

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER DODAAC42730265000		PAGE 1 OF 20	
2. CONTRACT NO. GS-06F-1083Z		3. AWARD/EFFECTIVE DATE 23-Dec-2014	4. ORDER NUMBER HQ0034-15-F-0019		5. SOLICITATION NUMBER HQ0034-15-R-0028		6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:		a. NAME VIOL TRICE			b. TELEPHONE NUMBER (No Collect Calls) 703-545-1581		8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY WHS - ACQUISITION DIRECTORATE 1225 SOUTH CLARK ST., SUITE 200 ARLINGTON VA 22202-3909 TEL: FAX:		CODE HQ0034	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100% FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) NAICS: 541519 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) SIZE STANDARD: \$27.5M				
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155		CODE HQ0002	16. ADMINISTERED BY SEE ITEM 9				
17a. CONTRACTOR/OFFEROR INRSO CORPORATION TOM BELLINO 8229 BOONE BLVD STE 800 VIENNA VA 22182-2623 TELEPHONE NO. 703-642-9598		CODE 3BWJ9	FACILITY CODE 3BWJ9	18a. PAYMENT WILL BE MADE BY DFAS INDIANAPOLIS 8899 E. 56TH STREET INDIANAPOLIS IN 46249-1510			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA See Schedule					26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,570,262.40		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.				ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED. REF: 19 December 2014				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Florence N. Kasule</i>				
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) FLORENCE N KASULE / CONTRACTING OFFICER TEL: 703-545-0701 EMAIL: florence.n.kasule.civ@mail.mil			31c. DATE SIGNED 23-Dec-2014	

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p>SEE SCHEDULE</p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------	---

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
------------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Section SF 30 - BLOCK 14 CONTINUATION PAGE

POINTS OF CONTACT

Technical POC

(b)(6)



Customer/WAWF Inspect/Accept

(b)(6)



Contract Specialist

Viol Trice

703-545-1581

Viol.g.Trice.civ@whs.mil

Contracting Officer

Florence Kasule

703-545-0701

Florence.n.Kasule.civ@mail.mil

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Program Management FFP Per paragraph 4.1.1 - 4.1.15 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)
				NET AMT	\$(b)(4)
	ACRN AA				\$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Application Development & Sustainment FFP Per paragraph 4.2.1 - 4.2.16 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)
				NET AMT	\$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201	Funding Only FFP DCMO PURCHASE REQUEST NUMBER: (b)(4)				\$(b)(4)
				NET AMT	\$(b)(4)
	ACRN AB				\$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000202	Funding Only FFP EITSD PURCHASE REQUEST NUMBER: (b)(4)				\$(b)(4)
				NET AMT	\$(b)(4)
	ACRN AA				\$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	CATMS Maintenance FFP Per paragraph 4.3.1 - 4.3.7 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)
				NET AMT	\$(b)(4)
	ACRN AA				\$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	SharePoint Content Management FFP Per paragraph 4.4.1 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ACRN AA \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Application Security FFP Per paragraph 4.5.1 - 4.5.3 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ACRN AA \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006 OPTION	COE Development FFP Per paragraph 6.1 of the PWS for Additional Labor Support. PURCHASE REQUEST NUMBER: (b)(4)	10	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007 OPTION	COE Content Management FFP Per paragraph 6.2 of the PWS for Additional Labor Support. PURCHASE REQUEST NUMBER: (b)(4)	10	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Program Management FFP Per paragraph 4.1.1 - 4.1.15 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	Application Development & Sustainment FFP Per paragraph 4.2.1 - 4.2.16 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003 OPTION	CATMS Maintenance FFP Per paragraph 4.3.1 - 4.3.7 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004 OPTION	SharePoint Content Management FFP Per paragraph 4.4.1 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005 OPTION	Application Security FFP Per paragraph 4.5.1 - 4.5.3 of the PWS. PURCHASE REQUEST NUMBER: (b)(4)	12	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006 OPTION	COE Development FFP Per paragraph 6.1 of the PWS for Additional Labor Support. PURCHASE REQUEST NUMBER: (b)(4)	10	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007 OPTION	COE Content Managment FFP Per paragraph 6.2 of the PWS for Additional Labor Support. PURCHASE REQUEST NUMBER: (b)(4)	10	Months	\$(b)(4)	\$(b)(4)

NET AMT \$(b)(4)

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	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
000201	Destination	Government	Destination	Government
000202	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
1006	Destination	Government	Destination	Government
1007	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-4

Inspection Of Services--Fixed Price

AUG 1996

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 23-DEC-2014 TO 22-DEC-2015	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002
0002	POP 23-DEC-2014 TO 22-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
000201	N/A	N/A	N/A	N/A
000202	N/A	N/A	N/A	N/A
0003	POP 23-DEC-2014 TO 22-DEC-2015	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002
0004	POP 23-DEC-2014 TO 22-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
0005	POP 23-DEC-2014 TO 22-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
0006	POP 23-DEC-2014 TO 22-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
0007	POP 23-DEC-2014 TO 22-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
1001	POP 23-DEC-2015 TO 22-DEC-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
1002	POP 23-DEC-2015 TO 22-DEC-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
1003	POP 23-DEC-2015 TO 22-DEC-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
1004	POP 23-DEC-2015 TO 22-DEC-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002

1005	POP 23-DEC-2015 TO 22-DEC-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
1006	POP 23-DEC-2015 TO 22-DEC-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002
1007	POP 23-DEC-2015 TO 22-DEC-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0002

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.247-34	F.O.B. Destination	NOV 1991
52.247-55	F.O.B. Point For Delivery Of Government-Furnished Property	JUN 2003

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA



CLAUSES INCORPORATED BY FULL TEXT

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

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

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

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

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

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

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

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

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

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

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

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

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

Combo

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

Government

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0347 & HQ0564
Issue By DoDAAC	HQ0034
Admin DoDAAC	HQ0034
Inspect By DoDAAC	HQ0002
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	HQ0002
Service Acceptor (DoDAAC)	HQ0002
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

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

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

(b)(6)

(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.

(b)(6)

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

(End of clause)

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	MAY 2012
52.212-4	Contract Terms and Conditions--Commercial Items	MAY 2014
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-14	Limitations On Subcontracting	NOV 2011
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	JUL 2014
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	JUL 2014
52.222-50	Combating Trafficking in Persons	FEB 2009
52.223-16	Acquisition of EPEAT -Registered Personal Computer Products	JUN 2014
52.223-16 Alt I	Acquisition of EPEAT - Registered Personal Computer Products - Alternate I	JUN 2014
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.229-4	Federal, State, And Local Taxes (State and Local Adjustments)	FEB 2013
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.245-1	Government Property	APR 2012
52.245-9	Use And Charges	APR 2012
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
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7006	Billing Instructions	OCT 2005
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	NOV 2013
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 2014
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.219-7004	Small Business Subcontracting Plan (Test Program)	OCT 2014
252.225-7001	Buy American And Balance Of Payments Program-- Basic (Nov 2014)	NOV 2014
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 2012
252.225-7012	Preference For Certain Domestic Commodities	FEB 2013
252.225-7993 (Dev)	Prohibition on Contracting with the Enemy (Deviation)	SEP 2014
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.233-7001	Choice of Law (Overseas)	JUN 1997
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.245-7000	Government-Furnished Mapping, Charting, and Geodesy Property	APR 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.247-7023	Transportation of Supplies by Sea	APR 2014
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

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 anytime prior to contract expiration.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor anytime before the end of the performance period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend anytime before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.

(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/these address(es):

<http://farsite.hill.af.mil/>

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(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 DFARS (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)

CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MARCH 2007)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken

by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

Section J - List of Documents, Exhibits and Other Attachments

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	PWS SharePoint COE Application	9	10-DEC-2014
Attachment 2	DD254 Revised	2	22-DEC-2014

Performance Work Statement (PWS)

1. INTRODUCTION

Washington Headquarters Services (WHS) Enterprise Information Technology Services Directorate (EITSD)/ Solutions Division requires application support for existing and future Microsoft Dynamics/Customer Relationship Management (CRM) and SharePoint platforms. There is a large user base for SharePoint solutions currently deployed and SharePoint and CRM-based solutions are needed during the proposed Period of Performance (PoP).

Many support services are required in order to maintain the SharePoint and CRM applications. These include project and staff management, information assurance interfacing, training, application development.

2. BACKGROUND

In order to support EITSD's mission the Solutions Division provides IT services to support mission applications for all Office of the Secretary of Defense (OSD) Component and WHS customers. A primary goal is to ensure OSD users have reliable and state-of-the-art automation capability with an emphasis on customer service. SharePoint and CRM have been identified as key technologies to provide fast turnaround and maintainable solutions that offer a straightforward technology refresh path.

3. SCOPE

The general nature of the work is for the contractor to provide a range of IT services in support of OSD and WHS customers and their field activities on two classification levels: Unclassified, and Secret. The general areas of contract performance are divided into specific major functional areas in support of SharePoint and CRM below:

- Application Development
- Application Sustainment
- Project Management

4. REQUIREMENTS

4.1. Task 1: Program/Project Management

Program Management provides leadership and management by making timely decisions, engaging company resources and ensuring successful delivery of services in accordance with the PWS. In support of this effort, the contractor shall:

- 4.1.1. Provide monthly reporting on contract performance, major accomplishments, future activities, personnel changes, personnel team structure chart, project spend rates status, execution monitoring, and issues for discussion.
- 4.1.2. Develop a project support strategy for new requirements and maintaining requirements.
- 4.1.3. Provide staff with full company authority to oversee the assigned resources to enable rapid resolution of day to day service delivery issues.
- 4.1.4. Ensure all areas awarded under the contract are staffed, in a timely manner, with appropriately qualified staff.
- 4.1.5. Perform quality assurance activities on each team and individual team members to

- ensure that customers receive a high level of service.
- 4.1.6. Propose staff and team changes, as needed
 - 4.1.7. Develop a staffing plan, and ensure resources provide quality service in all functional areas.
 - 4.1.8. Monitor deliverables and plan delivery dates, invoice processing to ensure accurate and timely billing. Maintain a master project schedule of all work, and ensure all projects are updated in a master collaboration website viewable by Government management and other managers as appropriate.
 - 4.1.9. Provide a status of current and planned initiatives and programs in the collaboration website.
 - 4.1.10. Develop briefings, documents, and other presentations, as needed.
 - 4.1.11. Develop, maintain, and implement Standard Operating Procedures (SOPs) on the contractor's proposed solution in accordance with applicable government standards. The contract will provide SOP updates throughout the contract performance period. The contractor will integrate SOPs between all areas of the contract; both developed internally by contractor and externally approved SOPs from other organizations. Procedures shall be maintained in a Government provided central document repository, with versioning control to track document changes. Documentation shall be updated as needed and audited quarterly at a minimum.
 - 4.1.12. Develop, maintain, and implement a new staff orientation program to familiarize new staff with support activities. Ensure that new staff is introduced to all Program staff, both government and contractor personnel. Ensure that there is a smooth hand off to the Team Lead for a successful internal team orientation for each new person to be familiar with the team's responsibilities and processes before participating in support activities. Each team should have a team orientation that outlines responsibilities and how to handle VIP actions.
 - 4.1.13. Create cost and effort estimates of application development as needed, schedules, and resource planning.
 - 4.1.14. Participate in various governing bodies and document reviews that pertain to support functions including but not limited to, standards setting and configuration controls.
 - 4.1.15. Implement approved procedures and processes to track, measure, and improve service delivery.

4.2. Task 2: Application Development and Sustainment

Application development for identified SharePoint and CRM custom applications. In order to continue to support these missions with new and existing applications, the contractor shall:

- 4.2.1. Perform requirement analysis and requirement gathering for new application development.
- 4.2.2. Perform developing, designing, customization, testing, upgrading and maintaining of new and existing application and website content, code, and graphic designs used on NIPRnet and SIPRnet with full Software Development Lifecycle.
- 4.2.3. Document all development and deployment of databases.
- 4.2.4. Perform programming of application code to perform and/or automate business functions using the CRM, SharePoint and .net application platforms.

- 4.2.5. Maintain the Bulk Export (BE) COE interface of Correspondence and Task Management System (CATMS) to export large amount of information such as Chronicles of tenure to large external storage such as DVD.
- 4.2.6. Maintain interface to Bear Tracks to CATMS, read and generate and print tracking labels to manage hard copy documents.
- 4.2.7. Create and maintain Graphical User Interfaces (GUI) for web applications, and design application components to automate manual processes, as needed.
- 4.2.8. Perform process improvements for software development and service delivery.
- 4.2.9. Perform upgrades and migration for software enhancements and upgrades.
- 4.2.10. Provide a rollback strategy as a standard activity during deployment.
- 4.2.11. Perform independent quality assurance testing.
- 4.2.12. Ensure that all incidents are promptly and accurately documented in the Government furnished incident tracking system so that up-to-date information is available at all times.
- 4.2.13. Provide technical expertise in development and change processes.
- 4.2.14. Ensure versioning control on any new releases or modifications.
- 4.2.15. Develop software in response to gathered requirements.
- 4.2.16. Suggest and implement IT best practices and methodologies.
- 4.2.17. Create, modify and maintain workflow to interface from Captiva to CATMS as requested by the Government.

4.3. Task 3: CATMS Maintenance

- 4.3.1. Ensure CATMS system remains available for customer use 98 percent of the time.
- 4.3.2. Collaborate with CATMS team to Test, diagnose, resolve and document all issues affecting CATMS. Provide development/configuration support for the CATMS system.
- 4.3.3. Provide problem management to include but not limited to: logging, investigating, and diagnosing problems with CATMS system.
- 4.3.4. Test, diagnose, resolve and document all issues affecting CATMS.
- 4.3.5. Document all system changes using established WHS EITSD processes, configuration management software.
- 4.3.6. Perform routine maintenance and support for CATMS system and peripherals. Routine maintenance includes deploying application patches and upgrading software to the next approved version or release as required by the government. The overall objective is to plan, manage and deploy infrastructure changes into the production environment successfully while minimizing interruptions to customers and current IT services.
- 4.3.7. Install and configure Captiva and assist with the migration of Captiva from the WHS network to the OSD network for access by CATMS on OSD network.

4.4. Task 4: SharePoint Content Management

- 4.4.1. Provide Content Management support for DCMO and Defense organizations as directed by the Government.

4.5. Task 5: Application Security

- 4.5.1. Systems should be compliant with the Cyber Security ATO.
- 4.5.2. Systems must have and maintain an Authority to Operate (ATO) or if acceptable

to the government, an Interim Authority to Operate (IATO).

4.5.3. Contractor systems and information networks that receive, transmit, store, or process nonpublic government data must be accredited according to DoD I 8510.01 DoD Information Assurance Certification and Accreditation Process (DIACAP) and comply with annual Federal Information Security Management Act (FISMA) security control testing. All systems subject to DIACAP must present evidence of Certification and Accreditation (C&A) testing in the form System Identification Profile (SIP), DIACAP Implementation Plan (DIP), DIACAP Scorecard and Plan of Action and Milestones (POA&M). Evidence of FISMA compliance must be presented in the form of a POA&M. The Contractor will be responsible for the cost of IA C&A and FISMA testing required for any Contractor owned and operated network, facility and/or application processing DoD information.

Reference Documents for Security Topics:

Document	Web link
DoDI 8500.2, Information Assurance (IA) Implementation	http://www.dtic.mil/whs/directives/corres/pdf/850002p.pdf
DoDI 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP),	http://www.dtic.mil/whs/directives/corres/pdf/851001p.pdf

5. DELIVERABLES

Deliverable	Format	Delivery Date
Monthly Status Report	MS Word	Third Business Day of Each Month
Organizational Chart and Staffing Plan	MS Office Suite	30 days after contract award and as changes occur.
Program Management Plan	MS Word	30 days after contract award and as changes occur.
Program Management Monthly Review	MS Word	Third Business Day of Each Month
Projects & Organizational Improvement Plan	MS Word	Third Business Day of Each Quarter
Invoice Details	MS Word	Third Business Day of Each Month

Deliverable	Format	Delivery Date
Master Projects Schedule	MS Project	Third Business Day of Each Month
Briefings, Documents, Other Presentations, & Data Call Responses	MS Office Suite	As needed
Standard Operating Procedures	MS Word	90 days after award and as changes are needed.
Business Case Analysis	MS Office Suite	As projects are requested
Software Design Documentation	MS Office Suite	Per project
Program Raw Code		As projects are accepted by gov't
Configuration & Change Control Process	MS Word	30 days after contract award and as changes occur.
Test Plan & Schedules of Deployment	MS Word	As scheduled in each approved project schedule
Project Schedule for all SharePoint and CRM development projects	MS Project	As scheduled in each approved project schedule
Standard Operating Procedures	MS Word	30 days after contract award and as changes occur.
Incident Reporting & Trend Analysis	MS Word	As occur
Lessons Learned Documentation	MS Word	As projects are completed.
Authority to Operate (ATO) Submission Package		As scheduled in each approved project schedule

6. Optional CLIN for Labor Support

As directed by the Contracting Officer, the contractor shall provide optional CLINS that will support unexpected events/incidents or unforeseen work within the overall scope of this task order, but not already included in the price of any firm-fixed-price (including exercised options). The optional CLINS are:

- 6.1. COE Development – will support additional requirement analysis, requirement gathering and developing SharePoint and/or CRM application. This optional CLIN will be tied to the work outlined in **Task 2: Application Development and Sustainment** section.
- 6.2. COE Content Management – will support managing and maintaining Content on SharePoint

sites developed/built using optional COE Development CLIN identified above. Or, support additional requirement to manage and maintain SharePoint content on existing sites. This optional CLIN will be tied to the work outlined in **Task 4: SharePoint Content Management** section.

7. CONTRACTOR TRAVEL

There is no travel required.

8. SECURITY

- 8.1. The tasks will require all support personnel to have an active security clearance (SECRET, TOP SECRET, or TOP SECRET/SPECIAL COMPARTMENTED INFORMATION (TS/SCI)) as applicable to their duties and meet operation requirements. New hires must have the ability to receive the appropriate security clearance as defined in the DoD Contract Security Specification, DD Form 254 within a reasonable amount of time. All personnel security clearances shall be in place prior to individuals reporting for duty at the required government location.
- 8.2. All contracted personnel assigned to the task must be citizens of the United States of America.
- 8.3. All contracted personnel will be designated as ADP-I or ADP-II that requires a NAC and SSBI respectively.
- 8.4. The contractor shall provide personnel with appropriate security clearance on date of contract award for those positions identified in the staffing plan.
- 8.5. The contractual documents and attachments are unclassified.
- 8.6. All contracted personnel shall comply with contractor identification procedures including identification of contractor status or company in signature blocks, wearing an appropriately colored Pentagon or National Capital Region badge while in the Pentagon or other Government buildings, and identification of contractor status at meetings.
- 8.7. EITSD will provide authorized contractor personnel with the necessary Common Access Card (CAC), Pentagon or NCR badge.
- 8.8. All contracted personnel are required to sign a Non-Disclosure Agreement (NDA).
- 8.9. Contractor and all Contractor personnel with access to or responsibility for nonpublic Government data under this contract shall comply with DoD Directive 8500.1 Information Assurance (IA), DoD Instruction 8500.2 Information Assurance (IA) Implementation, DoD Directive 5400.11 DoD Privacy Program, DoD 6025.18-R DoD Health Information Privacy Regulation, DoD 5200.2-R Personnel Security Program, and Homeland Security Presidential Directive (HSPD) 12.
- 8.10. Contractor shall establish appropriate administrative, technical, and physical safeguards to protect any and all nonpublic Government data to ensure the confidentiality, integrity, and availability of government data.
- 8.11. Contractor personnel with access to or responsibility for nonpublic Government data under this contract must comply with HSPD-12 Personal Identity Verification (PIV) issuance requirements, known as the Common Access Card (CAC) and must:
 - 8.11.1. At minimum all Contractor personnel must obtain/maintain a favorable FBI National Criminal History Check (fingerprint check), two forms of identity proofed identification (I-

- 9 document), and submit a National Agency Check and Law Credit (NACLAC) vetting package for processing.
- 8.11.2. If at any time, any Contractor person requiring a CAC is unable to obtain/maintain an adjudicated NACLAC, the Contractor shall immediately notify the EITSD Security Manager, Task Monitor, and Contract Officer's Representative (COR) remove such person from work under this contract.
- 8.11.3. The Contractor shall report immediately to the Task Monitor and secondly to the COR discovery of any Privacy breach.

9. GOVERNMENT FURNISHED PROPERTY/EQUIPMENT/INFORMATION (GFP/GFE/GFI)

GFP/I to be Provided	Description
Personnel Workspace	On-site office space for all contractor personnel shall be provided at the Pentagon and other government designated facilities within the National Capital Region (NCR), subject to space availability and requirements. All contractor personnel shall be provided a standard workspace, which includes computer desktop, NIPRNET and SIPRNET networks and printer access, office supplies, phone, facsimile and access to a copier.
Personal Devices	Personal communication devices may be provided at the discretion of the Government (e.g., BlackBerry, pager, cell phone, etc.).
Technical Data and Software Licenses	Applicable and relevant technical data and software licensing currently in existence shall be provided to the ECCS contractor personnel.

10. QUALITY ASSURANCE

The Government reserves the right to perform inspections and surveillance to evaluate the Contractor's compliance to the contract terms and performance of the requirements in the PWS. The Government will make every effort to ensure that the surveillance methods described below are conducted in an objective, fair, and consistent manner.

- 10.1. Periodic Surveillance - This action occurs when the COR or other Government official observes a deficiency. Examples include evidence from accidents, incidents, or delays. Regardless of where in the line-of-duty the COR observes contractual procedures not being followed, he/she has an obligation to document and report the deficiency to the Contracting Officer.

- 10.2. Customer Complaint Surveillance - This action is instituted when the COR receives a complaint from a stakeholder regarding contractor service. The COR will obtain the complaint in writing and then conduct an investigation to determine its validity. If the complaint is deemed valid, the COR will immediately notify the contracting Officer for action. The COR will notify both the Contract Manager and the complainant of the Government's response to their complaint.
- 10.3. Contract Discrepancy Report (CDR) - In the event of unsatisfactory contractor performance, the COR or CO will issue a CDR that will explain the circumstances and findings concerning the incomplete or unsatisfactory service. The contractor shall acknowledge receipt of the CDR and respond in writing as to how he/she shall correct the unacceptable performance and avoid a recurrence. The Government will review the contractor's corrective action response to determine acceptability and will use any completed CDR as part of an overall evaluation of Contractor performance when determining present or future contractual actions.

11. ORGANIZATIONAL CONFLICTS OF INTEREST

The Contractor acknowledges that it is familiar with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR. If the performance requires the Contractor (to include subcontractors) to supply technical support related to systems or projects with which the Contractor is already directly concerned, either by prime or subcontract, the Contractor shall immediately inform the Contracting Officer. The PWS may be withdrawn if a conflict is found. The Contractor shall not undertake performance of any PWS requirements which requires it to supply technical support regarding such systems until the notice is given, and written consent to proceed is issued by the Contracting Officer.

12. ENVIRONMENT

The following environment describes the equipment used to host the CATMS system:

All servers are Window Server 2008R2 SP1 or later.

Software is as following:

Software Name	Version	Manufacturer/Vendor	Description
Windows Server 2008 R2 SP1	2008 R2	Microsoft	Base operating system for the servers. Enterprise Edition is used in this deployment

Software Name	Version	Manufacturer/Vendor	Description
Task Management Tool (TMT)	3.11.8	Accenture, COTS	Provides a powerful framework for responding to task and process management challenges, including personnel evaluations, logistics processes, request for information, and awards and decorations within military and federal government community; based on Microsoft Dynamics CRM and Sharepoint; All the reports are written using the Report Definition Language (RDL) of SQL Server Reporting Services
MS SharePoint	2010	Microsoft	Document Repository for Captiva scanned document
UAG		Microsoft	Provides user authentication and SSO (single sign on); To be replaced by Claims based authentication
Correspondence Management Database (CMD)	2.5	GOTS using CRM platform	Provides correspondence management capability. CATMS CMD solution in Dynamics CRM and SharePoint is built using standard customization capabilities of the COT products along with customizations written in C# and JavaScript. All the reports are written using the Report Definition Language (RDL) of SQL Server Reporting Services
Bear Tracks Windows service	2.5	Accenture	Provides interface to allows access to PDA; CATMS StarReceiver/BearTracks Service is written in C# as plugin to the TMT Windows Service
Accenture Web services to Captiva	2.5	GOTS	Provides URL to Captiva to store document in Sharepoint; a Microsoft WCF service programmed in C#.
EMC Captiva	6.5	EMC	Scanning Solution; a Microsoft WCF service programmed in C#.
Bulk Export/Chronicles of Tenure	2.5	GOTS	A Windows Form application that runs on the user's desktop and allows export of CATMS documents in Sharepoint to a DVD; Windows Form .NET application programmed C#.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 06-Aug-2015	4. REQUISITION/PURCHASE REQ. NO. DODAAC42730265000		5. PROJECT NO.(If applicable)		
6. ISSUED BY WHS - ACQUISITION DIRECTORATE 1225 SOUTH CLARK ST., SUITE 200 ARLINGTON VA 22202-3909	CODE HQ0034	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) INSERSO CORPORATION TOM BELLINO 8229 BOONE BLVD STE 800 VIENNA VA 22182-2623				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-15-F-0019	
				X	10B. DATED (SEE ITEM 13) 23-Dec-2014	
CODE 3BWJ9	FACILITY CODE 3BWJ9		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X D. OTHER (Specify type of modification and authority) FAR 52.217-7 Option for Increased Quantity -- Separately Priced Line Item						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: (b)(4) The purpose of this modification is to: 1. Exercise optional CLINs 0006 and 0007 for additional services; 2. Revise the unit of measure & unit quantity on CLINs 0006, 0007, 1006, 1007; these changes are made to align funding with specific project phases. 3. Make other administrative changes, as specified herein.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) FLORENCE N KASULE / CONTRACTING OFFICER TEL: 703-545-0701 EMAIL: florence.n.kasule.civ@mail.mil			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Florence N Kasule</i> (Signature of Contracting Officer)		16C. DATE SIGNED 06-Aug-2015	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$(b)(4) from \$(b)(4) to \$(b)(4).

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 0006

The pricing detail quantity has decreased by 9.00 from 10.00 to 1.00.

The unit price amount has increased by \$(b)(4) from \$(b)(4) to \$(b)(4).

The unit of issue has changed from Months to Lot.

The option status has changed from Option to Option Exercised.

The total cost of this line item has decreased by \$(b)(4) from \$(b)(4) to \$(b)(4).

CLIN 0007

The pricing detail quantity has decreased by 9.00 from 10.00 to 1.00.

The unit price amount has increased by \$(b)(4) from \$(b)(4) to \$(b)(4).

The unit of issue has changed from Months to Lot.

The option status has changed from Option to Option Exercised.

The total cost of this line item has increased by \$(b)(4) from \$(b)(4) to \$(b)(4).

CLIN 1006

The pricing detail quantity has decreased by 9.00 from 10.00 to 1.00.

The unit price amount has increased by \$(b)(4) from \$(b)(4) to \$(b)(4).

The unit of issue has changed from Months to Lot.

The total cost of this line item has decreased by \$(b)(4) from \$(b)(4) to \$(b)(4).

CLIN 1007

The pricing detail quantity has decreased by 9.00 from 10.00 to 1.00.

The unit price amount has increased by \$(b)(4) from \$(b)(4) to \$(b)(4).

The unit of issue has changed from Months to Lot.

The total cost of this line item has increased by \$(b)(4) from \$(b)(4) to \$(b)(4).

SECTION F - DELIVERIES OR PERFORMANCE

The following Delivery Schedule item for CLIN 0006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 23-DEC-2014 TO 22-DEC-2015	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 23-DEC-2014 TO 22-DEC-2015	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002

The following Delivery Schedule item for CLIN 0007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 23-DEC-2014 TO 22-DEC-2015	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 23-DEC-2014 TO 22-DEC-2015	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002

The following Delivery Schedule item for CLIN 1006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 23-DEC-2015 TO 22-DEC-2016	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002
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To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 23-DEC-2015 TO 22-DEC-2016	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002

The following Delivery Schedule item for CLIN 1007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 23-DEC-2015 TO 22-DEC-2016	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 23-DEC-2015 TO 22-DEC-2016	N/A	OSD CIO (b)(6) 1155 DEFENSE PENTAGON - 3B288 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0002

SECTION G - CONTRACT ADMINISTRATION DATA

Accounting and Appropriation

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$(b)(4) from \$(b)(4) to \$(b)(4)

CLIN 0006:

AC: 97 5 0100.2020 00000 2916 257J 000000 049447 DHAC50613 (CIN 5165DHAC506130000006) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AC has been added.

The CIN 5165DHAC506130000006 has been added.

CLIN 0007:

AD: 97 5 0100.2020 00000 2916 257J 000000 049447 DHAC50612 (CIN 5165DHAC506120000007) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AD has been added.

The CIN 5165DHAC506120000007 has been added.

SECTION I - CONTRACT CLAUSES

The following have been added by full text:

52.217-7 OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor anytime before the contract expires. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. P00002		3. EFFECTIVE DATE 14-Aug-2015	4. REQUISITION/PURCHASE REQ. NO. DODAAC42730265000		5. PROJECT NO.(If applicable) 1 11	
6. ISSUED BY WHS - ACQUISITION DIRECTORATE 1225 SOUTH CLARK ST., SUITE 200 ARLINGTON VA 22202-3909		CODE HQ0034	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) INERSO CORPORATION TOM BELLINO 8229 BOONE BLVD STE 800 VIENNA VA 22182-2623				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X 10A. MOD. OF CONTRACT/ORDER NO. HQ0034-15-F-0019		
				X 10B. DATED (SEE ITEM 13) 23-Dec-2014		
CODE 3BWJ9		FACILITY CODE 3BWJ9				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.						
<p>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4(c): Contract Terms and Conditions - Commercial Items						
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: (b)(4) This modification revises Section of the PWS to add the NATO Task. This modification also revises and updates the Department of Defense Contract Security Classification Specification Form DD254 to add contractor access to NATO information. This is a no cost modification.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
				MICHAEL GRUDEN / CONTRACTING OFFICER		
				TEL: 703-545-3572 EMAIL: michael.g.gruden.civ@mail.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)				BY <i>Michael Gruden</i>		19-Aug-2015
				(Signature of Contracting Officer)		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

PERFORMANCE WORK STATEMENT -

Performance Work Statement (PWS) - Revised

HQ0034-15-F-0019 Mod P00002

August 14, 2015

1. INTRODUCTION

Washington Headquarters Services (WHS) Enterprise Information Technology Services Directorate (EITSD)/ Solutions Division requires application support for existing and future Microsoft Dynamics/ Customer Relationship Management (CRM) and SharePoint platforms. There is a large user base for SharePoint solutions currently deployed and SharePoint and CRM-based solutions are needed during the proposed Period of Performance (PoP).

Many support services are required in order to maintain the SharePoint and CRM applications. These include project and staff management, information assurance interfacing, training, application development.

2. BACKGROUND

In order to support EITSD's mission the Solutions Division provides IT services to support mission applications for all Office of the Secretary of Defense (OSD) Component and WHS customers. A primary goal is to ensure OSD users have reliable and state-of-the-art automation capability with an emphasis on customer service. SharePoint and CRM have been identified as key technologies to provide fast turnaround and maintainable solutions that offer a straightforward technology refresh path.

3. SCOPE

The general nature of the work is for the contractor to provide a range of IT services in support of OSD and WHS customers and their field activities on two classification levels: Unclassified, and Secret. The general areas of contract performance are divided into specific major functional areas in support of SharePoint and CRM below:

- Application Development
- Application Sustainment
- Project Management

4. REQUIREMENTS

4.1. Task 1: Program/Project Management

Program Management provides leadership and management by making timely decisions, engaging company resources and ensuring successful delivery of services in accordance with the PWS. In support of this effort, the contractor shall:

- 4.1.1. Provide monthly reporting on contract performance, major accomplishments, future activities, personnel changes, personnel team structure chart, project spend rates status, execution monitoring, and issues for discussion.
- 4.1.2. Develop a project support strategy for new requirements and maintaining requirements.
- 4.1.3. Provide staff with full company authority to oversee the assigned resources to enable rapid resolution of day to day service delivery issues.
- 4.1.4. Ensure all areas awarded under the contract are staffed, in a timely manner, with appropriately qualified staff.
- 4.1.5. Perform quality assurance activities on each team and individual team members to ensure that customers receive a high level of service.
- 4.1.6. Propose staff and team changes, as needed
- 4.1.7. Develop a staffing plan, and ensure resources provide quality service in all functional areas.
- 4.1.8. Monitor deliverables and plan delivery dates, invoice processing to ensure accurate and timely billing. Maintain a master project schedule of all work, and ensure all projects are updated in a master collaboration website viewable by Government management and other managers as appropriate.
- 4.1.9. Provide a status of current and planned initiatives and programs in the collaboration website.
- 4.1.10. Develop briefings, documents, and other presentations, as needed.
- 4.1.11. Develop, maintain, and implement Standard Operating Procedures (SOPs) on the contractor's proposed solution in accordance with applicable government standards. The contract will provide SOP updates throughout the contract performance period. The contractor will integrate SOPs between all areas of the contract; both developed internally by contractor and externally approved SOPs from other organizations. Procedures shall be maintained in a Government provided central document repository, with versioning control to track document changes. Documentation shall be updated as needed and audited quarterly at a minimum.
- 4.1.12. Develop, maintain, and implement a new staff orientation program to familiarize new staff with support activities. Ensure that new staff is introduced to all Program staff, both government and contractor personnel. Ensure that there is a smooth hand off to the Team Lead for a successful internal team orientation for each new person to be familiar with the team's responsibilities and processes before participating in support activities. Each team should have a team orientation that outlines responsibilities and how to handle VIP actions.
- 4.1.13. Create cost and effort estimates of application development as needed, schedules, and resource planning.
- 4.1.14. Participate in various governing bodies and document reviews that pertain to support functions including but not limited to, standards setting and configuration controls.
- 4.1.15. Implement approved procedures and processes to track, measure, and improve service delivery.

4.2. Task 2: Application Development and Sustainment

Application development for identified SharePoint and CRM custom applications. In order to continue to support these missions with new and existing applications, the contractor shall:

- 4.2.1. Perform requirement analysis and requirement gathering for new application development.
- 4.2.2. Perform developing, designing, customization, testing, upgrading and maintaining of new and existing application and website content, code, and graphic designs used on NIPRnet and SIPRnet with full Software Development Lifecycle.
- 4.2.3. Document all development and deployment of databases.
- 4.2.4. Perform programming of application code to perform and/or automate business functions using the CRM, SharePoint and .net application platforms.
- 4.2.5. Maintain the Bulk Export (BE) COE interface of Correspondence and Task Management System (CATMS) to export large amount of information such as Chronicles of tenure to large external storage such as DVD.
- 4.2.6. Maintain interface to Bear Tracks to CATMS, read and generate and print tracking labels to manage hard copy documents.
- 4.2.7. Create and maintain Graphical User Interfaces (GUI) for web applications, and design application components to automate manual processes, as needed.
- 4.2.8. Perform process improvements for software development and service delivery.
- 4.2.9. Perform upgrades and migration for software enhancements and upgrades.
- 4.2.10. Provide a rollback strategy as a standard activity during deployment.
- 4.2.11. Perform independent quality assurance testing.
- 4.2.12. Ensure that all incidents are promptly and accurately documented in the Government furnished incident tracking system so that up-to-date information is available at all times.
- 4.2.13. Provide technical expertise in development and change processes.
- 4.2.14. Ensure versioning control on any new releases or modifications.
- 4.2.15. Develop software in response to gathered requirements.
- 4.2.16. Suggest and implement IT best practices and methodologies.
- 4.2.17. Create, modify and maintain workflow to interface from Captiva to CATMS as requested by the Government.
- 4.2.18. Build and sustain applications to support NATO classified information.

4.3. Task 3: CATMS Maintenance

- 4.3.1. Ensure CATMS system remains available for customer use 98 percent of the time.
- 4.3.2. Collaborate with CATMS team to Test, diagnose, resolve and document all issues affecting CATMS. Provide development/configuration support for the CATMS system.
- 4.3.3. Provide problem management to include but not limited to: logging, investigating, and diagnosing problems with CATMS system.

- 4.3.4. Test, diagnose, resolve and document all issues affecting CATMS.
- 4.3.5. Document all system changes using established WHS EITSD processes, configuration management software.
- 4.3.6. Perform routine maintenance and support for CATMS system and peripherals. Routine maintenance includes deploying application patches and upgrading software to the next approved version or release as required by the government. The overall objective is to plan, manage and deploy infrastructure changes into the production environment successfully while minimizing interruptions to customers and current IT services.
- 4.3.7. Install and configure Captiva and assist with the migration of Captiva from the WHS network to the OSD network for access by CATMS on OSD network.

4.4. Task 4: SharePoint Content Management

- 4.4.1. Provide Content Management support for DCMO and Defense organizations as directed by the Government.

4.5. Task 5: Application Security

- 4.5.1. Systems should be compliant with the Cyber Security ATO.
- 4.5.2. Systems must have and maintain an Authority to Operate (ATO) or if acceptable to the government, an Interim Authority to Operate (IATO).
- 4.5.3. Contractor systems and information networks that receive, transmit, store, or process nonpublic government data must be accredited according to DoD I 8510.01 DoD Information Assurance Certification and Accreditation Process (DIACAP) and comply with annual Federal Information Security Management Act (FISMA) security control testing. All systems subject to DIACAP must present evidence of Certification and Accreditation (C&A) testing in the form System Identification Profile (SIP), DIACAP Implementation Plan (DIP), DIACAP Scorecard and Plan of Action and Milestones (POA&M). Evidence of FISMA compliance must be presented in the form of a POA&M. The Contractor will be responsible for the cost of IA C&A and FISMA testing required for any Contractor owned and operated network, facility, and/or application processing DoD information.

Reference Documents for Security Topics:

Document	Web link
DoDI 8500.2, Information Assurance (IA) Implementation	http://www.dtic.mil/whs/directives/corres/pdf/850002p.pdf
DoDI 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP),	http://www.dtic.mil/whs/directives/corres/pdf/851001p.pdf

5. DELIVERABLES

Deliverable	Format	Delivery Date
Monthly Status Report	MS Word	Third Business Day of Each Month
Organizational Chart and Staffing Plan	MS Office Suite	30 days after contract award and as changes occur.
Program Management Plan	MS Word	30 days after contract award and as changes occur.
Program Management Monthly Review	MS Word	Third Business Day of Each Month
Projects & Organizational Improvement Plan	MS Word	Third Business Day of Each Quarter
Invoice Details	MS Word	Third Business Day of Each Month
Master Projects Schedule	MS Project	Third Business Day of Each Month
Briefings, Documents, Other Presentations, & Data Call Responses	MS Office Suite	As needed
Standard Operating Procedures	MS Word	90 days after award and as changes are needed.
Business Case Analysis	MS Office Suite	As projects are requested
Software Design Documentation	MS Office Suite	Per project
Program Raw Code		As projects are accepted by gov't
Configuration & Change Control Process	MS Word	30 days after contract award and as changes occur.
Test Plan & Schedules of Deployment	MS Word	As scheduled in each approved project schedule
Project Schedule for all SharePoint and CRM development projects	MS Project	As scheduled in each approved project schedule

Deliverable	Format	Delivery Date
Standard Operating Procedures	MS Word	30 days after contract award and as changes occur.
Incident Reporting & Trend Analysis	MS Word	As occur
Lessons Learned Documentation	MS Word	As projects are completed.
Authority to Operate (ATO) Submission Package		As scheduled in each approved project schedule

6. Optional CLIN for Labor Support

As directed by the Contracting Officer, the contractor shall provide optional CLINS that will support unexpected events/incidents or unforeseen work within the overall scope of this task order, but not already included in the price of any firm-fixed-price (including exercised options). The optional CLINS are:

- 6.1. COE Development – will support additional requirement analysis, requirement gathering and developing SharePoint and/or CRM application. This optional CLIN will be tied to the work outlined in **Task 2: Application Development and Sustainment** section.
- 6.2. COE Content Management – will support managing and maintaining Content on SharePoint sites developed/built using optional COE Development CLIN identified above. Or, support additional requirement to manage and maintain SharePoint content on existing sites. This optional CLIN will be tied to the work outlined in **Task 4: SharePoint Content Management** section.

7. CONTRACTOR TRAVEL

There is no travel required.

8. SECURITY

- 8.1. The tasks will require all support personnel to have an active security clearance (SECRET) as applicable to their duties and meet operation requirements. New hires must have the ability to receive the appropriate security clearance as defined in the DoD Contract Security Specification, DD Form 254 within a reasonable amount of time. All personnel security clearances shall be in place prior to individuals reporting for duty at the required government location.
- 8.2. All contracted personnel assigned to the task must be citizens of the United States of America.
- 8.3. All contracted personnel will be designated IT-II Limited Privileged Access, which requires a final and favorably adjudicated NACLCL..

- 8.4. The contractor shall provide personnel with appropriate security clearance on date of contract award for those positions identified in the staffing plan.
- 8.5. The contractual documents and attachments are unclassified.
- 8.6. All contracted personnel shall comply with contractor identification procedures including identification of contractor status or company in signature blocks, wearing an appropriately colored Pentagon or National Capital Region badge while in the Pentagon or other Government buildings, and identification of contractor status at meetings.
- 8.7. EITSD will provide authorized contractor personnel with the necessary Common Access Card (CAC), Pentagon or NCR badge.
- 8.8. All contracted personnel are required to sign a Non-Disclosure Agreement (NDA).
- 8.9. Contractor and all Contractor personnel with access to or responsibility for nonpublic Government data under this contract shall comply with DoD Directive 8500.1 Information Assurance (IA), DoD Instruction 8500.2 Information Assurance (IA) Implementation, DoD Directive 5400.11 DoD Privacy Program, DoD 6025.18-R DoD Health Information Privacy Regulation, DoD 5200.2-R Personnel Security Program, and Homeland Security Presidential Directive (HSPD) 12.
- 8.10. Contractor shall establish appropriate administrative, technical, and physical safeguards to protect any and all nonpublic Government data to ensure the confidentiality, integrity, and availability of government data.
- 8.11. Contractor personnel with access to or responsibility for nonpublic Government data under this contract must comply with HSPD-12 Personal Identity Verification (PIV) issuance requirements, known as the Common Access Card (CAC) and must:
 - 8.11.1. At minimum all Contractor personnel must obtain/maintain a favorable FBI National Criminal History Check (fingerprint check), two forms of identity proofed identification (I-9 document), and submit a National Agency Check and Law Credit (NACLC) vetting package for processing.
 - 8.11.2. If at any time, any Contractor person requiring a CAC is unable to obtain/maintain an adjudicated NACLC, the Contractor shall immediately notify the EITSD Security Manager, Task Monitor, and Contract Officer's Representative (COR) remove such person from work under this contract.
 - 8.11.3. The Contractor shall report immediately to the Task Monitor and secondly to the COR discovery of any Privacy breach.

9. GOVERNMENT FURNISHED PROPERTY/EQUIPMENT/INFORMATION (GFP/GFE/GFI)

GFP/I to be Provided	Description
Personnel Workspace	On-site office space for all contractor personnel shall be provided at the Pentagon and other government designated facilities within the National Capital Region (NCR), subject to space availability and requirements. All contractor personnel shall be provided a standard workspace, which includes computer desktop, NIPRNET and SIPRNET networks and printer access, office supplies, phone, facsimile and access to a copier.
Personal Devices	Personal communication devices may be provided at the discretion of the

GFP/I to be Provided	Description
	Government (e.g., BlackBerry, pager, cell phone, etc.).
Technical Data and Software Licenses	Applicable and relevant technical data and software licensing currently in existence shall be provided to the ECCS contractor personnel.

10. QUALITY ASSURANCE

The Government reserves the right to perform inspections and surveillance to evaluate the Contractor's compliance to the contract terms and performance of the requirements in the PWS. The Government will make every effort to ensure that the surveillance methods described below are conducted in an objective, fair, and consistent manner.

- 10.1. Periodic Surveillance - This action occurs when the COR or other Government official observes a deficiency. Examples include evidence from accidents, incidents, or delays. Regardless of where in the line-of-duty the COR observes contractual procedures not being followed, he/she has an obligation to document and report the deficiency to the Contracting Officer.
- 10.2. Customer Complaint Surveillance - This action is instituted when the COR receives a complaint from a stakeholder regarding contractor service. The COR will obtain the complaint in writing and then conduct an investigation to determine its validity. If the complaint is deemed valid, the COR will immediately notify the contracting Officer for action. The COR will notify both the Contract Manager and the complainant of the Government's response to their complaint.
- 10.3. Contract Discrepancy Report (CDR) - In the event of unsatisfactory contractor performance, the COR or CO will issue a CDR that will explain the circumstances and findings concerning the incomplete or unsatisfactory service. The contractor shall acknowledge receipt of the CDR and respond in writing as to how he/she shall correct the unacceptable performance and avoid a recurrence. The Government will review the contractor's corrective action response to determine acceptability and will use any completed CDR as part of an overall evaluation of Contractor performance when determining present or future contractual actions.

11. ORGANIZATIONAL CONFLICTS OF INTEREST

The Contractor acknowledges that it is familiar with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR. If the performance requires the Contractor (to include subcontractors) to supply technical support related to systems or projects with which the Contractor is already directly concerned, either by prime or subcontract, the Contractor shall immediately inform the Contracting Officer. The PWS may be withdrawn if a conflict is found. The Contractor shall not undertake performance of any PWS requirements which requires it to supply technical support regarding such systems until the notice is given, and written consent to proceed is issued by the Contracting Officer.

12. ENVIRONMENT

The following environment describes the equipment used to host the CATMS system:

All servers are Window Server 2008R2 SP1 or later.

Software is as following:

Software Name	Version	Manufacturer/Vendor	Description
Windows Server 2008 R2 SP1	2008 R2	Microsoft	Base operating system for the servers. Enterprise Edition is used in this deployment
Task Management Tool (TMT)	3.11.8	Accenture, COTS	Provides a powerful framework for responding to task and process management challenges, including personnel evaluations, logistics processes, request for information, and awards and decorations within military and federal government community; based on Microsoft Dynamics CRM and SharePoint; All the reports are written using the Report Definition Language (RDL) of SQL Server Reporting Services
MS SharePoint	2010	Microsoft	Document Repository for Captiva scanned document
UAG		Microsoft	Provides user authentication and SSO (single sign on); To be replaced by Claims based authentication
Correspondence Management Database (CMD)	2.5	GOTS using CRM platform	Provides correspondence management capability. CATMS CMD solution in Dynamics CRM and SharePoint is built using standard customization capabilities of the COT products along with customizations written in C# and JavaScript. All the reports are written using the Report Definition Language (RDL) of SQL Server Reporting Services
Bear Tracks Windows service	2.5	Accenture	Provides interface to allows access to PDA; CATMS StarReceiver/BearTracks Service is written in C# as plugin to the TMT Windows Service
Accenture Web services to Captiva	2.5	GOTS	Provides URL to Captiva to store document in SharePoint; a Microsoft WCF service programmed in C#.
EMC Captiva	6.5	EMC	Scanning Solution; a Microsoft WCF service programmed in C#.

Software Name	Version	Manufacturer/Vendor	Description
Bulk Export/Chronicles of Tenure	2.5	GOTS	A Windows Form application that runs on the user's desktop and allows export of CATMS documents in SharePoint to a DVD; Windows Form .NET application programmed C#.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. P00003		3. EFFECTIVE DATE 24-Dec-2015	4. REQUISITION/PURCHASE REQ. NO. DODAAC42730265000	J	1 4
6. ISSUED BY WHS - ACQUISITION DIRECTORATE 1225 SOUTH CLARK ST., SUITE 200 ARLINGTON VA 22202-3909	CODE HQ0034	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) INSERSO CORPORATION TOM BELLINO 8229 BOONE BLVD STE 800 VIENNA VA 22182-2623			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X 10A. MOD. OF CONTRACT/ORDER NO. HQ0034-15-F-0019		
			X 10B. DATED (SEE ITEM 13) 23-Dec-2014		
CODE 3BWJ9	FACILITY CODE 3BWJ9	11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and authority) IAW 52.217-9 Option to Extend the term of the Contract					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: (b)(4) The purpose of this modification is to exercise various option CLINS, to extend the period of performance, and to make administrative changes as specified herein.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) MICHAEL GRUDEN / CONTRACTING OFFICER TEL: 703-545-3572 EMAIL: michael.g.gruden.civ@mail.mil		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Michael Gruden</i> (Signature of Contracting Officer)		16C. DATE SIGNED 17-Dec-2015	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

POINTS OF CONTACT

Technical POC

(b)(6)

Customer/WAWF Inspect/Accept

(b)(6)

Contract Specialist

Eric Darby

703-545-3045

eric.u.darby.civ@mail.mil

Contracting Officer

Michael Gruden

703-545-3572

michael.g.gruden.civ@mail.mil

SECTION A - SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$(b)(4) from \$(b)(4) to \$(b)(4)

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 1001

The option status has changed from Option to Option Exercised.

CLIN 1002

The option status has changed from Option to Option Exercised.

CLIN 1003

The option status has changed from Option to Option Exercised.

CLIN 1004

The option status has changed from Option to Option Exercised.

CLIN 1005

The option status has changed from Option to Option Exercised.

CLIN 1006

The option status has changed from Option to Option Exercised.

CLIN 1007

The option status has changed from Option to Option Exercised.

SECTION G - CONTRACT ADMINISTRATION DATA

Accounting and Appropriation

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$(b)(4) from \$(b)(4) to \$(b)(4)

CLIN 1001:

AE: 97 6 0100.2020 00000 2916 257J 000000 049447 DHAC60013 (CIN 5273DHAC600130001001) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AE has been added.

The CIN 5273DHAC600130001001 has been added.

CLIN 1002:

AE: 97 6 0100.2020 00000 2916 257J 000000 049447 DHAC60013 (CIN 5273DHAC600130001002) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AE has been added.

The CIN 5273DHAC600130001002 has been added.

CLIN 1003:

AE: 97 6 0100.2020 00000 2916 257J 000000 049447 DHAC60013 (CIN 5273DHAC600130001003) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AE has been added.

The CIN 5273DHAC600130001003 has been added.

CLIN 1004:

AE: 97 6 0100.2020 00000 2916 257J 000000 049447 DHAC60013 (CIN 5273DHAC600130001004) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AE has been added.

The CIN 5273DHAC600130001004 has been added.

CLIN 1005:

AE: 97 6 0100.2020 00000 2916 257J 000000 049447 DHAC60013 (CIN 5273DHAC600130001005) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AE has been added.

The CIN 5273DHAC600130001005 has been added.

CLIN 1006:

AE: 97 6 0100.2020 00000 2916 257J 000000 049447 DHAC60013 (CIN 5273DHAC600130001006) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AE has been added.

The CIN 5273DHAC600130001006 has been added.

CLIN 1007:

AE: 97 6 0100.2020 00000 2916 257J 000000 049447 DHAC60013 (CIN 5273DHAC600130001007) was increased by \$(b)(4) from \$0.00 to \$(b)(4)

The contract ACRN AE has been added.

The CIN 5273DHAC600130001007 has been added.

(End of Summary of Changes)