

**PWM-120**  
**Financial Support Services**  
**14 April 2010**

**1.0 Introduction**

The Program Executive Office (PEO) Command, Control, Communications, Intelligence (C4I) is responsible for the acquisition, integration, delivery, and support of interoperable C4I systems enabling seamless operations for the fleet, joint, and coalition war fighter. PMW 120 is acquiring financial support services to include Acquisition Planning.

**2.0 Background**

PMW 120 is the Navy's leader in the acquisition of integrated information dominance capabilities for the Fleet, Joint Task Forces, National, and Coalition operations. PMW 120 programs and projects fall into one of four portfolios: Intelligence, Surveillance and Reconnaissance (ISR); Information Operations (IO); Maritime Domain Awareness (MDA); and Meteorological and Oceanographic (METOC). These programs are in many different acquisition phases. Note: from this point forward in the document, "programs" will be referring to both "programs and projects".

ISR programs provide products and services which support War fighters' requirements by providing a connection between organic assets and networked infrastructure. They leverage joint, national, and coalition ISR assets, data and services to integrate seamlessly with the theatre ISR architecture. Automatic Identification System (AIS) is an example of a PMW 120 ISR system that takes individual points of data and information and provides an integrated theatre picture.

IO programs provide timely, relevant, and integrated national and tactical intelligence information products and services that enable the War fighter to exploit and control enemy use of the radio spectrum. Cryptologic Carry-On Program (CCOP) is an example of a PMW 120 IO system that performs these functions and supports our forces cryptologic requirements.

MDA efforts provide collection, fusion, analysis, and dissemination capabilities enabling net-centric warfare models to increase our nation's situational awareness of the international Maritime Domain. MDA supports the war fighter in two primary areas: fusion and analysis services and information data sharing. Fusion and analysis services integrate intelligence, surveillance, observation, and navigation systems into an operating picture accessible throughout the United States Government to identify threats to the Maritime Domain as early and as distant from our shores as possible. Data Sharing (including Non-Classified Enclave) provides easy and secure access to operators at both land based and afloat nodes as well as to partner agencies, governments, and non-government organizations in support the missions of Theater Security Cooperation, Maritime Security, counter-Weapons of Mass Destruction, counter-terrorism, and Humanitarian Assistance/Disaster Relief.

METOC programs, including space-based sensors, provide a wide array of essential meteorological and oceanographic products and services to our forces afloat and ashore. These products and services sense and predict changes in the conditions of the atmosphere, ocean and land environments. Naval Integrated Tactical Environment Subsystem (NITES) is an example of a PMW 120 METOC system which provides a near-real-time ability to detect, locate, estimate the intensity, track, and display hazardous weather conditions.

In summary, PMW 120 is a leader in providing products that support the ISR, IO, MDA, and METOC communities. PMW 120 focuses the development of products and services to provide the War fighter the capability to exploit threats, support force protection, and maintain a high state of readiness.

### 3.0 Scope

The objective of this task order is to provide financial, cost management and acquisition support to PEO C4I, PMW 120. Specific outcomes of this task include leading the financial contracting team and providing support for and deliverables for all phases of, Programming, Planning, Budgeting, and Execution (PPBE). The Contractor shall provide the support identified above in accordance with applicable laws, regulations and policies pertaining to Equal Employment Opportunity (EEO), standards of conduct, safety, security, financial material and plan property accountability, environment, and contracting. Work shall be performed at contractor facilities, on-site at PEO C4I, San Diego, and during travel in support of designated activities.

### 4.0 Applicable Directives/Documents

The following list provides a comprehensive but not exclusive listing of the documents the Contractor shall adhere to in the performance of Section 5.0 Performance Requirements. The latest version or update applies:

Document Type	No./Version	Title	Date
United States Code	Title 10	Armed Forces	
United States Code	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517	
OMB	Circular A-11	Preparation, Submission and Execution of the Budget	Current year
DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations	Varies by volume
Code of Federal Regulation	Title 48, Vol 1, 2	Federal Acquisition Regulations (FAR)	Current year
Code of Federal Regulation	Title 48,	Defense Federal Acquisition Regulations (DFARS)and Procedures, Guidance, and Information (PGI)	15 JAN 2009
NAVSO	P-1000	DoN Financial Management Policy Manual	Current year
Navy		DoN Budget Guidance Manual	
SPAWAR		SPAWAR Business Financial Manager's Manual	August 2004
SPAWARINST	7301.1A	TRI-Annual Review of Commitments and Obligations	Current year
SECNAV Instruction	5223.2	DoN Cost Analysis	Dec, 16, 2008
SPAWAR		SPAWAR Global Work Breakdown Structure	Current year
DoD Directive	5000.02	Defense Acquisition System	08 Dec 2008
Guidance		Information Assurance Strategy Template for Submission by Acquisition Program Managers, DON CIO Guidance	Current year
SPAWARINST	5721.1	SPAWAR Section 508 Implementation Policy	18 Jan 2002
SECNAVINST	5210.11	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	Current year

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
SECNAVINST	5214.2	DON Information Requirements (Reports) Management Program	Current year
OPNAVNOTE	5215	DON Directives Consolidated Subject Index	Current year
CNETINST	5230.9	Electronic Mail (E-Mail) Policy and Standards	Current year
American Society of Cost Estimators		American Society of Cost Estimators Methodologies	Current year

### **5.0 Performance Requirements**

The Contractor shall be responsible for providing prompt, high quality financial and acquisition support services for a wide variety of programs in the PMW 120 Program Office for both unclassified and classified programs. The Contractor shall provide the necessary timely assistance to meet program emergent requirements as requested by the Program Manager, technical point of contact or other properly designated authority.

Contractor personnel shall be proficient in the use of Command financial, budgeting and contracting systems, and Microsoft Office (Excel, Word, Access, and PowerPoint), Microsoft Project and Primavera in a Microsoft Windows environment to support task order requirements.

### **5.1 Financial Management (O&MN)**

The Contractor shall provide financial management, cost management and acquisition support services for PEO C4I, Program Office (PMW 120) Battlespace Awareness and Information Operations Program Office. The Contractor shall identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall provide methods, processes, and tools to strive for cost, schedule, and performance efficiencies. Contractors shall be proficient with: N-ERP, iRAPS, PBIS, NTIRA, SPIDER, PRISMS, COBRA, Consolidated Acquisition Reporting System (CARS), and the Tri-Annual Review Claimancy Tool or the most current version of the systems mentioned above. The Contractor shall provide monthly updates to the Program Manager, Deputy Program Manager, Business Financial Manager's (BFM's), and Assistant Program Manager Financial Notebooks to incorporate the latest on budget exhibits (with backup), budget change proposals, reclaims, impact statements, Congressional briefs, POM/PR submissions, spend plans (prior year and current year), execution reports (prior year and current year), milestone decision financial briefs, Mid Year status reports, budget questions & answers, budget controls track, installation financial status, and Other Customer Funds (OCF) execution status.

#### **5.1.1 Program Objective Memorandum (POM)/Program Review (PR) (O&MN)**

**5.1.1.1** The Contractor shall assist in the preparation and maintenance of PEO C4I, PMW 120 POM/PR exhibits, including POM/PR briefing packages. The Contractor shall prepare POM/PR exhibits, initial, drafts, and final, within the time required to support the PMW and PEO schedules. The Contractor shall compile and maintain POM/PR data and shall track, maintain, and update POM/PR documentation and data through the budget cycle. The contractor shall assist in the preparation of Sponsor Program Proposals (SPP), Base Realignment and Closure (BRAC) and "what-if" scenarios for all appropriations. POM/PR submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. POM/PR submissions may require cost estimate development to support the issue. Documentation shall be prepared in accordance with the POM/PR exhibit guidance and submitted to the requester within the timeframe assigned.

<b>POM/PR Work Products/Deliverables</b>	<b>Schedule</b>
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POM/PR Briefing Packages and Backup	As required
POM/PR Executive Summary	As required

**5.1.2 Budget (O&MN)**

**5.1.2.1** The Contractor shall prepare initial budgetary products and updates to draft and existing President’s/Office of the Secretary of Defense (OSD)/Financial Management & Budget (FMB) budget exhibits. Budget exhibits include all special exhibits and the Department of Navy, Chief Information Officer (DoN CIO) Information Technology (IT) budget. The contractor shall provide updated budget controls tracking and Executive control summary reports for all PMW 120 programs. The contractor should track and analyze issues as reflected in the Program Budget Information System (PBIS). The Contractor shall provide mid-year exhibits and justifications. The contractor shall generate, update and draft Budget change proposals, congressional briefing packages, budgetary reclaims, and impact statements. The contractor shall prepare congressional plus up release papers, budget change proposals. The Contractor shall support initial preparation and updates to budget data calls as required by PEO C4I, Resource Sponsors, ASN RDA, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. The Contractor shall update budget controls tracks and Executive Controls Summary at each budget submission (President’s, OSD and FMB). The Contractor must meet accuracy, timeliness and quality requirements of the customer. Documentation shall be prepared in accordance with the FMB, OSD, PEO C4I, and ASN RDA, SPAWAR, and Program Office budget guidance.

<b>Budget Work Products/Deliverables</b>	<b>Schedule</b>
Controls Tracking – Budget (FMB/OSD/PB)	As required
Executive Controls Summary	As required
Budget Exhibits (All APPN) including backup -OMN: OP5, OP32 -OPN: P40, P5, P5a, P-3a, P-21 -RDTE: R1, R2, R2a, R-3, R-4 -DON CIO IT Budget exhibits	As required
Special Exhibits (e.g. PB15, RD-3A, RD-5, SNAP T&E, BOCS, NC50/60, Homeland Defense)	As required
Congressional Briefs	As required
Budget Change Proposals/Reclamas/Impact Statement	As required
Request for Information, BUF updates	As required
Congressional Plus Up Release Papers	As required
Issue Papers	As required
Budget Questions and Answers	As required
Program Status Brief	As required
Midyear Exhibits and Justification	As required
IT Budget	As required
National Science Foundation Annual Request for Statistical Information	As required
FFRDC (Federally Funded Research & Development Center) exhibit	As required

**5.1.3 (O&MN) Execution**

**5.1.3.1** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall assist in the preparation of detailed spend plans, both initial and revisions. The Contractor shall maintain up-to-date spend plans for all programs including OCF (Other Customer Funds) that reflect the most recent information reviewed and approved by the Program Manager or designated representative. The Contractor shall provide corporate spend plans and roll up summaries and reports as requested by the customer. The Contractor shall assist in the planning, preparation and organization of Activity Task Planning Sheets (TPS) to support the creation of direct

projects in N-ERP. The contractor shall review initial work statements provided by performing activities to ensure appropriation and funding accuracy. Documents shall be prepared in accordance with the format and content requirements requested by the customer and submitted within the time-frame required.

**5.1.3.2** The Contractor shall track and analyze execution data. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports. The Contractor shall provide initial execution data, analysis and updates in support of data calls and program reviews. The Contractor shall prepare data call and program review analysis and documentation.

The Contractor shall support initial preparation and updates to execution data calls as required by PEO C4I, Resource Sponsors, ASN RDA, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. Contractor shall provide execution information in support of data calls. The Contractor shall prepare responses to Cost of War (COW), execution data calls. The Contractor shall provide PEO and PMW execution status briefs.

The Contractor shall populate, maintain and analyze “real time data” in corporate financial databases, e.g., Navy Enterprise Resource Planning (N-ERP), Intranet Resource Allocation Planning Systems (iRAPS), Naval Tool for Interoperability Risk Assessment (NTIRA), SPAWAR-PEO Integrated Data Environment and Repository (SPIDER), web sites, Program Resources-Integrated Solutions Management System (PRISMS), COBRA (Computerized Optimized Batch Reconciliation Application), Tri-Annual Review Claimancy Tool. The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls.

<b>Execution Work Products/Deliverables</b>	<b>Schedule</b>
PEO Execution Status Brief	As required
PMW Execution Status Reports	As required
PMW Travel Execution Status Reports	As required
Cost of War Execution Status Reports	As required
Tri-Annual Review	As required
Execution Reconciliation Report	As required
PMW Action Item Tracking Report	As required
Spend Plans	As required
PM/Deputy PM/BFM/APM Financial Notebooks	As required
Monthly Status Review Analysis Report	As required
Obligation Phasing Plan	As required
Funding Document Log	As required
Task Planning Sheet	As required

**5.1.4 (O&MN) Install Planning Support**

**5.1.4.1** The Contractor shall assist the PMW Install Manager in the management and funding execution of PMW 120 installations. The contractor will coordinate with PMW Install Managers on initial funding requirements, documents and related fielding plans by Program of Record/Project and at a summary PMW 120 level to support fielding plans in accordance with budget. The Contractor shall assist the PMW Install manager to manage the funding for the installation process as assigned and approved by the program APM. The Contractor shall update installation funding as a result of any changes in installation costs, budget changes or fielding plans which occur during the execution of funding. The contractor shall evaluate consistency of APM fielding plans to the budgets. The Contractor shall provide feedback to APM for funding realignment to support installations, provide a funding impact on each requested revision to the fielding plan and identify funding impacts required by the PEO prior to granting approval. The Contractor shall assist the PMW Install Manager to ensure SPIDER estimates and revisions accurately reflect the budget. The contractor shall assist the APMs and BFM with adjustments for installation cost over/under-runs and provide installation cost inputs in response to SHIPMAIN drills.

### **5.1.5 (O&MN) Cost Support (will not be executed at time of award)**

**5.1.5.1** The Contractor shall employ cost estimating techniques and processes to prepare and maintain consistent and viable cost models to articulate and defend financial requirements throughout the planning, programming, and budgeting cycles. The Contractor shall prepare cost estimates based on program acquisition strategy, deliverables, schedule, operations, and maintenance concepts. The Contractor shall perform trend analysis, variance analysis, risk assessments, and business modeling to identify issues and provide guidance and recommendations to customers and management. Cost estimating tools and techniques shall meet the standards contained in SPWARINST 7720.4C, SECNAVINST 5420 and DoD Manual 5000.4-M or the current version. Documents shall be provided to the requestor within the timeframe assigned and shall be accurate and complete.

### **5.1.6 (O&MN) Acquisition Planning**

**5.1.6.1** The Contractor shall interpret and provide technical expertise on Acquisition Policy, Regulation and Statute as it relates to the financial management of PMW 120 programs. Technical expertise should assist PMW 120 programs in complying with the Federal, DOD DON, and PEO C4I requirements. The Contractor shall support the development, coordination, analysis, review, maintenance, and tracking of appropriate acquisition documents. Documentation shall be provided in accordance with DoD, DoN, and PEO C4I acquisition requirements, as listed in Section 4.0 above, or as specified by the Milestone Decision Authority (MDA) in an Acquisition Decision Memorandum. The contractor shall prepare supporting documentation for program planning and milestone decisions/major acquisition events or to meet actions from the MDA, PEO C4I Acquisition Management Office, and/or auditing agencies.

## **5.2 Financial Management (RDT&E)**

The Contractor shall provide financial management, cost management and acquisition support services for PEO C4I, Program Office (PMW 120) Battlespace Awareness and Information Operations Program Office for Pre Milestone C Programs. The Contractor shall identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall provide methods, processes, and tools to strive for cost, schedule, and performance efficiencies. Contractors shall be proficient with: N-ERP, iRAPs, PBIS, NTIRA, SPIDER, PRISMS, COBRA, Consolidated Acquisition Reporting System (CARS), and the Tri-Annual Review Clemency Tool or the most current version of the systems mentioned above. The Contractor shall provide monthly updates to the Program Manager, Deputy Program Manager, Business Financial Manager's (BFM's), and Assistant Program Manager Financial Notebooks to incorporate the latest on budget exhibits (with backup), budget change proposals, reclaims, impact statements, Congressional briefs, POM/PR submissions, spend plans (prior year and current year), execution reports (prior year and current year), milestone decision financial briefs, Mid Year status reports, budget questions & answers, budget controls track, installation financial status, and Other Customer Funds (OCF) execution status.

### **5.2.1 Program Objective Memorandum (POM)/Program Review (PR) (RDT&E)**

**5.2.1.1** The Contractor shall assist in the preparation and maintenance of PEO C4I, PMW 120 POM/PR exhibits, including POM/PR briefing packages. The Contractor shall prepare POM/PR exhibits, initial, drafts, and final, within the time required to support the PMW and PEO schedules. The Contractor shall compile and maintain POM/PR data and shall track, maintain, and update POM/PR documentation and data through the budget cycle. The contractor shall assist in the preparation of Sponsor Program Proposals (SPP), Base Realignment and Closure (BRAC) and "what-if" scenarios for all appropriations. POM/PR submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. POM/PR submissions may require cost estimate development to support the issue. Documentation shall be prepared in accordance with the POM/PR exhibit guidance and submitted to the requestor within the timeframe assigned.

<b>POM/PR Work Products/Deliverables</b>	<b>Schedule</b>
POM/PR Briefing Packages and Backup	As required
POM/PR Executive Summary	As required

### **5.2.2. Budget (RDT&E)**

**5.2.2.1** The Contractor shall prepare initial budgetary products and updates to draft and existing President's/Office of the Secretary of Defense (OSD)/Financial Management & Budget (FMB) budget exhibits. Budget exhibits include all special exhibits and the Department of Navy, Chief Information Officer (DoN CIO) Information Technology (IT) budget. The contractor shall provide updated budget controls tracking and Executive control summary reports for all PMW 120 programs. The contractor should track and analyze issues as reflected in the Program Budget Information System (PBIS). The Contractor shall provide mid-year exhibits and justifications. The contractor shall generate, update and draft Budget change proposals, congressional briefing packages, budgetary reclaims, and impact statements. The contractor shall prepare congressional plus up release papers, and budget change proposals. The Contractor shall support initial preparation and updates to budget data calls as required by PEO C4I, Resource Sponsors, ASN RDA, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. The Contractor shall update budget controls tracks and Executive Controls Summary at each budget submission (President's, OSD and FMB). The Contractor must meet accuracy, timeliness and quality requirements of the customer. Documentation shall be prepared in accordance with the FMB, OSD, PEO C4I, and ASN RDA, SPAWAR, and Program Office budget guidance.

<b>Budget Work Products/Deliverables</b>	<b>Schedule</b>
Controls Tracking – Budget (FMB/OSD/PB)	As required
Executive Controls Summary	As required
Budget Exhibits (All APPN) including backup –OMN: OP5, OP32 -OPN: P40, P5, P5a, P-3a, P-21 -RDTE: R1, R2, R2a, R-3, R-4 -DON CIO IT Budget exhibits	As required
Special Exhibits (e.g. PB15, RD-3A, RD-5, SNAP T&E, BOCS, NC50/60, Homeland Defense)	As required
Congressional Briefs	As required
Budget Change Proposals/Reclamas/Impact Statement	As required
Request for Information	As required
Congressional Plus Up Release Papers	As required
Issue Papers	As required
Budget Questions and Answers	As required
Program Status Brief	As required
Midyear Exhibits and Justification	As required
IT Budget	As required
National Science Foundation Annual Request for Statistical Information	As required
FFRDC (Federally Funded Research & Development Center) exhibit	As required

### **5.2.3 (RDT&E) Execution**

**5.2.3.1** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall assist in the preparation of detailed spend plans, both initial and revisions. The Contractor shall maintain up-to-date spend plans for all programs including OCF (Other Customer Funds) that reflect the most recent information reviewed and approved by the Program Manager or designated representative. The Contractor shall provide corporate spend plans and roll up summaries and reports as requested by the customer. The Contractor shall assist in the planning,

preparation and organization of Activity Task Planning Sheets (TPS) to support the creation of direct projects in N-ERP. The contractor shall review initial work statements provided by performing activities to ensure appropriation and funding accuracy. Documents shall be prepared in accordance with the format and content requirements requested by the customer and submitted within the time-frame required.

**5.2.3.2** The Contractor shall track and analyze execution data. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports. The Contractor shall provide initial execution data, analysis and updates in support of data calls and program reviews. The Contractor shall prepare data call and program review analysis and documentation.

The Contractor shall support initial preparation and updates to execution data calls as required by PEO C4I, Resource Sponsors, ASN RDA, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. Contractor shall provide execution information in support of data calls. The Contractor shall prepare responses to Cost of War (COW), execution data calls. The Contractor shall provide PEO and PMW execution status briefs.

The Contractor shall populate, maintain and analyze “real time data” in corporate financial databases, e.g., Navy Enterprise Resource Planning (N-ERP), Intranet Resource Allocation Planning Systems (iRAPs), Naval Tool for Interoperability Risk Assessment (NTIRA), SPAWAR-PEO Integrated Data Environment and Repository (SPIDER), web sites, Program Resources-Integrated Solutions Management System (PRISMS), COBRA (Computerized Optimized Batch Reconciliation Application), Tri-Annual Review Clemency Tool, The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls.

<b>Execution Work Products/Deliverables</b>	<b>Schedule</b>
PEO Monthly Status Brief	As required
PMW Execution Status Reports	As required
PMW Travel Execution Status Reports	As required
Cost of War Execution Status Reports	As required
Tri-Annual Review	As required
Reconciliation Report (STARS vs. FMIS 2K)	As required
PMW Action Item Tracking Report	As required
Spend Plans	As required
PM/Deputy PM/BFM/APM Financial Notebooks	As required
Monthly Status Review Analysis Report	As required
Obligation Phasing Plan	As required
Funding Document Log	As required
Task Planning Sheet	As required

**5.2.4. (RDT&E) Install Planning Support**

**5.2.4.1** The Contractor shall assist the PMW Install Manager in the planning of PMW 120 installations as it relates to funding. The contractor will coordinate with PMW Install Managers on initial funding requirements, documents and related fielding plans by Program of Record/Project and at a summary PMW 120 level to support fielding plans in accordance with budget. The Contractor shall provide feedback to APM for funding realignment to support installations, provide a funding impact on each requested revision to the fielding plan and identify funding impacts required by the PEO prior to granting approval.

**5.2.5 (RDT&E) Cost Support (will not be executed at time of award)**

**5.2.5.1** The Contractor shall employ cost estimating techniques and processes to prepare and maintain consistent and viable cost models to articulate and defend financial requirements throughout the planning,



programming, and budgeting cycles. The Contractor shall prepare cost estimates based on program acquisition strategy, deliverables, schedule, operations, and maintenance concepts. The Contractor shall perform trend analysis, variance analysis, risk assessments, and business modeling to identify issues and provide guidance and recommendations to customers and management. Cost estimating tools and techniques shall meet the standards contained in SPWARINST 7720.4C, SECNAVINST 5420 and DoD Manual 5000.4-M or the current version. Documents shall be provided to the requestor within the timeframe assigned and shall be accurate and complete.

**5.2.6 (RDT&E) Acquisition Planning**

**5.2.6.1** The Contractor shall interpret and provide technical expertise on Acquisition Policy, Regulation and Statute as it relates to the financial management of PMW 120 programs. Technical expertise should assist PMW 120 programs in complying with the Federal, DOD DON, and PEO C4I requirements. The Contractor shall support the development, coordination, analysis, review, maintenance, and tracking of appropriate acquisition documents. Documentation shall be provided in accordance with DoD, DoN, and PEO C4I acquisition requirements, as listed in Section 4.0 above, or as specified by the Milestone Decision Authority (MDA) in an Acquisition Decision Memorandum. The contractor shall prepare supporting documentation for program planning and milestone decisions/major acquisition events or to meet actions from the MDA, PEO C4I Acquisition Management Office, and/or auditing agencies.

**5.3 (SCN) Financial Management**

**5.3.1** The Contractor shall provide financial management, cost management and acquisition support services for PEO C4I, Program Office (PMW 120) Battlespace Awareness and Information Operations Program Office Ship Construction, Navy Programs. The Contractor shall identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall provide methods, processes, and tools to strive for cost, schedule, and performance efficiencies. Contractors shall be proficient with: N-ERP, iRAPS, PBIS, NTIRA, SPIDER, PRISMS, COBRA, Consolidated Acquisition Reporting System (CARS), and the Tri-Annual Review Clemency Tool or the most current version of the systems mentioned above. The Contractor shall provide updates to the Program Manager, Deputy Program Manager, Business Financial Manager’s (BFM’s), and Assistant Program Manager Financial Notebooks to incorporate the latest on budget exhibits (with backup), budget change proposals, reclaims, impact statements, Congressional briefs, POM/PR submissions, spend plans (prior year and current year), execution reports (prior year and current year), milestone decision financial briefs, midyear status reports, budget questions & answers, budget controls track, installation financial status, and Other Customer Funds (OCF) execution status.

**5.3.1 Program Objective Memorandum (POM)/Program Review (PR)**

**5.3.1.1** The Contractor shall support the Department of Navy POM/PR process, including the generation of 7300s for new ship construction programs. 7300 submissions include the gathering, consolidation, and assistance in validating the requirements from all organizations associated to support government preparation of current and out-year spend plans. The Contractor shall prepare information to support the POM/PR process and provide it to the requestor within the timeframe assigned for NAVSEA POM/PR submission deadline and annual Shipbuilding and Conversion, Navy (SCN) Execution Reviews.

POM/PR work Products/Deliverables	SCHEDULE
SCN SPD Part I Documents/revisions, Execution Plan	As required
POM/PR Briefs	As required

**5.3.2 (SCN) Execution**

**5.3.2.1 (SCN)** The Contractor shall review Ship Project Directive (SPD) basic documents and revisions to ensure that Part I is in accordance with PEO C4I requirements and spend plans. The effort includes

collecting, consolidating, and validating requirements from all organizations to support PEO C4I SCN preparation of current and out-year spend plans.

The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall assist in the preparation of detailed spend plans, both initial and revisions. The Contractor shall maintain up-to-date spend plans for all programs including OCF (Other Customer Funds) that reflect the most recent information reviewed and approved by the Program Manager or designated representative. The Contractor shall provide corporate spend plans and roll up summaries and reports as requested by the customer. The Contractor shall assist in the planning, preparation and organization of Activity Task Planning Sheets (TPS) to support the creation of direct projects in N-ERP. The contractor shall review initial work statements provided by performing activities to ensure appropriation and funding accuracy. Documents shall be prepared in accordance with the format and content requirements requested by the customer and submitted within the time-frame required.

**5.3.2.2** The Contractor shall track and analyze execution data. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports. The Contractor shall provide initial execution data, analysis and updates in support of data calls and program reviews. The Contractor shall prepare data call and program review analysis and documentation. The Contractor shall support initial preparation and updates to execution data calls as required by PEO C4I, Resource Sponsors, ASN RDA, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, FMB and NAVSEA. Contractor shall provide execution information in support of data calls. The Contractor shall prepare responses to Cost of War (COW), execution data calls. The Contractor shall provide PEO and PMW execution status briefs. The Contractor shall populate, maintain and analyze “real time data” in corporate financial databases, e.g., Navy Enterprise Resource Planning (N-ERP), Intranet Resource Allocation Planning Systems (iRAPS), Naval Tool for Interoperability Risk Assessment (NTIRA), Program Resources-Integrated Solutions Management System (PRISMS), COBRA (Computerized Optimized Batch Reconciliation Application), Tri-Annual Review Clemency Tool, The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls.

<b>Execution Work Products/Deliverables</b>	<b>Schedule</b>
PEO Status Brief	As required
PMW Execution Status Reports	As required
PMW Travel Execution Status Reports	As required
Obligating Phasing Plans (OPPs)	As required
Tri-Annual Review	As required
Reconciliation Report	As required
Financial review of Design Budget Execution Plan forms (DBEP)	As required
Spend Plans	As required
PM/Deputy PM/BFM/APM Financial Notebooks	As required
Monthly Status Review Analysis Report	As required
Mission Systems Equipment Unit Cost Estimate (NAVSEA 7300)	As required
Funding Document Log	As required
Task Planning Sheet	As required
Financial Reviews, electronic Data Package, AAA reviews for PARM	As required
Ship Execution Reviews	As required

**5.3.3 (SCN) Acquisition Planning**

**5.3.3.1** The Contractor shall interpret and provide technical expertise on Acquisition Policy, Regulation and Statute as it relates to the financial management of PMW 120 programs. Technical expertise should assist PMW 120 programs in complying with the Federal, DOD DON, and PEO C4I requirements. The Contractor shall support the development, coordination, analysis, review, maintenance, and tracking of

appropriate acquisition documents. Documentation shall be provided in accordance with DoD, DoN, and PEO C4I acquisition requirements, as listed in Section 4.0 above, or as specified by the Milestone Decision Authority (MDA) in an Acquisition Decision Memorandum. The contractor shall prepare supporting documentation for program planning and milestone decisions/major acquisition events or to meet actions from the MDA, PEO C4I Acquisition Management Office, and/or auditing agencies.

**6.0 Other Deliverables**

The Contractor shall provide the following deliverables within the timeframe specified:

<b>Requirement</b>	<b>Due Date</b>
Monthly Status Report	Due the 15th of the following month
Information Technology Personnel Security Information	See Data Item A002

Material shall be prepared in accordance with PEO, PMW 120, Program of Record and/or project formats.

**6.1 Performance Evaluation**

**6.1.1 Quality Assurance Surveillance Plan (QASP)**

The QASP (see task order QASP attachment) will be used to monitor performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards/quality levels identified in the PWS. Under this plan the Government will assess overall contractor performance.

**6.1.1.2 Overall Performance Assessment**

At the end of each month, the TOM will meet with the contractor and summarize the overall results of the contractor’s performance. On a quarterly basis, the government will provide a written report to the contractor. Contractor management shall focus attention onto performance areas that do not meet performance standards. The quarterly written assessment will align with the CPARS categories of (1) Quality of Product or Service, (2) Schedule, (3) Business Relations and (4) Other. (“Other” is any other area on which the customer would like to provide feedback.) The feedback will use the Rating Definitions below.

RATING	CONTRACT REQUIREMENTS	PROBLEMS	CORRECTIVE ACTIONS
Exceptional	Exceeds many to the government’s benefit In addition, “Exceptional” for Quality of Product or Service means: Final work products have no to few errors, including accounting or calculation errors (e.g., in numbers in addition or roll up between exhibit pages or within exhibit pages), spelling or grammatical errors (e.g., in the text used for tasking descriptions, details, or other entry fields), and/or technical errors, (e.g., in entry of, for example, unit costs, fielding plans, or contracting lead times, etc.)	Few Minor	Highly effective
Very Good	Exceeds some to the government’s benefit In addition, “Very Good” for Quality of Product or Service means: Final work products have few to some errors, including accounting or calculation errors (e.g., in numbers in addition or roll up between exhibit pages or within exhibit pages), spelling or grammatical errors (e.g., in the text used for tasking descriptions, details, or other entry fields), and/or technical errors, (e.g., in entry of, for example, unit costs, fielding plans, or contracting lead times, etc.)	Some Minor	Effective
Satisfactory	Meets all In addition, “Satisfactory” for Quality of Product or Service means:	Some Minor	Satisfactory

	Final work products have some accounting or calculation errors (e.g., in numbers in addition or roll up between exhibit pages or within exhibit pages), spelling or grammatical errors (e.g., in the text used for tasking descriptions, details, or other entry fields), and/or technical errors, (e.g., in entry of, for example, unit costs, fielding plans, or contracting lead times, etc.)		
Marginal	Does not meet some In addition, “Marginal” for Quality of Product or Service means: Final work products have many errors, including accounting or calculation errors (e.g., in numbers in addition or roll up between exhibit pages or within exhibit pages), spelling or grammatical errors (e.g., in the text used for tasking descriptions, details, or other entry fields), and/or technical errors, (e.g., in entry of, for example, unit costs, fielding plans, or contracting lead times, etc.)	Serious: recovery still possible	Marginally effective; not fully implemented

### 7.0 Government Furnished Property

The Government will provide desk space, NMCI desktop computer(s), and administrative/office supplies to on-site contractor support personnel.

The Government will provide property, information, and/or material for the performance of this Task Order including Navy/Marine Corps Intranet (NMCI) Common Access Cards (CAC’s). The Contractor PM/ FSO is responsible for notifying the Government TOM 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 turn it over to the TA with-in 2 working days of the employee’s departure. In the case of an employee still retained by the company transferring to another Program/Project with-in SPAWAR, the company will notify the TOM and the TA with-in 2 working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

### 8.0 Information Assurance and Personnel Security Requirements for Accessing Navy Enterprise Resource Planning (ERP) Management System

Contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing any Navy ERP System, contractor personnel shall contact the applicable Navy, Marine Corps Internet (NMCI), and Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homeport website at: [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp). Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role required via the Task Order Manager (TOM) to the Competency Role Mapping POC. The TOM will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to have been completed prior to requesting a role for Navy ERP include: Systems Authorization Access Request (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training certificate and SF85P.

(a) For this procedure, reference to the TOM shall mean the PCO for contracts that do not have a designated TOM. For directions on completing the SF85P, the contractor is instructed to consult with

their company's Security Manager. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

(b) For DoD Information Assurance Awareness training, please use this site:

<http://iase.disa.mil/index2.html>

DIRECTIONS: On the right side under "IA Training:" select "IA Training Available Online". On the next page select the frame with "DoD Information Assurance Awareness". When the next page comes up, select "Launch DoD Information Assurance Awareness."

## **9.0 Security**

Most requirements of this PWS will be met at or below the SECRET level; however some of the tasks require access to SECRET, TOP SECRET and SCI information at Government and other designated contractor facilities. The contractor will also be required to attend meetings classified at the SECRET, TOP SECRET and SCI level. The contractor will not be required to safe guard any classified documentation at their facility. The Contractor is expected to properly handle and dispose of all classified information accordingly. It is estimated four personnel will require a TOP SECRET clearance with eligibility to access SCI information to perform task.

Note: If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC Pacific Foreign Travel Team, OTC2, Rm 1656 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. All work is to be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

## **10.0 Navy Marine Corps Intranet (NMCI)**

The government does not authorize the contractor to procure NMCI seats as part of this Task Order. PMW-120 will provide approximately 15 full-time available on-site NMCI computers/desk space for use on this Task Order.

## **11.0 Best Practices**

Work performed by the Contractor shall provide support to PMW 120 using SPAWAR command-level "Best Practices" principles incorporated in the SPAWAR Program Manager's Toolkit Acquisition Support Office Guide(s) (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Business and Financial Manager's Manual.