

PERFORMANCE WORK STATEMENT

Program and Project Management, Policy, and Processes Support Services

1.0 INTRODUCTION

Space and Naval Warfare Systems Center Pacific (SSC Pacific) is the Navy's premier research, development, test, and evaluation (RDT&E) laboratory for command, control, communications, computers, intelligence, surveillance, and reconnaissance (C4ISR). It provides complete life cycle development and support for military C4ISR systems from concept to fielded capability. SSC Pacific is one of two major System Centers reporting the Space and Naval Warfare Systems Command. Its laboratory settings, test beds and simulated operational environments offer working environments unachievable elsewhere.

SSC Pacific provides complete life cycle development and support for C4ISR systems. Systems development and support includes basic research and prototype development through systems engineering and integration to life cycle support of fielded systems. Major programmatic and technical thrusts are directed toward merging advanced technology and systems into integrated C4ISR capabilities, primarily supporting joint C4ISR needs of the military. While most of its work addresses the Navy's requirements, it actively supports Marine Corps, Air Force, Army and Coast Guard programs. Other government agencies, such as the Department of Homeland Security, frequently call on its C4ISR expertise.

SSC Pacific scientists and engineers rank among the nation's best inventors, innovators, and integrators in a wide range of scientific disciplines. Their technical breadth allows it to quickly form teams of experts from within SSC Pacific, other government agencies, industry partners and academia.

The intent of this contract is to acquire contractor support services in the area of program and project management.

2.0 BACKGROUND

The Program and Project Management Competency provides the framework for the Team SPAWAR Workforce to successfully deliver products and services that meet the government customer requirements on-time and within budget. This framework includes personnel development guidance, processes, and tools for the consistent and efficient execution of programs and projects.

SSC Pacific Corporate provides PM support services to Space and Naval Warfare Headquarters (SPAWAR HQ) programs of record (PORs) and Program Management Warfare (PMWs) and participates in Integrated Product Teams (IPTs) in accordance with the Department of Defense (DoD) Acquisition Framework. SSC Pacific provides expertise in order to execute against customer requirements and meets cost, schedule, and performance expectations.

3.0 SCOPE

The scope of this task order is to provide program management, acquisition management, and technical support to the Program and Project Management Competency initiatives in training, processes, and tools so that Team SPAWAR Workforce can successfully deliver products and services that meet the requirements, on-time and within budget.

4.0 APPLICABLE DIRECTIVES/REFERENCES

The Contractor shall adhere to all policies, procedures and regulations in force at the time of the contract across the SPAWAR Claimancy. The Contractor shall also adhere to the following documents, current and future updates:

Document	Date	Title
DoD Directive 5000.1	20 November 2007	The Defense Acquisition System
DoD Instruction 5000.02	7 January 2015	Operation of Defense Acquisition System
DoD Instruction 8510.01	12 March 2014	Risk Management Guide

CJCSI 3170.01I		Joint Capabilities Integration & Development System
JCIDS Manual		Manual for the Operation of the Joint Capabilities Integration and Development System (JCIDS)
		Better Buying Power 3.0
DoD Instruction 8510.01	12 March 2014	Risk Management Framework (RMF) of DoD Information Technology
DoD Instruction 8510.2	6 February 2003	Information Assurance (IA) Implementation
Code of Federal Regulations Title 48	15 October 2009	Defense Federal Acquisition Regulation Supplement (DFARS) and Procedures, Guidance, and Information (PGI)
DoD DTM USD (AT&L)	24 August 2011	Should Cost and Affordability
DoD DTM USD (AT&L)	22 April 2011	Joint Memo on Savings Related to “Should Cost”
ASN (RD&A)	19 July 2011	Implementation of Should Cost
DON CIO Guidance		Acquisition Information Assurance Strategy Guidance
SECNAVINST 5000.2E	16 December 2008	Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System
SECNAVINST 5223.2	16 December 2008	Department of the Navy Cost Analysis
NAVADMIN 295-13	18 November 2013	Information Technology Procurement Request (ITPR) Approval Process
SPAWARINST 7720.4E	02 May 2011	Policy and Responsibilities for SPAWAR Cost Estimating and Analysis Division (SPAWAR 1.6)
SPAWAR Guide	Current Online Version	SPAWAR Contract Management Process Guide (CPMG)
SPAWAR Guide	Current Online Version	SPAWAR HQ Process Asset Library
PEO C4I Guide	Current Online Version	PEO C4I Operating Guide
PEO C4I Guide	Current Online Version	DPEO For Acquisition Management Lessons Learned
DAU Guide	28 January 2013	Defense Acquisition Guide Book
PMBOK Guide 4 th Edition		A Guide to the Project Management Body of Knowledge
DOD Guide	2008	U.S. Department of Defense (DoD) Extension to A Guide to The Project Management Body of Knowledge, Fourth Edition
Military Standard 498		Software Test Plan Template
Technical Publication	October 2004	Naval Systems Engineering Guide
EIA Standard 632, Electronic Industries Association (EIA)	January 1999	Processes for Engineering a System
ISO/IEC 15288, International Organization for Standardization (ISO) /International Electrotechnical Commission	February 2008	System Life Cycle Processes
ISO/IEC 12207, (ISO)/ (IEC)	February 2008	Software Life Cycle Processes

5.0 TECHNICAL REQUIREMENTS

5.1 Programmatic Support and IPT Lead Certification Program Support. The contractor shall support competency development and implementation of the IPT Lead Certification Program and maintain the IPT Lead Tracker to monitor compliance in the designated tool. The contractor shall provide expert advice and

support on SPAWAR Competency Development Matrix (CDM), Acquisition Qualification System (AQS) and Project Management/Systems Engineering (PM/SEM) instruction synchronization.

- 5.1.1 Competency Management & Oversight Support. The contractor shall support competency program management efforts including the drafting and tracking of schedules, strategy, milestones, and acquisition documents and track competency compliance with statutory requirements, policies, and plans related to competency, services, data, and risk management. The contractor shall liaison with vendors on behalf of the Acquisition Policy Procedures and Tools and Acquisition Force Management Competencies. The contractor shall support the development and implementation of business rules for PMs/projects.
- 5.1.2 PM Policy Support. The contractor shall support competency efforts in the development, updating and oversight of PM/SEM Policy, Quality Assurance (QA) Policy, Competency Aligned Organization (CAO)-IPT Concept of Operations (CONOPS), Standard Process Assets Architecture (SPAA), Organizational Set of Standard Processes (OSSP), Continuous Process Improvement (CPI) Management Plan, Project Management Guide (PMG)/IPT Desktop Guide, Process Asset Library (PAL) pages, and other policies and instructions directly impacting IPTs and PMs. In addition, the contractor shall support Operating Materials and Supplies (OM&S), Enterprise Cost Management Framework (ECMF) & Business and Intelligence (BIRA) and other business applications policy development, updating and oversight.
- 5.1.3 Stakeholder and Customer Communications. The contractor shall support awareness education and briefings participate in meetings, initiatives, center IPTs and Working Groups (WGs), and support the writing of newsletters and other publications.

5.2 Documentation and Training Development

- 5.2.1 Technical Documentation and PM Processes Support. The contractor shall support competency Management efforts and oversight of PM-related work processes, including Opportunity Management, Project Start up (Work Acceptance & Funding Acceptance), Project Estimating and Earned Value, Project Planning, Cost Planning, Project Risk Management, Project Monitoring & Control, Integrated Project Management, Project Close Out, PMG Objective Evaluations and Certifications, PM Process Audits, Funds Acceptance, Carry Over planning, and other processes critical to the duties of a PM.
- 5.2.2 Training Development, PM Tools, Templates & Reports Support. The contractor shall support competency management tasks and oversight of PM-related tools and templates, including checklists to support Project Start Up, Project Estimating, Earned Value Analysis & Management (EVM), Project Close Out, QA, PMG Objective Evaluation, Project Management Plan and other supporting plans. The contractor shall support center-specific analysis & reporting of business management information including ECMF Analysis Reports, Overhead Project Reports, OM&S Reports, PMG/Process Implementation (PIT) Reports, BIRA Reports and online OneSource Project Workbook efforts. The contractor shall support training events by arranging for classrooms and instructors, researching available training sources, preparing class handout materials, drafting announcements, managing class rosters, preparing classroom for instructors and students, and collecting surveys from students after class. Manage Engineering Training website to promote engineering training events.
- 5.2.3 Acquisition Workforce Development Support. The contractor shall support competency management oversight tasks in the development, updating and delivery of PM training products in support of initial and continuing training efforts to include support for SharePoint/OneSource End User training, PM Processes, ECMF, EVM, Cost Planning, Navy-Enterprise Resource Planning (N-ERP), Risk Exchange, Financial Management for Project Managers (FM for PMs), Project Management Foundations Course (PMFC), Project Management Professional (PMP) Certification Boot Camp, Risk Management, Scope Management, EVM, Funds Acceptance, Carry Over planning, etc.

5.3 Project Knowledge Management Support.

5.3.1 Business Applications and Databases, IPT Desktop Guide Development and Implementation Support. The contractor shall support the Competency in recording, adjudicating, and monitoring, controlling of IPT Desk Guide pilot and other project management action items by taking notes, routing draft documents for comments and adjudication, and editing of documents to produce a final product for publication. The contractor shall support the management and administration of Microsoft Access Database, Naval Systems Engineering Resource Center (NSERC), JIRA, wiki, and other like database that interface with SharePoint.

5.4 Project/Program Management Support. The contractor shall provide project/program management support including:

- 5.4.1 Participating in program management/project meetings, conferences, and reviews, including preparing agendas, meeting minutes, and tracking action items; developing, preparing, and providing graphics support for executive level briefs and presentations; preparing, operative and arranging electronic meeting media; facilitate meetings, assist with content management/information management, strategic communications, video teleconference (VTC) /Telecons and, producing professional quality copies.
- 5.4.2 Preparation and maintenance of technical reports, information papers, and quad charts, trade studies, reclaims, policy positions, and fielding plans. This includes submission of final drafts for approval and monitoring status of submitted documents, updates, and progress through the approval chain until complete, including interfacing with outside agencies as necessary to obtain required documents approvals.
- 5.4.3 Coordination and participation in working groups, meetings, and conferences, internal and external to the SPAWAR Enterprise, including support for acquisition, production, and integration efforts at working group meetings, IPTs, in-process reviews, and other meetings; and analysis of the information including programmatic impacts as required.
- 5.4.4 Managing action items, including timely response to external and internal inquiries, data calls, and program/project status updates.
- 5.4.5 Processing and handling classified and unclassified materials in accordance with policy; managing and processing visit requests; and general support for program management related correspondence and travel.
- 5.4.6 Support for special projects assigned to 3.0, 5.0, 6.0, 8.0 and Fleet Readiness Directorate (FRD) in providing project management support.
- 5.4.7 Performing risk assessments, including preparing risk management plans and assessment methods. Preparing and maintaining risk tracking methods to assist in managing program risks throughout various phases/life cycles for program/projects within the SPAWAR Enterprise, including Science and Technology (S&T), system concept, development, implementation, integration, test and fleet support. The SPAWAR Enterprise may include command, control, and communications (C3) systems, air and ship installations, fleet support, enterprise-wide Information Technology (IT) systems, and international programs.
- 5.4.8 Preparing program cost estimates and maintenance of cost estimate models. Developing and maintaining performance reports and dashboards, including tracking the status of various program processes such as Configuration Management tracking approval and Certification and Accreditation (C&A) status.

- 5.4.9 Preparing, updating, and maintaining programmatic briefings, including Program Objective Memorandums (POMs), C4I/IT Seminar, Program Executive Office (PEO) Program Management Reviews (PMRs), Numbered Fleet N6 conferences, and various briefs to other stakeholders which also may include key stakeholders.
 - 5.4.10 Analysis of data supporting both internal and external data calls, including collating and summarizing data to analyze cost, schedule, performance and Fleet impacts with respect to FRD systems and status of current and proposed programs and projects in response to external or internal data calls.
 - 5.4.11 Preparing and maintaining organizational metrics and supporting CPI efforts to include Lean Six Sigma (LSS) events.
 - 5.4.12 Reviewing and analyzing communications related to studies and reports (e.g., Center for Naval Analysis (CAN) studies, Government Accountability Office (GAO) audits and reports, Fleet Feedback reports, Exercise Quicklook Reports (QLRs), including analysis of impacts and facilitating the routing of comments and proposed changes to programmatic documents, including updates or changes to Chairman, Joint Chief of Staff (CJCSI), Office of Secretary of defense (OSD), DoD, and Department of the Navy (DoN) policies, instructions, and position papers.
 - 5.4.13 Management of routing for internal documentation below the PM level and tracking of documents being routed through format routing (E.G., Total Records and Information Management (TRIM) or Yellow folder) for documents at or above the PM level, including interfacing with outside agencies as necessary to obtain required document approvals.
 - 5.4.14 Preparing and reviewing test plans, test readiness review briefings, and assist in staffing to support test events.
 - 5.4.15 Preparing, maintaining and monitoring information exchanged on social media within the SPAWAR community.
 - 5.4.16 Provide analytical support to include summarizing the documentation of cost, schedule and technical performance of appraised/reviewed SSC Pacific projects; coordinating, documenting and providing logistic support for Command, Competency and CHENG Level Reviews; develop and maintain standard operative procedures for review processes.
 - 5.4.17 Development/compilation of analytical reports and spreadsheets utilizing an advanced knowledge of Microsoft Office Suite applications to include, but not limited to, Microsoft Word, Excel, Access, and Outlook. Must be proficient in, but not limited to, analyzing data utilizing Boolean logic, IF THEN statements, and conditional formatting formulas and functions in Excel.
- 5.5 Acquisition Management: The Contractor shall provide overarching and direct program Acquisition Management Support and overall coordination of acquisition related efforts (including risk management) including:
- 5.5.1 Responding to both routine and non-routine internal and external data calls assigned to the FRD Acquisition Management team, including drafting, revising, reviewing, and/or routing inputs to respond to the data calls in the form of point papers, impact statements, spreadsheet updates, and emails, as dictated by the specific data call; and assignment, delegation, tracking and status reporting of all assigned Acquisition data calls, including responding where directed, or providing assistance with responses, with the assigned due date.
 - 5.5.2 Conduct acquisition-related risk reporting (e.g., Probability of Program Success (PoPS) and PMRs), including drafting, revising, reviewing, and/or routing inputs for the designated brief or report, in the specified template or format; assessing the data for acquisition implications with statutory and regulatory (or policy) requirements and program/project execution risks, reporting

discrepancies or risk concerns on the In-Service Program Manager; assistance with scheduling internal reviews and previews, where required; and attendance at routine acquisition and risk events, briefings, or reviews, as needed.

- 5.5.3 Analyzing and providing recommendations for potential changes to existing acquisition related policy, guidance, and directives, including assessment of the impact on FRD programs and projects and recommendations for compliance, including acquisition and/or risk related refresher training needed across FRD for Acquisition/risk-related tools (such as PoPS, Risk Exchange). The contractor shall maintain acquisition SE2 and WIKI sub-sites.
 - 5.5.4 Coordination and monitoring of acquisition and program transition issues within SPAWAR and other acquisition/joint commands, including providing recommendations regarding acquisition requirements needed to implement a new program/project or modification to an existing system or to transition a project to a POR; and identifying criteria and recommendations for transitioning programs/projects to FRD as part of an annual review in accordance with the PEO C4I/SPAWAR FRD memorandum of agreement (MOA) schedule.
 - 5.5.5 Developing acquisition documentation to support specified program or project requirements, as requested by the Acquisition Manager, including such acquisition documents as Acquisition Strategy (AS), Acquisition Program baseline (APB), Program Deviation Reports (PDRs), Acquisition Decision Memorandums (ADM), Abbreviated Acquisition Program (AAP) request letters/update memos and Project Definition Documents (PDD); tracking of each active Acquisition program APB threshold and objective cost or schedule parameters and notifying the Acquisition manager whenever an APB cost or schedule parameter is nearing or exceeds a threshold value; annual review of all Project Definition Documents (PDDs) for scope and funding validation in accordance with eh PEO policy for Project Management (reference the PEO C4I Project Management policy within the PEO C4I Operating Guide (POG))
 - 5.5.6 Reviewing Engineering Change Requests (ECRs) for acquisition authority compliance, as requested.
 - 5.5.7 Identifying and providing recommendations for developing and tracking acquisition and risk metrics to provide insight into trends within FRD programs, projects, and/or acquisition/risk-processes, ensuring consistency with PEO C4I metrics where applicable.
 - 5.5.8 Establishing and maintaining program/project specific binders.
- 5.6 Schedule Production Support. The Contractor shall support the preparation of program and project Integrated Master Schedules (IMSs) by SPAWAR competencies, program offices, and PEOs including:
- 5.6.1 Providing training and consulting services to PM Offices for new and existing schedules. Training provided should cover scheduling basics, project planning, project monitoring and control, and conduct of schedule health checks.
 - 5.6.2 Providing Scheduling consulting services for new and existing programs/projects including use of MS Project and Oracle Primavera and assistance with project schedule set-up and long-term maintenance, including: performance of health checks, toolset identification, IPT establishment, IMS development and maintenance, schedule standards operating procedures development, Monte Carlo performance; and resource leveling and loading.
 - 5.6.3 Supporting the SPAWAR Acquisition Demand Signal (ADS) process and developing program schedules using MS Project and Oracle Primavera, including reviewing and maintaining the Standard Integrated Master Schedules (S-IMS); uploading and maintaining schedule data using the ADS tool; providing ADS reports to SPAWAR competencies, and assisting SPAWAR competencies in the development of Activity Based models that provide activity duration and work estimates.

5.7 Data Management, Visualization, and Analytical Support. The contractor shall perform data processing, data fusion and integration tasks. The contractor shall respond to all Navy and SPAWAR data calls and briefings, provide quantitative data complementing qualitative inputs for sponsor and other organizational briefs to senior leadership, prepare “dashboard” type visualization to graphically display collected data for use. And perform data collection from required sources. The contractor shall translate data into visuals to clearly communicate observations and trends, perform data analysis and assessment to reflect general statements, observations, and conclusions and support data gathering efforts.

6.0 DELIVERABLES

The Contractor shall provide the deliverables listed in the Contracts Data Requirements List (CDRL), Exhibit A Contracts Data Requirements List DD1423. Deliverables shall be prepared in contractor format where not otherwise specified by the Government.

CDRL	Title	Due Date
A001	Contractor’s Progress, Status, and Management Report	15 days after the end of month
A002	Trip Activity Report	5 days after travel is complete

7.0 TRAVEL

Travel is not anticipated. However, if travel is required, the contractor shall request travel in support of this task order. The request for all routine travel shall be made via email to the COR no later than five (5) working days in advance of the anticipated travel date for final approval. For emergent travel, requests shall be made within three (3) days of the actual travel date and will be approved by the COR. Trip/activity reports shall be completed and submitted to the COR days after completion of the trip as part of the Monthly Progress, Status, and Management Report (CDRL A001).

The travel request shall include the following:

- Traveler’s name
- Name of specific government technical POC requesting the travel
- Program/project name travel is required for
- Applicable PWS paragraph number
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel funds expended to date
- Balance of authorized travel funding

If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the Commanding Officer, Attn: Foreign Travel Team, Space and Naval Warfare Systems Center Pacific, 4201 Pacific Highway, Old Town Complex 2, Room 1656, San Diego, CA 92110 for action. A Request for Foreign Travel form shall be submitted for each traveler, in advance of the travel, to initiate the release of a clearance message at least 30 days in advance of departure. Each Traveler must also submit a Personal Protection Plan and have a Level 1 Antiterrorism/Force Protection briefing within one year of departure and a country specific briefing within 90 days of departure. Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually. The briefing is available at <https://atlevel1.dtic.mil/at/>, if experiencing problems accessing this website contact ssc_fortrav@navy.mil. Forward a copy of the training certificate to the previous email address or fax to (619) 553-6863. SERE 100.1 Level A Code of Conduct training is also required prior to OCONUS travel for all personnel. SERE 100.1 Level A training can be accessed at <https://wwwa.nko.navy.mil>. Other specialized training for specific locations may also be required contact the SSC Pacific foreign travel team.

8.0 GOVERNMENT FUNISHED PROPERTY

Not Applicable

9.0 NAVY MARINE CORPS INTRANET (NMCI)

RDT&E and/or NMCI seats will be available for contractors working on site. In addition, the Government will provide NMCI Common Access Cards for the performance of this task order.

The Government will provide desk space and administrative/office supplies to on-site contractor support personnel.

The Government will provide property, information, and/or material for the performance of this PWS Task Order including Navy/Marine Corps Intranet (NMCI) Common Access Cards (CACs). The Contractor PM/FSO is responsible for notifying the Government COR and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the Company or transfers to another Program/Project. In the case of an employee who no longer works for the Company, the Company must collect the CAC and surrender it to the COR within two (2) working days of the employee's departure. In the case of an employee still retained by the company transferring to another Program/Project within SPAWAR, the company will notify the COR within two (2) working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

10.0 SECURITY

10.1 Security. Personnel assigned to this tasking shall be cleared up to the SECRET level.

10.2 Security requirements. The nature of this task requires access up to Secret information. The work performed by the Contractor will include access to unclassified and up to Secret data, information, and spaces. The Contractor will be required to attend meetings classified up to Secret level.

As required by NISPON, Chapter 1, Section 3, contractors are required to report certain events that have an impact on the status of the facility clearance (FCL), the status of an employee's personnel clearance (PCL), the proper safeguarding of classified information, or an indication that classified information has been lost or compromised. Contractors working under SSC Pacific contracts will ensure information pertaining to assigned contractor personnel are reported to the COR/TPOC, Contracting Specialist, and the Security's COR along with notifying the appropriate agencies such as CSA, CSO, or DODCAF(DISCO) when related to the denial, suspension, or revocation of a security clearance of any assigned personnel, any adverse information on an assigned employee's continued suitability for continued access to classified information; any instance of loss or compromise, or suspected loss or compromise of classified information; actual, probable or possible espionage, sabotage, or subversive information; or any other circumstances of a security nature that would affect the contractor's operation while working under SSC Pacific contracts.

10.3 Operations Security. OPSEC is a five step analytical process (identify critical information; analyze the threat; analyze vulnerabilities; assess risk; develop countermeasures) that is used as a means to identify, control, and protect unclassified and unclassified sensitive information associated with U.S. national security related programs and activities. All personnel working under this task will at some time handle, produce or process Critical Information or CPI, and therefore all Contractor personnel must practice OPSEC. All work is to be performed in accordance with DoD OPSEC requirements, and in accordance with the OPSEC attachment to the DD254.

11.0 PERFORMANCE REQUIREMENTS SUMMARY

Required Tasks	Performance Standards	Acceptable Quality Level
Monthly Status Report	The contractor shall create and deliver Monthly Status report NLT 15 days after the end of each month.	Monthly Status report shall be created and delivered with 90% accuracy of the contractors work performed during the month.
Trip Report	The contractor shall create and deliver Trip report NLT 5 days after the end of each trip.	Trip report shall be created and delivered with 90% accuracy of the contractors work performed during the month.
5.1 Programmatic Support	The contractor shall support the IPT Lead Certification Program, means to manage changes in project management policies, and educate stakeholders.	95% or greater of tasks assigned to the contractor are completed within documented or communicated deadlines.

5.2 Documentation and Training Development	The contractor shall support project management processes, able to develop tools, templates, and reports, and provide logistical support for acquisition workforce management.	95% or greater of tasks assigned to the contractor are completed within documented or communicated deadlines.
Technical Documents	The contractor shall create and deliver Technical Report when requested.	Technical report shall be created and delivered with 90% accuracy and 95% free of formatting errors.
Presentation Material	The contractor shall create and deliver Presentation Material when requested.	Presentation material shall be created and delivered with 90% accuracy and 95% free of formatting errors.
5.3 Project Knowledge Management Support	6.0 possess positive control of knowledge published in its SharePoint Site and manage information in its database.	95% or greater of tasks assigned to the contractor are completed within documented or communicated deadlines and specification.

5.4 Project/Program Management Support /CHENG Support	The contractor shall create and deliver Technical Report when requested. The contractor shall create and deliver Presentation Material when requested.	Technical report shall be created and delivered with 90% accuracy and 95% free of formatting errors. Presentation material shall be created and delivered with 90% accuracy and 95% free of formatting errors.
5.5 Acquisition Management	Provide effective Acquisition Management Support.	Acquisition Documents shall be created and delivered with 90% accuracy and 95% free of formatting errors. Presentation material shall be created and delivered with 90% accuracy and 95% free of formatting errors.
5.6 Schedule Production Services	Provide effective training development support.	95% or greater of tasks assigned to the contractor are completed within documented or communicated deadlines and specification

12.0 OTHER

Place of Performance. Performance is anticipated to be 98% at SPAWAR Systems Center Pacific in San Diego, CA, and 2% at the Contractor site.

13.0 ENTERPRISE-WIDE CONTRACT MANAGEMENT APPLICATION (ECRMA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the SSC Pacific via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at: <https://doncmra.nmci.navy.mil>.