

N4740801D8204
STATEMENT OF WORK
Computer Analysis & Programming Services
NAVFAC Information Technology Center [NITC],
Seabee Logistics Center, Port Hueneme [SLC], CA.

1. GENERAL. The effort required will be performed in accordance with the following Statement of Work (SOW) and in accordance with all other terms and conditions set forth herein.
- 1.1 INTRODUCTION. The contractor will provide computer analysis and programming services for development, major modification and/or maintenance of the Command's Naval Facilities Systems (NFS) for the Naval Facilities Engineering Command (NAVFAC) Headquarters, Engineering Field Divisions, and other activities. The NFS is comprised of highly integrated management information systems (MIS) which support fleet units and shore activities worldwide. A group of MIS's having Navy wide application in shore facilities planning and real estate; military construction programming; support of the Naval Construction Forces, construction, automotive and specialized equipment; family housing; base operating support; and facilities engineering comprise the NFS. Among these MIS's are:
 - a. Naval Facilities Engineering Command Headquarters/Management Information System (HQ/MIS)
 - b. Facilities Information System (FIS) with its component systems:
 1. Facilities Information System - Financial Management (FIS/FIN)
 2. Facilities Information System - Contract Management (FIS/CNT)
 3. Facilities Information System - Design Management (FIS/DSN)
 4. Facilities Information System - Environmental Management (FIS/ENV)
 5. Facilities Information System - Authorization Management (FIS/AUTH)
 - c. Field Office Contract Automation System (FOCAS)
 - d. PC Transportation
 - e. Facilities Inventory and Planning System (FIPS)
 1. Navy Facilities Activities [NFA]
 2. Shore Facilities Planning System [SFPS]
 3. Category Code Directory [CCD]
 - f. Military Construction Programming (MCP)
 - g. Supply Management Information System [SUP/MIS]
 - h. Civil Engineer Support/Management Information System (CES/MIS)

- i. Construction, Automotive, and Specialized Equipment/Management Information System (CASE/MIS)
- j. Family Housing Requirements System (FHRS)
- k. Base Operating Support/Management Information System (BOS/MIS)

Each NFS is supported by one or a combination of the following:

- a. Computer Associates DATACOM/DB running under IBM's Customer Information Control System (CICS)
- b. IBM (OS MVS/ESA with VTAM access method)

1.2 SCOPE OF WORK. The scope of this contract includes services on the part of the contractor that are necessary to comply with the overall goals and tasks outlined as follows and further specified in individual delivery order's (DOs).

1.2.1 TASK AREAS. When tasked by delivery orders, the contractor will provide and support the development, modification, and maintenance support of on-line and batch applications. Each delivery order task will result in a finished product(s) which may consist of any/all of the following deliverables:

- a. Project Plan
- b. Life Cycle Methodology [LCM] Documentation
- c. Information Systems Analysis
- d. Information Systems Design
- e. On-line/Batch Programs
- f. Unit and System Testing
- g. Acceptance Testing
- h. User Training
- i. Implementation Support
- j. Operations Plan

1.2.2 EXPERIENCE AND EXPERTISE. Contractor personnel are required to have experience and expert knowledge in the following areas:

- a. Mainframe Environment: Computer Associates (CA) DATACOM/DB

DBMS, written in IDEAL, COBOL, or MetaCOBOL, for the IBM CICS teleprocessing environment; IBM's Job Control Language (JCL), TSO, ROSCOE, DYL260/280Answer80, SAS, CA DataQuery, and CA's TOTAL Transparency software.

- b. PC Documentation Tools: Expert knowledge of the following is required: Microsoft Office Products [Word, Excel, PowerPoint, Project98], and Computer Associates data modeling products.
- c. Ability to adopt current technology in the areas above to current requirements.

2. CONTRACTOR FURNISHED PROPERTY AND SERVICES.

2.1 CONTRACTOR FURNISHED FACILITIES. The contractor will furnish off-base facilities. These facilities will be located to enable the contractor to comply with the term's conditions and requirements of the contract. The contractor must possess a facility for performance hereunder which is within sixty (60) minutes surface driving time of the NITC, SLC, Port Hueneme, California. The purpose of the required proximity is to effect management, administration, and technical communication between the contractor and the government in a timely, effective manner. When required, contractor will be at government's site.

2.1.1 FACILITIES CLEARANCE. Administrative clearance to the NITC facility is required of all personnel. Higher authority personnel and facilities clearances are not required for the execution of this contract.

2.2 CONTRACTOR FURNISHED EQUIPMENT. The contractor will furnish and maintain the equipment and tools necessary to perform the work of the contract. These tools include internet connectivity to Defense Mega Center [DMC] Mechanicsburg, PA. During the life of the contract, the equipment will be subject to inspection by the authorized representative of the government.

3. CONTRACTOR OPERATIONAL PROCEDURES. The contractor's mode of operation will be consistent with the NITC day-to-day business/procedures and in accordance with established NITC Standards. The contractor will adhere to all NITC policies. Undocumented procedures, policies and guides will be documented and given to the contractor within a reasonable time frame upon the contractor's request.

4. SECURITY OF HOST SYSTEM AND NETWORK.

4.1 INTRODUCTION TO NETWORK SECURITY REQUIREMENTS. The contractor is responsible for inspection and enforcement of security procedures; and ensuring the integrity of government-owned data, management information systems and computer system(s) to which access is granted.

4.1.1 COMPUTER SYSTEM SECURITY OFFICER. The contractor's Terminal Area Security Officer (TASO), will report to the NITC ADP Security Officer (ADPSO) on all matters pertaining to security of the government ADP systems.

4.1.2 NETWORK SECURITY OFFICERS. The contractor will appoint a TASO, who will:

- a. Determine which individuals need access to the terminal.
- b. Maintain a current list of personnel authorized access to each terminal, with a copy provided to the ADPSO. The list will include identification information, clearances of other data required by the ADPSO.
- c. Report security abnormalities to the NITC ADPSO.
- d. Brief each user on the terminal security requirements.
- e. Notify the NITC ADPSO of user security violations.
- f. Safeguard and return to the NITC ADPSO any ADP products, which have been misrouted or cannot be identified.
- g. Provide for the proper destruction of waste output.
- h. Ensure that the terminal is disconnected and protected when no properly cleared and indoctrinated personnel are in the working area.
- i. Provide services to the NITC ADPSO, as required, in order to ensure security at remote terminal areas.

4.2 ASSIGNED USERIDS and PASSWORDS. The Government will assign user-ids and passwords in accordance with established NITC policy.

4.4 USER-ID/PASSWORD SURVEILLANCE. The government will monitor assigned user-ids and passwords. Periodic unscheduled visits to the contractor's site by the ADPSO will be conducted to inspect data being viewed, retrieved and/or manipulated by contractor personnel.

5. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

5.1 GOVERNMENT TELECOMMUNICATION EQUIPMENT. The contractor will submit a layout of the contractor's proposed hardware and configuration and list the software control system, if any, to be supported by the NITC host system. During the life of this contract, no change in the configuration and software by the contractor may be made unless approved by the government.

- 5.2 GOVERNMENT FURNISHED SYSTEMS. The government will provide the contractor access to the NITC Host Systems, MVS/ESA Operating Systems, software subsystems, and peripherals. Access will be granted based upon the requirements of duly authorized and approved DOs.
- 5.3 GOVERNMENT FURNISHED SUPPLIES. The government will furnish materials required to support the contractor at the NITC, host system. The contractor will provide those items in support of remote site operations.
- 5.4 GOVERNMENT FURNISHED FORMS AND MANUALS. The government will supply all special forms that the government specifies in performance of DOs. The contractor will place orders through the NITC Project Manager at least thirty (30) days in advance of the need for the required special forms. The government will supply NITC standards manuals upon request.
- 5.5 ADEQUACY OF GOVERNMENT FURNISHED PROPERTY AND SERVICES. The contractor will plan and meet milestones to ensure timely completion of DOs. The government is required to provide data processing support sufficient to accomplish agreed upon milestones or schedules. When the contractor believes that an expected completion date will not be met because of inadequate host system support, the Contracting Officer with a copy to the NITC Project Manager will be notified in writing ten (10) days in advance of the expected completion date. Failure to promptly notify the government will absolve the government of any responsibility for the contractor not meeting the expected completion date.