SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.

1. REQUISITION NUMBER

2. CONTRACT NUMBER	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
			N0018926QL144	30 Jul 2026

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER *(No collect calls)*	8. OFFER DUE DATE/ LOCAL TIME
	Ivy Cuffee	757-443-1628	18 Aug 2026 12:00 AM

9. ISSUED BY CODE N00189

NAVSUP FLT LOG CTR NORFOLK
ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600
NORFOLK, VA 23511-3392
UNITED STATES
Ivy Cuffee, Email: ivy.l.cuffee.civ@us.navy.mil Telephone: 757-443-1628

10. THIS ACQUISITION IS ☐ UNRESTRICTED OR ☒ SET ASIDE: 100 % FOR:

☐ SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)
☐ WOMEN-OWNED SMALL BUSINESS (WOSB)
☐ ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)
☒ 8(A)

NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 491110

SIZE STANDARD: USD 9,000,000.00

11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED
☒ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☒ REQUEST FOR QUOTE (RFQ) ☐ INVITATION FOR BID (IFB) ☐ REQUEST FOR PROPOSAL (RFP)

15. DELIVER TO CODE

See Continuation

16. ADMINISTERED BY CODE

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE

TELEPHONE NUMBER

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See Continuation *(Use Reverse and/or Attach Additional Sheets as Necessary)*				

25. ACCOUNTING AND APPROPRIATION DATA
See Continuation

26. TOTAL AWARD AMOUNT *(For Government Use Only)*

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

☐ 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: See Continuat

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)* 30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER *(Type or print)* 31c. DATE SIGNED

Solicitation/Contract Form Continuation

Mail Distribution and Management Services For NSA Crane

PERFORMANCE WORK STATEMENT

PERFORMANCE WORK STATEMENT (PWS)

1 SCOPE
The contractor shall provide all labor, supplies, materials, equipment, transportation, supervision, and management,
unless otherwise specified to sort, receive and distribute all incoming and outgoing mail at Naval Support Activity
(NSA) Crane, Crane, Indiana. Contractor shall provide all mail services in accordance with this PWS and all applicable documents listed in paragraph 2 below. Contractor shall be responsible for metering outgoing official mail, maintaining appropriate files and accurate records for tracking services (USPS/UPS/FEDEX), accountable mail, receiving and preparing for distribution all USPS, UPS and FEDEX shipments to enable proper tracking and
accounting to FLCN Site Great Lakes for all mail services. Contractor shall provide required reports to FLCN Site
Great Lakes and higher headquarters IAW instructions below. Contractor shall be required to submit information as
necessary and be capable of data entry using MS Word, MS Excel and various Web Based applications as a minimum. Contractor shall be required to maintain a directory type database of tenants, personnel, buildings and codes and provide directory service for returned mail. Suspect mail shall be segregated with immediate notification to the Mail Manager and Security Dispatch Office. Incoming mail is to be sorted for distribution to all tenant commands, departments and divisions within NSA Crane's boundaries IAW delivery procedures outlined within this PWS.

2 APPLICABLE DOCUMENTS
Unless otherwise specified, the following documents shall be the latest revision/series to include Department of Defense (DoD), Secretary of the Navy Instructions (SECNAV), Naval Operations Instructions (OPNAV), Naval Sea Systems Command (NAVSEA), United States Postal Service (USPS), and General Services Administration (GSA).

- DoD "Military Postal Procedures Manual (MPM)"
- DoDI 4525.09 "Military Postal Service (MPS)"
- DoD 5220.22-M "National Industrial Security Program Operating Manual"
- SECNAVINST 5510.36 "Department of the Navy (DON) Information Security Program (ISP) Instruction"
- OPNAVINST 5112.6 "Navy Postal Instructions"
- NAVSEA FORM 5510/15 "Special Access Determination. Employment Information Form
- NAVSUPINST 5112.1 "Postal Management Procedures"
- USPS DMM "Domestic Mail Manual"
- USPS IMM "International Mail Manual
- USPS Poster 84
- USPS Publication 542 "Understanding Private Express Statutes"
- GSA "Mail Center Security Guide – Fourth Edition"

3 REQUIREMENTS
3.1 GENERAL
3.1.1 GOVERNMENT FURNISHED PROPERTY AND SERVICES
a. The Government will provide the contractor the use of two parking spaces near the postal office for the

exclusive use of the contractor mail vehicles. Three spaces shall be provided as necessary to meet surges in mail requirements.
b. The Government shall provide the following list of facilities and equipment to be used by the contractor:
(1) Staging Area – The government shall provide a staging area (Postal building 6) at which the contractor shall locate the Official Mail/Postal Operations and Mail Delivery Office (Central Mail Room).
(2) Telephone – The Government shall provide two telephone number restricted to on-center use for the Official Mail/Postal Operations (henceforth, for simplicity, shall be called Postal Operations) and Mail Delivery business. A phone line that can accommodate commercial long distance service is available at the contractor's expense.
(3) Utilities – Sewer, water and electricity shall be made available in the Official Mail Operations building at the assigned staging area.
(4) Computer/Printer – Two PC and associated printer shall be provided to operate on the Navy Marine Corp Internet (NMCI) network.
(5) Mail tracking applications. Pitney Bowes (PB) Send Pro 360 metering system is used to track all shipments requiring tracking services processed within PB Send Pro 360 of materials dispatched using USPS, UPS or FEDEX.
(6) Supplies – Copy paper and printer supplies (cartridges etc.) shall be supplied as required.
(7) GSA approved safe for Registered mail storage.
(8) Keys shall be provided to the locks at building 6 for contractor use control.
(9) Fire extinguisher shall be provided at building 6 for contractor use and control.
(10) Pitney Bowes Send Pro 360 equipment and software system.
(11) One copier.
(12) One dolley.
(13) Furniture – Two desks; five chairs; two file cabinets; three sorting racks; one metal shelf unit; two sorting tables; two metal 2-door cabinets.

3.1.2 CONTRACTOR FURNISHED ITEMS
Except for items listed in Paragraph 3.1.1 above, the contractor shall provide all equipment, materials and services to
perform the requirements of this contract.

3.1.3 VEHICLE REQUIREMENTS
Contractor vehicles used for mail delivery shall be clean, reliable, and able to provide delivery services in all weather conditions. These vehicles shall be of sufficient size and capability to haul all mail and parcels included in
the contract's performance requirements per route, per delivery.

All Contractor vehicles operated on base shall meet all safety equipment requirements of the Department of Transportation, Indiana State Law, and the regulations of NSA Crane. All vehicles shall be subject to citation for violations and unacceptable vehicles shall be removed from the Activity. The exterior of all vehicles shall have a company logo affixed, be maintained in a clean manner and possess all original equipment or original manufactured
parts and equipment.

The purchase and use of radios are prohibited unless their use is requested through the NSA Crane Base Communications Office and approved by appropriate NSA Crane approval authority under the "HERO" program.
Absolutely no radios shall be used prior to receipt of approval. Accidental detonation of explosives could occur.
Cell Phone usage has the same requirements as Radios in paragraph above.

Contractor vehicles may be refueled on station at the Navy Exchange gas station as long as this is permitted.
All motors shall be turned off before refueling.

Contractor shall not bring gasoline containers on base to use for refueling.

Each contractor-provided vehicle shall show the contractor's name so that it is clearly visible and shall at all times
display a valid state license plate and safety inspection sticker, if applicable. Contractor vehicles operated on Government property shall be maintained in good condition to include regular preventative maintenance. Contractor
vehicles shall be made available to the COR for inspection at any time unless the vehicle is engaged in rounds or delivery. Documentation of maintenance and repairs made to the vehicles shall also be made available to the COR.
Any discrepancies noted by the COR shall be immediately fixed. If the vehicle is to be taken out of service, the contractor must provide a replacement vehicle within one hour from the time the COR provides after inspection. Any delays of more than 3 hours will constitute a 10% fee charged to the contractor. The fee is 10% of the base year
plus all options executed.

3.1.4 PERMITS
The Contractor shall, without additional expense to the government, obtain all appointments, licenses, and permits
required for the performance of work. The contractor shall comply with all applicable federal, state, and local laws.
Evidence of such permits and licenses shall be provided to the Contracting Officer before work commences.

3.1.5 REQUIRED INSURANCE
a. The contractor shall procure and maintain during the entire period of performance under this contract the following minimum insurance coverage.
(1) Comprehensive General Liability: $500,000 per occurrence.
(2) Automobile Liability: $200,000 per person, $500,000 per occurrence, $20,000 per occurrence for property damages.
(3) Workmen's Compensation: As required by Federal and State Worker's Compensation and Occupational Disease Statutes.
(4) Employer's liability coverage: $100,000 except in states where private carriers may not write worker's compensation.
(5) Others as required by state law.
b. Prior to commencement of work, the Contractor shall furnish to the Contracting Officer a certificate or written statement of the above required insurance. The policies evidencing the required insurance shall conform to the requirements of the INSURANCE-WORK ON A GOVERNMENT INSTALLATION clause.
c. The Contractor agrees to insert the substance of the clause (b. above), including this paragraph c., in all subcontracts hereunder.

3.1.6 CONTRACTOR PERSONNEL
a. Personnel handling USPS Registered Mail, FedEx or UPS articles that could potentially contain classified material up to including Secret shall have a secret security clearance.
b. All personnel shall possess a valid Indiana Driver's License.
c. All personnel shall present themselves in a good, clean appearance and shall be dressed appropriately (no see through blouses, tank tops, short shorts, etc.) to perform the mission.
d. Smoking on NSA Crane shall be in accordance with current policy. Smoking is allowed in designated areas only. Smoking is not allowed in vehicles at any time.
e. Seat belts shall be worn when vehicles are in motion.
f. The contractor and his/her employees shall become acquainted with and obey all applicable Government regulations in the performance of their duties.
g. The contractor shall ensure employees know what to do in case of a fire. The contractor shall observe all requirements for handling and storage of combustible supplies, materials, waste and trash. Contractor employees

operating critical equipment shall be trained to properly respond during a fire alarm or fire in accordance with appropriate instructions.
h. No smoking or open flames (burning) shall be permitted without prior approval of NSA Crane Fire Department. The contractor shall submit a memorandum to NSA Crane via the Contracting Officer to request a smoking or open flame permit.
i. The contractor shall comply with all applicable environmental protection requirements. The contractor shall comply with federal, state and local laws and with the regulations and standards regarding environmental pollution.
All environmental protection matters shall be coordinated with the Contracting Officer. Inspection of any of the facilities operated by the contractor may be accomplished by the Activity Environmental Protection Coordinator, or
authorized officials on a no-notice basis during normal working hours. The contractor shall also clean up any oil spills that result from the contractor's operations at the contractor's expense. The contractor shall comply with the
instructions of the Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel.
j. Contractor shall not dispose of trash or debris in Government dumpsters.
k. The contractor shall provide to the Contracting Officer, the name or names of the responsible supervisory person or persons authorized to act for the contractor.
l. The Contractor shall furnish sufficient personnel to perform all work specified within the contract.
m. Contractor employees shall conduct themselves in a proper, efficient, courteous, and businesslike manner.
n. The contractor shall remove from the site any individual whose continued employment is deemed by the Contracting Officer to be contrary to the public interest or inconsistent with the best interests of National Security.
o. No employee or representative of the contractor shall be admitted to NSA Crane unless he or she completes and signs NAVSEA 5510/15 form.
p. All contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, patch, or employer's identification in a prominent place and clearly visible. Employee identification shall not be substituted for Activity required passes or badges.

3.1.7 PHASE-IN OF CONTRACTOR'S EMPLOYEES (TRAINING PERIOD)
a. Prior to the contract start date, the contractor's employees shall be given a three-working-day training and indoctrination period by the incumbent contractor. The indoctrination shall consist of all postal operations, sorting
mail, and riding in the mail route vehicles to get acquainted with the Activity's roads, buildings, and work areas.
b. The incumbent contractor's performance and cooperation during this indoctrination is a part of the existing contract with the Government and the contractor, therefore, shall not charge the new contractor nor the Government
for his/her cooperation or inconvenience during this period. The "new" contractor shall be responsible for all of his/her expenses or compensation requirements incurred as a result of his/her employees' participation in this indoctrination period.
c. The indoctrination period shall be arranged by the incoming contractor with the Contracting Officer, who shall, in turn, make the necessary arrangements with the incumbent contractor.

3.1.8 PHASE-IN OF FOLLOW-ON CONTRACTOR
a. Prior to the contract completion date if the contractor is not the successor contractor, the contractor shall provide on-the-job-training consisting of three-working-days training and indoctrination for the employees of the new contractor. The indoctrination shall consist of postal operations, sorting mail, and riding in the mail route vehicles to get acquainted with NSA Crane's roads, buildings, and work areas.
b. The incumbent contractor's performance and cooperation during this indoctrination period is a part of this contract and, therefore, shall not charge the new contractor or the Government for his /her cooperation or inconvenience during this period. The "new" contractor shall be responsible for all of the "new" contractor's expenses or compensation requirements incurred as a result of his/her employees' participation in this

indoctrination
period.
c. The indoctrination period shall be arranged by the incoming contractor with the Contracting Officer, who shall,
in turn, make the necessary arrangements with the incumbent contractor.

3.1.9 SAFETY REQUIREMENTS AND REPORTS
a. All work shall be conducted in a safe manner and shall comply with base regulations. The Government shall not provide safety equipment to the contractor.
b. Prior to commencing work, the contractor shall meet in conference with the Contracting Officer to discuss and develop mutual understandings relative to the administration of the Safety Program.
c. The contractor's workspace may be inspected periodically for OSHA and Navy compliance. The contractor shall provide assistance to the Safety Office escort and the federal or state OSHA inspector if a complaint is filed.
Any fines levied on the contractor by federal or state OSHA offices due to safety/health violations shall be paid promptly by the contractor.
d. The contractor shall report to the Contracting Officer in the manner and on the forms prescribed, exposure dates and all accidents resulting in death, trauma, or occupational disease. All accidents must be reported to the Contracting Officer within 24 hours of their occurrence. "After hours" accidents shall be reported to building 10 Security Office 812-854-3300.
e. The contractor shall submit to the Contracting Officer a full report of damage to Government property and/or equipment by contractor employees. All damage reports shall be submitted to the Contracting Officer within 24 hours of the occurrence. "After hours" accidents shall be reported to building 10 Security Office 812-854-3300.
f. Only emergency medical care is available in Government facilities to contractor employees who suffer on-the-job
injury or disease. Care shall be rendered on a humanitarian basis.

3.1.10 SECURITY REQUIREMENTS
a. The contractor shall comply with all NSA Crane security requirements. Upon the government's request, the contractor shall submit the name and address of each employee hired for work on this contract and shall ensure all
required forms and questionnaires are filled out and turned into the Security department.
b. All persons engaged in the work shall be subject to search of their person and vehicles at any time by the Government.
c. The contractor agrees to dismiss from work any individual whose continued employment is deemed to be contrary to the public interest or inconsistent with the best interest of the National Security, if, and when, requested
by the Contracting Officer.
d. Contractor shall furnish the Security Officer a roster of personnel assigned at beginning of contract and shall furnish a new roster within 48 hours every time there is a personnel change.
e. The contractor shall have a facility clearance at the Secret level as specified in the Industrial Security Manual for Safeguarding Classified Information, DOD 5220.22M. Security clearance must be obtained prior to commencement of contract work.
f. Prior to commencing work, contract employees requiring a Secret clearance must be cleared by the Defense Industrial Security Clearance Office (DISCO). The clearance must further be certified by the Contractor to NSA Crane's Security Manager, in as much as all local agency records, e.g., city, county, state must be clear of any derogatory background information which would reflect adversely upon the individual's character, integrity and loyalty.
g. The National Industrial Security Manual, DOD 5220.22M shall govern facility and personnel security clearance. Manual may be obtained from the Superintendent of Documents, U.S. Government Printing Officer, Washington, D.C. 20401. DD Form 254 amplifies the National Industrial Security Manual Requirements.
h. Neither the Contractor or employees shall disclose nor cause to be disseminated any information concerning the operations of the activity which could result in or increase the likelihood of the possibility of a breach of the

Activity's security or interrupt the continuity of its operations.
i. Disclosure of information relating to the services hereunder to any person not entitled to receive it, or failure to safeguard any classified information that may come to the contractor or any person under their control in connection with work under this contract, may subject the contractor, their agents or employees to criminal liability
under 18 U.S.C., Sections 793 and 798.
j. All inquiries, comments, or complaints arising from any matter observed, experienced, or learned as a result of or in connection with the performance of this contract, the resolution of which may require the dissemination of official information, shall be directed to the NSA Crane OIC/COR.
k. Deviation from, or violations of, any of the provisions of this paragraph shall, in addition to all other criminal and civil remedies provided by law, subject the Contractor to immediate termination for default and/or the individuals involved to a withdrawal of the Government's acceptance and approval of employment.
l. No information concerning events and occurrences at NSA Crane shall be given to the news media. Inquiries of this nature shall be referred to the Public Affairs Office.

3.1.11 PASSES AND BADGES
All contractor employees shall obtain the required employee badges. The contractor shall use the Contractor Verification System (CVS) to obtain employee passes per NSWCCRANEINST 5000.1 Contractor shall appoint and
employee(s) to serve as the Contracting Company Representative(s) (CCR). CVS will be used for initial issuance,
reissuance, and re-verification of Contractor CACs. Contractor shall submit to the NSA Crane badge facility a completed SF86 form and CVS Registration Request prior to the issuance of a badge. The Government shall issue
badges without charge. Each employee shall wear the government-issued badge over the front of the outer clothing.
For NMCI access, the Contractor identifies a new employee and ensures new employee has the clearance required
and starts a SAAR form. New employees must do IA training online. Contractor submits completed SAAR pages 1,
2, 3 and supplemental form and employee IA certificate to Admin Officer. Contractor sends completed CVS to NSA Crane CVS Coordinator. Admin Officer notifies contractor that navy.mil account has been established. Contractor contacts NMCI Help Desk to activate CAC account. Contractor makes appointment with CAC office and gets new employee a CAC card. Contractor makes appointment with IT branch at Bldg. 3173 to activate Crane
access.
For non-NMCI access, the Contractor will be using the Navy Commercial Access Control System (N-CACS) Program. Questions about RAPIDGate enrollment should be addressed to info@rapidgate.com with the subject line
RE: RAPIDGate Enrollment. The contractor shall be responsible for ensuring that all identification badges issued to the contractor personnel are returned to the appropriate government security personnel following the completion of the task order, relocations or termination of the employee possessing the badge, or upon request by the Contracting Officer.

3.1.12 ACCESS TO BUILDINGS
It shall be the contractor's responsibility, through the COR, to obtain access to buildings and facilities and arrange
for them to be opened and closed. The contractor shall be responsible for the cost of replacing any keys that are furnished to and lost by his/her employees. If the Contracting Officer determines that the contractor's employees must replace a lock because of the loss of a key, the Contractor shall pay the cost of that replacement. Similarly, the contractor shall pay the cost of changing a combination if the Contracting Officer has reasonable cause to believe that the combination has been compromised.

3.2 DETAIL TASKS

3.2.1 PROCESSING OF INCOMING MAIL

a. All incoming mail received from the USPS shall be sorted for distribution to all tenant commands, departments and divisions within NSA Crane's boundaries IAW NAVSUP FLC Norfolk Online Postal Operations Metrics Application located https://play.apps.appsplatform.us/play/e/default-e3333e00-c877-4b87-b6ad-45e942de1750/a/7f643444-63e4-46fc-b451-d065feee2e22?tenantId=e3333e00-c877-4b87-b6ad-45e942de1750&hint=f65cb738-8434-4a34-b9ee-76d704bb5ebb&sourcetime=1753893720499

b. Process all incoming registered, certified and insured mail IAW USPS regulations, DoD MPM and OPNAVINST 5112.6 (series).

c. Control all Registered mail that could potentially include classified contents IAW SECNAVINST 5510.36.

d. Process all "Anonymous" incoming mail as "suspect" if it doesn't have a name, code, building, is leaking, smells or otherwise doesn't seem to be normal (refer to USPS Poster 84).

- Stay calm and sit mail article down;
- Do not shake or empty contents;
- Do not attempt to clean up if an unknown substance spills;
- Cover article with bomb blanket; if none are accessible, use a trash bag;
- Leave article in location;
- Notify other employees in the immediate area of potential suspicious mail;
- Turn off HVAC, fans, heaters, etc., if applicable;
- Notify SUPERVISOR to announce 'Suspicious Item' warning on intercom where applicable;
- Notify the Security Office at 812-854-3300, the COR and the OMM immediately
- Wash hands with soap and water as soon as possible if not wearing protective gloves at the time;
- Remove any contaminated protective gear and place in plastic bag;
- Leave in contamination area;
- Put on protective gear (i.e., masks and gloves) if not already wearing, and
- Isolate mail and evacuate area. Alert any other building occupants.

e. If an envelope is opened in the Central Mail Room and it contains a check, the contractor will log its receipt and get a signature for it when it is delivered. This applies to checks made out to individuals or government organizations. Notify the Comptroller's office and the OMM for guidance when the recipient of the check can't be
identified.

3.2.2 PROCESSING OUTGOING MAIL

a. Pick up of all Official outgoing mail will be as deliveries are made IAW routine delivery schedules.

b. Process all outgoing mail in accordance with DoD MPM and OPNAVINST 5112.6, and applicable Pitney Bowes Send Pro 360 Job Aids. Ensure each transaction is processed using the appropriate customer account code. Outgoing materials shipped will be processed on PB Send Pro 360 system, shipping using the lowest economical cost that meets the requirements of the supported customer. The Government will provide the PB Send Pro 360 system at the Central Mail Room in Bldg. 6.

(1) Ensure proper postage and shipping label is affixed to all outgoing Official Mail.

(2) Ensure outgoing metered charges are assigned to the proper account.

c. Provide outgoing USPS mail to the U. S. Postal Office. Provide FEDEX and UPS shipments to designated carrier.

d. Process accountable USPS registered, certified and insured mail IAW USPS Regulations, DoD MPM, and OPNAVINST 5112.6 (series).

(1) Ensure documentation is properly completed and retained for any customer requesting expedited services or tracking. (6 Months).

(2) Maintain documentation for signature control for outgoing registered mail. (2 Years).

e. Accept Official mail items to be sent via expedited services (USPS Express/FEDEX/UPS), verify the accuracy and/or assist in the preparation of the shipping documentation, and maintain a record of outgoing shipments. Review status of outgoing shipments when requested.

f. The Central Mail Room shall consolidate mail for the organizations to the maximum extent possible to provide a cost savings to the organizations when postage is affixed to the outgoing mail.

3.2.3 PICK-UP AND DELIVERY OF NUMEROUS PARCELS

a. Frequently, it shall be necessary for contractor personnel to pick-up or deliver large quantities of “packages” as a result of, for example, unusually large and numerous solicitation packages from Bldg. 64 Supply, Bldg. 2516 NAVFAC, or Bldg. 6 incoming mail. These packages shall be within the U.S. Postal size and weight limitations and historically have numbered as many as 50 at a single pick-up location. Frequency is usually limited to not more than twice a week except during the months of August and September when occurrences are more frequent.

b. This pick-up and delivery of “numerous parcels” is a part of the routine mail contract performance and may be accomplished in conjunction with regular mail routes when feasible. Contractor should note that loading a delivery vehicle in such a manner that obstructs driver’s vision is prohibited. Overloading a vehicle which results in damage to the parcel contents or to the packaging (such as tearing, excessive wrinkling, or mutilating) is also prohibited.

3.2.4 EXPEDITED MAIL DELIVERIES

a. The Government sends and receives numerous USPS Express Mail, UPS and FEDEX articles each month and shall be referred to as Expedited Services mail.

b. Outgoing Expedited Service items (USPS Express/UPS/FEDEX) items shall be delivered to Bldg. 6 not later than at the end of the run on the day in which the “Expedited Service” item was picked-up.

c. Incoming “Expedited Services Mail” items shall be delivered to the intended recipient expeditiously after receipt at Bldg. 6.

d. “Expedited Service” request items prepared by all serviced customers shall be delivered to Bldg. 6 expeditiously in order to be processed for same-day dispatch not later than 2:45 p.m.

e. Contractor shall be required to deliver all expedited services articles (USPS Express Mail; UPS and FedEx) expeditiously. Any article arriving at Bldg. 6 after 3:45 pm shall be delivered the following business day.

f. This pick-up and delivery of “Expedited Services items” is a part of the routine mail contract performance and may be accomplished in conjunction with regular mail routes.

3.2.5 MAIL ROUTE SERVICES

a. The contractor shall provide delivery and collection services of all serviced activities. The routes are divided into two separate geographical parts of the base. Each route shall be performed only once each Monday, Wednesday and Friday – spaced such as to provide balanced deliveries and collections, i.e., routes shall commence at Bldg. 6 at 08:00 a.m. and shall include the delivery points listed in the NAVSUP FLC Norfolk Online Postal Operations Metrics Application located https://play.apps.appsplatform.us/play/e/default-e3333e00-c877-4b87-b6ad-45e942de1750/a/7f643444-63e4-46fc-b451-d065feee2e22?tenantId=e3333e00-c877-4b87-b6ad-45e942de1750&hint=f65cb738-8434-4a34-b9ee-76d704bb5ebb&sourcetime=1753893720499
Mail routes shall not be changed without prior approval from the COR.

b. Types of mail handled include first class; priority; registered; expedited services; certified; insured; periodical, bulk rate and internal guard mail.

c. Registered mail includes only first-class and priority mail that requires an audit trail of signature receipts by all handlers and is the most secure means of mailing articles. The contractor shall safeguard all mailed and expedited carrier services packages until delivered to the intended recipient with special regard to USPS Registered Mail.

d. Expedited Service mail includes any mail or parcels for which an expedited service (USPS Express, UPS, FEDEX) is required for tracking or expedited transportation. USPS articles cannot exceed a weight of 70 pounds and/or 108 inches in length and girth combined.

e. Certified mail is a tracking service used via USPS first-class mail providing a receipt for the sender and offers a record of delivery at the office of delivery for two years. It travels along with ordinary mail and has no in-transit visibility within the USPS pipeline.

f. Guard mail is mail dispatched to, from, or between, functions, buildings, or departments within NSA Crane

and all Tenants by use of specially designed U.S. Government envelopes. These envelopes may also contain USPS mail. Guard mail may also include parcels that are too large to fit into actual guard mail envelopes.
g. All routes begin and end at Bldg. 6, NSA Crane's Central mailroom. Contractor personnel shall pick-up all items of mail received from the U. S. Post Office. These mail items shall be sorted into the appropriate route by geographic run. Contractor shall deliver this mail on Monday, Wednesday and Friday to all the specified stops as identified in the NAVSUP FLC Norfolk Online Postal Operations Metrics Application located https://play.apps.appsplatform.us/play/e/default-e3333e00-c877-4b87-b6ad-45e942de1750/a/7f643444-63e4-46fc-b451-d065feee2e22?tenantId=e3333e00-c877-4b87-b6ad-45e942de1750&hint=f65cb738-8434-4a34-b9ee-76d704bb5ebb&sourcetime=1753893720499 . Some buildings will have outside drops while others will have inside drops. Some buildings will also have multiple drops.
h. All available "outgoing" official mail shall be collected at the same time deliveries are made.
i. The contractor shall sort the picked-up items immediately according to mail stops.
(1) Mail items destined for stops later in the run that is in process shall be delivered the next scheduled delivery day.
(2) Mail items destined for stops that occurred earlier in the run that is in process shall be delivered during the next scheduled delivery day of the route.
(3) Mail items that have destinations that are not on the respective route shall be transferred to the other route no later than the end of the run and sorted according to scheduled mail stops. Those mail items shall be delivered during the next run of the applicable route.
j. The conclusion of each run, shall be at Bldg. 6 (Central mailroom). Collected mail shall be sorted and transferred between mail routes for delivery on the next available scheduled run to the appropriate locations.
(1) The driver shall return to Bldg. 6 after each run to deposit any mail requiring processing for postage.
(2) Mail shall not be left in vehicles overnight.

3.2.6 CONTRACT DATA REQUIREMENTS
As part of this contract's requirements, the contractor shall submit to the Contracting Officer, all required submittals,
schedules, and clearances as identified and on the dates specified in the PWS.

3.2.7 WORK SCHEDULE
Contractor shall submit to the Contracting Officer the tentative schedule for the entire performance requirements of
the contract not later than 15 days after award of the contract. Schedule shall not be deviated from without prior approval from the Contracting Officer.

3.2.8 QUALITY CONTROL PROGRAM
The contractor shall develop effective procedures and a quality control program to assure requirements of the contract are provided as specified in all pertinent DOD Manuals, USPS Manuals, Navy Manuals and Instructions.
The contractor shall establish procedures and guidelines to ensure end products meet the stipulated quality requirements. The program shall include the methods for identifying and preventing deficiencies and the corrective
action to be taken. A copy of the contractor's Quality Control Program shall be provided to the COR on contract start date and as changes occur. This document shall be made available to the government during the term of the contract.

3.2.9 QUALITY ASSURANCE
a. The government will monitor contractor performance IAW the guidelines provided in all pertinent Mail Manuals, USPS Manuals and this PWS and using the quality assurance procedures outlined in the Quality Assurance
Surveillance plan (QASP) and QASP Matrix.
b. The contract manager shall meet weekly with the COR to evaluate the quality assurance during the first three months of the contract. After that, meetings will be held as required to resolve any discrepancies or problems

arising during the contract period. Problems that can't be resolved at the local level will be elevated to the Contracting Officer, COR and contract manager to resolve.
c. Validated, factual written complaints as a result of technical or professional errors or inaccuracies in performing the requirements set forth in the PWS will not exceed ten (10) in any ninety day period.

3.2.10 DATA DELIVERABLES
The contractor shall prepare daily mail volume and financial reports. These reports shall be prepared using the NAVSUP FLC Norfolk Online Postal Operations Metrics Application located https://play.apps.appsplatform.us/play/e/default-e3333e00-c877-4b87-b6ad-45e942de1750/a/7f643444-63e4-46fc-b451-d065feee2e22?tenantId=e3333e00-c877-4b87-b6ad-45e942de1750&hint=f65cb738-8434-4a34-b9ee-76d704bb5ebb&sourcetime=1753893720499 and Pitney Bowes Send-Pro 360 for daily financial expenditures unless otherwise directed by OMM.

Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

Executive Order 13467, Reforming Processes Related to Suitability for Government Employee, Fitness for Contractor Employees and Eligibility for Access to Classified National Security Information, Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The 5 CFR 32 Part 157 in concert with DoD Manual 1000.13, Vol 1, implements the Federal Standards.

APPLICABILITY

This text applies to all DoD sponsored individuals who require CAC eligibility (or login and P/W if acceptable per contract) for: Physical access to DoD facilities or non-DoD facilities on behalf of DoD; Logical access to information systems (whether on site or remotely); or remote access to DoD networks that use only the CAC logon for user authentication, or access to sensitive and protected information. This applies to the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer /network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Command's Security Manager upon arrival to the Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

START-UP PERIOD

All contractor resource onboarding documents must be submitted via the prime contractor. The prime contractor shall make all necessary preparations to assume full responsibility for productive performance of the performance start date.

Definition of "productive":

a. Visit Authorization Request (VAR)
b. Contractor Information Sheet (CIS)
c. Completed EQIP (Electronic Investigation)
d. All contractor resource(s) must have an active JPAS profile.
e. Common Access Card (CAC)

Note (1): Invoicing by the contractor will begin as of the commencement of the performance period of services and no reimbrusement will be paid by the government for efforts expended during the start-up period.

Note (2): Foreign Nationals are not allowed access to the functional/system side of Enterprise Resource Planning (ERP).

ACCESS TO DOD INFORMATION TECHNOLOGY (IT) SYSTEMS

In accordance with (IAW) Secretary of the Navy (SECNAV) M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to sensitive information. Sensitive information includes information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information System Security Manager (ISSM)/Information Assurance Manager (IAM).

Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) or T5 or T5R equivalent investigation , which is a higher level investigation than the National Agency Check with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's CSM and ISSM/IAM upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system /network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Cyber Awareness training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system /network and/or to government information, meaning information not authorized for public release.

CONTRACTOR’S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

• SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
• Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
• Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual’s start date shall result in delaying the individual’s start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor’s Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the CSM upon arrival to the command and shall out-process prior to their departure at the completion of the individual’s performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy

Command's ISSM/IAM. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Cyber Awareness training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM); Potential suitability or security issues identified may render the contractor employee ineligible for the assignment. An unfavorable determination is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DoD Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc. ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

• Must be either a US citizen or a US permanent resident with a minimum of 3 years of legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
• Must have a favorably completed National Agency Check with Written Inquiries (NACI) or T1 investigation equivalent including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

• SF-85 Questionnaire for Non-Sensitive Positions
• Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
• Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or T1 equivalent investigation, or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your CSM and ISSM/IAM for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

Continuation of Supplies or Services and Prices/Costs

Additional Information/Notes

Item	Supplies/Service	Quantity	Unit	Unit Price	Amount
Option Line Item 0001	MAIL PROCESSING & DELIVERY For delivery location, please refer to the address listed in the SOW Pricing Arrangement: Firm Fixed Price	12	Months		
Option Line Item 1001	MAIL PROCESSING & DELIVERY For delivery location, please refer to the address listed in the SOW Pricing Arrangement: Firm Fixed Price	12	Months		
Option Line Item 2001	MAIL PROCESSING & DELIVERY For delivery location, please refer to the address listed in the SOW Pricing Arrangement: Firm Fixed Price	12	Months		
Option Line Item 3001	MAIL PROCESSING & DELIVERY For delivery location, please refer to the address listed in the SOW Pricing Arrangement: Firm Fixed Price	12	Months		
Option Line Item 4001	MAIL PROCESSING & DELIVERY For delivery location, please refer to the address listed in the SOW Pricing Arrangement: Firm Fixed Price	12	Months		
Option Line Item 5001	MAIL PROCESSING & DELIVERY For delivery location, please refer to the address listed in the SOW Pricing Arrangement: Firm Fixed Price	6	Months		

Continuation of Description

Requirements
This requirement is for comprehensive mail operations support at Naval Support Activity (NSA) Crane, Indiana. The contractor is responsible for providing all personnel, equipment, and resources needed to manage incoming and outgoing mail, including sorting, receiving, distributing, and processing shipments through carriers such as USPS, UPS, and FedEx. Duties include metering official outgoing mail, maintaining accurate tracking records, and preparing reports for FLCN Site Great Lakes and higher headquarters.

Continuation of Packaging and Marking

Continuation of Inspection and Acceptance

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

1. Purposee
To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion. This QASP explains the followinge
o What will be monitored
o How monitoring will take place
o How monitoring efforts and results will be documented
This QASP does not detail how the contractor accomplishes the work. Rather, the QASP is created with the premise that the contractor is responsible for management and quality control actions to meet the terms of the contract. It is the Government3 s responsibility to be objective, fair, and consistent in evaluating performance. In addition, the QASP should recognize that unforeseen and uncontrollable situations may occur.

2. Performance S tandardse
The COR will perform surveillance to determine if the contactor meets the standards frome
a. Schedule - On a daily basis, by the end of the work day, at mail facility location employed with, the contractor shall collect, record, control /safeguard, sort, process, deliver and dispatch all incoming and outgoing materials to include Accountable Mail (Registered, Certified, and Insured USPS Mail) and Special Handling Mail (USPS Express Mail, United Parcel Service (UPS) and Federal Express (FEDEX). All Accountable, S ignature Service, Expedited service and Special Handling material must be prepared and controlled with zero loss of accountability.

b. Deliverables - The contractor shall receipt for and deliver along with correct sortation and processing, to a minimum of 95 % accuracy, all organizational materials received to the correct mail code/box number/stop, ZIP Code, by end of the scheduled work day. All materials received must be dated to show when received for processing. On a daily basis, contractor shall properly accept materials for shipment from supported customers, ensuring materials are in adherence with all applicable USPS, DOD, and DON regulations, policies and S tandard Operating Procedures (SOP) for Postal Affairs and other applicable guidelines and laws. The contractor shall be held responsible for 1 00% accountability for loss and damage of all material. The contractor shall deliver and pick up from/to only authorized and properly credentialed addressee agents and serving postal activities and ensure no delay or loss occurs.
c. Past Performance - In addition to any schedule, and deliverable aspects of performance discussed above, pursuant to FAR 42. 1 5 , the Government will assess the contractor3 s

record of conforming to contract requirements and to standards of good workmanship, the contractor' s adherence to contract schedules including the administrative aspects of performance, the contractor' s history of reasonable and cooperative behavior and
commitment to customer satisfaction, and the contractor' s business-like concern for the interest of the customer.
3. Surveillance methods:
The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic inspection, and validated customer complaints.
4. Performance Measurement:
Performance will be measured in accordance with the following matrix table:

Performance Element Performance Requirement Surveillance Method Frequency Acceptable Quality Level
Daily processing and sorting of all inbound material
for each supported customer, mail
facility and stop code. Process/sort, by end of the work day, all
inbound materials to intended
recipient to at least a 95 %
accuracy rate. Quality Assurance
checklist for mail facility of
employment Each work day 95 % accuracy and 1 00%
accountability.
Proper acceptance of all materials
presented for
shipment from supported
customers Ensure materials
prepared IAW with all
established directives PB Send Suite Live Postal
Operations
report review Each Work day 95 % accuracy rate.
Correct Documents Mail Facility Monthly 90% accuracy on
preparation of all ensure only Inspection Mail completion of
documents authorized checklist Facility required paperwork.
required for mail personnel Inspection 1 00% accountability
receipt and handling in and for properly
dispatch outbound credentialed
materials must handling of

be verified and materials.
on file within
each serviced
commands
folder.

Quarterly Contract Provide labor Report of Monthly I 00% reports on
Performance hours required performance time.
for requirement
performance of delivered to
service. the COR.
Overall Contract Inspection by COR NLT 30 >90% of all
Performance COR. observation after performance
documented completion elements rated
of contract Satisfactory (or
period higher)
I 00% accuracy
Regulatory Report labor COR Annually I 00% compliance
Compliance hours pursuant observation,
to ECRMA; documented
comply with performance
FAR Clause
52. 222-50
(human
Trafficking)

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.
5. Incentives/Disincentives:
The COR makes an annual report on Contractor Performance via CPARS or other annual report that may be required. The contractor' s failure to achieve satisfactory performance under the contract/task order, reflected in the COR' s annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders.
The contractor' s failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor' s past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

Continuation of Deliveries or Performance

Line Item	Delivery Schedule	Quantity	Address and POC
Option Line Item 0001	Delivery Period From 01 Nov 2026 to 31 Oct 2027 Period of Performance From 01 Nov 2026 To 31 Oct 2027	12 Months	Place of Performance DoDAAC: N50144 CountryCode: USA NAVSUP FLC NORFOLK ERP ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600 NORFOLK, VA 23511-3392 UNITED STATES Thomas Wilson, Thomas Wilson Email: thomas.c.wilson1.civ@us.navy.mil Telephone: (757) 445-2975
Option Line Item 1001	Delivery Period From 01 Nov 2027 to 31 Oct 2028 Period of Performance From 01 Nov 2027 To 31 Oct 2028	12 Months	Place of Performance DoDAAC: N50144 CountryCode: USA NAVSUP FLC NORFOLK ERP ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600 NORFOLK, VA 23511-3392 UNITED STATES Thomas Wilson, Thomas Wilson Email: thomas.c.wilson1.civ@us.navy.mil Telephone: (757) 445-2975
Option Line Item 2001	Delivery Period From 01 Nov 2028 to 31 Oct 2029 Period of Performance From 01 Nov 2028 To 31 Oct 2029	12 Months	Place of Performance DoDAAC: N50144 CountryCode: USA NAVSUP FLC NORFOLK ERP ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600 NORFOLK, VA 23511-3392 UNITED STATES Thomas Wilson, Thomas Wilson Email: thomas.c.wilson1.civ@us.navy.mil Telephone: (757) 445-2975
	Delivery Period From 01 Nov 2029 to 31 Oct 2030	12 Months	Place of Performance DoDAAC: N50144 CountryCode: USA

Option Line Item 3001	Period of Performance From 01 Nov 2029 To 31 Oct 2030		NAVSUP FLC NORFOLK ERP ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600 NORFOLK, VA 23511-3392 UNITED STATES Thomas Wilson, Thomas Wilson Email: thomas.c.wilson1.civ@us.navy.mil Telephone: (757) 445-2975
Option Line Item 4001	Delivery Period From 01 Nov 2030 to 31 Oct 2031 Period of Performance From 01 Nov 2030 To 31 Oct 2031	12 Months	Place of Performance DoDAAC: N50144 CountryCode: USA NAVSUP FLC NORFOLK ERP ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600 NORFOLK, VA 23511-3392 UNITED STATES Thomas Wilson, Thomas Wilson Email: thomas.c.wilson1.civ@us.navy.mil Telephone: (757) 445-2975
Option Line Item 5001	Delivery Period From 01 Nov 2031 to 30 Apr 2032 Period of Performance From 01 Nov 2031 To 30 Apr 2032	6 Months	Place of Performance DoDAAC: N50144 CountryCode: USA NAVSUP FLC NORFOLK ERP ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600 NORFOLK, VA 23511-3392 UNITED STATES Thomas Wilson, Thomas Wilson Email: thomas.c.wilson1.civ@us.navy.mil Telephone: (757) 445-2975

Continuation of Accounting and Appropriation Data

Availability of Funds Addendum

Pursuant to FAR 52.232-18, funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract. The notice of availability of funds can be found at the following: https://www.navsup.navy.mil/public/navsup/flcn/contracting/.

Contract Clauses

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.219-8	Utilization of Small Business Concerns. (Deviation 2026-O0038)	Feb 2026		
52.219-6	Notice of Total Small Business Set-Aside. (Deviation 2026-O0038)	Feb 2026		
52.222-35	Equal Opportunity for Veterans. (Deviation 2026-O0038)	Feb 2026		
52.222-37	Employment Reports on Veterans. (Deviation 2026-O0038)	Feb 2026		
52.222-40	Notification of Employee Rights Under the National Labor Relations Act. (Deviation 2026-O0038)	Feb 2026		
52.222-54	Employment Eligibility Verification. (Deviation 2026-O0038)	Feb 2026		
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving.	May 2024		
52.232-33	Payment by Electronic Funds Transfer-System for Award Management.	Oct 2018		
52.232-40	Providing Accelerated Payments to Small Business Subcontractors.	Mar 2023		
52.233-3	Protest after Award. (Deviation 2026-O0038)	Feb 2026		
52.233-4	Applicable Law for Breach of Contract Claim. (Deviation 2026-O0038)	Feb 2026		
52.222-41	Service Contract Labor Standards. (Deviation 2026-O0038)	Feb 2026		
52.212-4	Terms and Conditions-Commercial Products and Commercial Services. (Deviation 2026-O0038)	Feb 2026		
52.204-13	System for Award Management-Maintenance. (Deviation 2026-O0038)	Feb 2026		
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements.	Jan 2017		
52.203-3	Gratuities.	Apr 1984		
52.222-36	Equal Opportunity for Workers with Disabilities. (Deviation 2026-O0038)	Feb 2026		
52.222-43	Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts). (Deviation 2026-O0038)	Feb 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.226-7001	Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns.	Jan 2023		
252.203-7000	Requirements Relating to Compensation of Former DoD Officials.	Sep 2011		
252.203-7002	Requirement to Inform Employees of Whistleblower Rights.	Dec 2022		
252.204-7004	Antiterrorism Awareness Training for Contractors.	Jan 2023		
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support.	Jan 2023		
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.	Jan 2023		
252.209-7004	Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism.	May 2019		
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports.	Dec 2018		
252.232-7010	Levies on Contract Payments.	Dec 2006		
252.243-7002	Requests for Equitable Adjustment.	Dec 2022		
252.247-7023	Transportation of Supplies by Sea.	Oct 2024		
252.225-7056	Prohibition Regarding Business Operations with the Maduro Regime.	Jan 2023		
252.225-7060	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region.	Jun 2023		

FAR Clauses Incorporated by Full Text

52.219-28 Postaward Small Business Program Rerepresentation. (Deviation 2026-O0038) (Feb 2026)

POSTAWARD SMALL BUSINESS PROGRAM REREPRESENTATION (FEB 2026) (DEVIATION 2026-O0038)

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

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern-

(1) Means a concern, including its affiliates, that is independently owned and operated, not dominant in its field of operation, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(2) *Affiliates*, as used in this definition, means business concerns, one of whom directly or indirectly controls or has the power to control the others, or a third party or parties control or have the power to control the others. In determining whether affiliation exists, consideration is given to all

appropriate factors including common ownership, common management, and contractual relationships. SBA determines affiliation based on the factors set forth at 13 CFR 121.103.

(b) If the Contractor represented that it was a small business concern, a small disadvantaged business concern, or a joint venture that was any of the small business concerns identified in 19.000(a)(3) prior to award of this contract, the Contractor shall rerepresent its size and socioeconomic status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts-

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code(s) assigned to this contract. The small business size standard corresponding to this NAICS code(s) can be found at https://www.sba.gov/document/support--table-size-standards.

(d) The small business size standard for a Contractor providing an end item that it does not manufacture, process, or produce itself, for a contract other than a construction or service contract, is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519, if the acquisition-

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

(2) Used the HUBZone price evaluation preference regardless of dollar value, unless the Contractor waived the price evaluation preference; or

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

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation(s) required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting officer in writing within the timeframes specified in paragraph (b) of this clause, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

(1) The Contractor represents that it ☐ is, ☐ is not a small business concern under ____NAICS Code assigned to ____contract number.

(2) [*Complete only if the Contractor represented itself as a small business concern in paragraph (g)(1) of this clause*.] The Contractor represents that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1001.

(3) *Women-owned small business (WOSB) joint venture eligible under the WOSB Program*. The Contractor represents that it ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). [____The Contractor shall enter the name and unique entity identifier of each party to the joint venture: __.]

(4) *Economically disadvantaged women-owned small business (EDWOSB) joint venture*. The Contractor represents that it ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). [____The Contractor shall enter the name and unique entity identifier of each party to the joint venture: __ .]

(5) *Service-disabled veteran-owned small business (SDVOSB) joint venture eligible under the SDVOSB Program*. The Contractor represents that it ☐ is, ☐ is not an SDVOSB joint venture eligible under the SDVOSB Program that complies with the requirements of 13 CFR 128.402. [____The Contractor shall enter the name and unique entity identifier of each party to the joint venture: __.]

(6) *HUBZone joint venture eligible under the HUBZone Program.*[*Complete only if the offeror is a HUBZone small business concern.*] The offeror represents, as part of its offer, that It ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR 126.616(a) through (c). [____The Contractor shall enter the name and unique entity identifier of each party to the joint venture: .] Each HUBZone small business concern participating in the HUBZone joint venture must be certified as a HUBZone concern. [____Contractor to sign and date and insert authorized signer's name and title.]

(End of clause)

52.222-42 Statement of Equivalent Rates for Federal Hires. (May 2014)

Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C.5341 or 5332.

This Statement is for Information Only: It is not a Wage Determination

Employee Class	Monetary Wage-Fringe Benefits
Clerk III	GS-5

(End of clause)

DFARS Clauses Incorporated by Full Text

252.232-7006 Wide Area WorkFlow Payment Instructions. (Jan 2023)

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(ii) For fixed price line items-

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

___

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

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

___

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

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

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

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

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

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

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

Routing Data Table*

Field Name in WAWF	*Data to be entered in WAWF*
Pay Official DoDAAC	___
Issue By DoDAAC	___
Admin DoDAAC	___

Inspect By DoDAAC	____
Ship To Code	____
Ship From Code	____
Mark For Code	____
Service Approver (DoDAAC)	____
Service Acceptor (DoDAAC)	____
Accept at Other DoDAAC	____
LPO DoDAAC	____
DCAA Auditor DoDAAC	____
Other DoDAAC(s)	____

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

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

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

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

(g) *WAWF point of contact.*

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

____

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

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

(End of clause)

Addendum to 52.212-4, Contract Terms and Conditions - Commercial Products and Commercial Services

Contract Terms and Conditions Required To Implement Statutes or Executive Orders — Commercial Products and Commercial Services

Addendum to Contract Clauses

Contract Clauses

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.224-2	Privacy Act.	Apr 1984		
52.242-13	Bankruptcy.	Jul 1995		
52.208-90	Government Supply Sources. (Deviation 2026-O0038)	Feb 2026		
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations. (Deviation 2026-O0038)	Feb 2026		
52.232-39	Unenforceability of Unauthorized Obligations.	Jun 2013		
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded. (Deviation 2026-O0038)	Feb 2026		
52.222-3	Convict Labor. (Deviation 2026-O0038)	Feb 2026		
52.240-92	Security Requirements. (Deviation 2026-O0038)	Feb 2026		
52.244-6	Subcontracts for Commercial Products and Commercial Services. (Deviation 2026-O0038)	Apr 2026		
52.222-90	Addressing DEI Discrimination by Federal Contractors. (Deviation 2026-O0040, Revision 1)	Apr 2026		
52.203-12	Limitation on Payments to Influence Certain Federal Transactions.	Jun 2020		
52.204-9	Personal Identity Verification of Contractor Personnel.	Jan 2011		
52.232-18	Availability of Funds.	Apr 1984		
52.237-2	Protection of Government Buildings, Equipment, and Vegetation.	Apr 1984		
52.247-34	F.o.b. Destination.	Jan 1991		
52.203-6	Restrictions on Subcontractor Sales to the Government. (Alternate I)	Jun 2020	Alternate I	Nov 2021

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.223-7006	Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials.	Sep 2014		
252.201-7000	Contracting Officer's Representative.	Dec 1991		
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information.	Jan 2023		
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel.	Jan 2023		
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting. (DEVIATION 2024-O0013 REVISION 1)	May 2024	Deviation 2024-O0013	May 2024
252.225-7972	Prohibition on the Procurement of Foreign-Made Unmanned Aircraft Systems. (DEVIATION 2024-O0014)	Aug 2024	Deviation 2024-O0014	Aug 2024
252.240-7997	NIST SP 800-171 DoD Assessment Requirements. (DEVIATION 2026-O0025)	Feb 2026	Deviation 2026-O0025	Feb 2026
252.244-7999	Subcontracts for Commercial Products or Commercial Services. (DEVIATION 2026-O0015)	Feb 2026	Deviation 2026-O0015	Jan 2026
252.225-7002	Qualifying Country Sources as Subcontractors.	Mar 2022		
252.225-7006	Acquisition of the American Flag (DEVIATION 2024-O0008)	Dec 2022	Deviation 2024-O0008	Mar 2024
252.219-7011	Notification to Delay Performance.	Jun 1998		
252.225-7967	Prohibition Regarding Russian Fossil Fuel Business Operations (Deviation 2024-O0006, Revision 1)	Feb 2024	Deviation 2024-O0006	Feb 2024
252.225-7048	Export-Controlled Items.	Jun 2013		

FAR Clauses Incorporated by Full Text

52.217-8 Option to Extend Services. (Nov 1999)

Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within __1Day__

(End of clause)

52.217-9 Option to Extend the Term of the Contract. (Mar 2000)

Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within _1Day___; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1Day days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed __66__(months) (years).

(End of clause)

52.252-2 Clauses Incorporated by Reference. (Feb 1998)

Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

Samantha Ballance
FLC Norfolk Contracting Code 215.1
1968 Gilbert Street
Norfolk, VA 23511-3392

(End of clause)

52.219-18 Notification of Competition Limited to Eligible 8(a) Participants. (Oct 2022)

NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) PARTICIPANTS (OCT 2022)

(a) Offers are solicited only from-

(1) Small business concerns expressly certified by the Small Business Administration (SBA) for participation in SBA's 8(a) program and which meet the following criteria at the time of submission of offer-

(i) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(ii) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by SBA;

(2) A joint venture, in which at least one of the 8(a) program participants that is a party to the joint venture complies with the criteria set forth in paragraph (a)(1) of this clause, that complies with 13 CFR 124.513(c); or

(3) A joint venture-

(i) That is comprised of a mentor and an 8(a) protégé with an approved mentor-protégé agreement under the 8(a) program;

(ii) In which at least one of the 8(a) program participants that is a party to the joint venture complies with the criteria set forth in paragraph (a)(1) of this clause; and

(iii) That complies with 13 CFR 124.513(c).

(b) By submission of its offer, the Offeror represents that it meets the applicable criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation. A contracting officer may consider a joint venture for contract award. SBA does not approve joint ventures for competitive awards, but see 13 CFR 124.501(g) for SBA's determination of participant eligibility.

(d) The ____[insert name of SBA's contractor]will notify the____[insert name of contracting agency]Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock.

(End of clause)

52.240-91 Security Prohibitions and Exclusions. (Deviation 2026-O0038) (Alternate I) (Feb 2026) Alternate I (Feb 2026)

Alternate I (FEB 2026) (DEVIATION 2026-O0038). As prescribed in 40.205(b), substitute the following paragraph (e)(1) for paragraph (e)(1) of the basic clause:

(e) *Governmentwide exclusion and removal orders*.

(1) Contractors are prohibited from providing or using as part of the performance of the contract any covered article, or any products or services produced or provided by a source, if the covered article or the source is prohibited by any applicable FASCSA orders identified by the checkbox(es) in this paragraph (e)(1). [*Contracting Officer must select either "yes" or "no" for each of the following types of FASCSA orders*:]

Yes ☐ No ☐ DHS FASCSA Order

Yes ☐ No ☐ DoD FASCSA Order

Yes ☐ No ☐ DNI FASCSA Order

52.219-14 Limitations on Subcontracting (DEVIATION 2021-O0008) (Feb 2026) Deviation 2021-O0008 (Feb 2023)

LIMITATIONS ON SUBCONTRACTING (FEB 2023) (DEVIATION 2021-O0008)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) *Definition. Similarly situated entity*, as used in this clause, means a first-tier subcontractor, including an independent contractor, that--

(1) Has the same small business program status as that which qualified the prime contractor for the award (e.g., for a small business set-aside contract, any small business concern, without regard to its socioeconomic status); and

(2) Is considered small for the size standard under the North American Industry Classification System (NAICS) code the prime contractor assigned to the subcontract.

(c) *Applicability.* This clause applies only to--

(1) Contracts that have been set aside for any of the small business concerns identified in 19.000(a)(3);

(2) Part or parts of a multiple-award contract that have been set aside for any of the small business concerns identified in 19.000(a)(3);

(3) Contracts that have been awarded on a sole-source basis in accordance with subparts 19.8, 19.13, 19.14, and 19.15;

(4) Orders expected to exceed the simplified acquisition threshold and that are--

(i) Set aside for small business concerns under multiple-award contracts, as described in 8.405-5 and 16.505(b)(2)(i)(F); or

(ii) Issued directly to small business concerns under multiple-award contracts as described in 19.504(c)(1)(ii);

(5) Orders, regardless of dollar value, that are--

(i) Set aside in accordance with subparts 19.8, 19.13, 19.14, or 19.15 under multiple-award contracts, as described in 8.405-5 and 16.505(b)(2)(i)(F); or

(ii) Issued directly to concerns that qualify for the programs described in subparts 19.8, 19.13, 19.14, or 19.15 under multiple-award contracts, as described in 19.504(c)(1)(ii); and

(6) Contracts using the HUBZone price evaluation preference to award to a HUBZone small business concern unless the concern waived the evaluation preference.

(d) *Independent contractors.* An independent contractor shall be considered a subcontractor.

(e) *Limitations on subcontracting.* By submission of an offer and execution of a contract, the Contractor agrees that in performance of a contract assigned a North American Industry Classification System (NAICS) code for--

(1) Services (except construction), it will not pay more than 50 percent of the amount paid by the Government for contract performance, excluding certain other direct costs and certain work performed outside the United States (see paragraph (e)(1)(i)), to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 50 percent subcontract amount that cannot be exceeded. When a contract includes both services and supplies, the 50 percent limitation shall apply only to the service portion of the contract. The following services may be excluded from the 50 percent limitation:

(i) Other direct costs, to the extent they are not the principal purpose of the acquisition and small business concerns do not provide the service. Examples include airline travel, work performed by a transportation or disposal entity under a contract assigned the environmental remediation NAICS code 562910), cloud computing services, or mass media purchases.

(ii) Work performed outside the United States on awards made pursuant to the Foreign Assistance Act of 1961, or work performed outside the United States required to be performed by a local contractor.

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), it will not pay more than 50 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 50 percent subcontract amount that cannot be exceeded. When a contract includes both supplies and services, the 50 percent limitation shall apply only to the supply portion of the contract;

(3) General construction, it will not pay more than 85 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 85 percent subcontract amount that cannot be exceeded; or

(4) Construction by special trade contractors, it will not pay more than 75 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 75 percent subcontract amount that cannot be exceeded.

(f) The Contractor shall comply with the limitations on subcontracting as follows:

(1) For contracts, in accordance with paragraphs (c)(1), (2), (3) and (6) of this clause--

[Contracting Officer check as appropriate.]

☐ By the end of the base term of the contract and then by the end of each subsequent option period; or

☐ By the end of the performance period for each order issued under the contract.

(2) For orders, in accordance with paragraphs (c)(4) and (5) of this clause, by the end of the performance period for the order.

(g) A joint venture agrees that, in the performance of the contract, the applicable percentage specified in paragraph (e) of this clause will be performed by the aggregate of the joint venture participants.

(1) In a joint venture comprised of a small business protégé and its mentor approved by the Small Business Administration, the small business protégé shall perform at least 40 percent of the work performed by the joint venture. Work performed by the small business protégé in the joint venture must be more than administrative functions.

(2) In an 8(a) joint venture, the 8(a) participant(s) shall perform at least 40 percent of the work performed by the joint venture. Work performed by the 8(a) participants in the joint venture must be more than administrative functions.

(End of clause)

52.252-6 Authorized Deviations in Clauses. (Nov 2020)

Authorized Deviations in Clauses (Nov 2020)

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

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

(End of clause)

DFARS Clauses Incorporated by Full Text

252.219-7010 Notification of Competition Limited to Eligible 8(a) Participants-Partnership Agreement. (Oct 2019)

NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) PARTICIPANTS-PARTNERSHIP AGREEMENT (OCT 2019)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in SBA's 8(a) Program and which meet the following criteria at the time of submission of offer:

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan.

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by SBA.

(3) If the competition is to be limited to 8(a) concerns within one or more specific SBA regions or districts, then the offeror's approved business plan is on the file and serviced by ____. *[Contracting Officer completes by inserting the appropriate SBA District and/or Regional Office(s) as identified by SBA.]*

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Unless SBA has waived the requirements of paragraphs (d)(1)(i) through (iii) and (d)(2) of this clause in accordance with 13 CFR 121.1204, a small business concern that provides an end item it did not manufacture, process, or produce, shall-

(i) Provide an end item that a small business has manufactured, processed, or produced in the United States or its outlying areas; for kit assemblers, see paragraph (d)(2) of this clause instead;

(ii) Be primarily engaged in the retail or wholesale trade and normally sell the type of item being supplied; and

(iii) Take ownership or possession of the item(s) with its personnel, equipment, or facilities in a manner consistent with industry practice; for example, providing storage, transportation, or delivery.

(2) When the end item being acquired is a kit of supplies, at least 50 percent of the total cost of the components of the kit shall be manufactured, processed, or produced by small businesses in the United States or its outlying areas.

(3) The requirements of paragraphs (d)(1)(i) through (iii) and (d)(2) of this clause do not apply to construction or service contracts.

(e) The ____ *[insert name of SBA's contractor]* will notify the ____ *[insert name of contracting agency]* Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

List of Contract Documents, Exhibits, or Attachments

CONTRACT ADMINISTRATION PLAN (CAP)
FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

a. All pre-award duties such as solicitation, negotiation and award of contracts.

b. Any information or questions during the pre-award stage of the procurement.

c. Freedom of Information inquiries.

d. Changes in contract terms and/or conditions.

e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface
(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.
Enclosure (1)
g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.

d. Identify contract noncompliance with reporting requirements to the COR.

e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

LIABILITY, AUTOMOBILE AND WORKMEN'S COMPENSATION INSURANCE (SEP 2015)

The following types of insurance are required in accordance with the clause entitled "INSURANCE-LIABILITY TO THIRD PERSONS" (FAR 52.228-7) and shall be maintained in the minimum amounts shown:
(1) Comprehensive General Liability: $200,000 per person and $500,000 per accident for bodily injury. No property damage general liability insurance is required.
(2) Automobile Insurance: $200,000 per person and $500,000 per accident for bodily injury and $20,000 per accident for property damage. Comprehensive form of policy is required.
(3) Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of $100,000.

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES (SEP 2015)

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
a. All pre-award information, questions, or data;
b. Freedom of Information inquiries;
c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
d. Arranging the post award conference (See FAR 42.503).
Name: Samantha Miller, Supervisory Contracting Officer
Address: NAVSUP Fleet Logistics Center Norfolk
Contracting Department, Code 215.1
1968 Gilbert St., Suite 600
Norfolk, VA 23511-3392
Phone: 757-443-1959
Email: samantha.a.miller77.civ@us.navy.mil
2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.
Name: Ivy Cuffee
Address: FLC Norfolk Contracting Office
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392
Phone: 757- 443-1351
Email: ivy.l.cuffee.civ@us.navy.mil
3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.
Name: TBD
Address: TBD
Phone: TBD
4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.
Name: DFAS Cleveland
Address: P.O. Box 998022
Cleveland, OH 44199
Phone: (216) 204-3000
5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:
a. Liaison with personnel at the Government installation and the contractor personnel on site;
b. Technical advice/recommendations/clarification on the statement of work;
c. The statement of work for delivery/task orders placed under this contract.
d. An independent government estimate of the effort described in the definitized statement of work;
e. Quality assurance of services performed and acceptance of the services or deliverables;
f. Government furnished property;
g. Security requirements on Government installation;
h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
i. Certification of invoice for payment.
NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: Thomas Wilson
Address: Naval Supply Systems Command (NAVSUP)
SUPPLY MANAGEMENT DEPT MID-WEST
300 HWY 361, POST OFFICE BLDG 6
CRANE IN 47522-5001
Phone: (757) 445-2975 X 13

Email: thomas.c.wilson1.civ@us.navy.mil
In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:
ACOR N/A
Address: N/A
Phone: N/A
Email: N/A
6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:
a. Identifying contractor deficiencies to the COR;
b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
c. Identifying contractor noncompliance of reporting requirements;
d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
e. Reviewing contractor reports providing recommendations for acceptance/rejection;
f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.
Name:
Address

Phone:
Email:

Attachments:

Number	Attachment Name	Attachment Description	Reference Identifier	Date
01	Past_Performance_Report_Form+Updated			01 Jul 2026
02	Past Performance Information	Proposal		30 Jun 2026
04	WD 2015-4823	Wage Determination		30 Jul 2026

Solicitation Provisions

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.212-1	Instructions to Offerors-Commercial Products and Commercial Services. (Deviation 2026-O0038)	Feb 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.203-7005	Representation Relating to Compensation of Former DoD Officials.	Sep 2022		
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls.	Oct 2016		
252.204-7024	Notice on the Use of the Supplier Performance Risk System.	Mar 2023		
252.225-7055	Representation Regarding Business Operations with the Maduro Regime.	May 2022		
252.225-7059	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region-Representation.	Jun 2023		

FAR Clauses Incorporated by Full Text

52.209-7 Information Regarding Responsibility Matters. (Deviation 2026-O0038) (Feb 2026)

INFORMATION REGARDING RESPONSIBILITY MATTERS (FEB 2026) (DEVIATION 2026-O0038)

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

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than $10,000,000 means-

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror ☐ has ☐ does not have current active Federal contracts and grants with total value greater than $10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in-

(A) The payment of a monetary fine or penalty of $5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of $100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management, which can be accessed via https://www.sam.gov (see 52.204-7).

(End of provision)

DFARS Clauses Incorporated by Full Text

252.204-7017 Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services-Representation. (May 2021)

PROHIBITION ON THE ACQUISITION OF COVERED DEFENSE TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (MAY 2021)

The Offeror is not required to complete the representation in this provision if the Offeror has represented in the provision at 252.204-7016, Covered Defense Telecommunications Equipment or Services-Representation, that it "does not provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument."

(a) *Definitions*. "Covered defense telecommunications equipment or services," "covered mission," "critical technology," and "substantial or essential component," as used in this provision, have the meanings given in the 252.204-7018 clause, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services, of this solicitation.

(b) *Prohibition*. Section 1656 of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91) prohibits agencies from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) *Procedures*. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) at *https://www.sam.gov* for entities that are excluded when providing any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless a waiver is granted.

(d) *Representation*. If in its annual representations and certifications in SAM the Offeror has represented in paragraph (c) of the provision at 252.204-7016, Covered Defense Telecommunications Equipment or Services-Representation, that it "does" provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument, then the Offeror shall complete the following additional representation:

> The Offeror represents that it ☐ will ☐ will not provide covered defense telecommunications equipment or services as a part of its offered products or services to DoD in the performance of any award resulting from this solicitation.

(e) *Disclosures*. If the Offeror has represented in paragraph (d) of this provision that it "will provide covered defense telecommunications equipment or services," the Offeror shall provide the following information as part of the offer:

(1) A description of all covered defense telecommunications equipment and services offered (include brand or manufacturer; product, such as model number, original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable).

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

(3) For services, the entity providing the covered defense telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known).

(4) For equipment, the entity that produced or provided the covered defense telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

(End of provision)

Addendum to 52.212-1, Instructions to Offerors - Commercial Products and Commercial Services

In addition to FAR 52.212-1, "Instructions to Quoter - Commercial Items" and any other instructions contained elsewhere in this solicitation, the following instructions are provided.

SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS:
The Government intends to award a single Firm, Fixed-Price (FFP) task order as a result of this solicitation in accordance with FAR Part 16.5 and FAR 19.108. Award will be made to that offeror whose proposal represents the best value to the Government under the selection criteria set forth in this solicitation. The Government intends to evaluate proposals and award a task order based on initial proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a Facilities Security Clearance, Technical, Past Performance, and Price standpoint.

The Government intends to award the task order without exchanges. The establishment of a competitive range is not anticipated. Accordingly, each Offeror should submit its most favorable terms from a Facilities Security Clearance, Technical, Past Performance, and Price standpoint. The Government reserves the right to award a FFP task order to other than the lowest priced offeror; award a FFP task order without exchanges; or award a FFP task order after exchanges, whichever is in the best interest of the Government.

Offerors are hereby instructed that, regardless of any language that may be used in this solicitation, the Government is NOT conducting this procurement under FAR Part 15. This procurement is being conducted under FAR Part 16.5.
QUESTIONS: Offerors may submit questions regarding clarification of solicitation requirements via email to Ivy Cuffee at ivy.l.cuffee.civ@us.navy.mil and Samantha Ballance at Samantha.a.ballance.civ@us.navy.mil. It is requested that all questions be received by 15 August 2026 by 1000 Eastern Time, as time may not permit responses to questions received after that date to be prepared and issued prior to the receipt of proposals.

FOR SUBMISSIONS OF OFFERS:
(1) Proposals shall be submitted electronically no later than the due date of the solicitation via Ivy Cuffee at ivy.l.cuffee.civ@us.navy.mil and Samantha Ballance at Samantha.a.ballance.civ@us.navy.mil. Offerors shall comply with the detailed instructions for the format and content of the proposals contained herein; proposals that do not comply may be considered unacceptable and may render the proposal ineligible for award. All electronic files and versions of offerors' proposals shall be compatible with the current release of Adobe Acrobat and Microsoft Office Suite version 2016. The offeror shall be responsible for ensuring that their electronic proposals are virus free.

(2) Offerors shall comply with all instructions for submitting proposals and attachments.

(3) Volume I - Facilities Security Clearance
This volume shall address the Facilities Security Clearance and include all information required for proposal evaluation. This volume of the proposal shall exclude any price information. Each page of each copy shall be affixed with the following legend:
Source Selection Information
See FAR 2.101 and FAR 3.104

(4) Volume II - Technical
This volume shall address the Technical factor and subfactors and include all information required for proposal evaluation. This volume of the proposal shall exclude any price information. Each page of each copy shall be affixed with the following legend:
Source Selection Information
See FAR 2.101 and FAR 3.104

(5) Volume III - Past Performance
This volume shall address the past performance factor and include all information required for proposal evaluation. This section shall exclude any reference to the price aspects of the proposal. Each page of each copy shall be affixed with the following legend:
Source Selection Information
See FAR 2.101 and 3.104

(6) Volume IV-Price Proposal
This volume shall include the completed solicitation documents and a complete and detailed price breakdown with all supporting information. Each page of each copy shall be affixed with the following legend:
Source Selection Information
See FAR 2.101 and 3.104

II. REQUIREMENTS FOR PROPOSAL CONTENT:
The proposal should contain the following items in addition to other information required by this solicitation.
The cover page should indicate the following:
Title of the proposal
Volume Number (I, II, III or IV)
Proposal Category (Factor/Subfactor)
Request for Proposal Number
Name and Address of Offeror, CAGE Code, UEI number, and applicable Tax I.D. Number (TIN)
Identification if original or a copy of the proposal
Point of Contact name, telephone number, and email address
Proposal valid for 180 days

Volumes:
Volume I, Factor I-Facility Security Clearance
Volume II, Factor II-Technical Approach
o Subfactor I- Performance Approach
o Subfactor II-Staffing and Management Approach
Volume III, Factor III-Past Performance
Volume IV, Factor IV-Price

Table of Contents: The table of contents should provide sufficient detail as to allow the important elements to be easily located.
1. Requirements for Style: Each offeror shall submit a proposal that clearly and concisely describes and defines the contractor's response to the requirements contained in the RFP. Unnecessary elaboration or other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of understanding of price consciousness. The proposal shall contain all the pertinent information in sufficient detail in the one area of the proposal where it contributes most critically to the discussion of the same information. When necessary, the offeror shall refer to the initial discussion and identify its location within the submitted proposal.

2. Proposal Page Limitations
The following page limitations are established:
Title Proposal Quantities Page Limit*
Volume I - Factor I: Facility Security Clearance 1 Electronic Submission No Limit
Volume II - Factor II, Subfactor I: Performance Approach 1 Electronic Submission
15 Pages**
Volume II - Factor II, Subfactor II: Staffing and Management Approach 1 Electronic Submission
Volume III - Factor III, Past Performance 1 Electronic Submission 12 Pages
Volume IV - Factor IV: Price 1 Electronic Submission No Limit
* Page limits represent the maximum pages the Government will evaluate and are not construed as de facto standards for the amount of material expected in the proposal.
**The total of 20 Pages for Factor II is inclusive of Subfactors I-II.

All submission and attachments shall be in Microsoft Office Word or Excel. Submissions are page limited to the maximum number of pages as defined in the Proposal Page Limitation charts. These page limitations are inclusive of the executive summary and any charts, diagrams, and/or other graphics. Graphics (including tables) in the proposal may use an alternative font with 8-point size type or larger. Each "page" is defined as one sheet, 8 1/2" x 11", with at least one inch margins on all sides, using a font with a point size of 12 or greater (e.g., "Times New Roman" style with 12-point font). Lines shall, at a minimum, be selected as single-spaced in Microsoft Word with Microsoft Word Normal character spacing. Pages shall be consecutively numbered. Multiple pages, double pages, two-sided pages, or foldouts will count as an equivalent number of 8 1/2" x 11" pages. The offeror is permitted to submit no more than one page for each of the following, which will not be included in the page count: a cover sheet, list of tables, list of figures, compliance matrix, table of contents, acronyms, tabs, and dividers.
Pages submitted in excess of the page limitations described within will not be evaluated.

The Price proposal is not page limited; however, the Price proposal is to be strictly limited to price information and completed solicitation documents as described in the General Section at the beginning of this text.

3. Volume I - Factor I - Facilities Security Clearance
The offeror shall provide proof and verification that it possesses a current Secret facilities clearance at time of proposal submission as identified in PWS. The proof/verification shall be in the form of Defense Counterintelligence and Security Agency (DCSA) verification certifying it possesses a current Secret Facilities Clearance. The verification shall be dated no earlier than 30 days before the solicitation's closing date. The submission shall include the following:
CAGE code
Facility name
Physical location/facility
Clearance status/level
Status date/Issue date
Safeguarding level
Authorized access to
Facilities clearance level limitation(s)
Facility security officer and phone number
DSCA field office location and phone number

4. Volume II, Factor II - Technical Approach: Factor II will consist of two subfactors: Subfactor I, Performance Approach, Subfactor II, Staffing and Management Approach.

Factor II, Subfactor I - Performance Approach
Offeror shall provide a performance approach that details how the offeror intends to meet the specific services and requirements identified in the PWS, in its entirety. Offerors shall demonstrate a thorough understanding of, as well as its ability to implement and execute the tasks/requirements specified within Section 4.0 of the PWS. The offeror shall describe any risks associated with the solicitation, including the PWS and any risks associated with implementation of the offeror's performance approach; describe any techniques and actions to mitigate such risks; and explain whether the technique and actions identified for risk mitigation have been successfully used by the offeror in the past.

NOTE: The above bullets provide guidance for what should be addressed in the approach and are not considered to be subfactors nor should this be considered an all-inclusive list.

Note: Offerors simply providing general statements or paraphrasing/parroting the PWS in whole or in any part shall result in a rating of unacceptable.

Factor II, Subfactor II - Staffing and Management Approach
Offeror shall provide a staffing and management approach that details how the offeror intends to meet the specific services and requirements identified in the PWS, in its entirety. To establish to the Government that the offeror is capable of fully providing these services at the level of quality required, the offeror shall also provide a:

a. Plan that clearly describes the management controls, techniques, and procedures that will be used to ensure required work is performed in a timely, responsive, professional, and efficient manner and clearly details how this effort will be managed within the offeror's corporate organizational structure.
b. Detailed staffing approach for utilization of the offeror's personnel resources that demonstrates an understanding of the labor mix, skill sets, qualifications, certifications, background, expertise, needed to accomplish the tasks/requirements specified within Section 4.0 of the PWS and/or clearance requirements detailed in Section 10.0 of the PWS.
c. Methodology for identifying, recruiting, preparing, training, replacing, and retention of qualified personnel that demonstrates the offeror's plan to minimize staff turnover as well as ensuring personnel have the appropriate qualifications and security clearance. Provide historical attrition rates for the past three (3) years for similar work.
d. Approach to personnel performance monitoring, skill maintenance, and skill improvement.
e. The offeror should describe any risks associated with the solicitation, including the PWS and any risks associated with implementation of the offeror's management approach; describe any techniques and its actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the offeror.

NOTE: The above bullets provide guidance for what should be addressed in the approach and are not considered to be subfactors nor should this be considered an all-inclusive list.

Note: Offerors simply providing general statements or paraphrasing/parroting the PWS in whole or in any part shall result in a rating of unacceptable.

5. Volume III, Factor III-Past Performance
To demonstrate its past performance, the offeror shall identify up to three (3) of its most relevant contracts performed within five (5) years of the solicitation issuance date. Those contracts must also reflect one year of completed performance by the closing date of the solicitation. Offerors shall provide a detailed explanation demonstrating the relevance of the contracts to the requirements of the solicitation.

For purposes of this solicitation, a contract is defined as a single contract or a single task order placed under an ID/IQ contract, a Blanket Purchase Agreement (BPA), or a Federal Supply Schedule.Offerors shall not submit the IDIQ contract, FSS contract, or BPA itself as a reference.Offerors may submit a combination of no more than three (3) delivery orders (DOs), task orders (TOs), technical direction letters (TDLs), and/or technical area tasks (TATs) placed under an ID/IQ or BPA as one of the three examples of past performance.Such a combination must also meet the requirements stated above: each individual example in the combination must have been performed within five (5) years of the solicitation issuance date and demonstrate at least one (1) year of completed performance by the closing date of the solicitation. If a combination of DOs, TOs, TDLs and or TATs are used as a past performance example, the offeror shall state the specific experience claimed, period of performance, and dollar value of each.A Past Performance example that does not provide the level of detail required may not be evaluated. No more than one combination of DOs, TOs, TDLs and or TATs is permitted in the past performance submittal.One (1) year of completed performance is defined as twelve (12) consecutive months of performance.References with less than twelve (12) consecutive months of service will not be considered.

If a proposed subcontractor's past performance is provided as part of the three (3) of its most relevant contracts or efforts, the percentage and type of work to be done by the subcontractor on the solicitation requirement must be stated. The offeror's submittal shall also detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform. A Past Performance example which does not detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform may not be evaluated.

If the prime offeror or intended subcontractor/partner submits a past performance example in which it served as a subcontractor, the prime/sub/partner shall detail clearly the work that it performed and the magnitude (dollar value) of that subcontracted work only. A Past Performance example that does not differentiate between the overall contract effort and the subcontractor effort may not be evaluated.

The past performance of subcontractors who will be performing major or critical aspects of the solicitation will be considered as highly as a prime contractor's past performance.

Failure of offerors to provide the required information and level of specificity may result in the contract reference not being evaluated.

With respect to joint ventures, the procuring activity will consider work done individually by each member of the joint venture as well as any work done by the joint venture itself previously. Joint venture references must meet the temporal requirements described in section L (within five years and must reflect at least one year of completed performance prior to the closing date of this solicitation). Additionally, if a joint venture member submits a past performance reference, the joint venture member shall detail clearly the work that it performed in that effort and the magnitude (dollar value) of that work. A reference that does not differentiate between the overall contract effort and the joint venture member's effort for that reference will may not be evaluated. The past performance of a joint venture member who will be performing major or critical aspects of the solicitation will be considered as highly as the joint venture's past performance.

The offeror shall complete a "Past Performance Information Form" for each reference submitted.The form is an attachment to the solicitation.

In addition to the information requested above, offerors shall contact their past performance references and request that each reference complete the Past Performance Report Form attached to the solicitationand e-mail the completed survey form directly to Marissa Varela at marissa.d.varela.civ@us.navy.mil and Samantha Ballance atsamantha.a.ballance.civ@us.navy.mil by the closing date of the solicitation.The Government reserves the right to consider past performance report forms received after the due date of the solicitation and to contact references for verification or additional information.

6. Volume IV, Factor IV - Price
The Price Proposal shall include the completed solicitation documents. The price proposal shall include all elements of price and such other price

information considered appropriate to support the proposal. This submittal shall include the following:
RFP Section B "Schedule of Supplies/Services" completed by the offeror. For the purpose of preparing a price proposal, the offeror shall assume that the period of performance consists of a 8-month base period, four (4) 12-month option periods, and FAR clause 52.217-8, Option to Extend Services up to six months, as established in the Schedule.
The price proposal shall include all supporting data to illustrate/explain the methodology on how labor prices were developed. This information shall include a breakdown of the labor categories, labor hours, and labor rates anticipated and shall be submitted in Microsoft Excel format.
A completed and signed page 1 of the most current version of the solicitation;
Unless completed in SAM, RFP Section, "Representation, Certification and Other Statements of Offerors" completed by the offeror in accordance with FAR 52.204-8, FAR 52.204-24, FAR 52.204-26 and DFARS 252.204-7007 Alt. A.
All price and price supporting information shall be contained in the price submittal. No price or pricing information shall be included in any other volume including cover letters. Offerors are responsible for submitting sufficient information to enable the Government to fully evaluate their price proposal.

SECTION M: EVALUATION CRITERIA
The Government intends to award a single Firm, Fixed-Price (FFP) task order as a result of this solicitation in accordance with FAR 16.5 , and FAR 19.108. Award will be made to that offeror whose proposal represents the best value to the Government under the selection criteria set forth in this solicitation. The evaluation will consist of Factor I: Facilities Security Clearance, Factor II: Technical Approach, Factor III: Past Performance, and Factor IV: Price. Offers receiving a rating of 'Unacceptable' for Factor I -Facilities Security Clearance are considered un-awardable and will not be further evaluated. Factor II - Technical Approach will consist of two subfactors: Subfactor I - Performance Approach and Subfactor II - Staffing and Management Approach, which are equal importance. The evaluation of proposals will consider the Non-Price Proposal to be more important than the Price Proposal. Within the Non-Price Proposal, Factor II - Technical is more important than Factor III - Past Performance.

Offerors simply providing general statements or paraphrasing/parroting the PWS in whole or in any part may result in a rating of unacceptable. Offerors should be aware that a complete understanding as to technical, price, and all terms and conditions of the proposed contract must exist between the offeror and the Government at the conclusion of exchanges, if held. Material changes to proposals submitted in any final proposal revisions, if made, may not be subject to further exchange and may render the offer unacceptable to the Government. All offeror and team member/subcontractor information must be incorporated into one coherent proposal to be considered complete.

Although price is not the most important evaluation factor, it has the potential to become more significant during the evaluation process. The degree of importance of price will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based. The importance of price will also increase when an
offeror's price is so significantly high as to diminish the value to the Government that might be gained under the other aspects of the offer. If, at any stage of the evaluation, all offerors are determined to have submitted equal, or virtually equal, proposals, price could become the factor in determining which offeror shall receive the award.

All proposals will be reviewed for timeliness. Timely proposals will also be reviewed for compliance to the solicitation. If the proposal is not compliant with the material terms of the solicitation, it may not be evaluated and the offeror will be notified that the proposal is non-responsive.

Non- Price Proposal Evaluation Criteria

Factor I: Facilities Security Clearance
Factor I will be evaluated first and the offeror will receive a rating of Acceptable/Unacceptable based on its submission of the verification of its Secret Facilities Clearance Level meeting the requirements as detailed in Section L. This will be evaluated utilizing the "Acceptable/Unacceptable" rating Table below. Offerors receiving an 'Acceptable' rating for this factor will move on to have their technical approach evaluated. Offerors receiving an 'Unacceptable' rating will be considered un-awardable and will not be further evaluated.

Volume II - Factor II - Technical Approach
The purpose of the technical factor is to assess the offeror's proposed approach to satisfy the Government's requirements. The technical rating reflects the degree to which the proposed approach meets or does not meet the threshold performance or capability requirements. The risk associated with the offeror's technical approach will also be assessed. Risk, as it pertains to source selection, is the potential for unsuccessful contract performance. The consideration of risk assesses the degree to which an offeror's proposed approach to achieving the technical factor or sub-factor may involve risk of disruption of schedule, degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

The technical/risk rating includes consideration of risk in conjunction with the significant strengths, strengths, deficiencies, uncertainties, weaknesses, and significant weaknesses in determining technical ratings. Combined technical/risk evaluations will utilize the combined technical/risk ratings listed in the Technical Ratings Table and the risk descriptions in the Risk Descriptions Tables below. The overall assigned technical factor and sub-factor ratings will be from Table 2.

Subfactor I - Performance Approach: The offeror's Performance Approach will be evaluated on its feasibility, comprehensiveness, and the degree to which the offeror demonstrates an understanding of, and capability to successfully accomplish, all requirements contained above in Section L for Sub-factor I to include, but not limited to, addressing tasks/requirements in Section 4.0 of the PWS.

Subfactor II - Staffing and Management Approach: The offeror's Staffing and Management Approach will be evaluated on its feasibility, comprehensiveness, and the degree to which the offeror demonstrates an understanding of, and capability to successfully accomplish, all requirements contained above in Section L for Sub-factor II, including but not limited to, addressing Section 4.0 of the PWS.

NOTE: A rating of "Marginal" for any Technical factor or subfactor means that the vendor's proposal is not awardable without a change or changes to the vendor's proposal. A proposal which includes a "Marginal" rating is not eligible for award if award is made on initial offers. Offerors that receive a "Marginal" rating are considered to be susceptible to correction if the Contracting Officer determines that an exchange is appropriate and said

exchange is conducted; and as such, an offeror that receives a rating of "Marginal" in the technical factor or any sub-factor is not awardable and will not be further evaluated unless exchanges are conducted. Offerors receiving a rating of "Unacceptable" for any Technical factor or subfactor will not be considered for an award and will not be further evaluated.

Factor III - Past Performance
The past performance evaluation factor assesses the degree of confidence the Government has in an offeror's ability to meet the contract's requirements based on the quality of a demonstrated record of recent and relevant performance. There are three aspects to the past performance evaluation: recency, relevancy, and quality. These are combined to establish a single performance confidence assessment rating for each offeror.

Past Performance Recency: Recency is the first aspect of the past performance evaluation and is the time period during which past performance references are considered relevant. Recency is critical to establishing the relevancy of past performance information. For purposes of this solicitation, recent past performance is performance that has taken place within five (5) years of the issuance date of this solicitation. Evaluation will focus only on work experience already performed. Work yet-to-be performed, and work prior to the last five years, will not be considered. In addition, performance data will only be assessed for those references demonstrating at least one year of completed performance prior to the closing date of the solicitation within the past 5 years.

Past Performance Relevancy: Regarding relevancy, each past performance reference under each offeror's Past Performance submission will be evaluated to determine its scope, and magnitude relative to the instant requirement as detailed in table 4 below. The following definitions will apply to this evaluation:
Scope: Experience in the areas described in the PWS.
Magnitude: The similarity of the dollar value of actually performed work that exists between the PWS and the offeror's referenced contracts during the stated five-year period established by the solicitation.

The relevancy rating assigned to each past performance reference will be considered in determining the weight to be given to that reference in the overall Past Performance Confidence Assessment. References determined to be "Not Relevant" will not be further considered. Similarly, the quality of performance under a past performance reference that has no relevance to the instant requirement will not be considered in the overall assessment of past performance confidence. In determining the rating for the past performance factor, past performance of greater relevancy will have more influence on the past performance confidence assessment than past performance of lesser relevance.

Past Performance Quality: The third aspect of the past performance evaluation is to establish the overall quality of the offeror's past performance. The Government will review all past performance information collected and determine the quality of the offeror's performance, including general trends and usefulness of the information, and will incorporate this into the performance confidence assessment.

Past Performance Confidence Assessment: The overall assigned rating for past performance will be the Past Performance Confidence Assessment rating, defined in table 5 below. The assignment of this rating will be based on the overall quality of the recent and relevant past performance and will also consider the source of the information, the context of the data, and general trends in the offeror's performance. The quality of performance under a past performance reference that has no relevance to the instant requirement will not be considered in the overall assessment of past performance confidence. Evaluation will focus only on work already performed. Work yet-to-be performed by the solicitation closing date will not be considered.

If the offeror's past performance is determined to be not relevant as defined in the solicitation, then the quality of the offeror's past performance will not be evaluated through a confidence assessment and the past performance factor will be rated as "Neutral Confidence." If an offeror's past performance is determined to be relevant, then each past performance reference under the offeror's past performance submission that contributed to the determination of relevance (i.e., each reference that is rated at least somewhat relevant) will be evaluated to determine the quality of the offeror's performance under that reference. The quality of performance on contract references that are rated Not Relevant is not evaluated even when the overall past performance is found to be relevant.

In the case of offerors for which there is no information on past contract performance or where past contract performance information is not available, the offeror may not be evaluated favorably or unfavorably on the past performance factor. In this case, the offeror's past performance is unknown and assigned a performance confidence rating of "Neutral Confidence." Although an offeror that lacks recent, relevant past performance may not be rated favorably or unfavorably with regard to past performance, the Government may determine that a "Substantial Confidence" or "Satisfactory Confidence" past performance rating provides better value to the Government than a "Neutral Confidence" past performance rating.

In order to evaluate Past Performance, the Government may also utilize existing data sources, including the Contractor Performance Assessment Reporting System (CPARS), the Federal Awardee Performance and Integrity Information System (FAPIIS), the Electronic Subcontract Reporting System (eSRS), or other databases; communication with points of contact in the offeror's customer's organization, which could include private sector requirements and contracts personnel, Administrative Contracting Officers, Defense Contract Management Agency (DCMA) personnel, Procuring Contracting Officers, Contracting Officer's Representatives, and other Government activity requirements personnel. The Government may verify past performance information. The Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires, telephone interviews, and existing data sources. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources, including sources outside of the Government. This information will be used for the evaluation of past performance.

This evaluation and rating is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the offeror's past performance will be used as a means of evaluating the relative capability of the offeror and other competitors to successfully meet the requirements of the RFP. In determining the rating for the past performance evaluation sub-factor, the Government will give greater consideration to the contracts which the Government assess as most relevant to the RFP.

NOTE: A rating of "Limited Confidence" for the past performance factor means that the offeror's proposal is not

awardable without a change or changes to the offeror's proposal. A proposal that includes a "Limited Confidence" rating is considered to be susceptible to correction if the contracting officer determines that discussions (pursuant to FAR 15.306) is appropriate and said exchange is conducted. A rating of "No Confidence" for the past performance factor means that the offeror's proposal is not awardable, is not susceptible to correction, and will not be further evaluated.

Volume IV, Factor IV - Price
Price Proposals will be evaluated based on price reasonableness in accordance with FAR 15.404-1(b), Price Analysis. The Government may evaluate any and all information submitted by the offeror to support the reasonableness of the prices proposed. The method of evaluation used by the contracting officer is solely within the discretion of the contracting officer.

Although price is not the most important evaluation factor, it has the potential to become more significant during the evaluation process. The degree of importance of price will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based. The importance of price will also increase when a proposals price is so significantly high as to diminish the value to the Government that might be gained under the other aspects of the proposal. If, at any stage of the evaluation, all offerors are determined to have submitted equal, or virtually equal, non-price proposals, price could become the factor in determining which offeror will receive the award.

Evaluation of Options
The options at FAR clauses 52.217-8 and 52.217-9 will be evaluated pursuant to solicitation provision FAR 52.217-5, Evaluation of Options. The Government will evaluate proposals for award purposes by adding the total price for the option to the total price for the basic requirement. The Government may determine that a proposal is unacceptable if the option price is significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

Written Notice
A written notice of award or acceptance of an offer e-mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding task order without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

5. Ratings Tables
TABLE 1: FACILITIES SECURITY CLEARANCE RATING TABLE

Rating	**Description**
Acceptable	Proposal meets the minimum requirements of the solicitation.
Unacceptable	Proposal does not meet the minimum requirements of the solicitation.

TABLE 2: TECHNICAL APPROACH - COMBINED TECHNICAL/RISK RATING TABLE

Rating	**Description**
Outsta nding	Proposal demonstrates an exceptional approach and understanding of the requirements and contains multiple strengths and/or at least one significant strength, and risk of unsuccessful performance is low.
Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength or significant strength, and risk of unsuccessful performance is low to moderate.

Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Unacceptable	Proposal does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is unawardable, and/or risk of performance is unacceptably high.

TABLE 3: TECHNICAL RISK DEFINITIONS TABLE

Type of Risk	**Description**
Low	Proposal may contain weakness/weaknesses which have low potential to cause disruption of schedule, increased cost, or degradation of performance. Normal contractor emphasis and normal Government monitoring will likely be able to overcome any difficulties.
Moderate	Proposal contains a significant weakness or combination of weaknesses which may have a moderate potential to cause disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will likely be able to overcome any difficulties.
High	Proposal contains a significant weakness or combination of weaknesses which is likely to have high potential to cause significant disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will unlikely be able to overcome any difficulties.
Unacceptable	Proposal contains a deficiency or a combination of significant weaknesses that causes an unacceptable level of risk of unsuccessful performance.

DEFINITIONS:
Strength - an aspect of an offeror's proposal with merit or will exceed specified performance or capability requirements to the advantage of the Government during contract performance.

Significant Strength - an aspect of an Offeror's proposal with appreciable merit or will exceed specified performance or capability requirements to the

considerable advantage of the Government during contract performance.

Weakness - a flaw in the proposal that increases the risk of unsuccessful contract performance.

Significant Weakness - a flaw that appreciably increases the risk of unsuccessful contract performance.

Deficiency - a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

Risk - (as it pertains to source selection) The potential for unsuccessful contract performance. The consideration of risk assesses the degree to which an offeror's proposed approach to achieving the technical factor or sub-factor may involve risk of disruption of schedule, degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

Uncertainty - aspect of a non-cost/price factor proposal for which the intent of the offer is unclear (e.g., more than one way to interpret the offer or inconsistencies in the proposal indicating that there may have been an error, omission, or mistake)

TABLE 4: PAST PERFORMANCE RELEVANCY RATING METHOD

Rating	**Description**
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort this solicitation requires.

TABLE 5: PERFORMANCE CONFIDENCE ASSESSMENTS RATING METHOD

Rating	**Description**
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.

Neutral Confidence	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The offeror may not be evaluated favorably or unfavorably on the factor of past performance.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.

Evaluation - Commercial Products and Commercial Services

FAR Clauses Incorporated by Full Text

52.212-2 Evaluation-Commercial Products and Commercial Services. (Deviation 2026-O0038) (Feb 2026)

Evaluation-Commercial Products and Commercial Services (Feb 2026) (Deviation 2026-O0038)

(a) Evaluation factors. The Government will award a contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors will be used to evaluate offers:

-*Please see addendum*

(b) *Options (if applicable)*. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. The evaluation of options does not obligate the Government to exercise the option(s).

(c) *Notice of award*. A written notice of award or acceptance of an offer furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision)

Addendum to Evaluation - Commercial Product and Commercial Services

Offeror Representations and Certifications - Commercial Products and Commercial Services

Addendum to Solicitation Provisions

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.219-31	Notice of Small Business Reserve.	Mar 2020		
52.217-5	Evaluation of Options. (Deviation 2026-O0038)	Feb 2026		
52.222-50	Combating Trafficking in Persons. (Deviation 2026-O0038)	Feb 2026		
52.240-90	Security Prohibitions and Exclusions Representations and Certifications. (Deviation 2026-O0038)	Feb 2026		
52.204-7	System for Award Management-Registration. (Deviation 2026-O0038)	Feb 2026		
52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation.	Jan 2017		
52.233-2	Service of Protest. (Deviation 2026-O0038)	Feb 2026		
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions.	Sep 2024		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.225-7973	Prohibition on the Procurement of Foreign-Made Unmanned Aircraft Systems—Representation. (DEVIATION 2024-O0014)	Aug 2024	Deviation 2024-O0014	Aug 2024
252.225-7966	Prohibition Regarding Russian Fossil Fuel Business Operations-Representation (Deviation 2024-O0006, Revision 1)	Mar 2024	Deviation 2024-O0006	Mar 2024

FAR Clauses Incorporated by Full Text

52.252-1 Solicitation Provisions Incorporated by Reference. (Feb 1998)

Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

FLC Norfolk Contracting
1968 Gilbert Street
Norfolk, VA 23511-3392

(End of provision)

52.252-5 Authorized Deviations in Provisions. (Nov 2020)

Authorized Deviations in Provisions (Nov 2020)

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

(b) The use in this solicitation of any DFARS(48 CFR Chapter_2___) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

DFARS Clauses Incorporated by Full Text

252.204-7025 Notice of Cybersecurity Maturity Model Certification Level Requirements. (Nov 2025)

NOTICE OF CYBERSECURITY MATURITY MODEL CERTIFICATION LEVEL REQUIREMENTS (NOV 2025)

(a) *Definitions*. As used in this provision, "controlled unclassified information (CUI)," "current," "Cybersecurity Maturity Model Certification (CMMC) status," "Cybersecurity Maturity Model Certification unique identifier (CMMC UID)," "Federal contract information (FCI)", and "plan of action and milestones" have the meaning given in the Defense Federal Acquisition Regulation Supplement 252.204-7021, Contractor Compliance With the Cybersecurity Maturity Model Certification Level Requirements, clause of this solicitation.

(b)(1) *Cybersecurity Maturity Model Certification (CMMC) level*. The CMMC level required by this solicitation is: ____ *[Contracting Officer insert: CMMC Level 1 (Self); CMMC Level 2 (Self); CMMC Level 2 (C3PAO); or CMMC Level 3 (DIBCAC)]*. This CMMC level, or higher (see 32 CFR part 170), is required prior to award for each contractor information system that will process, store, or transmit Federal contract information (FCI) or controlled unclassified information (CUI) during performance of the contract.

(2) The Offeror will not be eligible for award of a contract, task order, or delivery order resulting from this solicitation if the Offeror does not have, for each of the contractor information systems that will process, store, or transmit FCI or CUI and that will be used in performance of a contract resulting from this solicitation-

(i) The current CMMC status entered in the Supplier Performance Risk System (SPRS) (*https://piee.eb.mil*) at the CMMC level required by paragraph (b)(1) of this provision; and

(ii) A current affirmation of continuous compliance with the security requirements identified at 32 CFR part 170 in SPRS.

(c) *Plan of action and milestones*. If the Offeror has a CMMC Status of Conditional, the Offeror shall successfully close out a valid plan of action and milestones (32 CFR 170.21) to achieve a CMMC Status of Final.

(d) *CMMC unique identifiers*. The Offeror shall provide, in the proposal, the CMMC unique identifier(s) (CMMC UIDs) issued by SPRS for each contractor information system that will process, store, or transmit FCI or CUI during performance of a contract, task order, or delivery order resulting from this solicitation. The Offeror also shall update the list when new CMMC UIDs are generated in SPRS. The CMMC UIDs are provided in SPRS after the Offeror enters the results of self-assessment(s) for each such information system.

(End of provision)

252.204-7998 Alternate A, Annual Representations and Certifications. (DEVIATION 2026-O0043) (Feb 2026) Alternate A (Feb 2026) Deviation 2026-O0043 (Feb 2026)

Alternate A, Annual Representations and Certifications (DEVIATION 2026-O0043)(FEB 2026)

Include the following paragraphs (e), (f), and (g) in the provision at FAR 52.204-7:

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

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

☐ (i) Paragraph (g) applies.

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

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

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

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

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

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

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

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

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

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

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

☐(ii) 252.225-7000, Buy American--Balance of Payments Program Certificate.

☐(iii) 252.225-7020, Trade Agreements Certificate.

☐Use with Alternate I.

☐(iv) 252.225-7031, Secondary Arab Boycott of Israel.

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

☐Use with Alternate I.

☐Use with Alternate II.

☐Use with Alternate III.

☐Use with Alternate IV.

☐Use with Alternate V.

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

☐ (vii) 252.232-7015, Performance-Based Payments--Representation.

(g) The Offeror has completed the annual representations and certifications electronically via the SAM website at *https://www.sam.gov* After reviewing the SAM database information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in FAR 52.204-7 and paragraph (f) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer, and are incorporated in this offer by reference (see FAR 4.203-1); except for the changes identified below [*Offeror to insert changes, identifying change by provision number, title, date*]. These amended representation(s) and/or certification (s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR/DFARS provision No.	Title	Date	Change
___	___	___	___
___	___	___	___
___	___	___	___
___	___	___	___

___	___	___	___

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

(End of provision)