needed to complete assignments. Selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.

**Education:** High school diploma or equivalent plus successful completion of trade or technical school, or undergraduate or military school course in drafting, mechanical drawing, or engineering drawing.

**Experience:** A minimum of 6 years' experience in performing the stated functions.

**Special Training:** None

**Substitutions:** In lieu of post-high school education/training, a total of 8 years' experience in performing the stated functions.

<b>D - 4</b>	<b>Electrical Drafter IV</b>	<b>BLS Code: 17-3012</b>	<b>SCA Code: 30064</b>
<p><b>SCA Description:</b> Prepares wiring diagrams, circuit board assembly diagrams, and layout drawings. Drawings/diagrams are used for the manufacture, installation, or repair of wires and electrical equipment. Drawings/diagrams document the electrical functionality as well as the physical layout of the installation. Work requires use of most of the conventional drafting and Computer Aided Design (CAD) techniques and a working knowledge of the terms and procedures of the occupation. Work requires the ability to make arithmetic computations using formulas. Works closely with design originators. Prepares drawings of unusual, complex designs. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower-level drafters or serve as coordinator and planner for large and complex drafting projects.</p>			
<p><b>Education:</b> High school diploma or equivalent plus successful completion of trade or technical school, or undergraduate or military school course in drafting, mechanical drawing, or engineering drawing.</p>			
<p><b>Experience:</b> A minimum of 10 years' experience in performing the stated functions</p>			
<p><b>Special Training:</b> None</p>			
<p><b>Substitutions:</b> In lieu of post-high school education/training, a total of 12 years' experience in performing the stated functions.</p>			

<b>D - 5</b>	<b>Mechanical Drafter II</b>	<b>BLS Code: 17-3013</b>	<b>SCA Code: 30062</b>
<p><b>SCA Description:</b> Prepare detailed working diagrams, drawings, and computer models of mechanical devices, parts, and assemblies, including dimensions, fastening methods, and other engineering information. Drawings/models include various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and Computer Aided Design (CAD) techniques and a working knowledge of the terms and procedures of the occupation. Work requires the ability to perform arithmetic computations using formulas. Familiar or recurring work is assigned in general terms. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models, or specifications that clearly depict the desired product.</p>			
<p><b>Education:</b> High school diploma or equivalent plus successful completion of trade or technical school, or undergraduate or military school course in drafting, mechanical drawing, or engineering drawing.</p>			
<p><b>Experience:</b> A minimum of 3 years' experience in performing the stated functions.</p>			
<p><b>Special Training:</b> None</p>			
<p><b>Substitutions:</b> In lieu of post-high school education/training, a total of 5 years' experience in performing the stated functions.</p>			

<b>D - 6</b>	<b>Mechanical Drafter III</b>	<b>BLS Code: 17-3013</b>	<b>SCA Code: 30063</b>
<p><b>SCA Description:</b> Prepare detailed working diagrams, drawings, and computer models of mechanical devices, parts, and assemblies, including dimensions, fastening methods, and other engineering information. Drawings/models include various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and Computer Aided Design (CAD) techniques and a working knowledge of the terms and procedures of the occupation. Work requires the ability to perform arithmetic computations using formulas. Prepares complete sets of complex drawings or computer</p>			

models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, computer models, and verbal information supplied by an engineer or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.
<b>Education:</b> High school diploma or equivalent plus successful completion of trade or technical school, or undergraduate or military school course in drafting, mechanical drawing, or engineering drawing.
<b>Experience:</b> A minimum of 6 years' experience in performing the stated functions.
<b>Special Training:</b> None
<b>Substitutions:</b> In lieu of post-high school education/training, a total of 8 years' experience in performing the stated functions.

<b>D - 7</b>	<b>Mechanical Drafter IV</b>	<b>BLS Code: 17-3013</b>	<b>SCA Code: 30064</b>
<b>SCA Description:</b> Prepare detailed working diagrams, drawings, and computer models of mechanical devices, parts, and assemblies, including dimensions, fastening methods, and other engineering information. Drawings/models include various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and Computer Aided Design (CAD) techniques and a working knowledge of the terms and procedures of the occupation. Work requires the ability to perform arithmetic computations using formulas. Works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Ensures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced; exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower-level drafters or serve as coordinator and planner for large and complex drafting projects.			
<b>Education:</b> High school diploma or equivalent plus successful completion of trade or technical school, or undergraduate or military school course in drafting, mechanical drawing, or engineering drawing.			
<b>Experience:</b> A minimum of 10 years' experience in performing the stated functions.			
<b>Special Training:</b> None			
<b>Substitutions:</b> In lieu of post-high school education/training, a total of 12 years' experience in performing the stated functions.			

## **Engineer**

<b>ENG - 2</b>	<b>Engineer, Junior</b>	<b>BLS Code: 17-2199</b>	<b>SCA Code:</b>
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<b>Functional Description:</b> Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, and evaluate hardware and software, including military weapon systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Performs basic tasking with limited oversight. Supports tasking working with more senior engineers.
<b>Education:</b> BA/BS in Engineering or Engineering Discipline
<b>Experience:</b> 0 – 3 years performing stated job functions
<b>Spec Training:</b> None
<b>Substitutions:</b> None

<b>ENG - 3</b>	<b>Engineer, Journeyman</b>	<b>BLS Code: 17-2199</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, and evaluate hardware and software, including military weapon systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. The engineer applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. May analyze, design, develop, implement, test, or evaluate automated data processing software related to engineering or functional requirements of military weapon systems, associated support systems, or management information systems.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 4</b>	<b>Engineer, Senior</b>	<b>BLS Code: 17-2199</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, and evaluate hardware and software, including military weapons systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. The engineer applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Shall analyze, design, develop, implement, test, and evaluate automated data processing software related to engineering or functional requirements of military weapon systems, associated support systems, or management information systems. The engineer may perform as a subject matter expert (SME) in Test and Evaluation (T&E), electrical or mechanical systems, or airborne platform. The engineer shall perform as an engineering team leader in developing engineering procedures and controls, managing project efforts, and resolving problems.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> A minimum of 10 years' experience in performing the stated functions.			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 5</b>	<b>Engineer, Avionics</b>	<b>BLS Code: 49-2091</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.			
<b>Additional Duties:</b> Applies engineering principles to research, analyze, plan, design, develop, implement, and test aircraft electrical, computer, and data networks and associated aircraft avionics systems including control, monitoring, communication, navigation, surveillance, weather, weapons, and anti-collision systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. This position applies engineering experience to perform functions such as system integration, design, configuration management, quality assurance testing, system safety, or acquisition and resource management.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			

<b>Experience:</b> A minimum of 12 years' experience in performing the stated functions
<b>Special Training:</b> At least 6 years of the foregoing total experience shall have been in field of avionics or associated systems, and at least 3 years of the foregoing experience as technical team lead, design lead, or project manager.
<b>Substitutions:</b> None

<b>ENG - 6</b>	<b>Engineer, Electrical, Junior</b>	<b>BLS Code: 17-2071</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.			
<b>Additional Duties:</b> Applies engineering principles and techniques to investigate, research, design, develop, and test the manufacturing and installation of electrical equipment, components, or systems for military aircraft. Analyze government need and determine the requirements, capacity, and cost for developing an electrical system plan and technical data package. Assists in the development of maintenance and testing procedures for electronic components and equipment. Prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Performs basic tasking with oversight. Supports tasking working with more senior engineers.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> 0 – 3 years performing stated job functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 7</b>	<b>Engineer, Electrical, Journeyman</b>	<b>BLS Code: 17-2071</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.			
<b>Additional Duties:</b> Applies engineering principles and techniques to investigate, research, analyze, plan, design, develop, test, evaluate, and supervise the manufacturing and installation of electrical equipment, components, hardware, software, or systems for military aircraft. Analyze government need and determine the requirements, capacity, and cost for developing an electrical system plan and technical data package. Develop maintenance and testing procedures for electronic components and equipment. Evaluate systems and recommend design modifications or equipment repair. Plan and develop applications and modifications for electronic properties used in parts and systems in order to improve technical performance and sustainability. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Performs basic tasking with limited oversight and tasks junior personnel. Supports tasking working with more senior engineers.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 8</b>	<b>Engineer, Electrical, Senior</b>	<b>BLS Code: 17-2071</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.			
<b>Additional Duties:</b> Applies engineering principles and techniques to investigate, research, analyze, plan, design, develop, test, evaluate, and supervise the manufacturing and installation of electrical equipment, components, hardware, software, or systems for military aircraft. Analyze government need and determine the requirements, capacity, and cost for developing an electrical system plan and technical data package. Develop maintenance and testing procedures for electronic components and equipment. Inspect electronic equipment, instruments, and systems to make sure they meet safety standards and applicable regulations. Evaluate systems and recommend			

design modifications or equipment repair. Plan and develop applications and modifications for electronic properties used in parts and systems in order to improve technical performance and sustainability. Reviews, prepares, and provides feedback to engineering and technical analyses, reports, change proposals, and other technical documentation. Performs basic and complex tasking independently with only high-level requirements. Reviews and provides recommendations to improvements in organizational processes and procedures. Provides oversight, manages, and prioritizes workload for junior personnel. Ensures policy, standards, specifications, and processes are strictly adhered to and data remains consistent and verifiable.

**Education:** BA/BS in Engineering or Engineering Discipline

**Experience:** A minimum of 10 years' experience in performing the stated functions.

**Special Training:** None

**Substitutions:** None

<b>ENG - 9</b>	<b>Engineer, Materials Test</b>	<b>BLS Code: 17-2131</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications on aircraft and support/test equipment. Develop new uses for known materials. Includes those engineers working with composite materials or specializing in one type of material, such as graphite, metal and metal alloys, ceramics and glass, plastics and polymers, and naturally occurring materials. Includes metallurgists and metallurgical engineers, ceramic engineers, and welding engineers.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> A minimum of 8 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 10</b>	<b>Engineer, Mechanical, Junior</b>	<b>BLS Code: 17-2141</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.			
<b>Additional Duties:</b> Applies engineering principles and techniques to investigate, research, design, develop, and test the manufacturing and installation of mechanical and structural equipment, components, tools, machines, or systems for military aircraft utilizing industry and aerospace standards and computer aided design. Analyze government need and determine the requirements, capacity, and cost for developing a mechanical structure, part, assembly, and system plan and technical data package. Oversees installation, operation, maintenance, and repair of aircraft and support equipment. Assists in the development of maintenance and testing procedures for mechanical components and equipment. Analyze problems to see how mechanical and thermal devices might help solve a particular problem. Develop and test prototypes. Prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Performs basic tasking with oversight. Supports tasking working with more senior engineers.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> 0 – 3 years performing stated job functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 11</b>	<b>Engineer, Mechanical, Journeyman</b>	<b>BLS Code: 17-2141</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.			

**Additional Duties:** Applies engineering principles and techniques to investigate, research, design, develop, and test the manufacturing and installation of mechanical and structural equipment, components, tools, machines, or systems for military aircraft utilizing industry and aerospace standards and computer aided design. Analyze government need and determine the requirements, capacity, and cost for developing a mechanical structure, part, assembly, and system plan and technical data package. Oversees installation, operation, maintenance, and repair of aircraft components and support equipment. Assists in the development of maintenance and testing procedures for mechanical components and equipment. Analyze problems to see how mechanical and thermal devices are provided adequate cooling and operating environments. Develop and test prototypes to ensure fit and operation. Prepares engineering and technical analyses, reports, change proposals, and other technical documentation, which includes recommendations to approach, improvements, alternatives, or substantiates design for airworthiness. Performs basic tasking with limited oversight and tasks junior personnel. Supports tasking working with more senior engineers.

**Education:** BA/BS in Engineering or Engineering Discipline

**Experience:** A minimum of 3 years' experience in performing the stated functions

**Special Training:** None

**Substitutions:** None

ENG - 12	Engineer, Mechanical, Senior	BLS Code: 17-2141	SCA Code:
<p><b>SOC Description:</b> Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.</p> <p><b>Additional Duties:</b> Applies engineering principles and techniques to investigate, research, design, develop, and test the manufacturing and installation of mechanical and structural equipment, components, tools, machines, or systems for military aircraft utilizing industry and aerospace standards and computer aided design. Analyze government need and determine the requirements, capacity, and cost for developing a mechanical structure, part, assembly, and system plan and technical data package. Oversees and directs installation, operation, maintenance, and repair of aircraft components and support equipment. Assists in the development of maintenance and testing procedures for mechanical components and equipment. Analyze problems to see how mechanical and thermal devices are provided adequate cooling and operating environments. Develop and test prototypes to ensure fit and operation. Reviews, prepares, and provides feedback to engineering and technical analyses, reports, change proposals, sustainment initiatives, and other technical documentation, which includes recommendations to approach, improvements, alternatives, or substantiates design for airworthiness. Performs basic and complex tasking independently with only high-level requirements. Reviews and provides recommendations to improvements in organizational processes and procedures. Provides oversight, manages, and prioritizes workload for junior personnel. Ensures policy, standards, specifications, and processes are strictly adhered to and data remains consistent and verifiable.</p>			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> A minimum of 10 years' experience in performing the stated functions.			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

ENG - 13	Engineer, Production	BLS Code: 11-3051	SCA Code:
<p><b>SOC Description:</b> Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.</p> <p><b>Additional Duties:</b> Manages, oversees, and assists in the supervision of all production elements in fabrication and machine shop(s). Proactively develop and present technical briefings and reports to stakeholders. Provide inputs to production schedules and budgets. Develop and implement quality control measures that effectively monitor products to achieve optimal results while ensuring quality of work is safe. Liaising with other engineers to develop plans that improve production, costs, and labor required. Ensure all steps of production run smoothly</p>			

and efficiently. Assess, evaluate, and recommend improvements to training and application of shop and manufacturing processes and documentation while ensuring compliance and conformance standards are adhered to. Keeping abreast of advancements in engineering and production and sharing knowledge with Government leads. Recommends improvements to capability, tooling, and automated processes. Diagnose origin of breakdowns, including human error, and troubleshoot problems that may assist in root-cause analysis.
<b>Education:</b> BA/BS in Engineering or Engineering Discipline
<b>Experience:</b> A minimum of 8 years' experience in performing the stated functions
<b>Special Training:</b> None
<b>Substitutions:</b> None

<b>ENG - 14</b>	<b>Engineer, Software, Journeyman</b>	<b>BLS Code: 15-1252</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing organizational and/or operational efficiency. Monitoring system performance and performing predictive maintenance and performing system risk and reliability analysis. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. Assess new technologies before adoption and implementation. May supervise computer programmers.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 15</b>	<b>Engineer, Systems (Aerospace)</b>	<b>BLS Code: 17-2011</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.			
<b>Additional Duties:</b> Perform aerospace engineering duties in designing, constructing, and testing aircraft systems, avionics, weapons, and stores systems. Develops and correlates system requirements, requirements allocations, processes, definitions, interfaces, life cycle requirements, and verification documentation and practices. May conduct complex and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacturing. May recommend improvements in testing equipment, design practices, and manufacturing techniques. Independently, with little oversight, supports the development of system architecture, modeling, simulation, optimization, dynamics, system and statistical analysis, functional analysis, and reliability. Familiar with and utilizes industry and military processes and standards. This may be applied at the technical or organizational level.			
<b>Education:</b> BA/BS in Engineering or Engineering Discipline			
<b>Experience:</b> A minimum of 8 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ENG - 16</b>	<b>Engineer, Systems (Mechanical)</b>	<b>BLS Code: 17-2141</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.			
<b>Additional Duties:</b> Perform mechanical engineering duties in designing, constructing, and testing aircraft systems, structure, envelopes, fluid and hydraulic systems. Develops and correlates system requirements, requirements allocations, processes, definitions, interfaces, life cycle requirements, and verification			

documentation and practices. May conduct complex and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacturing. May recommend improvements in testing equipment, design practices, and manufacturing techniques. Independently, with little oversight, supports the development of system architecture, modeling, simulation, optimization, dynamics, system and statistical analysis, functional analysis, and reliability. Familiar with and utilizes industry and military processes and standards. This may be applied at the technical or organizational level.
<b>Education:</b> BA/BS in Engineering or Engineering Discipline
<b>Experience:</b> A minimum of 8 years' experience in performing the stated functions
<b>Special Training:</b> None
<b>Substitutions:</b> None

## **Engineering Technician**

<b>ET - 1</b>	<b>General Technician I</b>	<b>BLS Code: 17-3021</b>	<b>SCA Code: 30081</b>
<b>SCA Description:</b> This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion.			
<b>Additional Duties:</b> Performs general engineering support functions for wiring, sheet metal, and electronics, drafting or machining disciplines. The Technician must demonstrate the ability to perform a practical application of tools and techniques to assigned duties. This position receives technical guidance from supervisor or higher level-technicians. Work is reviewed at initiation for proper technique and monitored for specific compliance with accepted practices and work assignments.			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> None			
<b>Special Training:</b> Must obtain (and subsequently maintain) IPC/WHMA-A-620 certification within 60 days. Government taught class may be used if available			
<b>Substitutions:</b> None			

<b>ET - 2</b>	<b>General Technician II</b>	<b>BLS Code: 17-3021</b>	<b>SCA Code: 30082</b>
<b>SCA Description:</b> Performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress.			
<b>Additional Duties:</b> Applies learned technical knowledge to perform general engineering support functions for wiring, drafting, sheet metal, electronics or machining disciplines. The Technician must have the technical knowledge to demonstrate a practical application of tools and techniques to assigned duties. This position receives technical guidance from supervisor or higher level-technicians. Work is reviewed at initiation for proper technique and monitored for specific compliance with accepted practices and work assignments.			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 3 years' experience performing the stated functions required.			
<b>Special Training:</b> Must obtain (and subsequently maintain) IPC/WHMA-A-620 certification within 60 days. Government taught class may be used if available.			
<b>Substitutions:</b> None			

<b>ET - 3</b>	<b>Engineering Technician I</b>	<b>BLS Code: 17-3029</b>	<b>SCA Code: 30081</b>
<b>SCA Description:</b> Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.			
<b>Education:</b> High School diploma or equivalent			



<b>Experience:</b> A minimum of 1 year experience performing the stated functions required.
<b>Special Training:</b> None
<b>Substitutions:</b> None

<b>ET - 4</b>	<b>Engineering Technician II</b>	<b>BLS Code: 17-3029</b>	<b>SCA Code: 30082</b>
<p><b>SCA Description:</b> Applies comprehensive technical knowledge to perform standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. Followings specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment. Conducts a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form. This position receives technical guidance, as required from supervisor or higher level-technician. Work is reviewed for specific compliance with accepted practices and work assignments.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 3 years' experience performing the stated functions required.			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ET - 5</b>	<b>Engineering Technician III</b>	<b>BLS Code: 17-3029</b>	<b>SCA Code: 30083</b>
<p><b>SCA Description:</b> Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. Construct components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions. Follow specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data. Extract and compile a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. Assist in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 5 years' experience performing the stated functions required			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ET - 6</b>	<b>Engineering Technician IV</b>	<b>BLS Code: 17-3029</b>	<b>SCA Code: 30084</b>
<p><b>SCA Description:</b> Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. Construct components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions. Follow specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data. Extract and compile a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. Assist in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications and using judgment and</p>			

initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Utilizes, updates, and enforces standard and special processes.
<b>Education:</b> High School diploma or equivalent
<b>Experience:</b> A minimum of 10 years' experience performing the stated functions required
<b>Special Training:</b> None
<b>Substitutions:</b> None

<b>ET - 7</b>	<b>Engineering Technician V</b>	<b>BLS Code: 17-3029</b>	<b>SCA Code: 30085</b>
<p><b>SCA Description:</b> Performs non-routine and complex assignments and special processes involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. Design, develop, and construct major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. From general guidelines and specifications (e.g., size or weight requirements), develop designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyze technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. Plan or assist in planning tests to evaluate equipment performance. Determine test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results and prepares reports on findings and recommendations.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 15 years' experience performing the stated functions required			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ET - 8</b>	<b>Sheet Metal Technician II</b>	<b>BLS Code: 51-2041</b>	<b>SCA Code: 30082</b>
<p><b>SCA Description:</b> Performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress.</p>			
<p><b>Additional Duties:</b> Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Position performs repair, fabrication, modification, and installation of sheet metal parts, items, and assemblies. Sheet metal mechanic work requires knowledge of the physical properties and working characteristics of sheet metal, knowledge of tools and equipment required in the sheet metal trade, and knowledge of shop mathematics and principles.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 3 years' experience performing the stated functions required			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ET - 9</b>	<b>Sheet Metal Technician III</b>	<b>BLS Code: 51-2041</b>	<b>SCA Code: 30083</b>
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<p><b>SCA Description:</b> Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions.</p> <p><b>Additional Duties:</b> This position performs repair, fabrication, modification, and installation of sheet metal parts, items, and assemblies. Sheet metal mechanic work requires knowledge of the physical properties and working characteristics of sheet metal, knowledge of tools and equipment required in the sheet metal trade, and knowledge of shop mathematics and principles. Applies learned technical knowledge to perform support functions for sheet metal or matching disciplines. May be called upon to perform aviation welding.</p>
<b>Education:</b> High School diploma or equivalent
<b>Experience:</b> A minimum of 5 years' experience performing the stated functions required
<b>Special Training:</b> None
<b>Substitutions:</b> None

<b>ET - 10</b>	<b>Sheet Metal Technician IV</b>	<b>BLS Code: 51-2041</b>	<b>SCA Code: 30084</b>
<p><b>SCA Description:</b> Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions.</p> <p><b>Additional Duties:</b> Performs repair, fabrication, modification, and installation of sheet metal parts, items, and assemblies. This position works from brief oral or written instructions, pictures, tentative drawings and rough sketches. Sheet metal mechanic work requires knowledge of the physical properties and working characteristics of sheet metal, knowledge of tools and equipment required in the sheet metal trade, and knowledge of shop mathematics and principles. Most items are complex and require the employee to coordinate the work of several skilled trades in completing specialized work segments. May be called upon to perform aviation welding. In most cases, works directly with the engineer or scientist to solve difficult technical problems as they develop. May participate in planning for manufacturing, kitting, or repair items by determining facilities, equipment, material and number and type of personnel required.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 10 years' experience performing the stated functions required			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ET - 11</b>	<b>Sheet Metal Technician V</b>	<b>BLS Code: 51-2041</b>	<b>SCA Code: 30085</b>
<p><b>SCA Description:</b> Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements.</p> <p><b>Additional Duties:</b> Manages workload and plans assignments of others. Reviews, analyzes, develops, prepares or applies engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes, and prepares reports or presentation of technical data and information. Plans and performs tests and evaluations on systems, equipment or components. Compiles, processes, reduces, and analyzes test data and results. Performs non-routine assignments of substantial variety and complexity using operational precedents which are not fully applicable. Provide technical guidance to lower-level technicians. Is considered a Subject Matter Expert (SME) in aircraft sheet metal work. Performs repair, fabrication, modification, and installation of sheet metal parts, items, and assemblies. This position works from brief oral or written instructions, pictures, tentative drawings and rough sketches. Sheet metal mechanic work requires knowledge of the physical properties</p>			

and working characteristics of sheet metal, knowledge of tools and equipment required in the sheet metal trade, and knowledge of shop mathematics and principles. Most items are complex and require the employee to coordinate the work of several skilled trades in completing specialized work segments.

**Education:** High School diploma or equivalent

**Experience:** A minimum of 15 years' experience performing the stated functions required.

**Special Training:** None

**Substitutions:** None

<b>ET - 12</b>	<b>Wiring Technician II</b>	<b>BLS Code: 17-3021</b>	<b>SCA Code: 30082</b>
<p><b>SCA Description:</b> Performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress.</p> <p><b>Additional Duties:</b> Applies comprehensive technical knowledge to perform repairs, fabrication, modification and installation of electrical wiring harnesses, cables, wires, wiring assemblies and associated parts. The Wiring Technician must have the technical knowledge to demonstrate a practical application of aircraft wiring procedures. The ability to perform soldering and knowledge of tools and equipment required to perform required functions. This position receives technical guidance, as required from supervisor or higher level-technician. Work is reviewed for specific compliance with accepted practices and work assignments.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 3 years' experience performing the stated functions required			
<b>Special Training:</b> Must obtain (and subsequently maintain) IPC/WHMA-A-620 certification within 60 days. Government taught class may be used if available.			
<b>Substitutions:</b> None			

<b>ET - 13</b>	<b>Wiring Technician III</b>	<b>BLS Code: 17-3021</b>	<b>SCA Code: 30083</b>
<p><b>SCA Description:</b> Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions.</p> <p><b>Additional Duties:</b> Applies learned technical knowledge to perform repairs, fabrication, modification and installation of electrical wiring harnesses, cables, wires, wiring assemblies and associated parts. The Wiring Technician must have the technical knowledge to demonstrate a practical application of aircraft wiring procedures. The ability to perform soldering and knowledge of tools and equipment required to perform required functions. This position receives technical guidance, as required from supervisor or higher level-technician. Work is reviewed for specific compliance with accepted practices and work assignments. Technician may provide technical guidance to lower-level technicians. Aircraft experience highly desired.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of five years' experience performing the stated functions required			
<b>Special Training:</b> All levels must obtain (and subsequently maintain) IPC/WHMA-A-620 certification within 60 days. Government taught class may be used if available.			
<b>Substitutions:</b> None			

<b>ET - 14</b>	<b>Wiring Technician IV</b>	<b>BLS Code: 17-3021</b>	<b>SCA Code: 30084</b>
<p><b>SCA Description:</b> Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions.</p>			

<p><b>Additional Duties:</b> Applies learned technical knowledge to perform repairs, fabrication, modification and installation of electrical wiring harnesses, cables, wires, wiring assemblies and associated parts. The Wiring Technician must have the technical knowledge to demonstrate a practical application of aircraft wiring procedures. The ability to perform soldering and knowledge of tools and equipment required to perform required functions. This position requires the knowledge to take on more complex wiring tasks, the ability to lead other technicians and to coordinate efforts to accomplish a task. This position requires the ability to communicate with the project engineer/designer on any issues pertaining to the task. This position receives technical guidance, as required from a supervisor or engineer. Work is reviewed for specific compliance with accepted practices and work assignments. May participate in planning for manufacturing, kitting, or repair items by determining facilities, equipment, material and number and type of personnel required. Technician shall provide technical guidance to lower-level technicians. Aircraft experience highly desired.</p>
<p><b>Education:</b> High School diploma or equivalent</p>
<p><b>Experience:</b> A minimum of 10 years' experience performing the stated functions required</p>
<p><b>Special Training:</b> All levels must obtain (and subsequently maintain) IPC/WHMA-A-620 certification within 60 days. Government taught class may be used if available.</p>
<p><b>Substitutions:</b> None</p>

ET - 15	Wiring Technician V	BLS Code: 17-3021	SCA Code: 30085
<p><b>SCA Description:</b> This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower-level technicians.</p>			
<p><b>Additional Duties:</b> Manages workload and plans assignments of others. Reviews, analyzes, develops, prepares or applies engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes, and prepares reports or presentation of technical data and information. Plans and performs tests and evaluations on systems, equipment or components. Compiles, processes, reduces, and analyzes test data and results. Performs non-routine assignments of substantial variety and complexity using operational precedents which are not fully applicable. Provide technical guidance to lower-level technicians. Is considered a Subject Matter Expert (SME) in wiring. Applies learned technical knowledge to perform repairs, fabrication, modification and installation of electrical wiring harnesses, cables, wires, wiring assemblies and associated parts. This position requires the knowledge to take on more complex wiring tasks, the ability to lead other technicians and to coordinate efforts to accomplish a task. May participate in planning for manufacturing, kitting, or repair items by determining facilities, equipment, material and number and type of personnel required.</p>			
<p><b>Education:</b> High School diploma or equivalent</p>			
<p><b>Experience:</b> A minimum of 15 years' experience performing the stated functions required.</p>			
<p><b>Special Training:</b> All levels must obtain (and subsequently maintain) IPC/WHMA-A-620 certification within 60 days. Government taught class may be used if available.</p>			
<p><b>Substitutions:</b> None</p>			

ET - 16	Machinist III	BLS Code: 51-4041	SCA Code: 30083
<p><b>SOC Description:</b> Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.</p>			
<p><b>Additional Duties:</b> This position manufactures parts and items of equipment from raw stock of different kinds of metals, metal alloys and other materials, using machine tools and precision handwork. The work requires the set up and operation of most types of conventional machine tools such as lathes, vertical and horizontal boring mills;</p>			

bench, plain, or universal milling machines; shapers; planers; internal and external grinders; thread grinders; and radial drills. The work frequently requires the use of a variety of auxiliary machine tool attachments such as rotary vises, dividing heads, taper attachments, magnetic chucks, vertical milling heads, tapping attachments, rotary tables and others.

**Education:** High School diploma or equivalent

**Experience:** A minimum of 5 years' experience performing the stated functions required.

**Special Training:** None

**Substitutions:** None

<b>ET - 17</b>	<b>Machinist IV</b>	<b>BLS Code: 51-4041</b>	<b>SCA Code: 30084</b>
<p><b>SOC Description:</b> Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.</p> <p><b>Additional Duties:</b> This position manufactures parts and items of equipment from raw stock of different kinds of metals, metal alloys and other materials, using machine tools and precision handwork. The work requires the set up and operation of most types of conventional machine tools such as lathes, vertical and horizontal boring mills; bench, plain, or universal milling machines; shapers; planers; internal and external grinders; thread grinders; and radial drills. The work frequently requires the use of a variety of auxiliary machine tool attachments such as rotary vises, dividing heads, taper attachments, magnetic chucks, vertical milling heads, tapping attachments, rotary tables and others. Most items are complex and require the machinist to coordinate the work of several skilled trades in completing specialized work segments. In most cases, works directly with the engineer or scientist to solve difficult technical problems as they develop. May participate in planning for manufacturing, kitting, or repair items by determining facilities, equipment, material and number and type of personnel required.</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 10 years' experience performing the stated functions required.			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>ET - 18</b>	<b>Machinist V</b>	<b>BLS Code: 51-4041</b>	<b>SCA Code: 30085</b>
<p><b>SOC Description:</b> Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.</p> <p><b>Additional Duties:</b> This position manufactures parts and items of equipment from raw stock of different kinds of metals, metal alloys and other materials, using machine tools and precision handwork. The work requires the set up and operation of most types of conventional machine tools such as lathes, vertical and horizontal boring mills; bench, plain, or universal milling machines; shapers; planers; internal and external grinders; thread grinders; and radial drills. The work frequently requires the use of a variety of auxiliary machine tool attachments such as rotary vises, dividing heads, taper attachments, magnetic chucks, vertical milling heads, tapping attachments, rotary tables and others. Most items are complex and require the machinist to coordinate the work of several skilled trades in completing specialized work segments. In most cases, works directly with the engineer or scientist to solve difficult technical problems as they develop. May participate in planning for manufacturing, kitting, or repair items by determining facilities, equipment, material and number and type of personnel required. Manages workload and plans assignments of others. Reviews, analyzes, develops, prepares or applies engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes, and prepares reports or presentation of technical data and information. Plans and performs tests and evaluations on systems, equipment or components. Compiles, processes, reduces, and analyzes test data and results. Performs non-routine assignments of substantial variety and complexity using operational precedents which are not fully</p>			

applicable. Is considered a Subject Matter Expert (SME) in machining. This incumbent may train and be assisted by lower-level technicians.
<b>Education:</b> High School diploma or equivalent
<b>Experience:</b> A minimum of 15 years' experience performing the stated functions required.
<b>Special Training:</b> None
<b>Substitutions:</b> None

## **Information Technology**

<b>IT - 1</b>	<b>Computer Programmer</b>	<b>BLS Code: 15-1251</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Create, modify, and test the code, and scripts that allow computer applications to run. Work from specifications drawn up by software and web developers or other individuals. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.			
<b>Additional Duties:</b> Write programs in a variety of computer languages, such as C++ and Java, and update/expand existing programs. Test programs for errors and fix the faulty lines of computer code.			
<b>Education:</b> BA/BS degree in Computer Science, Engineering, IT, or related discipline			
<b>Experience:</b> A minimum of 5 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>IT - 2</b>	<b>Computer Scientist</b>	<b>BLS Code: 15-1221</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software.			
<b>Additional Duties:</b> Creating or revising computer algorithms. Writing new programming languages or code. Designing models or theories to solve computer problems. Refining computer systems and hardware to improve efficiency and speed. Collaborating with computer engineers and software developers to update current and/or produce new technology			
<b>Education:</b> BA/BS degree in Computer Science, Engineering, IT, or related discipline			
<b>Experience:</b> A minimum of 5 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>IT - 3</b>	<b>Software Developer</b>	<b>BLS Code: 15-1252</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Research, design, and develop, computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, and develop specifications and performance requirements. May maintain databases within an application area, working individually or coordinating database development as part of a team.			
<b>Additional Duties:</b> Research, design, and develop aircraft systems. Identify project risks and recommend steps to minimize those risks. Document and report defects or problems with software. Provide feedback to software developers and stakeholders regarding usability and functionality.			
<b>Education:</b> BA/BS degree in Computer Science, Engineering, IT, or related discipline			
<b>Experience:</b> A minimum of 5 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

## **Material and Supply**

<b>MS - 1</b>	<b>Acquisition Specialist, Junior</b>	<b>BLS Code: 43-3061</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA). Attends, participates, supports, analyzes, provides input, develops, prepares and reports on briefs, point papers, reports, correspondence, meetings, conferences, and review boards.			
<b>Education:</b> BA/BS Degree			
<b>Experience:</b> 1 – 3 years performing stated job functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>MS - 2</b>	<b>Acquisition Specialist, Journeyman</b>	<b>BLS Code: 43-3061</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA). Assess program procedures, practices, philosophies, and documentation for compliance with specifications, contracts, milestones, and mission requirements. Is familiar with NAVAIR and military acquisition procedures, Defense Federal Acquisition Regulations (DFAR), and standardized processing times, schedules, and phasing. Supports development of documentation utilized for purchase requests and interacts with Government Business Financial Managers (BFMs) and Comptrollers. Documentation supports the appropriate use of appropriations and funds. Attends, participates, supports, analyzes, provides input, develops, prepares and reports on briefs, point papers, reports, correspondence, meetings, conferences, and review boards.			
<b>Education:</b> BA/BS Degree			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>MS - 3</b>	<b>HAZMAT Coordinator</b>	<b>BLS Code: 47-4041</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Identify and dispose of harmful substances including but not limited to asbestos, lead, shop and machine solutions, coatings, dyes, and sealers. Handles, packages, labels, inventories, and transports hazardous waste for disposal; analyzes laboratory data; writes necessary reports to ensure compliance. Responsible for appropriately reporting hazardous material spills. Is familiar with Navy HAZMAT programs and Material Safety Data Sheets (MSDS). Supports, monitors, and improves upon organizational processes, documentation, and standard operating procedures.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b>			
<b>Substitutions:</b> None			

<b>MS - 4</b>	<b>Material Coordinator</b>	<b>BLS Code: 43-5061</b>	<b>SCA Code: 21030</b>
<b>SCA Description:</b> Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying			



knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

**Additional Duties:** Requires consideration of program requirements together with specific variations from standardized guidelines. Assignments require a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines.

**Education:** High school diploma or equivalent

**Experience:** A minimum of 3 years' experience in performing the stated functions

**Special Training:** None

**Substitutions:** None

MS - 5	Laborer	BLS Code: 53-7062	SCA Code: 23470
<b>SCA Description:</b> Performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. Loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> No experience required			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

MS - 6	Laborer, Material Handling	BLS Code: 53-7062	SCA Code: 21050
<b>SCA Description:</b> This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.			
<b>Additional Duties:</b> Performs limited aspects of technical supply management work related to the assembly, checking and delivery of aircraft component kits. Work usually is segregated by project assignments and controlled in terms of difficulty, complexity, or responsibility. Assignments are related to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> No experience required			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

MS - 7	Parts Research	BLS Code: 13-1161	SCA Code:
<b>Functional Description:</b> Assist with inventory management including ordering and tracking of parts orders. Research parts information with OE manufacturers, suppliers, distributors, warehouses, and other supply systems on the internet, standardized military systems, or other applicable methods. Create and analyze information to determine parts classification, order types, picking efficiency, and lead times for shipments. Confirm part numbers are entered in to supply chain management and procurement system, or database. Verify specifications are			

documented and adhered to by supplier and risk assessments are complete prior to order submission. Coordinate procurement activities, including creating and submitting procurement packages, relating to one or multiple projects and provide timely updates to all stakeholders.
<b>Education:</b> BA/BS degree
<b>Experience:</b> A minimum of 1 year experience in performing the stated functions
<b>Special Training:</b> None
<b>Substitutions:</b> In lieu of BA/BS degree, a total of 5 years' experience in performing the stated functions.

<b>MS - 8</b>	<b>Production Control Clerk</b>	<b>BLS Code: 43-5061</b>	<b>SCA Code: 01270</b>
<b>SOC Description:</b> Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 1 year experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>MS - 9</b>	<b>Supply Technician</b>	<b>BLS Code: 43-5061</b>	<b>SCA Code: 01410</b>
<b>SCA Description:</b> This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.			
<b>Additional Duties:</b> Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department; identify available suppliers for each requisitioned item. Organize and maintain computerized records containing vendor and bid information. Organize bids for review by the specialist. Coordinate and schedule meetings and appointments as requested; respond to inquiries. Correspond with vendors regarding prices, product availability, and delivery. Respond to inquiries from staff regarding requisitions, purchase orders, contracts and pricing information. Must be proficient with Microsoft Office and SharePoint			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 5 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>MS - 10</b>	<b>Tools and Parts Attendant</b>	<b>BLS Code: 53-7065</b>	<b>SCA Code: 21210</b>
<b>SCA Description:</b> Receives, stores, and issues hand tools, machine tools, dies, and equipment such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Prepares inventory reconciliations and requisitions stock as required. Unpacks and stores new equipment. Visually inspects tools and measures for wear or defects. This position may require coating tools with grease or other preservatives and attaching identification tags or engraving identifying information on tools and equipment. May also inventory and distribute consumable items and material.			

<b>Education:</b> High school diploma or equivalent
<b>Experience:</b> No experience required
<b>Special Training:</b> None
<b>Substitutions:</b> None

## **Mechanics, Mx, Repair**

<b>MMR - 1</b>	<b>Aircraft Painter</b>	<b>BLS Code: 17-3029</b>	<b>SCA Code: 23050</b>
<p><b>SCA Description:</b> Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions.</p> <p><b>Additional Duties:</b> This position requires the application standard coating methods, to aircraft and aircraft components, such as brushing, rolling, and spraying, using coating materials that are prepared according to specific directions, and by the application of coating techniques that ensure surfaces are fully coated, protected, and free from drips and runs. Receive work orders and oral instructions that indicate the surfaces to be coated and the coating materials to be used. The work requires the preparation of surfaces by methods such as sanding and wire brushing. The work requires thinning, stirring, and mixing coating materials according to specific directions. The coating finishes must meet surface protection requirements.</p>			
<b>Education:</b> High school diploma or equivalent			
<b>Experience:</b> A minimum of 4 years' experience in performing the stated functions			
<b>Special Training:</b> Technical certification as an aircraft painter required.			
<b>Substitutions:</b> None			

<b>MMR - 2</b>	<b>Aircraft Welder</b>	<b>BLS Code: 51-4121</b>	<b>SCA Code: 23010</b>
<p><b>SCA Description:</b> Performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. Required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing without direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications.</p> <p>Must be qualified in accordance with AWS D17.1 2010, Section 5</p>			
<b>Education:</b> High School diploma or equivalent			
<b>Experience:</b> A minimum of 5 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

<b>MMR - 4</b>	<b>Janitor</b>	<b>BLS Code: 37-2011</b>	<b>SCA Code: 11150</b>
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**SCA Description:** The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

**Additional Duties:** Perform heavy cleaning duties, shampooing rugs, washing walls and glass. Duties may include tending furnace and boiler, performing routine aircraft facility maintenance activities, notifying management of need for repairs, cleaning snow or debris from sidewalk, and maintaining surrounding aircraft and manufacturing equipment space cleanliness to ensure adherence to ground operating procedures and safe operation.

**Top Secret clearance required.**

**Education:** High school diploma or equivalent

**Experience:** No experience required

**Special Training:** None

**Substitutions:** None

## **Pilot**

Pt - 1	Aircraft Pilot	BLS Code: 53-2010	SCA Code:
<b>Functional Description:</b> Pilot and navigate the flight of fixed-wing, multi-engine aircraft, during testing. Typically works on high-visibility or mission critical aspects of a given program. The candidate may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific project. Duties may include developing test plans, test reports, regulations, procedures, and specifications.			
<b>Education:</b> Bachelor's degree			
<b>Experience:</b> Two years of RDT&E flight-test experience. 1,500 flight hours with a minimum of 150 hours in the specific model or similar aircraft. Past designation as an Aircraft Plane Commander in any Military Aircraft.			
<b>Special Training:</b> Current designation in multi-pilot aircraft. Graduation from one of the following: U.S. Naval Test Pilot School (TPS), U.S. Air Force Test Pilot School, Empire Test Pilot School, EPNER Test Pilot School			
<b>Substitutions:</b> Meet the requirements for a TPS waiver in accordance with DCMA Instruction 8210-1D is required			

## **Program Support**

P - 1	Cost Analyst	BLS Code: 13-2031	SCA Code:
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<b>SOC Description:</b> Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports
<b>Additional Duties:</b> Develop new budget and cost estimates and examine existing budgets for completeness, accuracy, and conformance with procedures and regulations. Gather financial data including inventory purchases and/or labor costs and analyze it to uncover any deficiencies. Track and analyze budget, accounting, expense, and other applicable financial reports for accuracy and report results to stakeholder(s).
<b>Education:</b> BS/BA degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology
<b>Experience:</b> A minimum of 2 years' experience in performing the stated functions
<b>Special Training:</b> None
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3

<b>P - 2</b>	<b>Management Analyst, Journeyman</b>	<b>BLS Code: 13-1111</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA). Assess program procedures, practices, philosophies, and documentation for compliance with specifications, contracts, and mission requirements. Attends, participates, supports, analyzes, provides input, develops, prepares and reports on briefs, point papers, reports, correspondence, meetings, conferences, and review boards.			
<b>Additional Duties:</b> Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness; organizational structures; work methods and procedures efficiency; and resource requirements, utilization, or control. Develops and drafts program of project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions. Works independently on routine assignments and receives instruction and guidance on more complex assignments. Work is typically spot-checked but is given detailed review when new or advanced assignments are involved.			
<b>Education:</b> BS/BA degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>P - 3</b>	<b>Management Analyst, Senior</b>	<b>BLS Code: 13-1111</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA). Assess program procedures, practices, philosophies, and documentation for compliance with specifications, contracts, and mission requirements. Attends, participates, supports, analyzes, provides input, develops, prepares and reports on briefs, point papers, reports, correspondence, meetings, conferences, and review boards.			
<b>Additional Duties:</b> Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness; organizational structures; work methods and procedures efficiency; and resource requirements, utilization, or control. Develops and drafts program of project milestone, progress monitoring, financial, acquisition, quality			

control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions. Works independently on routine assignments and receives instruction and guidance on more complex assignments.
<b>Education:</b> BS/BA degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology
<b>Experience:</b> A minimum of 10 years' experience in performing the stated functions
<b>Special Training:</b> None
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3

<b>P - 4</b>	<b>Project Manager, Junior</b>	<b>BLS Code: 11-9199</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Manage cost, schedule, and performance of the project. Determine and define project scope and objectives. Predict and manage resources needed to reach each objective. Prepare budget based on scope of work and resource requirements and track project costs in order to meet budgets. Develop and manage a detailed project schedule and work plan and provide updates on a consistent basis to stakeholders about strategy, adjustments, and progress. Manage vendors and suppliers by assigning tasks and communicating expected deliverables. Utilize industry best practices, techniques, and standards throughout entire project execution. Monitor progress and adjust as needed. Measure project performance to identify areas for improvement. Manages less-complex projects with highly defined requirements. Works independently on routine assignments and receives instruction and guidance on more complex assignments. Work is typically spot-checked but is given detailed review when new or advanced assignments are involved.			
<b>Education:</b> BS/BA degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology			
<b>Experience:</b> 0 – 3 years performing stated job functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>P - 5</b>	<b>Project Manager, Journeyman</b>	<b>BLS Code: 11-9199</b>	<b>SCA Code:</b>
<b>Functional Description:</b> Manage cost, schedule, and performance along with risks and opportunity of the project. Determine and define project scope and objectives. Predict and manage resources needed to reach each objective. Prepare budget based on scope of work and resource requirements and track project costs in order to meet budgets. Develop and manage a detailed project schedule and work plan and provide updates on a consistent basis to stakeholders about strategy, adjustments, and progress. Manage vendors and suppliers by assigning tasks and communicating expected deliverables. Utilize NAVAIR and industry best practices, techniques, and standards throughout entire project execution. Monitor progress and adjust as needed. Measure project performance to identify areas for improvement. Manages large scale projects with increased complexity in scope. Leads and prioritizes workload within engineering disciplines and manufacturing/installation shops for the project. Develops projects requirements from high level descriptions and system specifications as part of a statements of work, or work agreement creation. Resolves issues independently and works collaboratively with analysts, project stakeholders, subject matter experts, and airworthiness officials. Works independently on routine assignments and receives instruction and guidance on more complex assignments.			
<b>Education:</b> BS/BA degree in a Business or Management discipline, Accounting, Finance, Economics, or Management Information Technology			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> Previous military leaderships roles are desirable, but not an explicit requirement			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

<b>P - 6</b>	<b>Program Manager, Senior</b>	<b>BLS Code: 11-1021</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Acts as the overall lead, manager and administrator for the contracted effort. Serves as the primary interface and point of contact with Government program authorities on technical and program/project			

issues. Oversees contractor execution of the contract requirements. Manages acquisition and employment of program/project resources.

**Additional Duties:** Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources. Supervises program/project operation by developing engineering, technical and management procedures and controls, planning and directing project execution, monitoring, and reporting progress. The work requires management or acquisition experience and employment of program/project resources and controls, management of the financial and administrative aspects of the program/project.

**Education:** A Master's degree in engineering or business from an accredited college or university

**Experience:** A minimum of 10 years' experience in performing the stated functions.

**Special Training:** A minimum of 5 years of the stated total managing a technical organization

**Substitutions:** See the Experience Substitution Table in Section 4.3

P - 7	Project Analyst, Junior	BLS Code: 13-1111	SCA Code:
<b>SOC Description:</b> Applies analytic techniques in the evaluation of project objectives. Analyzes project requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks project status and schedules. Applies government-instituted processes for documentation, change control management and data management.			
<b>Education:</b> BS or BA degree in a Business, Management, or Technical Discipline.			
<b>Experience:</b> 0 – 3 years performing stated job functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

P - 8	Project Analyst, Journeyman	BLS Code: 13-1111	SCA Code:
<b>SOC Description:</b> Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.			
<b>Additional Duties:</b> Assists with impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of assigned projects. Provides support for critical operations related to Comptroller Functions, Acquisition, Navy ERP training and implementation, and Navy ERP role mapping. Demonstrated experience in cost/benefit analysis, quality control, successful completion of critical path events, and project tracking.			
<b>Education:</b> BS or BA degree in a Business, Management, or Technical Discipline.			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> None			

P - 9	Project Analyst, Senior	BLS Code: 13-1111	SCA Code:
<b>SOC Description:</b> Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.			

**Additional Duties:** Assists with audits, studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success of assigned project tasks. Conducts work simplification and measurement studies and prepares analysis reports to assist management in operating more efficiently and effectively. Works with technical staff and system owners/users to analyze processes and develop recommendations for improvements; documents test results, and recommendations for fault correction; and develops effective implementation plans for new processes. Provides support for critical operations related to Comptroller Functions, Acquisition, Navy ERP training and implementation, and Navy ERP role mapping. Demonstrated experience in cost/benefit analysis, quality control, successful completion of critical path events, and project tracking.

**Education:** BS or BA degree in a Business, Management, or Technical Discipline.

**Experience:** A minimum of 10 years' experience in performing the stated functions.

**Special Training:** None

**Substitutions:** None

P - 10	Project Scheduling Analyst, Junior	BLS Code: 13-1111	SCA Code:
<p><b>SOC Description:</b> Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.</p> <p><b>Additional Duties:</b> Develop and maintain project schedules in support of engineering, development, integration, test, sustainment, and installation milestones. Assists with impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of assigned projects. Perform project analysis and update plans to achieve milestones.</p>			
<b>Education:</b> BS or BA degree in a Business, Management, or Technical Discipline			
<b>Experience:</b> 0 – 3 years performing stated job functions			
<b>Special Training:</b> Proficient in Microsoft Project			
<b>Substitutions:</b> None			

P - 11	Project Scheduling Analyst, Journeyman	BLS Code: 13-1111	SCA Code:
<p><b>SOC Description:</b> Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.</p> <p><b>Additional Duties:</b> Develop and maintain project schedules in support of engineering, development, integration, test, sustainment, and installation milestones. Assists with impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of assigned projects. Perform project analysis and update plans to achieve milestones. Demonstrated experience in cost/benefit analysis, quality control, successful completion of critical path events, and project tracking. Works independently with high level requirements to assist in formulating plans, schedules, and milestones.</p>			
<b>Education:</b> BS or BA degree in a Business, Management, or Technical Discipline			
<b>Experience:</b> A minimum of 3 years' experience in performing the stated functions			
<b>Special Training:</b> Proficient in Microsoft Project			
<b>Substitutions:</b> None			



<b>P - 12</b>	<b>Safety Specialist</b>	<b>BLS Code: 17-2111</b>	<b>SCA Code:</b>
<b>SOC Description:</b> Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws.			
<b>Additional Duties:</b> Provides professional knowledge and expertise in the operation and support of environmental health and safety programs in compliance with regulatory agency guidelines and institutional policies, NAVAIRINST 3710.1 series (Contractor's Flight and Ground Operations), and DFARS 252.228-7001. Responsibilities will include the coordination and implementation of policies and procedures to ensure a safe and healthy working environment in the areas of aviation material readiness, radiation safety, biological and chemical safety, environmental protection, physical safety, hangar safety, industrial hygiene, fall protection, and other safety procedures and processes in support of departmental and institutional safety programs. Performs Quality Assurance (QA) for contractor QA programs applicable to APSD. Must have excellent written and oral communication skills.			
<b>Education:</b> BS or BA in Engineering, Logistics, Science, or Management			
<b>Experience:</b> A minimum of 5 years' experience in performing the stated functions			
<b>Special Training:</b> None			
<b>Substitutions:</b> See the Experience Substitution Table in Section 4.3			

CLAUSES INCORPORATED BY FULL TEXT

**CTXT.242-9520 PROCEDURES AND APPROVALS REQUIRED PRIOR TO INCURRING DIRECT MATERIAL COSTS (APR 2022)**

(a) General.

(1) These procedures apply to **[Insert contract line item number(s) (CLIN(s))]**.

(2) Any material procured as a direct cost under this contract by the Contractor is subject to the requirements of the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), the Navy Marine Corps Acquisition Regulation Supplement (NMCARS), and any other Department of Defense or Department of the Navy policies and procedures.

(3) Performance of this contract may require the contractor to procure material. If material incidental to performance of this service contract is required and will be a direct cost consistent with the contractor's disclosure statement, the Contractor shall follow the procedures outlined herein before making a purchase. No material item with a unit cost greater than **[insert "the Simplified Acquisition Threshold (SAT) (FAR 2.101)" OR a specific dollar value less than the SAT]** may be procured under this contract. No single procurement with a total value, i.e., the total sum of all items, greater than the Truthful Cost or Pricing Data Act threshold (FAR 15.403-4(a)(1)) may be procured under this contract. Procurements shall not be split to circumvent these thresholds or the approval thresholds set forth in paragraph (b) below. Procurement of material that is not incidental to and necessary for contract performance, or approved in accordance with these procedures, may be determined to be an unallowable cost pursuant to FAR Part 31 and DFARS Part 231.

(b) Procedures. All material procurements to be directly charged to CLIN(s) **[insert CLIN number(s)]** of this contract are subject to the following review and/or approval procedures:

(1) Approval Authorities.

<b><u>Notification Only (No Approval Required)</u></b>	<b><u>Contracting Officer Representative (COR) Approval</u></b>	<b><u>COR and Contracting Officer Approval</u></b>
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Items listed in para. (c), excluding sole source procurements and software licenses, with a <u>total cost of less than or equal to the micro-purchase threshold (FAR 2.101)</u>	Items listed in para. (c), excluding sole source procurements and software licenses, with a <u>total cost greater than the micro-purchase threshold (FAR 2.101) but less than or equal to [insert “the SAT (FAR 2.101)” OR a specific dollar value less than the SAT].</u>	Items listed in para. (c) with a <u>total cost greater than [insert “the SAT (FAR 2.101)” OR a specific dollar value less than the SAT].</u>
		Items listed in para. (c) procured on a sole source basis (regardless of dollar value)
		Software licenses (regardless of dollar value)
		Any item not listed in para. (c) (regardless of dollar value)

(2) Contractor Requests and Notifications. For all material procurements subject to these procedures, the Contractor shall submit a material procurement request (or notification, for procurements that do not require approval) that includes the following: 1) a list of the material items to be procured, 2) an explanation of the need for the material, 3) a listing of quotes received, 4) the reason for the selected source, and 5) the determination of price reasonableness. If the procurement is sole source to a particular supplier, the request shall also include the rationale for limiting the procurement to that supplier. When approval is required per paragraph (b)(1), the Contractor shall not proceed with the procurement until receiving approval. All requests requiring approval shall be submitted to the COR for disposition. For requests within the COR approval threshold, the COR will provide written approval or disapproval to the Contractor. For requests within the Contracting Officer’s approval threshold, the COR will forward the request with a recommendation of approval or disapproval to the Contracting Officer. The Contracting Officer will provide written approval or disapproval to the COR and the Contractor. When approval is not required, the Contractor shall provide an email notification to the COR containing the required content prior to procuring the material.

(3) Urgent Requirements. For direct material procurements that require COR approval only, urgent requests may be verbally requested and verbally approved. A request is considered urgent when it is necessary for the Contractor to procure material to immediately respond to a requirement. If the COR concurs with the urgent nature of the request, verbal approval of the request will be provided to the Contractor. All urgent requests verbally approved by the COR shall be followed up with a Contractor email request to the COR within one business day of the verbal approval, containing the minimum content set forth in paragraph (b)(2) above and referencing the date of the verbal approval by the COR. The COR shall thereafter respond via email to provide written confirmation of the verbal approval.

(c) List of Applicable Materials:

[Insert list of anticipated material incidental to the contract scope; may be broken out by category if desired. Note that direct material typically includes supplies, parts, equipment, hardware, and Information Technology resources, including equipment, services, and software. Direct material does **not** typically include general purpose business items such as telephones and telephone charges, reproduction machines, word processing equipment, computers, and other office equipment and supplies. If general purpose business items are contemplated for inclusion in this list, they must be supported by Section C, Statement of Work, requirements.]

## Section D - Packaging and Marking

D-TXT.247-9507**DTXT.247-9507 PACKAGING AND MARKING OF REPORTS (NAVAIR)(OCT 2021)**

(a) All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation, if any, shall be prepared for shipment in accordance with the National Industry Security Program Operating Manual, 32 CFR Part 117.

(b) The contractor shall prominently display on the cover of each report the following information:

- (1) Name and business address of contractor.
- (2) Contract Number/Delivery/Task order number.
- (3) Contract/Delivery/Task order dollar amount.
- (4) Whether the contract was competitively or non-competitively awarded.
- (5) Name of sponsoring individual.
- (6) Name and address of requiring activity.

## CLAUSES INCORPORATED BY FULL TEXT

**5252.247-9508 PROHIBITION AND LIMITATIONS FOR PACKAGING MATERIALS  
(NAVAIR) (AUG 2019)**

The use of loose fill materials, asbestos, excelsior, newspaper and shredded paper (all types) are prohibited. In addition, all Wood Packaging Materials (WPM) shall be heat treated or chemically treated in accordance with the requirements of the International Standards for Phytosanitary Measures (ISPM) 15:2009, "Regulation of Wood Packaging Material in International Trade."

**5252.247-9514 TECHNICAL DATA PACKING INSTRUCTIONS (NAVAIR)(SEP 1999)**

Technical Data and Information shall be packed and packaged for domestic shipment in accordance with best commercial practices. The package or envelope should be clearly marked with any special markings specified in this contract (or delivery/task order), e.g., Contract Number, CLIN, Device No., and document title must be on the outside of the package. Classified reports, data and documentation, if applicable, shall be prepared for shipment in accordance with Defense Industrial Manual for Safeguarding Classified Information, DoD 5220.22M.

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	Government
0003	N/A	N/A	N/A	Government
0004	Origin	Government	Origin	Government
0005	N/A	N/A	N/A	Government
0006	N/A	N/A	N/A	Government
0007	N/A	N/A	N/A	N/A
1001	N/A	N/A	N/A	Government
1002	N/A	N/A	N/A	Government
1003	N/A	N/A	N/A	Government
1004	Origin	Government	Origin	Government
1005	N/A	N/A	N/A	Government
1006	N/A	N/A	N/A	Government
1007	N/A	N/A	N/A	N/A
2001	N/A	N/A	N/A	Government
2002	N/A	N/A	N/A	Government
2003	N/A	N/A	N/A	Government
2004	Origin	Government	Origin	Government
2005	N/A	N/A	N/A	Government
2006	N/A	N/A	N/A	Government
2007	N/A	N/A	N/A	N/A

## CLAUSES INCORPORATED BY REFERENCE

52.246-2	Inspection Of Supplies--Fixed Price	AUG 1996
52.246-3	Inspection Of Supplies Cost-Reimbursement	MAY 2001
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984

## CLAUSES INCORPORATED BY FULL TEXT

**5252.246-9512 INSPECTION AND ACCEPTANCE (NAVAIR)(OCT 2005)**

(a) Inspection and acceptance of the supplies or services to be furnished hereunder shall be performed b:

**To be determined at the task order/ delivery order level.**

(b) Acceptance of all Contract Line Items/Sub Line Items (CLINs/SLINs) shall be made by signature of the accepting authority on a DD 250 submitted through the WAWF system. Acceptance will only occur when the accepting authority is sure that inspections performed demonstrate compliance with contract requirements.

**5252.246-9514 INSPECTION AND ACCEPTANCE OF TECHNICAL DATA AND INFORMATION (NAVAIR)(FEB 1995)**

Inspection and acceptance of technical data and information will be performed by the Procuring Contracting Officer (PCO) or his duly authorized representative. Inspection of technical data and information will be performed by ensuring successful completion of the requirements set forth in the DD Form 1423, Contract Data Requirements List (CDRL) and incorporation/resolution of Government review comments on the data items. Acceptance will be evidenced by execution of an unconditional DD Form 250, Material Inspection and Receiving Report, as appropriate, and/or upon receipt of a second endorsement acceptance by the PCO on the attachment to this contract entitled to be completed at the task order/delivery order level. The attached form will not be used for high cost data such as drawings, specifications, and technical manuals.

## Section F - Deliveries or Performance

ORDERING PERIOD

Line Items 0001 - 0007: The Ordering Period shall commence at date of award of contract and shall continue for a period of 60 months. The effective period, for the purpose of exercising options embedded within orders issued against the IDIQ contract, shall commence upon the date of IDIQ contract award and shall continue for the period set forth in each order. The Period of Performance for the individual task orders shall be identified in the task orders upon award.

Line Items 1001 - 1007: The Ordering Period shall commence at date of award of option exercise and shall continue for a period of 12 months. The effective period, for the purpose of exercising options embedded within orders issued against the IDIQ contract, shall commence upon the date of IDIQ contract award and shall continue for the period set forth in each order. The Period of Performance for the individual task orders shall be identified in the task orders upon award.

Line Items 2001 - 2007: The Ordering Period shall commence at date of award of option exercise and shall continue for a period of 12 months. The effective period, for the purpose of exercising options embedded within orders issued against the IDIQ contract, shall commence upon the date of IDIQ contract award and shall continue for the period set forth in each order. The Period of Performance for the individual task orders shall be identified in the task orders upon award.

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	5 yrs. ADC	1	N/A FOB: Destination	
0002	5 yrs. ADC	1	N/A FOB: Destination	
0003	5 yrs. ADC	1	N/A FOB: Destination	
0004	5 yrs. ADC	1	N/A FOB: Origin (Shipping Point)	
0005	5 yrs. ADC	1	N/A FOB: Destination	
0006	5 yrs. ADC	1	N/A FOB: Destination	
0007	N/A	N/A	N/A	N/A
1001	2 yrs. AOE	1	N/A FOB: Destination	
1002	2 yrs. AOE	1	N/A FOB: Destination	
1003	1 yr. AOE	1	N/A FOB: Destination	
1004	1 yr. AOE	1	N/A FOB: Origin (Shipping Point)	

1005	1 yr. AOE	1	N/A FOB: Destination	
1006	1 yr. AOE	1	N/A FOB: Destination	
1007	N/A	N/A	N/A	N/A
2001	1 yr. AOE	1	N/A FOB: Destination	
2002	1 yr. AOE	1	N/A FOB: Destination	
2003	1 yr. AOE	1	N/A FOB: Destination	
2004	1 yr. AOE	1	N/A FOB: Origin (Shipping Point)	
2005	1 yr. AOE	1	N/A FOB: Destination	
2006	1 yr. AOE	1	N/A FOB: Destination	
2007	N/A	N/A	N/A	N/A

## CLAUSES INCORPORATED BY REFERENCE

52.247-34	F.O.B. Destination	NOV 1991
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## CLAUSES INCORPORATED BY FULL TEXT

**5252.211-9507 PERIOD OF PERFORMANCE (NAVAIR) (MAR 1999)**

(a) The contract shall commence on **date of contract award** and shall continue **60 months**. However, the period of performance may be extended in accordance with the option provisions contained herein.

(b) If FAR Clause 52.216-18, "Ordering", is incorporated into this contract, then the period in which the Government can issue orders under the contract will be extended at the exercise of an option, and extended to the end of that option period.

**5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR)(FEB 1995)**

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibit A. CDRLs, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

- (1) PCO; Delivery of CDRLs to PCO is not required
- (2) ACO; Delivery of CDRLs to ACO is not required
- (3) COR: Delivery of CDRLs is required to the COR identified in NAVAIR Clause 5252.201-9501

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses: **See addresses on Exhibit A, CDRLs**



## Section G - Contract Administration Data

## CLAUSES INCORPORATED BY REFERENCE

252.204-7006 Billing Instructions

OCT 2005

## CLAUSES INCORPORATED BY FULL TEXT

## 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

(a) Definitions. As used in this clause—

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

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

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

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

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

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

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

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

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

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

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

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

    To be included at the order level

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

**To be included at the order level**

(Contracting Officer: Insert either “Invoice 2in1” or the applicable invoice and receiving report document type(s) for fixed price line items for services.)

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N00421
Issue By DoDAAC	N00421
Admin DoDAAC**	N00421
Inspect By DoDAAC	N00421
Ship To Code	N00421
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N00421
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	To be determined at Contract Award
Other DoDAAC(s)	N/A

(\*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert “See Schedule” or “Not applicable.”)

(\*\*Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

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

**To be completed at contract award** \_\_\_\_\_

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

#### **5252.232-9510 PAYMENT OF FIXED FEE (NAVAIR) (OCT 2005)**

(a) The fixed fee, as specified in Section B of this contract, subject to any adjustment required by other provisions of this contract, will be paid in installments. The fixed fee will be paid not more frequently **than bi-weekly** based on the allowable cost. The amount of each such installment shall be in the same ratio to the total fixed fee as the **dollars per hour (based on the fixed fee divided by the level of effort in hours)**. Payment shall be made in accordance with FAR Clauses 52.216-7, "Allowable Cost and Payment," and 52.216-8, "Fixed Fee."

(b) In the event of termination of the work in accordance with the FAR Clause 52.232-22, "Limitation of Funds," the fixed fee shall be redetermined by mutual agreement equitably to reflect the reduction of the work performed. The amount by which such fixed fee is less than or exceeds payments previously made on account of fee, shall be paid to (or repaid by) the contractor.

(c) The balance of the fixed fee shall be payable in accordance with other clauses of this contract.

(d) For indefinite delivery type contracts the terms of this clause apply to each delivery/task order there under.

#### **5252.232-9524 ALLOTMENT OF FUNDS (NAVAIR)(OCT 2005)**

(a) This contract is incrementally funded with respect to both cost and fee.

(b) The amounts presently available and allotted to this contract for payment of fee, as provided in the Section I clause of this contract entitled "FIXED FEE", are as follows:

**To be completed at the order level**

(c) The amounts presently available and allotted to this contract for payment of cost, subject to the Section I "LIMITATION OF FUNDS" clause, the items covered thereby and the period of performance which it is estimated the allotted amount will cover are as follows:

**To be completed at the order level**

(d) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state separately the amounts allotted for cost and for fee, the items covered thereby, and the period of performance the amounts are expected to cover.

**5252.242-9511 CONTRACT ADMINISTRATION DATA (NAVAIR)(NOV 2017)**

(a) Contract Administration Office.

(1) Contract administration functions (see FAR 42.302(a) and DFARS 242.302(a)) are assigned to: See the ADMINISTERED BY Block on the face page of the contract, modification, or order.

(b) Special Instructions (see FAR 42.202(b) and (c)):

(1) The following contract administration functions are retained (see FAR 42.302(a) and DFARS 242.302(a)):

Functions Retained	Retained for Performance By:
(3) Conduct post-award orientation conferences	PCO/COR
(4) Review and evaluate contractors' proposals under Subpart 15.4	PCO
(16) Ensure timely notification by the contractor of any anticipated overrun or underrun of the estimated cost	COR
(30) Manage contractor use of government property	COR
(31) Perform production support, surveillance, and status reporting, including timely reporting of potential and actual slippages in contract delivery schedules	COR
(38) Ensure contractor compliance with contractual quality assurance requirements	COR
(39) Ensure contractor compliance with contractual safety requirements	COR
(40) Perform engineering surveillance to assess compliance with contractual terms for schedule, cost, and technical performance in the areas of design, development, and production.	COR
(41) Evaluate for adequacy and perform surveillance of contractor engineering efforts and management systems that relate to design, development, production, engineering changes, subcontractors, tests, management of engineering resources, reliability and maintainability, data control systems, configuration management, and independent research and development.	COR
(42) Review and evaluate for technical adequacy the contractor's logistics support, maintenance, and modification programs.	COR
(51) Consent to the placement of subcontracts	PCO
(59) Ensure timely submission of required reports	COR
(67) Support the program, product, and project offices regarding program reviews, program status, program performance and actual or anticipated program problems	COR

(2) The following additional contract administration functions are assigned (see FAR 42.302(b)):

Additional Functions	Retained for Performance By:
N/A	N/A

(c) Inquiries regarding payment should be referred to: MyInvoice through the Wide Area Workflow eBusiness Suite: <https://wawf.eb.mil>.

**GTXT.201-9501 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR) (NAVAIR)(APR 2022)**

(a) The Contracting Officer has designated **to be completed at time of contract award** as the authorized Contracting Officer's Representative (COR) to perform the following functions, duties, and/or responsibilities: detailed under contract clause 5252.242-9511 Contract Administration Data.

(b) The effective period of the COR designation is **the period of performance of this contract**.

**GTXT-0001 PAYMENT INSTRUCTIONS (APR 2018)**

For Government Use Only					
Contract/Order Payment Clause	Type of Payment Request	Supply	Service	Construction	Payment Office  Allocation Method
52.212-4 (Alt I), Contract Terms and Conditions— Commercial Items  52.216-7, Allowable Cost and Payment  52.232-7, Payments under Time-and- Materials and Labor- Hour Contracts	Cost Voucher	X	X	N/A	Line item specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.
52.232-1, Payments	Navy Shipbuilding Invoice (Fixed Price)	X	N/A	N/A	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.
52.232-1, Payments;  52.232-2, Payments under Fixed-Price Research and Development Contracts;  52.232-3, Payments under Personal Services Contracts;  52.232-4, Payments under Transportation Contracts and	Invoice	X	X	N/A	Line Item Specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.

Transportation-Related Services Contracts; and  52.232-6, Payments under Communication Service Contracts with Common Carriers					
52.232-5, Payments Under Fixed-Price Construction Contracts	Construction Payment Invoice	N/A	N/A	X	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.
52.232-16, Progress Payments	Progress Payment*	X	X	N/A	Contract-wide proration. Funds shall be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN. Progress Payments are considered contract level financing, and the “contract price” shall reflect the fixed price portion of the contract per FAR 32.501-3.
52.232-29, Terms for Financing of Purchases of Commercial Items;  52.232-30, Installment Payments for Commercial Items	Commercial Item Financing*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
52.232-32, Performance-Based Payments	Performance-Based Payments*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
252.232-7002, Progress Payments for Foreign Military Sales Acquisitions	Progress Payment*	X	X	N/A	Allocate costs among line items and countries in a manner acceptable to the Administrative Contracting Officer.

\*Liquidation of Financing Payments. Liquidation will be applied by the payment office against those ACRNs which are identified by the payment instructions for the delivery payment and in keeping with the liquidation provision of the applicable contract financing clause (i.e., progress payment, performance-based payment, or commercial item financing).

## Section H - Special Contract Requirements

## CLAUSES INCORPORATED BY FULL TEXT

**5252.204-9505 SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N) REQUIREMENTS FOR INFORMATION TECHNOLOGY(IT) (NAVAIR)(NOV 2017)**

(a) Contractor personnel assigned to perform work under this contract may require access to Navy Information Technology (IT) resources (e.g., computers, laptops, personal electronic devices/personal digital assistants (PEDs/PDAs), NMCI, RDT&E networks, websites such as MyNAVAIR, and Navy Web servers requiring Common Access Card (CAC) Public Key Infrastructure (PKI)). Contractor personnel (prime, subcontractor, consultants, and temporary employees) requiring access to Navy IT resources (including those personnel who previously signed SAAR DD Form 2875) shall submit a completed System Authorization Access Request Navy (SAAR-N), OPNAV 5239/14 (Jul 2008) form or latest version thereof, and have initiated the requisite background investigation (or provide proof of a current background investigation) prior to accessing any Navy IT resources. The form and instructions for processing the SAAR-N form are available at:

<https://www.public.navy.mil/fltfor/nctsnaples/Documents/Forms%20and%20Instructions/form01.pdf>. Instruction Note: SAAR-N forms are required to be downloaded and then completed. The "E-MAIL SUBMIT" button on the SAAR-N form is not to be used.

(b) SAAR-N forms will be submitted to the Government Sponsor or Technical Point of Contact (TPOC) via the contractor's Facility Security Officer (FSO). The designated SAAR-N Government Sponsor or TPOC for contractor employees requiring IT access, [fill-in name] shall be responsible for signing and processing the SAAR-N forms. For those contractors that do not have a FSO, SAAR-N forms shall be submitted directly to the designated SAAR-N Government Sponsor or TPOC. Copies of the approved SAAR-N forms may be obtained through the designated SAAR-N Government Sponsor or TPOC. Requests for access should be routed through the NAVAIR\_SAAR.fct@navy.mil mailbox.

(c) In order to maintain access to Navy IT resources, the contractor shall ensure completion of initial and annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required. If requested, the contractor shall provide to the designated SAAR-N Government Sponsor or TPOC documentation sufficient to prove that it is monitoring/tracking the SAAR-N requirements for its employees who are accessing Navy IT resources. For those contractor personnel not in compliance with the requirements of this clause, access to Navy IT resources will be denied/revoked.

(d) The SAAR-N form remains valid throughout contractual performance, inclusive of performance extensions and option exercises where the contract number does not change. Contractor personnel are required to submit a new SAAR-N form only when they begin work on a new or different contract.

**5252.209-9510 ORGANIZATIONAL CONFLICTS OF INTEREST (SERVICES) (NAVAIR)(MAR 2007)**

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment listed in Attachment N/A. The contract will specify to which suppliers and/or equipment subparagraph (f) restrictions apply.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

- (1) "System" includes system, major component, subassembly or subsystem, project, or item.
- (2) "Nondevelopmental items" as defined in FAR 2.101.
- (3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).

(4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).

(5) "Advisory and Assistance Services" (AAS) as defined in FAR 2.101.

(6) "Consultant services" as defined in FAR 31.205-33(a).

(7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.

(8) "Affiliates" means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.

(9) "Interest" means organizational or financial interest.

(10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

[ ] (1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of Three (3) Years after the date of completion of the contract. (FAR 9.505-1(a))

[ ] (2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of Three (3) Years after the terms of this contract. (FAR 9.505-2(a)(1))

[ X ] (3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or more than one contractor has been involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of **Three (3) Years** after the terms of this contract. (FAR 9.505-2(b)(1))

[ ] (4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

[ X ] (5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505-4)

[ X ] (6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting



Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with **Three (3) Years** after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

[ X ] (7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, or the products or services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

- (1) A description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;
- (2) A description of the work to be performed;
- (3) The dollar amount;
- (4) The period of performance; and
- (5) A description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

#### **5252.211- 9510 CONTRACTOR EMPLOYEES (NAVAIR)(MAY 2011)**

(a) In all situations where contractor personnel status is not obvious, all contractor personnel are required to identify themselves to avoid creating an impression to the public, agency officials, or Congress that such contractor personnel are Government officials. This can occur during meeting attendance, through written (letter or email) correspondence or verbal discussions (in person or telephonic), when making presentations, or in other situations where their contractor status is not obvious to third parties. This list is not exhaustive. Therefore, the contractor employee(s) shall:

- (1) Not by word or deed give the impression or appearance of being a Government employee;
- (2) Wear appropriate badges visible above the waist that identify them as contractor employees when in Government spaces, at a Government-sponsored event, or an event outside normal work spaces in support of the contract/order;
- (3) Clearly identify themselves as contractor employees in telephone conversations and in all formal and informal written and electronic correspondence. Identification shall include the name of the company for whom they work;
- (4) Identify themselves by name, their company name, if they are a subcontractor the name of the prime contractor their company is supporting, as well as the Government office they are supporting when participating in meetings, conferences, and other interactions in which all parties are not in daily contact with the individual contractor employee; and
- (5) Be able to provide, when asked, the full number of the contract/order under which they are performing, and the name of the Contracting Officer's Representative.

(b) If wearing a badge is a risk to safety and/or security, then an alternative means of identification maybe utilized if endorsed by the Contracting Officer's Representative and approved by the Contracting Officer.

(c) The Contracting Officer will make final determination of compliance with regulations with regard to proper identification of contractor employees.

**5252.216-9512 PAPERLESS CONTRACTING (NAVAIR)(JUN 2009)**

(a) Orders and requests for proposals are hereby authorized to be issued by facsimile or by electronic commerce (including e-mail and paperless methods of delivery). Nothing in this contract should be read to prohibit these types of orders. In the event of a conflict with any other provision of this contract, this clause shall govern.

(b) To the extent the terms "written", "mailed", or "physically delivered" appear in other provisions of this contract, these terms are hereby defined to explicitly include electronic commerce, email, or paperless delivery methods.

**5252.227-9511 DISCLOSURE, USE AND PROTECTION OF PROPRIETARY INFORMATION (NAVAIR)(FEB 2009)**

(a) During the performance of this contract, the Government may use an independent services contractor (ISC), who is neither an agent nor employee of the Government. The ISC may be used to conduct reviews, evaluations, or independent verification and validations of technical documents submitted to the Government during performance.

(b) The use of an ISC is solely for the convenience of the Government. The ISC has no obligation to the prime contractor. The prime contractor is required to provide full cooperation, working facilities and access to the ISC for the purposes stated in paragraph (a) above.

(c) Since the ISC is neither an employee nor an agent of the Government, any findings, recommendations, analyses, or conclusions of such a contractor are not those of the Government.

(d) The prime contractor acknowledges that the Government has the right to use ISCs as stated in paragraph (a) above. It is possible that under such an arrangement the ISC may require access to or the use of information (other than restricted cost or pricing data), which is proprietary to the prime contractor.

(e) To protect any such proprietary information from disclosure or use, and to establish the respective rights and duties of both the ISC and prime contractor, the prime contractor agrees to enter into a direct agreement with any ISC as the Government requires. A properly executed copy (per FAR 9.505-4) of the agreement will be provided to the Procuring Contracting Officer.

**5252.228-9501 LIABILITY INSURANCE (NAVAIR) (MAR 1999)**

The following types of insurance are required in accordance with the clause entitled, [FAR 52.228-5, "Insurance--Work on a Government Installation](#) and shall be maintained in the minimum amounts shown:

(a) Comprehensive General Liability: [\\$200,000](#) per person and [\\$500,000](#) per accident for bodily injury.

(b) Automobile Insurance: [\\$200,000](#) per person and [\\$500,000](#) per accident for bodily injury and [\\$500,000](#) per accident for property damage.

(c) Standard Workman's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

(d) Aircraft public and passenger liability: [\\$200,000](#) per person and [\\$500,000](#) per occurrence for bodily injury, other than passenger liability; [\\$200,000](#) per occurrence for property damage. Passenger bodily injury liability limits of [\\$200,000](#) per passenger, multiplied by the number of seats or number of passengers, whichever is greater.

**5252.232-9509 TRAVEL APPROVAL AND REIMBURSEMENT PROCEDURES (NAVAIR)(OCT 2013)**

(a) General. Performance under this contract may require travel by Contractor personnel. If travel, domestic or overseas, is required, the Contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances.

(b) Travel Approval Process. Prior approval is required for all travel under this contract. Travel shall be reviewed and approved/disapproved as follows:

(1) The Contractor shall provide the **Contracting Officer's Representative (COR)** a written request for authorization to travel at least 30 days in advance of the required travel date, when possible. The request should include: purpose of travel, location, travel

dates, number of individuals traveling, and all estimated costs associated with the travel (e.g., lodging, meals, transportation costs, incidental expenses, etc.).

(2) The **COR** will review the travel request and provide, in writing, an approval or disapproval of the travel request to the Contractor and the Procuring Contracting Officer.

(c) Travel Policy.

(1) Travel arrangements shall be planned in accordance with the Federal Travel regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR) and the Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense (hereinafter the JTR).

(2) The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the contract in accordance with FAR Subpart 31.2.

(3) For purposes of reimbursement of travel expenses, the Contractor's official station is defined as within 50 miles of the Contractor's regular work site. (If Contractor has more than one regular work site, the official station is defined as within 50 miles of each of its regular work sites.)

(4) The Contractors documentation for the reimbursement of travel costs (e.g., receipts) shall be governed as set forth in FAR Subpart 31.2, the FTR, and the JTR.

(5) Car Rental for a team on temporary duty (TDY) at one site will be allowed provided that only one car is rented for every four (4) members of the TDY team. In the event that less than four (4) persons comprise the TDY team, car rental will be allowed if necessary to complete the mission required.

(6) Whenever work assignments require TDY aboard a Government ship, the Contractor will be reimbursed at the per diem identified in the JTR.

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUN 2020
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	JUN 2020
52.203-7	Anti-Kickback Procedures	JUN 2020
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 2020
52.203-13	Contractor Code of Business Ethics and Conduct	NOV 2021
52.203-16	Preventing Personal Conflicts of Interest	JUN 2020
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	JUN 2020
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-2	Security Requirements	MAR 2021
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUN 2020
52.204-12	Unique Entity Identifier Maintenance	OCT 2016
52.204-13	System for Award Management Maintenance	OCT 2018
52.204-14	Service Contract Reporting Requirements	OCT 2016
52.204-15	Service Contract Reporting Requirements for Indefinite-Delivery Contracts	OCT 2016
52.204-19	Incorporation by Reference of Representations and Certifications.	DEC 2014
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	NOV 2021
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities	NOV 2021
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	NOV 2021
52.204-27	Prohibition on a ByteDance Covered Application	JUN 2023
52.208-9	Contractor Use of Mandatory Sources of Supply or Services	MAY 2014
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	NOV 2021
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	OCT 2018
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.210-1	Market Research	NOV 2021
52.211-5	Material Requirements	AUG 2000
52.215-2	Audit and Records--Negotiation	JUN 2020
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	AUG 2011
52.215-11	Price Reduction for Defective Certified Cost or Pricing Data--Modifications	JUN 2020

52.215-13 (Dev)	Subcontractor Certified Cost or Pricing Data - Modifications (Deviation 2022-O0001)	OCT 2021
52.215-14	Integrity of Unit Prices	NOV 2021
52.215-15	Pension Adjustments and Asset Reversions	OCT 2010
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.215-19	Notification of Ownership Changes	OCT 1997
52.215-21	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data -- Modifications	NOV 2021
52.215-23	Limitations on Pass-Through Charges	JUN 2020
52.216-7	Allowable Cost And Payment	AUG 2018
52.216-8	Fixed Fee	JUN 2011
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2020
52.219-8	Utilization of Small Business Concerns	OCT 2022
52.219-14	Limitations On Subcontracting	OCT 2022
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	APR 2015
52.222-26	Equal Opportunity	SEP 2016
52.222-35	Equal Opportunity for Veterans	JUN 2020
52.222-36	Equal Opportunity for Workers with Disabilities	JUN 2020
52.222-37	Employment Reports on Veterans	JUN 2020
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	AUG 2018
52.222-50	Combating Trafficking in Persons	NOV 2021
52.222-54	Employment Eligibility Verification	MAY 2022
52.222-55	Minimum Wages for Contractor Workers Under Executive Order 14026	JAN 2022
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	JUN 2020
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-1	Buy American--Supplies	OCT 2022
52.225-13	Restrictions on Certain Foreign Purchases	FEB 2021
52.227-1	Authorization and Consent	JUN 2020
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	JUN 2020
52.227-3	Patent Indemnity	APR 1984
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.228-7	Insurance--Liability To Third Persons	MAR 1996
52.229-3	Federal, State And Local Taxes	FEB 2013
52.230-2	Cost Accounting Standards	JUN 2020
52.230-6	Administration of Cost Accounting Standards	JUN 2010
52.232-1	Payments	APR 1984
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-17	Interest	MAY 2014
52.232-18	Availability Of Funds	APR 1984
52.232-20	Limitation Of Cost	APR 1984
52.232-22	Limitation Of Funds	APR 1984
52.232-23	Assignment Of Claims	MAY 2014
52.232-25	Prompt Payment	JAN 2017
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	OCT 2018
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013

52.232-40	Providing Accelerated Payments to Small Business Subcontractors	MAR 2023
52.233-1	Disputes	MAY 2014
52.233-1 Alt I	Disputes (May 2014) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.233-3 Alt I	Protest After Award (Aug 1996) - Alternate I	JUN 1985
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Costs	DEC 2022
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-5	Payments to Small Business Subcontractors	JAN 2017
52.242-13	Bankruptcy	JUL 1995
52.242-14	Suspension of Work	APR 1984
52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.243-1	Changes--Fixed Price	AUG 1987
52.243-2	Changes--Cost-Reimbursement	AUG 1987
52.243-2 Alt I	Changes--Cost-Reimbursement (Aug 1987) - Alternate I	APR 1984
52.243-4	Changes	JUN 2007
52.243-7	Notification Of Changes	JAN 2017
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Products and Commercial Services	JUN 2023
52.245-1	Government Property	SEP 2021
52.245-9	Use And Charges	APR 2012
52.246-15	Certificate of Conformance	APR 1984
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 2012
52.252-1	Solicitation Provisions Incorporated By Reference	FEB 1998
52.252-5	Authorized Deviations In Provisions	NOV 2020
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	JAN 2023
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	DEC 2022
252.203-7003	Agency Office of the Inspector General	AUG 2019
252.203-7004	Display of Hotline Posters	JAN 2023
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7002	Payment For Contract Line or Subline Items Not Separately Priced	APR 2020
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Antiterrorism Awareness Training for Contractors	JAN 2023
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	JAN 2023
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	JAN 2023

252.204-7014	Limitations on the Use or Disclosure of Information by Litigation Support Contractors	JAN 2023
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	JAN 2023
252.204-7016	Covered Defense Telecommunications Equipment or Services -- Representation	DEC 2019
252.204-7017	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services -- Representation	MAY 2021
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services	JAN 2023
252.204-7019	Notice of NIST SP 800-171 DoD Assessment Requirements	MAR 2022
252.204-7020	NIST SP 800-171 DoD Assessment Requirements	JAN 2023
252.204-7022	Expediting Contract Closeout	MAY 2021
252.204-7023	Reporting Requirements for Contracted Services.	JUL 2021
252.205-7000	Provision Of Information To Cooperative Agreement Holders	JUN 2023
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	MAY 2019
252.209-7010	Critical Safety Items	AUG 2011
252.211-7007	Reporting of Government-Furnished Property	MAR 2022
252.222-7006	Restrictions on the Use of Mandatory Arbitration Agreements	JAN 2023
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.225-7000	Buy American--Balance Of Payments Program Certificate-- Basic (Nov 2014)	NOV 2014
252.225-7012	Preference For Certain Domestic Commodities	APR 2022
252.225-7048	Export-Controlled Items	JUN 2013
252.226-7001	Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	JAN 2023
252.227-7013	Rights in Technical Data--Other Than Commercial Products and Commercial Services	MAR 2023
252.227-7014	Rights in Other Than Commercial Computer Software and Other Than Commercial Computer Software Documentation	MAR 2023
252.227-7015	Technical Data--Commercial Products and Commercial Services	MAR 2023
252.227-7016	Rights in Bid or Proposal Information	JAN 2023
252.227-7020	Rights In Special Works	JUN 1995
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	JAN 2023
252.227-7026	Deferred Delivery Of Technical Data Or Computer Software	APR 1988
252.227-7027	Deferred Ordering Of Technical Data Or Computer Software	APR 1988
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	JAN 2023
252.227-7039	Patents--Reporting Of Subject Inventions	APR 1990
252.231-7000	Supplemental Cost Principles	DEC 1991
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	DEC 2018
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JAN 2023
252.239-7016	Telecommunications Security Equipment, Devices, Techniques, And Services	DEC 1991
252.242-7005	Contractor Business Systems	FEB 2012
252.242-7006	Accounting System Administration	FEB 2012
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2022

252.244-7000	Subcontracts for Commercial Products or Commercial Services	JAN 2023
252.244-7001	Contractor Purchasing System Administration	MAY 2014
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002 (Dev)	Reporting Loss of Government Property (DEVIATION 2020- JAN 2021 O0004)	
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	DEC 2017
252.247-7023	Transportation of Supplies by Sea	JAN 2023
252.251-7000	Ordering From Government Supply Sources	AUG 2012

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.216-18 ORDERING. (AUG 2020)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from through **To be completed at contract award; Seven (7) yeears from Contract Award** [insert dates].

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) A delivery order or task order is considered "issued" when--

(1) If sent by mail (includes transmittal by U.S. mail or private delivery service), the Government deposits the order in the mail;

(2) If sent by fax, the Government transmits the order to the Contractor's fax number; or

(3) If sent electronically, the Government either--

(i) Posts a copy of the delivery order or task order to a Government document access system, and notice is sent to the Contractor; or

(ii) Distributes the delivery order or task order via email to the Contractor's email address.

(d) Orders may be issued by methods other than those enumerated in this clause only if authorized in the contract.

(End of clause)

##### 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$10,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of the total contract ceiling value;

(2) Any order for a combination of items in excess of the total contract ceiling value; or

(3) A series of orders from the same ordering office within N/A days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.



(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within N/A days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

#### **52.216-22 INDEFINITE QUANTITY (OCT 1995)**

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after twelve (12) months after the ordering period.

#### **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 thirty (30) days.

#### **52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)**

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed to be determined at the time of contract award or the overtime premium is paid for work --

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

## 52.244-2 SUBCONTRACTS (JUN 2020)

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

Approved purchasing system means a Contractor's purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR).

Consent to subcontract means the Contracting Officer's written consent for the Contractor to enter into a particular subcontract.

Subcontract means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that—

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold, as defined in FAR 2.101 on the date of subcontract award, or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold, as defined in FAR 2.101 on the date of subcontract award, or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:

**To be complete at the time of contract award**

(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting—

- (A) The principal elements of the subcontract price negotiations;
  - (B) The most significant considerations controlling establishment of initial or revised prices;
  - (C) The reason certified cost or pricing data were or were not required;
  - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price;
  - (E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
  - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
  - (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.
- (2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (c), (d), or (e) of this clause.
- (f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination—
- (1) Of the acceptability of any subcontract terms or conditions;
  - (2) Of the allowability of any cost under this contract; or
  - (3) To relieve the Contractor of any responsibility for performing this contract.
- (g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).
- (h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.
- (i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.
- (j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

To be complete at the time of contract award

(End of clause)

## 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/browse/index/far>

(End of clause)

## 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (NOV 2020)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

## 252.225-7056 PROHIBITION REGARDING BUSINESS OPERATIONS WITH THE MADURO REGIME (JAN 2023)

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

Agency or instrumentality of the government of Venezuela means an agency or instrumentality of a foreign state as defined in 28 U.S.C. 1603(b), with each reference in section 1603(b) to a foreign state deemed to be a reference to Venezuela.

Business operations means engaging in commerce in any form, including acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

Government of Venezuela means the government of any political subdivision of Venezuela, and any agency or instrumentality of the government of Venezuela.

Person means--

(1) A natural person, corporation, company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group;

(2) Any governmental entity or instrumentality of a government, including a multilateral development institution (as defined in section 1701(c)(3) of the International Financial Institutions Act (22 U.S.C. 262r(c)(3)); and

(3) Any successor, subunit, parent entity, or subsidiary of, or any entity under common ownership or control with, any entity described in paragraph (1) or (2) of this definition.

(b) Prohibition. In accordance with section 890 of the National Defense Authorization Act for Fiscal Year 2020 (Pub. L. 116-92), DoD is prohibited from entering into a contract for the procurement of products or services with any person that has business operations with an authority of the government of Venezuela that is not recognized as the legitimate government of Venezuela by the U.S. Government, unless the person has a valid license to operate in Venezuela issued by the Office of Foreign Assets Control of the Department of the Treasury.

(c) The Contractor shall--

(1) Not have any business operations with an authority of the Maduro regime or the government of Venezuela that is not recognized as the legitimate government of Venezuela by the U.S. Government; or

(2) Have a valid license to operate in Venezuela issued by the Office of Foreign Assets Control of the Department of the Treasury.

(d) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts, including subcontracts for the acquisition of commercial products.

(End of clause)

252.225-7060 PROHIBITION ON CERTAIN PROCUREMENTS FROM THE XINJIANG UYGHUR AUTONOMOUS REGION (JUN 2023)

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

Forced labor means any work or service that is exacted from any person under the menace of any penalty for nonperformance and that the worker does not offer to perform (10 U.S.C. 2496).

XUAR means the Xinjiang Uyghur Autonomous Region of the People's Republic of China (10 U.S.C. 2496).

(b) Prohibition. In accordance with 10 U.S.C. 4661, none of the funds appropriated or otherwise made available for DoD may be used to knowingly procure any products mined, produced, or manufactured wholly or in part by forced labor from XUAR or from an entity that has used labor from within or transferred from XUAR. The Contractor shall make a good faith effort to determine that forced labor from XUAR will not be used in the performance of this contract (section 855, Pub. L. 117-263).

(c) Subcontracts. The Contractor shall insert this clause, including this paragraph (c), without alteration other than to identify the appropriate parties, in subcontracts including subcontracts for commercial products, commercial services, and commercially available off-the-shelf items.

(End of clause)

252.225-7972 PROHIBITION ON THE PROCUREMENT OF FOREIGN-MADE UNMANNED AIRCRAFT SYSTEMS (MAY 2020) (DEVIATION 2020-00015)

(a) Prohibition. In accordance with section 848 of the National Defense Authorization Act for Fiscal Year 2020, the Contractor shall not provide or use in the performance of this contract -

(1) An unmanned aircraft system (UAS), or any related services or equipment, that -

(i) Is manufactured in the People's Republic of China or by an entity domiciled in the People's Republic of China;

(ii) Uses flight controllers, radios, data transmission devices, cameras, or gimbals manufactured in the People's Republic of China or by an entity domiciled in the People's Republic of China;

(iii) Uses a ground control system or operating software developed in the People's Republic of China or by an entity domiciled in the People's Republic of China; or

(iv) Uses network connectivity or data storage located in, or administered by an entity domiciled in, the People's Republic of China; or

(2) A system for the detection or identification of a UAS, or any related services or equipment, that is manufactured-

(i) In the People's Republic of China; or

(ii) By an entity domiciled in the People's Republic of China.

(b) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (b), in all subcontracts or other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

## Section J - List of Documents, Exhibits and Other Attachments

SECTION J

Document	Description	Pages	Date
J1	Draft DD-254		
L1	First Day Staffing Matrix	To be completed by Offeror	
L2	APSD CSS Document Verification and Self-Scoring Worksheet	To be completed by Offeror	
L3	Labor Hours Table		
P1	Minimum Direct Labor Rates		
P2	Cost Summary Spreadsheet	To be completed by Offeror	
P3	Fully Burdened Labor Rates	To be completed by Offeror	
P4	Department of Labor (DOL) Wage Determination Classifications		
Exhibit A			
CDRL A001	Contract Progress and Status Report	3	
CDRL A002	OPSEC Plan	3	
CDRL A003	Ground Operating Procedures	3	
CDRL A004	Contractor Training Plan	3	
CDRL A005	Personnel Locator Report	3	
CDRL A006	Transition Out Plan	3	
CDRL A00X	Additional Reporting	3	

## Section K - Representations, Certifications and Other Statements of Offerors

## CLAUSES INCORPORATED BY REFERENCE

52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	NOV 2015
52.209-7	Information Regarding Responsibility Matters	OCT 2018
52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law	FEB 2016
52.215-22	Limitations on Pass-Through Charges--Identification of Subcontract Effort	OCT 2009
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-- Representation and Certifications.	JUN 2020
52.230-1	Cost Accounting Standards Notices And Certification	JUN 2020
52.230-7	Proposal Disclosure--Cost Accounting Practice Change	APR 2005
252.203-7005	Representation Relating to Compensation of Former DoD Officials	SEP 2022
252.204-7008	Compliance With Safeguarding Covered Defense Information Controls	OCT 2016
252.209-7999 (Dev)	Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law (Deviation)	JAN 2012
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JAN 2023
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	JUN 1995

## CLAUSES INCORPORATED BY FULL TEXT

## 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAR 2023)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 336413.

(2) The small business size standard is 1,250 employees.

(3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519, if the acquisition--

(i) Is set aside for small business and has a value above the simplified acquisition threshold;

(ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or

(iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

(b)(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may

choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:

(        ) Paragraph (d) applies.

(        ) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements--Representation. This provision applies to all solicitations.

(iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(vi) 52.204-26, Covered Telecommunications Equipment or Services--Representation. This provision applies to all solicitations.

(vii) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations--Representation.

(viii) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(ix) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.

(x) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(xi) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.



(xii) 52.219-1, Small Business Program Representations (Basic, Alternates I, and II). This provision applies to solicitations when the contract is for supplies to be delivered or services to be performed in the United States or its outlying areas, or when the contracting officer has applied part 19 in accordance with 19.000(b)(1)(ii).

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(C) The provision with its Alternate II applies to solicitations that will result in a multiple-award contract with more than one NAICS code assigned.

(xiii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract is for supplies to be delivered or services to be performed in the United States or its outlying areas, or when the contracting officer has applied part 19 in accordance with 19.000(b)(1)(ii).

(xiv) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xvi) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial products or commercial services.

(xvii) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xviii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xix) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals--Representation. This provision applies to solicitations that include the clause at 52.204-7.)

(xx) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xxi) 52.225-4, Buy American-Free Trade Agreements-Israeli Trade Act Certificate. (Basic, Alternates II and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$50,000, the basic provision applies.

(B) If the acquisition value is \$50,000 or more but is less than \$92,319, the provision with its Alternate II applies.

(C) If the acquisition value is \$92,319 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxiii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xxiv) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran--Representation and Certification. This provision applies to all solicitations.

(xxv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

N/A (i) 52.204-17, Ownership or Control of Offeror.

N/A (ii) 52.204-20, Predecessor of Offeror.

N/A (iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

N/A (iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

N/A (v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

N/A (vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

N/A (vii) 52.227-6, Royalty Information.

N/A (A) Basic.

N/A (B) Alternate I.

N/A (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The Offeror has completed the annual representations and certifications electronically in SAM accessed through <https://www.sam.gov>. After reviewing the SAM information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [      offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

## 52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (NOV 2021)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services--Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Products and Commercial Services. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

### (a) Definitions. As used in this provision-

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

### (b) Prohibition.

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to--

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to--

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services."

### (d) Representations. The Offeror represents that--

(1) It [ \_\_\_\_ ] will, [ \_\_\_\_ ] will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that--

It [ \_\_\_\_ ] does, [ \_\_\_\_ ] does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) Disclosures.

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment--

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services--

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment--

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services--

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

## 52.204-26 COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES--REPRESENTATION (OCT 2020)

(a) Definitions. As used in this provision, “covered telecommunications equipment or services” and “reasonable inquiry” have the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(c) Representations.

(1) The Offeror represents that it [ \_\_\_\_ ] does, [ \_\_\_\_ ] does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it [ \_\_\_\_ ] does, [ \_\_\_\_ ] does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of provision)

## 252.204-7007 ALTERNATE A, ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAY 2021)

Substitute the following paragraphs (b), (d) and (e) for paragraphs (b) and (d) of the provision at FAR 52.204-8:

(b)(1) If the provision at FAR 52.204-7, System for Award Management, is included in this solicitation, paragraph (e) of this provision applies.

(2) If the provision at FAR 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (e) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:

☐ (i) Paragraph (e) applies.

☐ (ii) Paragraph (e) does not apply and the Offeror has completed the individual representations and certifications in the solicitation.

(d)(1) The following representations or certifications in the SAM database are applicable to this solicitation as indicated:

(i) 252.204-7016, Covered Defense Telecommunications Equipment or Services--Representation. Applies to all solicitations.

(ii) 252.216-7008, Economic Price Adjustment--Wage Rates or Material Prices Controlled by a Foreign Government. Applies to solicitations for fixed-price supply and service contracts when the contract is to be performed wholly or in part in a foreign country, and a foreign government controls wage rates or material prices and may during contract performance impose a mandatory change in wages or prices of materials.

(iii) 252.225-7042, Authorization to Perform. Applies to all solicitations when performance will be wholly or in part in a foreign country.

(iv) 252.225-7049, Prohibition on Acquisition of Certain Foreign Commercial Satellite Services--Representations. Applies to solicitations for the acquisition of commercial satellite services.

(v) 252.225-7050, Disclosure of Ownership or Control by the Government of a Country that is a State Sponsor of Terrorism. Applies to all solicitations expected to result in contracts of \$150,000 or more.

(vi) 252.229-7012, Tax Exemptions (Italy)--Representation. Applies to solicitations when contract performance will be in Italy.

(vii) 252.229-7013, Tax Exemptions (Spain)--Representation. Applies to solicitations when contract performance will be in Spain.

(viii) 252.247-7022, Representation of Extent of Transportation by Sea. Applies to all solicitations except those for direct purchase of ocean transportation services or those with an anticipated value at or below the simplified acquisition threshold.

(2) The following representations or certifications in SAM are applicable to this solicitation as indicated by the Contracting Officer: [Contracting Officer check as appropriate.]

N/A (i) 252.209-7002, Disclosure of Ownership or Control by a Foreign Government.

\_\_\_N/A\_\_\_ (ii) 252.225-7000, Buy American--Balance of Payments Program Certificate.

\_\_\_N/A\_\_\_ (iii) 252.225-7020, Trade Agreements Certificate.

N/A Use with Alternate I.

N/A (iv) 252.225-7031, Secondary Arab Boycott of Israel.

N/A (v) 252.225-7035, Buy American--Free Trade Agreements--Balance of Payments Program Certificate.

N/A Use with Alternate I.

N/A Use with Alternate II.

N/A N/A Use with Alternate III.

N/A Use with Alternate IV.

N/A Use with Alternate V.

N/A (vi) 252.226-7002, Representation for Demonstration Project for Contractors Employing Persons with Disabilities.

N/A (vii) 252.232-7015, Performance-Based Payments--Representation.

(e) The Offeror has completed the annual representations and certifications electronically via the SAM website at <https://www.acquisition.gov/>. After reviewing the SAM database information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in FAR 52.204-8(c) and paragraph (d) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer, and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [Offeror to insert changes, identifying change by provision number, title, date \_\_\_\_]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR/DFARS provision No.	Title	Date	Change

Any changes provided by the Offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications located in the SAM database.

(End of provision)

#### 252.225-7055 REPRESENTATION REGARDING BUSINESS OPERATIONS WITH THE MADURO REGIME (MAY 2022)

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

Agency or instrumentality of the government of Venezuela, business operations, government of Venezuela, and person have the meaning given in the clause 252.225-7056, Prohibition Regarding Business Operations with the Maduro Regime, of this solicitation.

(b) Prohibition. In accordance with section 890 of the National Defense Authorization Act for Fiscal Year 2020 (Pub. L. 116-92), DoD is prohibited from entering into a contract for the procurement of products or services with any person that has business operations with an authority of the government of Venezuela that is not recognized as the legitimate government of Venezuela by the U.S. Government, unless the person has a valid license to operate in Venezuela issued by the Office of Foreign Assets Control of the Department of the Treasury.

(c) Representation. By submission of its offer, the Offeror represents that the Offeror is a person that--

(1) Does not have any business operations with an authority of the Maduro regime or the government of Venezuela that is not recognized as the legitimate government of Venezuela by the U.S. Government; or

(2) Has a valid license to operate in Venezuela issued by the Office of Foreign Assets Control of the Department of the Treasury.

(End of provision)

#### 252.225-7059 PROHIBITION ON CERTAIN PROCUREMENTS FROM THE XINJIANG UYGHUR AUTONOMOUS REGION - REPRESENTATION (JUN 2023)

(a) Definitions. Forced labor and XUAR, as used in this provision, have the meaning given in the 252.225-7060, Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region, clause of this solicitation.

(b) Prohibition. DoD may not knowingly procure any products mined, produced, or manufactured wholly or in part by forced labor from XUAR or from an entity that has used labor from within or transferred from XUAR as part of any forced labor programs, as specified in paragraph (b) of the 252.225-7060, Prohibition on certain procurements from the Xinjiang Uyghur Autonomous Region, clause of this solicitation.

(c) Representation. By submission of its offer, the Offeror represents that it has made a good faith effort to determine that forced labor from XUAR will not be used in the performance of a contract resulting from this solicitation.

(End of provision)

#### 252.225-7973 PROHIBITION ON THE PROCUREMENT OF FOREIGN-MADE UNMANNED AIRCRAFT SYSTEMS - REPRESENTATION (MAY 2020) (DEVIATION 2020-O0015)

(a) *Prohibition.* Section 848 of the National Defense Authorization Act for Fiscal Year 2020 (Pub. L. 116-92) prohibits DoD from using or procuring -

(1) An unmanned aircraft system (UAS), or any related services or equipment, that -

(i) Is manufactured in the People's Republic of China or by an entity domiciled in the People's Republic of China;

(ii) Uses flight controllers, radios, data transmission devices, cameras, or gimbals manufactured in the People's Republic of China or by an entity domiciled in the People's Republic of China;

(iii) Uses a ground control system or operating software developed in the People's Republic of China or by an entity domiciled in the People's Republic of China; or

(iv) Uses network connectivity or data storage located in, or administered by an entity domiciled in, the People's Republic of China; or

(2) A system for the detection or identification of a UAS, or any related services or equipment, that is manufactured-

(i) In the People's Republic of China; or

(ii) By an entity domiciled in the People's Republic of China.

(b) *Representations.* By submission of its offer, the Offeror represents that it will not provide or use -

(1) A UAS, as described in paragraph (a)(1) of this provision, in the performance of any contract, subcontract, or other contractual instrument resulting from this solicitation; and

(2) A system for the detection or identification of a UAS, as described in paragraph (a)(2) of this provision, in the performance of any contract, subcontract, or other contractual instrument resulting from this solicitation.

(End of provision)

#### 252.225-7974 REPRESENTATION REGARDING BUSINESS OPERATIONS WITH THE MADURO REGIME (DEVIATION 2020-O0005) (FEB 2020)

(a) *Definitions.* As used in this provision -

Agency or instrumentality of the government of Venezuela means an agency or instrumentality of a foreign state as defined in section 28 U.S.C. 1603(b), with each reference in such section to "a foreign state" deemed to be a reference to "Venezuela".

Business operations means engaging in commerce in any form, including acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

Government of Venezuela means the government of any political subdivision of Venezuela, and any agency or instrumentality of the government of Venezuela.

Person means -

(1) A natural person, corporation, company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group;

(2) Any governmental entity or instrumentality of a government, including a multilateral development institution (as defined in section 1701(c)(3) of the International Financial Institutions Act (22 U.S.C. 262r(c)(3))); and

(3) Any successor, subunit, parent entity, or subsidiary of, or any entity under common ownership or control with, any entity described in paragraphs (1) or (2) of this definition.

(b) *Prohibition.* In accordance with section 890 of the National Defense Authorization Act for Fiscal Year 2020 (Pub. L. 116-92), contracting officers are prohibited from entering into a contract for the procurement of products or services with any person that has business operations with an authority of the government of Venezuela that is not recognized as the legitimate government of Venezuela by the United States Government, unless the person has a valid license to operate in Venezuela issued by the Office of Foreign Assets Control of the Department of the Treasury.

(c) *Representation.* By submission of its offer, the Offeror represents that the Offeror -

(1) Does not have any business operations with an authority of the Maduro regime or the government of Venezuela that is not recognized as the legitimate government of Venezuela by the United States Government; or

(2) Has a valid license to operate in Venezuela issued by the Office of Foreign Assets Control of the Department of the Treasury.

(End of provision)



**5252.209-9511 ORGANIZATIONAL CONFLICTS OF INTEREST REPRESENTATION (SERVICES) (NAVAIR)(APR 1989)**

This solicitation contains an organizational conflicts of interest clause in Section H, which is to appear in the awarded contract. Along with their proposals, offerors must check the appropriate box below:

- ☐ Information concerning a conflict of interest, as identified in NAVAIR 5252.209-9510, is provided.
- ☐ No conflict of interest exists.

## Section L - Instructions, Conditions and Notices to Bidders

### SECTION L

#### **PART A GENERAL INSTRUCTIONS**

##### **1.0 GENERAL**

The Offeror must respond to all requirements of the solicitation and not alter or rearrange the solicitation. The Offeror is advised that the Government may incorporate any portions of the Offeror's proposal into the resulting contract.

In presenting material in the proposal, the Offeror is advised that quality of information is more important than quantity. Clarity, brevity, and logical organization shall be emphasized during proposal preparation. Statements that the prospective Offeror understands, can comply with, or will comply with, the specifications, and paraphrasing the requirements or parts thereof without supporting information are considered inadequate by the Government, and may result in assessing weaknesses and/or deficiencies.

The Offeror must include any data that illustrates the adequacy of the various assumptions, approaches, and solutions to problems. Failure to address a specific factor or subfactor clearly may be considered a deficiency. Unnecessarily elaborate brochures or other presentation materials beyond that sufficient to present a complete and effective proposal is neither necessary nor desired.

The Government advises the Offeror that taking exception to or deviating from any term or condition of the RFP may result in the assessment of a deficiency to the proposal.

Throughout these instructions, a "principal subcontractor" is defined as a subcontractor who provides at least 20% of the proposed total price/cost (excluding the Offeror's profit/fee) for the contract or provides one or more Key Personnel. "JV Team member" is defined as one of the entities that make up a joint venture (JV) formed for the purpose of responding to this solicitation.

##### **2.0 ELECTRONIC PROPOSAL FORMAT**

This section is intended to provide information to the Offerors on the electronic format and application software to be used for submitting proposals. Use of the software and procedures described in this section will reduce the amount of time and effort needed to receive and upload proposals and will ensure the proposals received are suitable for reading electronically during evaluation.

Proposals must be formatted using a Times New Roman 12 pt. Normal font (no reduction permitted), single-spaced with 1-inch margins all around, and formatted for standard 8.5 x 11 inch paper. All pages should be numbered with section and page numbers. Graphs and tables shall be presented in no smaller than a 10 pt. font and should contain a grid, which allows values to be read directly from the graph. Graphs and Tables that fit on an 8.5" X 14" printed page will be counted as one page. Drawing may be of any size and will count as one page. Graphic resolution, including such data as tables or charts, should be consistent with the purpose of the data presented.

When using Government supplied templates, no modifications to font or scaling required. All proposal documents must be compatible with Microsoft Office 2021 and/or the latest Adobe Acrobat Reader Portable Document Format (PDF), where applicable.

The Offeror is responsible for ensuring electronic proposals are virus free and shall run an anti-virus scan before submission. Offerors may use hyperlinks within and among proposal volumes that do not include price information. However, there shall be no links from any other volume into the Price Volume or into any other portion of the proposal that contains price information. In order to reduce file sizes, the Offeror shall not embed sound or video (e.g., MPEG) files within the proposal submission. The Offeror is encouraged to simplify the color palette used in creating figures; and minimize size of graphics files; and avoid scanned images.

### 3.0 PROPOSAL CONTENT AND VOLUMES

The Offeror must present proposal information in a manner that facilitates a one-to-one comparison between the information presented and this Proposal Instruction. Proposal information must be structured such that its Volume/paragraph number matches the Proposal Instructions Volume/paragraph number provided in section “Part B Specific Instructions” to which it is responding, although the Offeror may add lower tier subparagraphs. The Offeror must provide reasons it will not provide information for a particular paragraph. The proposal information instructions are structured by paragraph numbers where first, second, third, and fourth parts correspond to the volume, section, and element, etc., in the Offeror’s proposal.

Each volume of the proposal shall be submitted as specified in the table below. The table below supersedes the copies requested in Block 9 of the Standard Form (SF) 33. Page limitations for each volume, if any, are also specified in the table below; title and table of contents pages do not count towards the page limit. Any pages submitted exceeding the page limit shall be disregarded and NOT evaluated.

Information submitted as an Annex to the proposal includes manuals, specifications, plans, procedures, and policies that exist as an official document of the company or facility, as well as other information requested in Part B Specific Instructions. Page limitations for Annexes, if any, are specified below. The authorized Annexes are summarized in the table below.

Volume Number	Section	Volume Title	Page Limit	Copies Required
<b>1.0</b>		<b>Cover Letter and Pre-requisite</b>	10 Pages	1 Electronic Copy
	1.1	AS9100D Supporting Documentation		
	1.2	Ground Operating Procedures (GOPs) Supporting Documentation		
<b>2.0</b>		<b>Technical</b>		1 Electronic Copy
	2.1	Subfactor 1- Workforce		
	2.1.1	First Day Staffing Approach	No Page Limit	
	2.2	Subfactor 2 – Understanding of the Work		
	2.2.1	Sample Task 1- APSD CSS Surge Support	15 Pages	
	2.2.2	Sample Task 2- Contractor Facility Manufacturing and Installation	15 Pages	
	2.2.3	Sample Task 3- APSD Experimentation	15 Pages	
<b>3.0</b>		<b>Corporate Experience</b>		
	3.1	Document Verification and Self-Scoring Worksheet	No Page Limit	
	3.2	Relevant Experience Projects	No Page Limit	
<b>4.0</b>		<b>Price/Cost</b>	No Page Limit	1 Electronic Copy
	4.1	Volume Content	No Page Limit	
	4.2	Ground Rules and Assumptions	No Page Limit	
	4.3	Price/Cost Information	No Page Limit	
	4.4	Total Professional Compensation Plan	No Page Limit	
	4.5	Contract Compliance Information	No Page Limit	1 Electronic Copy
	4.6	Section K	No Page Limit	
	4.7	OCI Disclosure & Mitigation Plans, as applicable	No Page Limit	
	4.8	DCMA Approved Accounting System	No Page Limit	
	4.9	DCMA Approved Purchasing	No Page Limit	

		System		
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Each volume shall contain the following information:

- Cover and title page
- Title of proposal and proposal number as applicable
- Offeror's name, address, and POC
- RFP number
- Proposal volume number
- Table of Contents (The table of contents must provide sufficient detail to enable easy location of important elements)

The Offeror shall submit a Cross Reference Matrix (CRM) for the Technical Volume, similar to the example below, to help ensure that all solicitation requirements are addressed and to facilitate the evaluators' review of the Offeror's proposal. The CRM should be a single integrated matrix and cross-reference the proposal volumes and paragraphs to specific RFP requirements, as well as other parts of the proposal that contain relevant information. The Offeror's CRM may be identical to the example below or revised such as to add columns to indicate the page number on which information may be found, identify where other relevant information in the proposal is located, or provide other comments. The CRM does not count against any of the proposal page limitations.

#### EXAMPLE OF A CROSS REFERENCE MATRIX (CRM)

<b>Section L – Proposal Instructions</b>	<b>Government SOW/PWS</b>	<b>Section M – Evaluation Factor</b>	<b>Offeror's Proposal Reference</b>	<b>CLIN Reference</b>
Volume 2 Technical	Example: Para 3.1 Note: This column shall address all paragraphs in Sections xx and xy of the SOW/PWS.	2.A	Provide reference to Offeror's Proposal Volume I – Technical. Example: Refer to appropriate page number in Offeror's written proposal	
Volume 2 Technical				
Volume 2 Technical				

Questions regarding the solicitation shall be submitted via email to the contract specialist at [gregory.e.tollefsen.civ@us.navy.mil](mailto:gregory.e.tollefsen.civ@us.navy.mil) and the Procuring Contracting Officer, Travora Levasseur, at [travora.r.levasseur.civ@us.navy.mil](mailto:travora.r.levasseur.civ@us.navy.mil). Each question or comment should reference the applicable document, page number, and paragraph number. Offerors shall not include any proprietary information in a question, because the Government will provide the question and answer to all potential offerors. All questions must be submitted no later than 4:00 PM Eastern Time on the 14th calendar day after the date that this solicitation is issued. Questions received after the deadline above may be answered at the Government's sole discretion.

#### 4.0 ELECTRONIC PROPOSAL SUBMISSION

All volumes of the proposal shall be submitted electronically through the Solicitation Module of the Procurement Integrated Enterprise Environment (PIEE) at <https://piee.eb.mil>. No other submissions, such as mail, hand-carried, or other electronic system (e.g., DOD SAFE) are authorized by the solicitation unless specifically authorized by the Contracting Officer pursuant to paragraph 4.1 below. For instructions on how to post an offer, please refer to the Posting Offer demo: [https://piectraining.eb.mil/wbt/sol/Posting\\_Offer.pdf](https://piectraining.eb.mil/wbt/sol/Posting_Offer.pdf).

It is the Offeror's responsibility to follow the registration instructions found on the PIEE website. It is advised that all potential prime Offerors and their subcontractors ensure the proper company points of contact

are registered in the site based on their CAGE codes and have the proper roles assigned well in advance of the solicitation closing date. Subcontractors are only required to register in PIEE if they want to submit their proprietary proposal information separate from the prime offer. Documents submitted by the subcontractor directly to the Government must have the prime contractor's name, CAGE, and RFP number on the first page of the document.

It is also the Offeror's responsibility to confirm receipt of proposals and all electronic communications. Screen shots of the submission should also be taken to validate a submission was accepted in the PIEE system against this solicitation. The Government is not obligated to search for incorrectly submitted proposals in PIEE.

The submission date for all Volumes shall be no later than the date and time specified in Block 9 of the SF 33 of the RFP.

4.1 If there is an unanticipated PIEE System outage within 24 hours of the proposal due date and the outage has interrupted normal Government processes so that proposals cannot be received by the exact time specified in the solicitation, the Contractor shall immediately notify the Contracting Officer. This notification shall occur prior to the proposal submission deadline and shall be made in writing. The notification may be in conjunction with verbal notification, but verbal notification alone shall not be sufficient. The Offeror shall obtain written approval from the Contracting Officer to submit the proposal via an alternate method as shown in paragraph 4.2 or the Contracting Officer may advise the Offeror that the Government will follow the procedures set forth in FAR 15.208(d) for amending the solicitation closing date.

4.2 The following alternate methods may be utilized when authorized by the Contracting Officer in accordance with paragraph 4.1.

4.2.1 Contractor Proposals Submitted by Carrier: The Offeror shall submit electronic CD-ROM proposals via United States Postal Service or through a commercial carrier with next day delivery using the address provided below.

**NAVAL AIR WARFARE CENTER, AIRCRAFT DIVISION**

**Code: A2521 Travora Levasseur (Deputy PCO)/Gregory Tollefsen (Contract Specialist)**

**21983 Bundy Road, BLDG 441**

**Patuxent River, Maryland 20670**

**Solicitation Number: N00421-23-R-0051**

4.2.2 Hand Carried Proposals: Hand carried proposals must be delivered to the address above, attention Travora Levasseur (240-587-8822) and Gregory Tollefsen (240-808-9945). If a proposal or amendment is hand carried, the Contractor must have current base access to delivery of the proposal. Without base access, the Contractor may not get beyond the installation security gate to deliver its proposal. Guards are not authorized to accept proposals. Each Volume shall be on a separate CDROM. Delivery time shall be coordinated with the contracting office to ensure availability to sign for the package. Regardless of which alternate method is used, the Offeror shall package the CD-ROMs in the most efficient manner possible grouping like volumes to the maximum extent possible. Each Volume shall be on a separate CDROM. The package shall include all proposal volumes including the digitally signed document(s) submitted as part of the Cost/Price Volume. The package shall include a packing slip detailing the contents to include the volume number, title, and copy number. Also, the package shall be stamped or marked "Controlled Unclassified Information" and "Source Selection Information – See FAR 2.101 and 3.104."

**5.0 CLASSIFIED DATA**

All proposals must be UNCLASSIFIED.

**6.0 SOLICITATION CHANGES**

For notice of any changes and additional information provided by the Government for the solicitation, please go to

<https://www.sam.gov>.

## **PART B SPECIFIC INSTRUCTIONS**

**Cost or pricing information shall only appear in the Price/Cost volume.**

### **1.0 VOLUME 1: COVER LETTER AND PRE-REQUISITE**

Along with the Cover Letter, each Prime Offeror shall provide documentation to demonstrate that the Offerors meet the prerequisites listed below. These requirements will be validated on a pass/fail assessment. Offerors who do not meet these prerequisites, shall be deemed UNAWARDABLE and will be eliminated from this competition. As such, their proposal will not be evaluated.

#### **1.1 AS9100D Supporting Documentation**

Offerors shall provide, with their proposal, evidence of the Prime Contractor's certification in AS9100D Quality Management Systems - Requirements for Aviation, Space and Defense Organizations with no exclusions or non-applicable clauses allowable. This certification shall be submitted with the proposal at the proposal submission date/time specified on Standard Form 33. The AS9100D certifications shall be valid at time of proposal submittal. Any certifications that are pending or in process are not permissible. The certification must be in the name of legal entity identified in Block 15A of the Offeror's SF33

#### **1.2 Ground Operating Procedures (GOPs) Supporting Documentation**

Offerors shall demonstrate their experience in developing Ground Operating Procedures (GOPs), training required personnel to ensure compliance with GOPs, and maintaining and updating those GOPs to perform air vehicle modification and installations within the scope of contract activities in accordance with DCMA INST 8210.1D (Section C - SOW), or equivalent prior to DCMA 8210-1D, effective February 6, 2023. To demonstrate their experience, the Prime Contractor shall provide the GOPs cover sheet(s) signed by the Government Ground Flight Representative (GGFR).

### **2.0 VOLUME 2: TECHNICAL**

The Offeror shall provide all information and data required to conduct a thorough and complete technical evaluation. The Offeror shall address the following in the proposal:

#### **2.1 Subfactor 1 – Workforce**

##### **2.1.1 First Day Staffing Approach**

For each labor category proposed, the Offeror shall indicate within the associated column of Attachment L1, whether the proposed employee is current, contingent, or prospective. The Offeror shall provide the following information for each category:

- Current – A current employee of the Offeror to be verified with payroll documentation. (To be provided within the Cost Narrative)
- Contingent – - A “contingent hire” is an individual who has committed, under a signed letter of intent, inclusive of salary information, to being employed by the Offeror if the Offeror is awarded the contract. (To be provided within the Cost Narrative)
- Prospective – A prospective employee is one that either has not been identified or is being targeted but has not committed under a signed letter of intent. The Offeror shall include within their Technical Volume, a First Day Staffing Approach narrative explaining their strategy for recruiting and filling their Prospective positions. If the Offeror is planning to hire incumbent personnel for these positions, simply stating as such is not sufficient. The Offeror shall include their strategy for hiring all personnel, including the incumbent employees.

The First Day Staffing Approach is independent of the information submitted within the P2 Cost Summary Spreadsheet attachment and the P3 Fully Burdened Labor Rates attachment. In the event there is a discrepancy between the First Day Staffing Approach and the cost proposal, the cost proposal will supersede.

#### **2.2 Subfactor 2 - Understanding of the Work:**

To demonstrate the Offeror's understanding of the work and the ability to execute the requirements of this Statement of Work (SOW), the Offeror shall provide a technical response in accordance with the following sample tasks.

#### Written Responses to Sample Tasks:

Each response shall include the following information and follow the outline below. Additional information, specific to the Sample Task, will be added after (1) - (5) and subsequently referenced as a) through c):

- (1) Assumptions – Detail all assumptions (as applicable) relative to the sample task and your technical approach to ensure full understanding of your response by the Government.
- (2) Management/Team – Provide a detailed order level management plan that describes the contractor's proposed approach to managing each requirement including, but not limited to: management structure, resources, communications, performance, and management of quality, risk, cost, and schedule.
- (3) Facility Utilization Plan – Provide a detailed plan inclusive of facility descriptions, work to be performed at the identified facility, locations relative to other work performance locations, and rationale for selection. Manufacturing square footage, shop layouts, security levels, certifications, and environmental controls are examples of items that should be included in Facility descriptions.
- (4) Approach to proposed teaming/staffing plan - Identify the contractor team members that are required for successful performance of the task, and if applicable, describe the roles and responsibilities of any subcontractors, critical suppliers, and/or Joint Venture team members required to perform the work and the rationale for their selection within the context of your teaming approach. Identify the proposed team structure, recommended labor categories in accordance with the base contract, and the supporting rationale.
- (5) As applicable, the Offeror may provide examples of previous efforts to substantiate or demonstrate execution of the proposed approach. Examples of previous efforts can be narratives within the scenario or attachments to the proposal (Statement of Work, Performance Work Statements, Purchase Orders, etc.).

#### **2.2.1 Sample Task 1 - APSD CSS SURGE SUPPORT**

**TO BE INCLUDED IN FINAL RFP**

#### **2.2.2 Sample Task 2 - CONTRACTOR FACILITY MANUFACTURING AND INSTALLATION**

**TO BE INCLUDED IN FINAL RFP**

#### **2.2.3 Sample Task 3 - APSD EXPERIMENTATION**

**TO BE INCLUDED IN FINAL RFP**

### **3.0 VOLUME 3: CORPORATE EXPERIENCE**

#### **3.1 Document Verification and Self-Scoring Worksheet**

The Offeror shall submit Attachment L2, titled, "APSD CSS Document Verification and Self-Scoring Worksheet." No other format will be considered.

1. Do NOT alter rows or columns of the Document Verification and Self-Scoring Worksheet.

2. The Offeror shall enter their company name in Row 3, Column D of Attachment L2.
3. The Offeror shall fill in Column E of Attachment L2 by selecting “Yes” or “No” based on their relevant corporate experience as it relates to the evaluation element description.
4. The Government will fill in Column H of Attachment L2, during evaluation, based on the Offeror’s “yes” or “no” response in Column E, and the review of the data artifacts that need to be identified in Column I and submitted with the Offeror’s proposal.
5. The Offeror shall provide all information and data required to enable the Government to conduct a thorough and complete evaluation of the Offeror’s corporate experience. The Offeror shall provide any official, verifiable documentation necessary to validate all corporate experience as it relates to the evaluation element descriptions.
6. The Government will consider the corporate experience of an Offeror’s principal subcontractor, which is defined as a team member that will be responsible for performing at least 20% of the work (in terms of hours or dollar value) as long as the Offeror clearly identifies the required data artifacts in Column I and provides all necessary data with their proposal.

### **3.2 Relevant Experience Projects**

The Offeror shall provide Project(s) as documented in Section L paragraph 3.1 Document Verification and Self-Scoring Worksheet, Attachment L2, Column H, for similar programs/contracts in accordance with relevant experience project defined below. The experience provided shall only relate to experience gained through contracted work at the organization level. Individual personnel experience will not be considered in the evaluation of the Document Verification and Self-Scoring Worksheet.

A Relevant Experience Project (Project) is defined as (1) a contract (C-type); (2) a task or delivery order awarded under an IDIQ Multiple Award Contract (MAC); (3) a task or delivery order awarded under a Single-Award Indefinite Delivery Indefinite Quantity (IDIQ) order contract (Definite Quantity, Requirements, or Indefinite Quantity) contract (FAR 16.5); (4) a task or delivery order awarded under a Federal Supply Schedule contract (FAR 8.405-2); or (5) a task or delivery order awarded under a Blanket Purchase Agreement (BPA)(FAR 8.405-3).

#### **The submitted Project must meet the following minimum conditions:**

- Experience/performance in at least 51% of the areas defined in the Self-Scoring Worksheet
  - Relevant Experience Projects (Critical Questions)
    - Maximum Score Possible: 14,500. (51% is 7,395)
  - Relevant Experience Projects (Corporate Experience and Past Performance Questions)
    - Maximum Score Possible: 6,900. (51% is 3,519)
  - Corporate Application Questions
    - Maximum Score Possible: 4,750. (51% is 2,423)
- Any project/contract that fails to meet the 51% threshold in any of the three areas above will not be considered relevant corporate experience and will not be considered in the evaluation.
- Current projects (Active Contracts) not yet completed or performance completed within five (5) years from the date proposals for this solicitation are due.
- All projects shall be that of the Offeror or Principal Subcontractor performed as a Prime Contractor, Principal Subcontractor, or Joint Venture, and shall not include work performed by a Subcontractor through a teaming arrangement.

**Each Offeror will be limited to a MAXIMUM of FOUR (4) different Relevant Experience Exhibit Projects. Relevant experience is tied solely to the Projects submitted under Section L Paragraph 3.1.**

#### **For each Project, the Offeror shall provide the following:**

1. Documented Relevant Experience on a completed Attachment L2, APSD CSS Document Verification and



Self-Scoring Worksheet tab. All fields in the template must be completed. No other format will be considered.

2. A copy of the Contract Statement of Work (SOW) or Performance Work Statement (PWS) from the contract that describes the general scope, nature, complexity, and purpose of the supplies or services the customer acquired under the contract. For Projects performed as a principal subcontractor, the Offeror shall provide the sub-contract SOW only to satisfy the document verification requirement. **Additionally, the Offeror must also identify and call attention to the specific section or sections of the SOW/PWS that support the claimed Relevant Experience Project – Evaluation Elements on Attachment L2.**

3. Signed Copy of Contract DD-254 Contract Security Classification Specification

4. Copy of original contract award document. This may include the following:

- Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor; Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed)
- SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed)
- SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed)
- Department of Defense (DD) 1155 – Order for Supplies or Services - (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the date of Order, and Block 24 identifies the Contracting Officer signature)

The Offeror shall substantiate all information by providing enough evidence within a contract, delivery/task order document, or other verifiable contractual documents to support each answer. The Offeror may provide any official, verifiable documentation necessary to validate any evaluation criteria being claimed. The Offeror may provide documentation, signed by the Government Technical Point of Contract, Contracting Officers Representative, or Procuring Contracting Officer to clarify SOW/PWS language to demonstrate relevance.

#### 4.0 VOLUME 4: PRICE/COST PROPOSAL

##### 4.1 Volume Content:

(a) This Volume shall contain the Contract Compliance information specified below as follows:

i. Offeror Summary Table: The Offeror shall complete the table below. The Offeror shall include all subcontractors and JV team members who will be involved with the performance of the contract and list all sites where the work will be performed. If a JV teaming or subcontracting arrangement is proposed, identify the work share, distribution elements, and ratios that each contractor will perform using the table below. Also provide a definition of the legal relationship between the entities if it is other than a Prime/subcontractor relationship.

Contractor Name (Indicate Prime, JV Team Member, or Sub)	Place of Performance/	CAGE CODE/DUNS #	Brief Work Description and/or Program Responsibility	% of Total Proposed Price

ii. Signed SF33 or SF1449 for basic solicitation and acknowledgment of each amendment, including completion of any RFP clause or provision that requires a fill-in or response.

iii. Signed Representations, Certifications, and Acknowledgements and/or System for Award

Management (SAM).

iv. Guarantee the length of proposal validity (for at least [240] calendar days after proposal submission).

(b) This Volume shall also contain a copy of Section B with the Contract Line Item (CLIN) and Sub-CLIN Unit Prices and, for evaluation purposes, the Total Prices filled in using the estimated quantities value in the solicitation and the instructions below. Section B prices shall be provided separately in one digital data copy in MS Office 2016 Excel format. Within all Excel spreadsheets, the Offeror shall use formulas and functions to the maximum extent possible and avoid using output type “value only” cells. If links are utilized, supply those referenced files. Spreadsheets shall not be protected.

(c) All price/cost and price/cost supporting information shall be contained in Section B and the price/cost proposal. No price or pricing information shall be included in any other technical volume including cover letters. Offeror are responsible for submitting sufficient information to enable the Government to fully evaluate their price/cost proposal.

#### 4.2 Ground Rules and Assumptions:

(a) As this is a competitive acquisition with adequate price competition anticipated, certified cost or pricing data in accordance with FAR 15.403-1 is not required. However, in the event that adequate price competition does not exist after receipt of proposals, the Government reserves the right to request additional cost or pricing data as necessary from both the Offeror and subcontractors. Further, the Offeror may be required to provide a Certificate of Current Cost or Pricing Data prior to award, pursuant to FAR 15.406-2.

(b) The Offeror shall provide sufficient information to support its price/cost as well as an explanation of all ground rules and assumptions that affect the price/cost estimates.

(c) If subcontractors are proposed, they shall provide the same information required for the prime contractor, unless otherwise noted below.

#### 4.3 Price/Cost Information: **For CPFF CLINS ONLY:**

Offerors shall submit their fully completed cost/price proposal utilizing the Cost Summary Spreadsheet (Attachment P2). The spreadsheet shall be formatted as letter size (8.5 X 11) pages and shall be unprotected and unlocked, with formulae intact to show mathematical operations. The Offeror shall use the CLIN Summary tab to breakout total proposed costs by CLIN.

Complete Attachment P3, (Fully Burdened Labor Rates), detailing the fully burdened labor rates for all prime contractors and their subcontractor personnel. Fully burdened labor rates are defined as direct labor rates plus all applicable burdens, to include indirect rates, fee, and subcontractor pass-through costs where applicable. For subcontractor labor, the fully burdened labor rates shall be inclusive of any pass-through charges (e.g., subcontractor handling, fixed fee on subcontractor labor, etc.) applied by the prime contractor. Proposed fully burdened labor costs may be subject to the NAVAIR labor tripwire identified in Section M. Offerors that propose a fully burdened per employee labor cost exceeding the labor tripwire shall provide rationale in their cost proposal narrative section that justifies the reasonableness of the tripwire cost for the applicable employees. Within Attachment P3, the Offeror shall also complete the B-1 Composite Rates table. This table will be used in accordance with Section B, B- TXT-1, B-1 Streamlined Ordering Procedures.

(a) The Government is not soliciting any investments. However, in order for the Government to properly assess a proposed price/cost that appears low due to a corporate decision to absorb costs, e.g., lower than usual burdens or rates, the Offeror shall fully identify and explain any such investments.

(b) Direct/Indirect Rates: The Offeror shall submit Forward Pricing Rate Agreements (FPRAs), Collective Bargaining Agreements (CBAs), and Area Wage Determinations (AWDs) as applicable for all proposed personnel. The Offeror shall identify whether the labor rates proposed are FPRAs, CBAs, AWDs, ACO/DCAA recommended rates (FPRRs), or Offeror proposed rates (FPRPs). The Offeror shall propose in compliance with the current hourly rate set forth in the Department of Labor Wage Determination as applicable. The Offeror shall provide Defense Contract Audit Agency (DCAA) Information/Payroll Verification information as

follows: A DCAA point of contact, with a current e-mail address, must be provided for the prime and each subcontractor. The Offeror and proposed subcontractors shall provide the most current DCAA Provisional Billing Rate Approval Letter, DCAA Final Billing Rate Approval Letter, and/or DCAA Forward Pricing Rate Agreement recommendation, payroll verification for currently employed proposed personnel, and any other information necessary to substantiate the rates proposed. Payroll verification shall consist of a form containing the title, direct labor rate, and a signed certification by an authorized representative of the company that the information contained in the form is correct. For contingent hires, the offeror shall provide contingent offer letters outlining salary information for contingent hire employees. For any prospective hires the offeror shall provide information to substantiate the rates proposed. All contingent hires shall have a letter of intent submitted under the Cost Volume. The letter of intent is a separate written agreement signed by the potential employee(s) to work for the Offeror effective at contract award. Any proposed consultants shall have a consultant agreement substantiating the rates proposed. If a composite rate or other pricing methodology (e.g. cost estimating relationships) is utilized, the Offeror shall demonstrate how those rates were developed. Subcontractors and team members shall provide this information either separately or included in the Offeror's submission of this document.

(c) Contractors and Subcontractors shall propose direct labor rates equal to or greater than the minimum direct labor rates in accordance with Section L, Paragraph 4.3(j)(2), below.

The following definition applies:

- A "contingent hire" is an individual who has committed, under a signed letter of intent, inclusive of salary information, to being employed by the Offeror if the Offeror is awarded the contract.

**If any of the rates utilized by the Offeror or any subcontractors differ from the DCAA information and/or payroll verification, a justification shall be provided for the difference.** If DCAA has not reviewed the rate information for an Offeror or one of its subcontractors, the Offeror must submit a detailed justification of the proposed direct and indirect rates. The Offeror shall also provide documentation verifying that it has a DCMA approved Accounting System in accordance with DFARS clause 252.242-7006, or state that it's Accounting System has not been approved by DCMA. Offerors shall provide the last three (3) years of actual indirect information. The Government may compare a prospective Offeror's labor category rate to the average labor rate from industry.

(d) The Offeror shall fully disclose the buildup of cost/price of each CLIN.

(e) When completing the Cost Summary Spreadsheet (Attachment P2), the Offeror shall not utilize any fully burdened hourly rates when pricing the labor of its employees. The Offeror shall propose the Patuxent River, MD Government location for labor categories identified as Government site as directed within Attachment L3.

(f) Offeror's labor classifications should cross-reference to Department of Labor (DOL) Wage Determination Classifications, Attachment P4, as much as possible.

(g) This solicitation is, and the resulting contract will be, subject to the Service Contract Act of 1965, as amended, and to FAR clause 52.222-41, contained in Section I of this solicitation. Offerors shall propose employee's wages in accordance with the attached Wage Determination. As part of the cost/price proposal, the Offeror shall furnish the names of the proposed labor categories and the corresponding labor categories from the attached Wage Determination as well as documentation of compliance with the minimum monetary wages and fringe benefits for service employees as specified in the Wage Determination (provided as an attachment in Section J of this solicitation). Offerors are required to submit a total compensation plan setting forth salaries and fringe benefits proposed for employees (including temporary and part time employees) who will work under the contract and are subject to the Act, and explain how the compensation plan complies with the Service Contract Act. If the Offeror's proposed employees are under a collective bargaining agreement, the Offeror shall provide a copy of the agreement.

(h) Limitation on Subcontracting (per 13 CFR §125.6(e)(2), compliance with the limitation on subcontracting shall be an element of responsibility).

(i) This requirement is being set-aside for small business. Provide a breakout to demonstrate how the prime

contractor will perform at least 50% of the cost of the contract incurred for personnel with its own employees for each period of performance in accordance with FAR clause 52.219-14. Cost of contract incurred for personnel includes direct labor cost, overhead that has only direct labor as its base, and the small business's General and Administrative (G&A) rate multiplied by the labor cost.

(j) Provide a narrative that addresses any assumptions made during the preparation of the cost/price proposal and discuss the basis for the cost elements listed below:

1. Direct labor rates by category. The Offeror is required to submit labor rates for all proposed current, contingent, and prospective hire individuals. If composite or category averages are proposed, provide a breakdown of how rates are developed. If necessary provide a narrative to describe derivation of labor rates, use of uncompensated overtime, pools to which indirect rates are applied, historical /provisional billing rates for indirect rates for the last 3 years and description, and amount of proposed other direct costs. If the Offeror requires the use of consultants in performance of the effort, the consultant cost shall be captured under the appropriate labor CLIN not the ODCs CLIN.
2. Contractors and Subcontractors shall propose direct labor rates equal to or greater than the minimum direct labor rates as defined in the "Minimum Direct Labor Rates" Attachment P1. Direct rates proposed below the minimum direct labor rates may be considered acceptable if supported by providing current payroll verification or letters of intent signed by contingent hires detailing an unburdened direct labor rate. Proposals that do not adhere to the minimum direct labor rates without sufficient documentation may be rendered unawardable.
3. Escalation on labor. Offerors, including subcontractors, shall address escalation for all labor categories, and shall provide rationale for the specific escalation rate used. In an effort to ensure realism of costs during contract execution, Offerors, including subcontractors, shall propose a Year 2 through Year 7 escalation rate of 4% or higher for all labor categories per year. Offerors, including subcontractors, that propose less than 4% escalation will be considered unrealistically low and will have their proposals adjusted by the Government for Year 2 through Year 7, to an escalation rate of 4% for all labor categories.
4. Indirect costs (e.g., Overhead, Fringe Benefits, General & Administrative (G&A), etc.).
5. Information needed to explain the offeror's estimating practices.
6. Profit/Fee: Identify profit/fee rate and total amounts proposed and identify the various cost elements to which the profit/fee is being applied. Profit, Base, Award, and Incentive fee rates, as applicable in Section B, must be clearly distinguishable. Profit/Fee shall not be applied to ODCs.
7. Other Direct Costs (ODCs) by specific cost element (e.g., Travel, Material, and NMCI). Reimbursement for Travel will be in accordance with FAR 31.205-46. If the Offeror proposes burdens on the Government provided ODC estimates, the Offeror shall provide a percentage breakdown of the Offeror's indirect costs and burdens added to the Government estimates for any and all Cost Reimbursable CLINs in Section B.
8. When the Offeror elects to claim Cost of Money (COM) as an allowable cost, the Offeror must submit a COM form and show the calculations of the proposed amount.

#### 4.4 Total Professional Compensation Plan:

The Offeror shall provide a Total Compensation Plan in accordance with FAR 52.222-46 for each proposed professional employee. The Plan shall include, but not limited to, the following items:

- (1) The proposed direct labor rate for each professional employee proposed;
- (2) The total cost of the proposed fringe benefits package for each professional employee proposed, including:
  - (a) list and brief summary of the benefits that make up the fringe package (e.g. vacation time, sick leave, stock, incentive plans, family leave, life insurance, severance pay, bonus plans, health insurance,

holidays, location allowance, retirement benefits); and

(b) an itemization of the benefits that require employee contributions, and the amount of that contribution as a percentage of the cost of the particular benefit; and

(3) Data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used by the Offeror in establishing the total compensation structure.

For the purpose of this evaluation, following labor categories and skill levels are considered professional:

<b>Labor Category</b>	<b>Level</b>
Computer Programmer	Journeyman, Senior
Computer Scientist	Journeyman, Senior
Configuration Manager	Junior, Journeyman, Senior
Coordinator, HAZMAT	Journeyman, Senior
Engineer, Electrical	Junior, Journeyman, Senior
Engineer, Avionics	Journeyman, Senior
Engineer	Junior, Journeyman, Senior
Engineer, Materials Test	Journeyman, Senior
Engineer, Mechanical	Junior, Journeyman
Engineer, Mechanical (Structural)	Senior
Engineer, Production	Journeyman, Senior
Engineer, Software	Journeyman
Engineer, Systems, Aerospace	Journeyman, Senior
Engineer, Systems, Mechanical	Journeyman, Senior
Manager, Project	Junior, Journeyman
Manager, Program	Senior
Parts Research	Junior, Journeyman
Production Control Clerk	Junior, Journeyman
Software Developer	Journeyman, Senior
Specialist, Acquisition	Junior, Journeyman
Specialist, Safety	Journeyman, Senior
Aircraft Pilot/Flight Engineer	Journeyman, Senior

#### 4.5 Government Furnished Information

##### 4.5.1 Material ODCs and Travel ODCs

The Government's estimate for ODCs for the prime and all subcontract efforts, unburdened is listed below:

CLIN	Description	Total
X002	Material	\$74,204,553
X003	Travel	\$2,887,774

The Offeror shall utilize the estimated amounts provided by the Government for ODCs and include all applicable burdens. If it is the contractor's accounting practice to apply (and invoice for) burdens with regards to ODCs, then the contractor shall propose the ODC amount plus the addition of the applicable burdens. If the contractor chooses not to burden ODCs, then the contractor shall propose an H-clause to establish that burdens will be unallowable for ODCs. NO FEE SHALL BE APPLIED TO ODCs.

#### 4.5.2 Completion Based Work

The Government's Not to Exceed (NTE) ceiling at contract award will be **\$41,175,313** for completion based work, (CLIN X004); scope of the work will be defined during performance and delivery order/ tasks orders will be issued in accordance with B-TXT-2, Issuance of Completion Based Work Orders. The below cost information is for estimating and evaluation proposes only:

X004	Material Cost	Labor (Engineer: BLS 17-2199)	Labor (Technician: BLS 17-3029)
Calendar Year 2024	\$20,000,000	\$10,000,000	\$10,000,000

The Offeror shall propose prices on a Firm-Fixed Price basis for completion based work consistent with the figures in the chart above; no deviation is permitted from the unburden cost data provided. The above cost data is unburdened and offerors must apply all applicable indirect rates, including profit. Offerors may use offsite/non-government site rates, offerors may use rates from outside of Patuxent River, Maryland, however the rates shall be within the Continental United States of America. Additionally, as part of their cost/price volume, offerors shall propose a maximum profit/fee for both Firm-Fixed Price and Cost-Plus Fixed Fee completion based work. This maximum profit/fee shall become a binding term of the awarded contract under B-TXT-2, Issuance of Completion Based Work Orders. The proposed price will be utilized for evaluation purposes only, the NTE ceiling for CLIN X004 at contract award will be \$41,175,313.

#### 4.5.3. Labor Hours

The Government estimate is 1,791,280 hours for the entire seven (7) year work effort, and 140,500 hours inclusive of FAR 52.217-8 Option to Extend Services. A work-year is defined as 1,920 hours exclusive of holidays and leave. For evaluation purposes, the Offeror shall propose the labor categories/hours in Accordance with, Attachment L3 Labor Hours Table.

#### 4.5.4 Incumbent Information

The incumbent is:

American Electronic Warfare Associates Inc. (AMEWAS)  
Holly II, 44427 Airport Rd #200,  
California, MD 20619

The incumbent subcontractors are:

Compass Systems, Inc.  
Global Technology and Management Resources (GTMR), Inc.  
PAE Applied Technologies, LLC  
Platform Systems, Inc.  
Eagle Systems, Inc.  
Field Aerospace, Inc.  
Eagle Force, Inc.

#### CLAUSES INCORPORATED BY REFERENCE

52.204-7	System for Award Management	OCT 2018
52.204-22	Alternative Line Item Proposal	JAN 2017
52.215-1	Instructions to Offerors--Competitive Acquisition	NOV 2021
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.215-20	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data	NOV 2021
52.237-10	Identification of Uncompensated Overtime	MAR 2015
52.252-5	Authorized Deviations In Provisions	NOV 2020
252.215-7008	Only One Offer	DEC 2022

## CLAUSES INCORPORATED BY FULL TEXT

**52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a **Single Award Indefinite Delivery/Indefinite Quantity (IDIQ) contract with Cost Plus Fixed Fee (CPFF) Labor CLINs, Firm Fixed Price Completion CLINs and Cost Reimbursable ODC CLINs for Travel and Material** contract resulting from this solicitation.

**52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)**

(a) Recompensation of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of provision)

**52.233-2 SERVICE OF PROTEST (SEP 2006)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

\*The Chief of the Contracting Office  
A2500000  
21983 Bundy Rd, BLDG 441  
Patuxent River, MD 20670-1127

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

**52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/far/> or <http://www.farsite.hill.af.mil/>.

**5252.209-9513 ORGANIZATIONAL CONFLICT OF INTEREST INSTRUCTIONS (SERVICES) (NAVAIR)(JUN 1993)**

(a) In accordance with FAR 9.507-1, the potential conflict of interest for this solicitation in the Contracting Officer's judgment would involve any prime contractor, subcontractor, co-sponsor, parties to a joint venture, consultant or other legal entity (1) who because of activities or relationships is unable to render impartial assistance or advice to the Government, or (2) whose objectivity in performing the contemplated contract work is or might otherwise be impaired, or (3) who has an unfair competitive advantage in regards to [Insert description of weapons system involved and contractor activities that are suspect, i.e., drafting specifications, planning requirements etc.].

(b) This solicitation contains special provision clause in Section H entitled, "Organizational Conflicts of Interest", which is to appear in the awarded contract.

(c) If the offeror has checked Block one of the NAVAIR 5252.209-9511, "Conflicts of Interest Representation" in Section K, indicating a potential conflict exists, the offeror shall in accordance with the 5252.209-9510, "Organizational Conflict of Interest" clause in Section H, disclose any and all information necessary to ascertain whether an organizational conflict of interest does exist, and if so, whether a waiver should be requested.

(d) The offeror shall take all reasonable steps to obtain documentation of organizational conflicts of interest, and shall cooperate fully with the Government in resolving such issues expeditiously.

(e) Along with responses to this solicitation, offerors must either (1) submit the following information concerning any existing or planned contracts with, or interests in, the suppliers and/or equipment identified in Attachment [Insert attachment number]; or (2) state that to the best of the offeror's knowledge no such interest or contract exists:

(1) a description of the conflict of interest (e.g., weapons systems supplier(s), corporate restructuring, first-tier subcontractor(s)) and identity of parties involved;

(2) a description of the work to be performed;

(3) the dollar amount;

(4) the period of performance; and

(5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

(f) Documentation referred to above may be submitted in advance of proposal submission but must be submitted no later than the closing date for receipt of offers.

(g) Disclosure of Potential Conflict of Interest by Offerors.

(1) The offeror agrees to disclose, in writing and prior to the closing date for receipt of offers, any relevant facts pertaining to work previously performed or presently being performed by the offeror under private and Government contracts wherein the subject matter includes systems, components, technology, or services identical or similar to that encompassed by the proposed contract and which might give rise to the appearance of an organizational conflict of interest. Such disclosure should set forth all relevant facts including identification of contracts under which work was or is being performed.

(2) If any of the contracts identified pursuant to subparagraph (g)(1) contain an Organizational Conflict of Interest Provision, the offeror may request a waiver of that provision and propose contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest.

(3) Any documentation submitted pursuant to this subparagraph shall identify this procurement by IFB/RFP or other appropriate number as a reference and shall be forwarded to:

[Provide the mailing address of the purchasing office]

ATTN: Organizational Conflict of Interest Material

(h) The Contracting Officer will determine whether such interests or contracts present potential organizational conflicts of interest that should preclude award to the offeror.



## Section M - Evaluation Factors for Award

SECTION M**PART A: GENERAL INFORMATION****1.0 GENERAL**

The Government expects to select *one* Offeror whose proposal offers the “best value” to the Government, using the trade-off method. “Best value” means the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit(s) in response to the requirement. The Offeror is advised that the lowest priced proposal meeting the solicitation requirements may not be selected for an award if award to a higher priced Offeror is determined to be more beneficial to the Government. However, the perceived benefits of the higher priced proposal must merit the additional price.

**2.0 EVALUATION PROCESS**

The Government intends to evaluate each proposal and award a contract without discussions to the responsible Offeror whose offer, conforming to the solicitation, provides the greatest overall benefit to the Government, all factors considered. Therefore, Offerors are cautioned that their initial offer should contain the Offeror's best terms from a technical, corporate experience, and cost/price standpoint. However, the Government reserves the right to conduct discussions and request proposal revisions if it is determined to be in the best interest of the Government. When a competitive range is established, the Government may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

Non-compliance with the terms, conditions, or requirements set forth in the solicitation will be considered a deficiency. The Government may consider any exception or deviation to any term or condition of the RFP that is not expressly authorized by the RFP to be a deficiency, as defined in FAR 15.001. Additionally, any approach that relies on Government resources or operations (e.g., Government Furnished Property, Government Furnished Equipment, Government personnel/actions, Government Concept of Operation changes, etc.) in order to comply with a requirement, unless otherwise allowed, may be considered a deficiency. A proposal assessed with a deficiency will make the offer ineligible for award.

For the Technical factor and each of the subfactors, a combined Technical/Risk rating will be assigned. This method reflects whether the proposal meets or does not meet the minimum requirements along with an assessment of the strengths, weaknesses, significant weaknesses, and deficiencies of the proposal to determine the combined Technical/Risk rating. The benefit to the Government associated with assessed strengths along with technical risk will be considered in determining whether the Offeror's proposal rises to a level of being thorough or exceptional. Assessment of technical risk considers potential for disruption of schedule, increase in costs, degradation of performance, the need to increase Government oversight, or the likelihood of unsuccessful contract performance.

The assessment of the subfactors will combine to determine the Technical Factor rating level. Offerors are advised that during the evaluation process, a technical factor with an “Unacceptable” Technical/Risk Rating may result in the entire proposal being found unacceptable and eliminated from the competition.

For the Corporate Experience factor, a performance confidence rating will be assigned. This method reflects, based on the Offeror's recent/relevant experience record, the likelihood the Offeror will be able to successfully perform the required effort.

**3.0 EVALUATION FACTORS FOR AWARD**

Proposals will be evaluated using the factors (and any subfactors), listed below.

**3.1 TECHNICAL**

- 3.1.1 Pre-Requisite
  - AS9100D Supporting Documentation
  - Ground Operative Procedures (GOPs) Supporting Documentation

- 3.1.2 Subfactor 1 – Workforce
  - First Day Staffing Approach
- 3.1.3 Subfactor 2 – Understanding the Work
  - Sample Task 1: APSD CSS Surge Support
  - Sample Task 2: Contractor Facility Manufacturing and Installation
  - Sample Task 3: APSD Experimentation

## **3.2 CORPORATE EXPERIENCE**

## **3.3 PRICE/COST**

Factors and subfactors are listed in descending order of importance. Technical is more important than Corporate Experience. All evaluation factors other than Price/Cost, when combined, are significantly more important than Price/Cost. Price/Cost is not the most important evaluation factor, but its degree of importance will increase commensurably with the degree of equality among different Offerors' Technical and Past Performance proposals.

## **PART B: SPECIFIC INFORMATION**

### **1.0 COVER LETTER AND PRE-REQUISITES**

#### **1.1 Pre-Requisites**

The Offeror supporting documentation for AS9100D certifications and Ground Operating Procedures (GOPs) will be validated on a pass/fail assessment. Offerors who do not meet these pre-requisites, shall be deemed UNAWARDABLE and will be eliminated from competition. As such, their proposal will not be evaluated.

#### **2.0 Technical**

#### **2.1 Workforce**

##### **2.1.1 First Day Staffing Approach**

The Offeror's proposed staffing approach will be evaluated to assess the percentage of current, contingent, and prospective employees. The Government may consider providing a strength for proposal's with a higher percentage of current and/or contingent employees versus prospective employees. The Government will consider the hiring strategy provided within the First Day Staffing narrative for prospective employees. The offeror is forewarned that it may receive a weakness if it proposes the predominance of a labor category or Statement of Work (SOW) section tasking using prospective employees and the evaluation team deems this a risk to successful performance.

The First Day Staffing Approach Element is independent of the information submitted within the P2 Cost Summary Spreadsheet attachment and the P3 Fully Burdened Labor Rates attachment. In the event there is a discrepancy between the First Day Staffing Approach and the cost proposal, the cost proposal will supersede.

#### **2.2 Understanding the Work**

Sample Tasks 1-3:

- 2.2.1 Sample Task 1- APSD CSS Surge Support
- 2.2.2 Sample Task 2- Contractor Facility Manufacturing and Installation
- 2.2.3 Sample Task 3- APSD Experimentation

The Government will evaluate the Offeror's understanding of the work based on the responses required by Section L of this solicitation. The Government will assess the Offeror's Technical Proposal with respect to its compliance with the solicitation requirements and the extent to which the proposed approaches will ensure

successful accomplishment of the tasks described in the SOW as represented by the Sample Tasks. General statements that the Offeror can or will comply with requirements, or that paraphrase the SOW or solicitation paragraphs in whole or part will not constitute compliance with solicitation requirements.

### 3.0 CORPORATE EXPERIENCE

#### 3.1 Document Verification and Self-Scoring Worksheet

The Government will verify that each Offeror provided at least one project exhibit that met the 51% threshold across the three distinct areas of the self-scoring worksheet (Attachment L2) and that the supporting documentation illustrates the required experience across the Critical Questions, Corporate Experience Questions, and the Corporate Application Questions. Failure to meet the minimum scoring threshold of at least 51% in each section of the APSD CSS Document Verification and Self-Scoring Worksheet will result in a CORPORATE EXPERIENCE Confidence Rating of “No Confidence” and the Offeror will be determined to be ineligible for award. The Government shall not perform any further evaluation of the proposal.

The Government will evaluate the Prime Offeror’s, JV team members’ (if applicable) and Principal Subcontractors demonstrated corporate experience based on project exhibits (contracts) identified in Attachment L2. For projects/contracts that meet the minimum threshold requirements, a comparative analysis of each of these project exhibits will be conducted to determine the similarity between the corporate experience and the future effort as proposed; based on the attributes that are germane to the corporate experience evaluation as identified in Attachment L2 within the Evaluation Element Descriptions. The more recent the corporate experience, the better it is as an indicator of future performance.

The breadth and depth of the evaluated experiences as it pertains to the proposed future effort for each element will be assessed to predict the capability of the Offeror to perform on the future effort. In other words, the higher the score on Attachment L2, and the more Projects/Contracts (up to the limit of four projects/contracts) for which you achieve a score of 51% or greater of the total possible score, across the three individual sections, the more confidence the Government will have in your ability to perform the future effort. The evaluation will rely heavily on the self-scoring worksheet and data artifacts that shall be provided to substantiate that score.

**Offerors are forewarned that the Government shall only evaluate information for which a location reference or references within the Supporting Document(s) by Supporting Document title, section and page number(s) in Attachment L2 and clearly annotated within the exhibit supporting document(s) by highlighting, underlining, commenting or any method that clearly identifies the referenced relevant information and associated experience element. Failure to identify the information within the supporting document(s) will be evaluated as unsubstantiated and no credit will be given for experience associated with that element or sub element and will result in a score of zero (0) being assigned for that element or elements.**

Breadth is the degree to which the Prime, JV team members or Principal Subcontractor have performed/managed the effort(s) similar to that required by the solicitation as they relate to each element identified in Attachment L2. Depth is the extent to which each activity/task of the effort was performed (frequency and duration) to gain a certain level of proficiency. The frequency, duration or other proficiency indicating attributes within a contract, and across contracts, are germane to this assessment versus solely relying on the number of contracts. Although, the number of contracts may contribute to this assessment. The complexity of the effort/task will also be considered when assessing the extent of depth needed to be proficient in specific elements/tasking.

The experience considered in this evaluation will only relate to Corporate Experience, which is the experience gained through contracted work, not the experience of the Offeror’s personnel. Therefore, personnel experience is not part of the Corporate Experience factor and will not be considered.

An integrated assessment of the elements will then be performed to determine the Government’s level of confidence. A higher score on any one project/contract within Attachment L2 will not carry more weight than the overall breadth and depth demonstrated by an Offeror’s overall Corporate Experience. However, experience gained working with the Navy will be considered more relevant than experience gained working with other DoD agencies. Lack of relevant corporate experience could result in a “Limited Confidence” or “No

Confidence” Corporate Experience Assessment Rating. An “Unknown Confidence” or “Neutral” rating is not applicable to the Corporate Experience factor evaluation.

A separate rating will not be assigned for each Corporate Experience reference project/contract submitted. Rather, the Corporate Experience confidence assessment rating is based on the Offeror's overall record of corporate experience taking into account the recency, relevancy, breadth, and depth of experience.

#### **4.0 PRICE/COST**

##### **Cost Reimbursement CLINs:**

Except for otherwise unacceptable proposals when awarding on initial proposals, the Government will perform a cost realism analysis to determine the most probable cost (MPC) for each applicable offeror's proposal. Cost realism analysis is the process of independently reviewing and evaluating specific elements of each Offeror's proposed cost to determine whether the proposed cost is realistic for the work to be performed and are consistent with the unique methods of performance and materials described in the Offeror's technical proposal. In conducting its cost realism evaluation, the Government may review the prospective Offeror's proposed labor categories and compare the proposed rate to the average labor rate in industry or other similar rates within the same demographic zone where the work is to be performed. If the Offeror does not propose rates that meet or are greater than the minimum direct labor rates as noted in Section L, Sub-Section B, Paragraph 4.3, the offerors proposal may be considered unawardable. Pertinent cost information, including but not limited to DCAA- recommended rates for such costs as direct labor, overhead, G&A, etc., as necessary and appropriate, will be used to arrive at the Government determination of the MPC for the performance of this contract.

The MPC is an Offeror's total cost, including fee, and any additional adjustments the Government has determined necessary to make the proposed cost realistic for all periods. The Government will use the results of its cost realism analysis to determine the MPC of performance for each Offeror. The MPC may differ from the proposed cost. The higher of the MPC or proposed cost will be used for purposes of evaluation to determine the best value. Contract awarded value, however, will be based upon the successful Offeror's proposed costs.

In accordance with FAR 15.404-1(b)(2), various price analysis techniques and procedures will be employed to ensure the prices being proposed for this requirement are fair and reasonable. To assist in the overall determination of price reasonableness, the Government will identify all instances where a proposed fully burdened labor cost exceeds \$300K annually per employee. This also applies to a fully burdened subcontractor employee labor cost, inclusive of the prime contractor's pass-through burden. An exceeded tripwire may ultimately be determined unreasonable absent justification.

The Offeror's proposal will be evaluated to ensure that it complies with the labor mix and level of effort mandated by Section L, Part B, Paragraph 4.5.3. Any deviation between the hours and labor mix referenced in Section L, Part B, Paragraph 4.5.3- may render the proposal unawardable.

Price Reasonableness: Normally, competition establishes price reasonableness. It is expected that the award decision will include a determination that there is adequate price competition and that the proposed prices are reasonable. In limited situations, additional analysis will be required by the Government to determine reasonableness. If, after receipt of a proposal, the Procuring Contracting Officer determines that adequate price competition does not exist and a determination is made that none of the exceptions in FAR § 15.403-1(b) apply, the offeror may be requested to provide certified cost and pricing data in accordance with FAR § 15.403-4.

##### **Total Professional Employee Compensation Plan:**

The Government will evaluate the Offeror's Total Compensation Plan in accordance with FAR 52.222-46.

#### **5.0 Overall Summary Level for all CLINs**

The contractor's compliance to FAR Clauses 52.219-14 “Limitation on Subcontracting,” 52.219-27 “Notice of Total Service-Disabled Veteran-Owned Business Set Aside,” 52.219-29 “Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns,” 52.219-30 “Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns,” or 52.219-3 “Notice of Total HUBZone Set Aside or Sole Source Award,” as applicable, will be assessed as an element of

responsibility. An Offeror's proposal that fails to meet the limitation on subcontracting during each period of performance shall not be considered for award.

Prospective Offerors are forewarned that if there are discrepancies between Section B, Attachment (P2), and Volume 3 Narrative, Section B prevails.

## 6.0 EVALUATION OF OPTIONS

Clause 52.217-8, Option to Extend Services, is incorporated in the solicitation. Total evaluated cost/price will also include the six month performance period permitted under the clause, to account for a situation where invoking of the clause, in whole or part, becomes necessary. Specifically, the evaluated cost/price of this six-month period will be calculated by dividing the final ordering year amount by 50%.

## 7.0 TOTAL EVALUATED PRICE:

The total evaluated price will be the sum of cost types seven years (7) year ordering period CLINs Most Probable Cost (MPC), plus the six-month Option to Extend; and for evaluation proposes the Firm-Fixed Price completion based work. Any deviation from instructions for Firm-Fixed Price from Section L, Part B, Paragraph 4.5.2- may render the proposal unawardable. The contract award will utilize the completion-based work NTE for Firm-Fixed Price ceiling.

## PART C: EVALUATION RATING AND RISK ASSESSMENT DEFINITIONS

The definitions below will be used by the Government when assessing solicitation compliance and the expected results of the offeror's proposed approach. The appropriate adjectival rating will be assigned to each factor and subfactor, as required. The Government will utilize a combined technical/risk rating for this effort.

### 1.0 TECHNICAL EVALUATION RATINGS

Combined Technical/Risk Ratings: The combined technical and risk rating includes consideration of risk in conjunction with the strengths, risk reducers, weaknesses, significant weaknesses, uncertainties, and deficiencies in determining technical ratings. The combined technical/risk assignments are provided in the table below.

	COMBINED TECHNICAL/RISK RATING
Rating	Description
Outstanding	Proposal demonstrates an exceptional approach and understanding of the requirements and contains multiple strengths and/or at least one significant strength, and risk of unsuccessful performance is low.
Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength or significant strength, and risk of unsuccessful performance is low to moderate.
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Unacceptable	Proposal does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is un-awardable, and/or risk of performance is unacceptably high.

### 2.0 CORPORATE EXPERIENCE EVALUATION RATINGS

The Corporate Experience evaluation ratings are provided in the table below.

Performance Confidence Assessment Rating: Performance Confidence Assessment rating assignments reflect the Government's confidence that the Offeror will successfully perform the solicitation's requirements based on the Offeror's recent and relevant past performance record.

Rating	Description
Substantial Confidence	Based on the offeror's recent/relevant experience, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant experience, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant experience, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant experience, the Government has no expectation that the offeror will be able to successfully perform the required effort. Ineligible for Award.

### 3.0 OTHER DEFINITIONS

Strength	An aspect of an Offeror's proposal with merit or will exceed specified performance or capability requirements to the advantage of the Government during contract performance.
Significant Strength	An aspect of an Offeror's proposal with appreciable merit or will exceed specified performance or capability requirements to the considerable advantage of the Government during contract performance.
Risk Reducer	An aspect of an Offeror's proposal that reduces risk in a way that will be advantageous to the Government during contract performance.
Weakness (FAR 15.001)	"Weakness" means a flaw in the proposal that increases the risk of unsuccessful contract performance.
Significant Weakness (FAR 15.001)	A "Significant Weakness" in the proposal is a flaw that appreciably increases the risk of unsuccessful contract performance.
Uncertainty	Any aspect of a non-cost/price factor proposal for which the intent of the offer is unclear (e.g., more than one way to interpret the offer or inconsistencies in the proposal indicating that there may have been an error, omission, or mistake).
Deficiency (FAR 15.001)	"Deficiency" is a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.
Reasonableness (from FAR 31.201-3)	A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. What is reasonable depends upon a variety of considerations and circumstances, including: (1) Whether it is the type of cost generally recognized as ordinary and necessary for the work to be performed; (2) The contractor's responsibilities to the Government.

Cost Realism (FAR 2.101)	<p>“Cost Realism” means that the costs in an Offeror’s proposal:</p> <ul style="list-style-type: none"> <li>(1) Are realistic for the work to be performed;</li> <li>(2) Reflect a clear understanding of the requirements; and</li> <li>(3) Are consistent with the various elements of the Offeror’s technical proposal.</li> </ul>
Completeness	The adequacy of the cost proposal, in relation to the SOW, considering whether all costs are included or accounted for. All SOW requirements must be included.
Recency	A measure of the elapsed time since the past performance and corporate experience reference occurred. Recency is generally expressed as a time period during which past performance and corporate experience references are considered relevant. Past performance or corporate experience references that are older than 5 years from the due date of the proposal is not considered recent and therefore is not considered relevant. As it pertains to recent past performance, the more recent past performance references are considered better indicators of future performance. Additionally, as it pertains to recent corporate experience, more recent corporate experience is considered better indicators of future performance.
Relevancy	A measure of the extent of similarity between the service/support effort, complexity, dollar value, contract type, and subcontract/teaming or other comparable attributes of past performance or corporate experience examples and the source solicitation requirements; and a measure of the likelihood that the past performance or corporate experience is an indicator of future performance.

#### CLAUSES INCORPORATED BY FULL TEXT

##### **5252.215-9511 COST REALISM (OCT 2007) (NAVAIR)**

(a) All efforts proposed on a cost reimbursement basis shall be evaluated using cost realism. Cost realism analysis is conducted to determine what the Government should realistically expect to pay for the proposed effort, the offeror's understanding of the work and the offeror's ability to perform the work. Any understatement or overstatement of costs, whether in labor hours, labor rates, overhead rates and other direct costs may be considered a reflection of a lack of understanding of the work required and may be considered in the technical analysis, which could affect the technical rating or risk assessment.

(b) An offeror's proposal is presumed to represent his best efforts to respond to the solicitation. Any inconsistency, whether real or apparent, between promised performance and cost/price should be explained in the proposal. For example, if the intended use of new and innovative production techniques is the basis for an abnormally low estimate, the nature of these techniques and their impact on cost should be explained. Additionally, if a corporate policy has been made to absorb certain costs, the offeror shall fully identify and explain those company investments. The resulting contract shall include a clause indicating that those costs will not be allowable.

(c) Any significant inconsistency if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required and its financial ability to perform the contract, and may affect risk assessments and responsibility determinations.