

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 04	3. EFFECTIVE DATE 18-May-2010	4. REQUISITION/PURCHASE REQ. NO. 1300154323		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NAVAIR Aircraft Division Pax River 21983 BUNDY ROAD, Bldg 441 Patuxent River MD 20670 Susan.Cusic@navy.mil 301-757-9729	CODE N00421	7. ADMINISTERED BY (If other than Item 6) DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		CODE S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Advanced Systems Technology and Management, Inc. 8229 Boone Blvd., Suite 520 Vienna VA 22182-3822		9A. AMENDMENT OF SOLICITATION NO.
CAGE CODE 1NU65		9B. DATED (SEE ITEM 11)
FACILITY CODE 049192649		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4165-M801
		10B. DATED (SEE ITEM 13) 15-Jul-2009

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or  
(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input type="checkbox"/>	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.
<input type="checkbox"/>	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).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.232-22 Limitation of Funds and FAR 43.103(a) Mutual Agreement of the Parties
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) David P. Moreau, Senior Contracts Administrator		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Daniel L Chambers, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/David P. Moreau (Signature of person authorized to sign)	15C. DATE SIGNED 13-May-2010	16B. UNITED STATES OF AMERICA BY /s/Daniel L Chambers (Signature of Contracting Officer)	16C. DATE SIGNED 18-May-2010

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**GENERAL INFORMATION**

The purpose of this modification is to:

- Revise Section B to incrementally fund CLIN 4000 by adding SLIN 400003
- Revise Section C Statement of Work (see 3.1 "Requirements" Paragraphs m. n., o., and p.)
- Revise Section E Clause 5252.246-9529 Surveillance of Service and Time Records (JUL 1998)
- Revise Section G Clause 5252.232-9504 I Special Pay Instructions for Paying Office Alternate I (NAVAIR)(MAY 2006)
- Revise Section G Clause 5252.232-9513 Invoicing and Payment (WAWF) Instruction (MAR 2009)
- Revise Section G Clause SEA 5252.232-9104 Allotment of Funds (MAY 1993)
- Revise Section G Task Order Manager (TOM) Appointment (APR 2005)
- Revise Section G Accounting Data adding SLIN 400003
- Revise Section H Clause 5252.243-9504 Authorized Changes Only by Contracting Officer (NAVAIR) (JAN 1992)
- Revise Section J Attachment 4 Task Order Ceiling Spreadsheet
- Revise Section J to incorporate Attachment 5 COR-TOM Appointment Letter

Accordingly, the said Task Order is modified as follows:

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased by [REDACTED] from [REDACTED] to [REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400003	O&MN,N	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased by \$0.00 from [REDACTED] to \$[REDACTED].

Except as provided by this modification, all terms and conditions of this contract remain unchanged and in full force and effect. A conformed copy of this Task Order is attached to this modification for informational purposes only.

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit Est. Cost	Fixed Fee	CPFF
4000	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS 3.1(a, b, c, h, l, m) (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
400001	Funding to support CLIN 4000 PMA 257 (O&MN,N)			
400002	Funding to support CLIN 4000 Other Customer Funds (O&MN,N)			
400003	Funding to support CLIN 4000 in the amount of \$225,000 ACRN AN (O&MN,N)			
4001	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS 3.1 (d, f, i) (RDT&E)	1.0 Lot	[REDACTED]	[REDACTED]
400101	Funding to support CLIN 4001 - Propulsion (RDT&E)			
400102	Funding to support CLIN 4001 - Propulsion (RDT&E)			
400103	Funding to support CLIN 4001 - Propulsion (RDT&E)			
400104				
4002	Program Management Support Services for the AV-8B Harrier Program (PMA-257) APN-5	1.0 Lot	[REDACTED]	[REDACTED]

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funding  
PWS Tasks 3.1  
(e,g,k) (OTHER)

400201 Funding to  
support CLIN 4002  
- Air Vehicle  
(OTHER)

400202 Funding to  
support CLIN 4002  
- Mission Systems  
(OTHER)

400203 Funding to  
support CLIN 4002  
- Mission Systems  
(OTHER)

400204 Funding to  
support CLIN 4002  
- Mission Systems  
(OTHER)

400205 Funding to  
support CLIN 4002  
- Mission Systems  
(OTHER)

4003	Program Management Support Services for the AV-8B Harrier Program (PMA-257) (Italian Navy) PWS Task 3.1 (j) (TBD)	1.0 Lot	██████████	██████████	██████████
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4100	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS 3.1(a, b, c, h, l, m) (O&MN,N) Option	1.0 Lot	██████████	██████████	██████████
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4101	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS Tasks 3.1 (d,f,i) (RDT&E) Option	1.0 Lot	██████████	██████████	██████████
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4102	Program Management Support Services for the AV-8B Harrier Program (PMA-257) APN-5	1.0 Lot	██████████	██████████	██████████
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	funding PWS Tasks 3.1 (e,g,k) (OTHER) Option			
4103	Program Management Support Services for the AV-8B Harrier Program (PMA-257) (Italian Navy) PWS Task 3.1 (j) (TBD) Option	1.0 Lot	██████████	██████████
4200	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS 3.1(a, b, c, h, l, m) (O&MN,N) Option	1.0 Lot	██████████	██████████
4201	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS Tasks 3.1 (d,f,i) (RDT&E) Option	1.0 Lot	██████████	██████████
4202	Program Management Support Services for the AV-8B Harrier Program (PMA-257) APN-5 funding PWS Tasks 3.1 (e,g,k) (OTHER) Option	1.0 Lot	██████████	██████████
4203	Program Management Support Services for the AV-8B Harrier Program (PMA-257) (Italian Navy) PWS Task 3.1 (j) (TBD) Option	1.0 Lot	██████████	██████████
4300	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS 3.1(a, b, c,	1.0 Lot	██████████	██████████

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h, l, m) (O&MN,N)  
Option

4301	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS Tasks 3.1 (d,f,i) (RDT&E) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]
4302	Program Management Support Services for the AV-8B Harrier Program (PMA-257) APN-5 funding PWS Tasks 3.1 (e,g,k) (OTHER) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]
4303	Program Management Support Services for the AV-8B Harrier Program (PMA-257) (Italian Navy) PWS Task 3.1 (j) (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]
4400	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS 3.1(a, b, c, h, l, m) (O&MN,N) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]
4401	Program Management Support Services for the AV-8B Harrier Program (PMA-257) PWS Tasks 3.1 (d,f,i) (RDT&E) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]
4402	Program Management Support Services for the AV-8B Harrier Program (PMA-257) APN-5 funding PWS Tasks 3.1 (e,g,k) (OTHER) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]

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4403 Program 1.0 Lot [REDACTED] [REDACTED] [REDACTED]  
Management  
Support Services  
for the AV-8B  
Harrier Program  
(PMA-257)  
(Italian Navy) PWS  
Task 3.1 (j)  
(TBD)  
Option

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6000	Travel costs in support of Program Management Support Services for the AV-8B Harrier Program (PMA-257) (CLINS 4000, 4001, 4002, and 4003 series) (OTHER)	1.0 Lot	[REDACTED]
600001	Funding to support CLIN 6000 (OTHER)		
600002	Funding to support CLIN 6000 (RDT&E)		
6001	Materials in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4000, 4001, 4002, and 4003) APN-5 Funding (OTHER)	1.0 Lot	[REDACTED]
600101	Funding to support CLIN 6001 - Air Vehicle (OTHER)		
6002	NMCI in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4000, 4001, 4002, and 4003) (OTHER)	1.0 Lot	[REDACTED]

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600201 Funding to  
support CLIN 6002  
(OTHER)

600202 Funding to  
support CLIN 6002  
(O&MN,N)

6100 Travel costs in support of Program Management Support Services for the AV-8B Harrier Program (PMA-257) (CLINS 4100, 4101, 4102, and 4103) (OTHER) Option 1.0 Lot [REDACTED]

6101 Materials in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4100, 4101, 4102, and 4103) APN-5 Funding (OTHER) Option 1.0 Lot [REDACTED]

6102 NMCI in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4100, 4101, 4102, and 4103) (OTHER) Option 1.0 Lot [REDACTED]

6200 Travel costs in support of Program Management Support Services for the AV-8B Harrier Program (PMA-257) (CLINS 4200, 4201, 4202, and 4203) (OTHER) Option 1.0 Lot [REDACTED]


6201 Materials in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4200, 4201, 4202, 1.0 Lot [REDACTED]

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	and 4203) APN-5 Funding (OTHER) Option		
6202	NMCI in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4200, 4201, 4202, and 4203) (OTHER) Option	1.0 Lot	██████████
6300	Travel costs in support of Program Management Support Services for the AV-8B Harrier Program (PMA-257) (CLINS 4300, 4301, 4302, and 4303) (OTHER) Option	1.0 Lot	██████████
6301	Materials in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4300, 4301, 4302, and 4303) APN-5 Funding (OTHER) Option	1.0 Lot	██████████
6302	NMCI in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4300, 4301, 4302, and 4303) (OTHER) Option	1.0 Lot	██████████
6400	Travel costs in support of Program Management Support Services for the AV-8B Harrier Program (PMA-257) (CLINS 4400, 4401, 4402, and 4403) (OTHER) Option	1.0 Lot	██████████
6401	Materials in support of	1.0 Lot	██████████

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Program  
Management  
Support Services  
for the AV-8B  
Harrier Program  
(PMA 257) (CLINS  
4400, 4401, 4402,  
and 4403) APN-5  
Funding (OTHER)  
Option

6402 NMCI in support of Program Management Support Services for the AV-8B Harrier Program (PMA 257) (CLINS 4400, 4401, 4402, and 4403) (OTHER) Option 1.0 Lot 

Clauses specified in Section B of the Seaport-e basic contract are incorporated into this order if applicable.

The task order Contracting Officer and/or Contract Specialist may unilaterally create additional SLINs during performance of this task order to accommodate the multiple type of funds that will be used under this order.

The exercise of option CLINs are contingent upon the awardee(s) maintaining an active Seaport-e contract.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### 1.0 INTRODUCTION

**1.1 Organization.** The AV-8B is in Post-Production. The Program Office (PMA-257) manages numerous Acquisition Programs which consist of weapon systems, propulsion systems, ECPs, in-service and Post-Production programs which all support the AV-8B aircraft to ensure that it remains tactically relevant as the STOVL close air support/offensive air support platform until replacement by the Joint Strike Fighter for the USMC and Allies. The AV-8B program is responsible for being proactive in a variety of key sustainment activities that will keep the AV-8B viable until transition to Joint Strike Fighter (JSF). Although not all inclusive, some of these activities include: mitigating safety issues; aggressively pursuing capability improvements; meeting Ready Basic Aircraft (RBA) goals; providing concurrent training devices; stabilizing the supply chain; and reducing costs. The program office is aligned under the Program Executive Office, Tactical Air (PEO-T). Contractor support is required for Program Management, Propulsion, Mission Systems, Air Vehicle, Logistics, Class Desk and Business Financial Management.

**1.2 Hardware.** The technical requirements identified in Section 3.0 support the products, equipment, performance parameters and operations.

**2.0 SCOPE.** This is a Performance-Based, Cost-Plus-Fixed-Fee (CPFF) contract. There are multiple IPTs that are supported by this contract. The scope of this task order is to provide technical support services through acquisition phases including: research, development, test and evaluation; engineering; flight authorizations; training; aircraft modification upgrades and repairs; in-service engineering; obsolescence; structures; logistics; production line transition; and all phase of Post-Production support. The contractor shall provide the required levels of experience and qualifications in Propulsion Systems, Avionics, and System Upgrades which consist of a clear understanding of weapon systems, program logistics support and safety and systems software upgrades to keep the AV-8B operationally capable until the transition of the Joint Strike Fighter aircraft. The technical support personnel must also have the expertise and be capable of program/project administration, technical understanding of the AV-8B weapon system, financial, acquisition life cycle and required acquisition documentation, configuration management, technical directives, post-production issues and capabilities, and administrative support. These efforts are to be provided to Integrated Product Teams (IPTs) as outlined below and aligned by Sub-Contract Line Item Number (SUBCLIN) for tracking and billing purposes.

### 3.0 REQUIREMENTS.

#### 3.1 General Technical Requirements:

##### a. General Support (O&MN).

The contractor shall:

- Maintain the ability to interface with and transfer data to and from PMA-257 software applications and their upgraded versions;
  - Maintain state-of-the-art virus software;
  - Be capable of Internet and LAN communications with the program office;
  - Be capable of maintaining real-time communications, both voice and data with PMA-257;
  - Assemble, organize and edit technical material for presentations;
  - Provide technical recommendations for program documentation in accordance with DoD 5000.2 and DoD 5000.2R;
  - Attend meetings, maintain minutes, including a summary of agenda, discussions, and action items; and
  - Perform services necessary to perform over-arching programmatic support in the planning, monitoring, assessing, coordinating, analyzing, and integration of security assistance programs and activities, including the development and review of briefings, technical documentation and response to data calls in support of AV-8B programs.
- Detailed sub-tasks follow:

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**b. AV-8B Secretarial Support (O&MN).**

The contractor shall provide Executive Secretarial services to the Program Manager (PM)/Deputy Program Manager(DPM). In this capacity, the contractor shall:

- Attend Leadership Team Meetings, noting action items and follows-up with staff members to ensure that various commitments made at conferences and meetings are met and reports to the PM/DPM on the status of actions;
- Maintain the PM/DPM calendars;
- Schedule appointments for PM/DPM, checking on their availability and confirming appointments and rescheduling appointments as necessary to resolve scheduling conflicts;
- Coordinate Program Office off-sites and conferences and work closely with counter parts to ensure that all significant events are planned and scheduled;
- Arrange for conference rooms, teleconferencing, and ensure that all participants are aware of meetings times and locations;
- Prepare site visits, as well as prepare, complete, and process visit requests;
- Prepare all travel documentation for the PM/DPM;
- Interface with the Business Financial Management (BFM) team to verify travel charge numbers;
- Oversee the Program Office contractor administrative support personnel of the selected contractor and exercise managerial and oversight authority to assist the PM/DPM and Operations Officer in the coordination of assigned tasks;
- Ensure that all administrative processes are adequate;
- Use automated office equipment to produce a variety of documents that often require complex formats, such as graphics or tables within the text;
- Compose complex, but non-technical correspondence;
- Locate and assemble information for various reports, briefings, and conferences and ensure that all required documents are properly signed showing the status of actions;
- Prepare all documents and correspondence in accordance with the Navy Correspondence Manual, Navy directives and systems; and
- Provide back-up Executive Secretarial services to the Program Executive Office, Tactical Programs (PEO-T) during normal work hours, with no exceptions.

**c. Administrative and Travel Support (O&MN).**

The contractor shall:

- Process visit requests for all personnel and validate clearance information to ensure that requests are submitted to appropriate security personnel and visiting sites for approval;
- Prepare travel orders for domestic and foreign national travel and travelers, which requires a thorough understanding of the NAVAIR travel system;
- Use the proper charge numbers on travel orders and in making travel arrangements;
- Maintain and update the travel spreadsheet to track travel charges and expenses;
- Interface with program office Business Financial Manager (BFM) team to verify chargeable travel numbers and ensure that funding is available for travelers to travel on designated travel numbers;
- Ensure that travelers are booked for travel and notified of issues and concerns 10-days before travel;
- Follow-through on all travel requests to ensure that hotels/rental cars and airlines are reserved and booked;
- Ensure that all invitational travel orders for foreign allies are prepared and processed 10-days prior to travel date and in accordance with the Joint Travel Regulations (JTR);
- Copy all travel documents and file on a weekly basis;
- Prepare Naval messages for country clearances and NATO notifications assigning a date time group number and forward for approval 30 days prior to travel date;
- Maintain office supply cabinet and keep track of items that require replenishing; and
- Maintain conference room schedules.

**d. Program Management (RDT&E).**

The contractor shall:

- Assist with program management and technical support for program and acquisition analyses, planning and execution for the AV-8B program;
- Assist in providing technical input to documents and any associated documentation to

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briefs, point papers, informal documentation, draft CDRLs, and work statements;  
 Assist in the development, test and integration of the platform mission systems, avionics and weapon subsystems into the AV-8B airframe;  
 Interact with the AV-8B prime and subcontractors;  
 Provide recommendations on various acquisition documentation and strategies to systems/capabilities and their potential return on investment and associated risk to the program;  
 Assist in the coordination, updates and submits of the Program Objective Memorandum (POM), Program Review (PR), and Program Management Reviews (PMR), associated briefs, weekly reports, and data reports as required, as well as coordinate inputs and ensure that data provided is in an acceptable format; and  
 Assist with the coordination of and preparation of acquisition documents (Acquisition Plan, Justification & Approval, Procurement Plans) etc., for the AV-8B program.

**e. Program Management (APN-5).**

The contractor shall:

- Assist in process improvement initiatives within the PMA as they apply to the modification of the AV-8B aircraft systems;
- Apply the tools and techniques of process identification and continuous process improvement;
- Assist with the coordination of reducing reporting requirements;
- Assist in improvements in identifying program management problems and issues;
- Apply process improvement methodologies and principals to improve PMA processes; and
- Work with IPT teams to document processes to include Risk Management, Configuration Management, and Quality Assurance.

**f. Cost Analysis (RDT&E).**

The contractor shall:

- Assist in the development and integration of system aircraft programs;
- Provide cost analysis support that consists of Business Case Analysis (BCA) and supportability cost;
- Determine what "basis" to use to estimate each cost element of the cost estimate;
- Be descriptive enough in the preparation of the cost estimate to ensure that someone not associated with the cost estimate can understand how estimate was developed;
- Identify all assumptions and communicate with IPT lead so that everyone has an understanding of requirement; and
- Attend planning meetings to support the program office.

**g. Technical Support (APN-5).**

The contractor shall:

- Ensure that system design integrity is maintained at the system level;
- Provide system, hardware and software engineering disciplines and resources for design compliance and technical oversight to ensure that system performance and operational readiness parameters are met and maintained; and
- Provide engineering and other technical support for testing to verify conformance of specifications in accordance with required work statements.

**h. Technical Support(O&MN).**

The contractor shall:

- Assist the Acquisition Program Management Logistics (APML) in a variety of sustainment activities to include:
  - Submission of Cost Adjustment Sheets (CAS) in support of annual Flight Hour Program (FHP) budget requirements;
  - Participation in the depot funding process that is used to define PMA-257's annual Program Requirements Logistics (PRL)/Program Requirements Engineering (PRE) budget, logistics support to the Out-of-Reporting Status (OORS) Working Group and a variety of other sustainment requirements.

**i. Systems Analysis (RDT&E).**

The contractor shall:

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- Assist the operations officer in coordination efforts and requirements for program office and foreign allies;
- Coordinate the development of an IT tracking system for the AV-8B program office and the approval process for loaned IT equipment; and
- Attend IT meetings to review and capture requirements for the AV-8B program office personnel.

**j. Systems Analysis (Italian Navy Funded).**

The contractor shall:

- Maintain an Italian database which consists of tooling efforts for the Italian Navy;
- Provide recommendations to ensure tooling information integrates into the existing data system;
- Provide security analysis of the database to ensure that all security measures are active and accounts are updated and secured; and
- Ensure purchase orders are submitted for database licenses, on an annual basis.

**k. Project Management (APN-5).**

The contractor shall:

- Provide program management support for the AV-8B airframe, avionics, and aircraft systems Engineering Change Proposals (ECPs);
- Provide assistance with the writing of work statements, contract coordination and working with Logistics/Engineering/ Configuration Management on aircraft schedules and status for ECP installations;
- Provide technical support of aircraft scheduled maintenance and depot modifications and repairs;
- Interface with Logistics Elements Managers (LEMs) and ensure that logistics elements are accurately covered in ECPs; and
- Work with supply and review publications and technical directives.

**l. Project Management (O&MN).**

The contractor shall:

- Assist with aircraft upgrade, obsolescence, and engine life management and readiness management plan programs;
- Provide data analysis in support of the planned programs and the maintaining of an obsolescence database and documentation to support the database;
- Review AV-8B modification and operational readiness documentation;
- Assist the Government in analyzing and monitoring Government Furnished Equipment (GFE) and identify deficiencies; and
- Analyze training system requirements, program plans and documentation.

**m. Project Management (RDT&E).**

The contractor shall:

- Assist with project planning for the Engine Life Management Program, Readiness Management Plan, Mission Systems Block Upgrades Development Programs;
- Provide data analysis in support of the planned program events and the maintain program/project data and documentation;
- Assist in improvements in identifying program management problems and issues; and
- Work with IPT lead to apply and execute program management processes.

**n. Business Financial Management (O&MN). PMA-257 Program Budgeting and Execution Support.** The contractor shall:

- Provide program budget and execution support services integral to the day-to-day operation and sustainment of PMA-257;
- Coordinate financial information in and among the various IPT's, comptroller, contracting departments at NAVAIR Headquarters, NAWC field activities, and all other funds receiving activities;
- Assist the Lead Business Financial Managers (BFMs) in all related Navy ERP (NERP) cost plan and budget/project structure updates;
- Prepare program/budget documentation;
- Have a thorough understanding of the Programming, Planning, and Budgeting System to

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assist the Lead BFM in analyzing financial data in support of the AV-8B Program Office;

- Assist in the preparation of responses, reclaims, or impact statements to budget questions/marks/Program Budget Decisions;
- Assist in the monitoring of legislative actions, and provide advice to the customer on any actions affecting the program, and update the Congressional/Supplemental budget track;
- Assist in the development, preparation, or update of input to acquisition documents or briefs to ensure financial data is accurate and consistent with approved budget plans and key program events;
- Assist in the development of responses to financial data-calls or budget drills;
- Assist in the development and update to the IPT execution year spend plans, prepare/analyze/route funding documents (e.g., WXs, PXs, RXs, MIPRs, IPRs, PIDs) via NERP and monitor until completed;
- Prepare and maintain program spreadsheets using Excel to track and reconcile funds execution status for all active FYs;
- Run various financial reports utilizing Microsoft software and NERP reporting system and have the ability to extract NERP reports into Excel spreadsheets;
- Utilize NERP to report official accounting status;
- Conduct frequent reviews of financial data reported in NERP and promptly reconcile discrepancies;
- Assist in the collection and organization of financial data in response to budget calls and ad hoc data calls
- Utilize NERP to ensure that adequate funding is provided to cover operations and technical requirements;
- Assist in collecting and researching cost and financial records, and developing budget estimates;
- Support budget execution and provide briefing sheets for Program Management Reviews;
- Provide financial support to monitor and evaluate program obligations and expenditures and actual versus planned program spending to assist in evaluating the contractor and field activities' spend rate, cost and schedule compliance;
- Assist in performing financial analysis on programs to support aircraft maintenance modification efforts and provide recommendations on various strategies to support the AV-8B program; and
- Have a thorough understanding of the PRL funding process and serve as the lead BFM in building PRL/PRE annual budget requirements.

**o. Business Financial Management (APN-5). PMA-257 Program Budgeting and Execution Support.** The contractor shall:

- Provide program budget and execution support services;
- Perform financial analyses on the Readiness Management Plan Program ECPs engineering and logistics requirements to support production integration efforts and provide recommendations on various acquisition strategies to support the integration of ECP kits, their potential return on investment, and associated risk to the program;
- Provide acquisition support services to include financial analyses of projected and actual Readiness Management Plan Program ECPs costs for aircraft integration efforts, logistics support strategies, and training requirements to support each alternative;
- Perform affordability analyses for various acquisition strategies in support of the Readiness Management Plan Program ECPs, aircraft delivery tracking and kit production integration efforts specifically to schedule changes and budget impacts.
- Perform acquisition support services to include analyses of contractor's cost data and current burn rates against fiscal/funding constraints in support of the Readiness Management Plan Program ECPs kit deliveries for airframe and avionics changes.
- Collect, compile and analyze project, and cost data for the Readiness Management Plan Program engineering, and logistics support for incorporation into team work plans, data calls, and supporting financial documentation.

**p. Business Financial Management (RDT&E). PMA-257 Program Budgeting and Execution Support.** The contractor shall:

- Provide program budget and execution support services;
- Perform financial analyses on the Engine Life Management Program, Readiness

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Management Plan, and Mission Systems Block Upgrades Development Programs' engineering and logistics requirements to support block test and integration efforts and provide recommendations on various acquisition strategies to support block upgrade development and testing, their potential return on investment, and associated risk to the program;

- Provide acquisition support services to include financial analyses of projected and actual weapon systems costs for completion of development and test, test and integration efforts and potential product improvement initiatives; logistics and training strategies to support each alternative to support the Engine Life Management Program, Readiness Management Plan, and Mission Systems Block Upgrades Development Programs;
- Perform affordability analyses for various acquisition strategies in support of the Engine Life Management Program, Readiness Management Plan, and Mission Systems Block Upgrades Development Programs, specifically to address impacts development schedule changes and impacts to overall testing / integration efforts;
- Perform acquisition support services to include analysis of contractor's cost data and current burn rates against fiscal/funding constraints in support of the test and integration program to include evaluating the development/integration status on each individual system and engineering projects, such as DITER, ALE-47 and Digital CAS, and impacts to overall Block testing;
- Perform cost/benefit analyses, cost trade-off analyses, business case analyses, cost variance analyses, and/or present value analyses to support the Engine Life Management Program, Readiness Management Plan, and Mission Systems Block Upgrades Development Programs in balancing mission requirements, System Weight, Air Vehicle/Engine Performance and configuration management and provide technical input to support the preparation or revision of related acquisition documentation; and
- Collect, compile and analyze project, and cost data for Engine Life Management Program, Readiness Management Plan, and Mission Systems Block Upgrades Development Programs' engineering/logistics/ test instrumentation for developmental testing for incorporation into team work plans, data calls, and supporting financial documentation.

### 3.2 General Support Requirements

#### 3.2.1 Electronic Capabilities.

The contractor shall:

- Maintain the capability to prepare documents and software packages compatible with the Government ADP environment through the security classification of Secret current environment is Microsoft Office Suite Products (Project, Power Point, Visio and Adobe);
- Maintain the ability to interface with and transfer data to and from PMA-257 software applications and any upgrades these applications may have in the future;
- Maintain state-of-the-art virus software and ensure that all media are virus free when delivered;
- Have capability of Internet and LAN communications with the program office;
- Have capability of maintaining real-time communications, both voice and data transfer capabilities, with PMA-257 during working hours whether at contractor work site, PMA office or on travel;
- Utilize portable computers compatible with the standard NMCI systems within PMA-257, along with cell phones to maintain real time communications; and
- Prepare all documentation in accordance with the Navy Correspondence Manual and PEO-T guidelines.

3.2.2 Graphical Capabilities. The contractor shall assemble, organize, and edit technical material for presentations. The outputs must be compatible with standard NMCI systems within PMA-257.

3.2.3 Documentation. The contractor shall provide technical recommendations for program documentation in accordance with DOD 5000.

### 3.3 Other Requirements

3.3.1 Meetings. When specified by the customer, the contractor shall attend meetings in an advisory capacity to the program office and maintain minutes, which shall include a summary of agenda items, discussions and action items.

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**3.3.2 Place of Performance.** The majority of the services to be performed herein shall be performed at Patuxent River, Maryland and contractor facilities.

**3.3.3 Security.**

Only U.S. citizens may perform under this contract;  
Level of clearance required to perform tasking under this contract is up to and including Secret; Information Technology Personnel Security report for the Contracting Officer's Representative (COR): The contractor shall provide a System Authorization Access Request (SAAR) DD Form 2875 in accordance with the CDRL A (Data Item A001).

**3.3.4 Labor Qualifications.**

- The Labor qualifications, included in Section C-2 are desired, not mandatory;
- Experience and educational standards identified by the Government for the respective positions are recommended labor categories;
- Note that the offerer is free to propose labor mix as they deem appropriate, since this is a performance-based contract.

**3.3.5 Other Direct costs (ODCs).** ODCs are based on a per annum Not To Exceed (NTE) amount. The COR approval shall be obtained prior to the purchase of any material or travel expenses.

**3.3.6 Travel Requirements.**

- Local and Long-Distance travel will be required by each employee;
- Projected travel destinations include, but are not limited to: Sarnoff, NJ, Las Vegas, NV, San Diego, CA, Orlando, FL, Yuma, AZ, St. Louis, MO, Cherry Point, MC, China Lake, CA, Washington, DC, and Arlington, VA;
- Travel may include general and administrative expenses, but shall not include profit;
- Reimbursement for travel performed shall be in accordance with established Joint Travel Regulation (JTR) rates;
- COR shall approve all travel performed in support of this order prior to the commencement of the travel, with the exception of travel to destinations within the Arlington, VA vicinity, which do not require overnight accommodations.

**3.3.7 Material.(APN-5)**

All materials not depleted during the performance of this order shall become Government property upon completion of this order;  
The contractor shall transfer all materials not depleted to the COR by way of Material Inspection and Receiving Report (DD Form 250);  
Other Direct Charges may include general and administrative expenses but shall not include profit;  
Projected material requirements include but are not limited to: photo copies, ink cartridges, paper, binders, transparencies, folders, notebooks, and general office supplies, framing, binding, conference room fees, coins, computer diskettes.

**3.3.8 Overtime.** Overtime is authorized by the Contracting Officer in consultation with the COR.

**3.3.9 Security Classification:** Classified; Secret level.

**3.3.10 Navy/Marine Corps Internet (NMCI) Seats.** Computer resources will be acquired in accordance with CFARS 5252.237-9503.

**3.3.11 Technical Data.** Technical data shall be provided.

- Information Technology Personnel Security Information Forms for each employee (CDRL A001 and A002), submitted to the COR and NAVAIR Security;
- Monthly Funds and Work-hour Expenditure Report by CLIN and Employee (CDRL A003); and
- Operations Security (OPSEC) Plan (CDRL A004) are required.

**4.0 Operations Security (OPSEC).** An OPSEC plan will be developed and implemented upon Government approval, in accordance with CDRL A004. Contractor personnel will be subjected to a Government security investigation and must meet eligibility requirements for access to classified information at the level, noted in

