UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO VIRGINIA 22134-5010

IN REPLY REFER TO

5720
DON-USMC-2022-005475
28 Feb 22

Sent via email to: foia@foia.com

Ms. Rose Santos
FOIA GROUP
P.O. Box 368
Depew NY 14043

SUBJECT: FOIA DON-USMC-2022-005475

Dear Ms. Santos:

This responds to your FOIA request dated February 7, 2021, which requests a copy of "Relevant to N00l 7819D7480 Task Order M6785421F3001 (1) Copy of the Task Order's title page (1st page only) and (2) copy of the Task Order's CURRENT Statement of Work/Performance Work Statement (SOW/PWS))."

The requested documents are enclosed.

Fees associated with processing your request are minimal and waived.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or bobbie.cave@usmc.mil.

Sincerely,

Bobbie Cave

for Lisa L. Baker
Counsel

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
J	1		2

2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER *(If applicable)*
P00011	03/10/2022	M95450-21-SUF-3100	N/A

6. ISSUED BY CODE M67854

MARCORSYSCOM
2200 Lester St Bldg 2200
Quantico, VA 22134-6050

7. ADMINISTERED BY *(If other than Item 6)* CODE SCD C

8. NAME AND ADDRESS OF CONTRACTOR *(Number, street, county, State and ZIP Code)*

Davis Defense Group, Inc.
475 Aquia Towne Center Drive, Suite 401
Stafford, Virginia 22554-8337

CODE 3B0Y3 FACILITY CODE 111473125

(X) ☐ 9A. AMENDMENT OF SOLICITATION NUMBER

9B. DATED *(SEE ITEM 11)*

☒ 10A. MODIFICATION OF CONTRACT/ORDER NUMBER
N0017819D7480/M6785421F3001

10B. DATED *(SEE ITEM 13)*
12/15/2020

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☒	D. OTHER *(Specify type of modification and authority)* FAR 52.232-22 Limitation of funds

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

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

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		AnnaMaria Altman , Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA /s/AnnaMaria Altman *(Signature of Contracting Officer)*	16C. DATE SIGNED 03/10/2022

PERFORMANCE WORK STATEMENT

Program Manager, Light Tactical Vehicles
Program Support Services

United States Marine Corps

Commander, Marine Corps Systems Command
Program Manager, Light Tactical Vehicles
2200 Lester Street
Quantico, VA 22134

~~9 September~~ 26 October 2020

Abstract: The purpose of this Performance Work Statement is to procure Program Management, Cost Analysis, Financial Analysis, Systems Engineering, Logistics and Sustainment support and specialty services.

1.0 INTRODUCTION

Marine Corps, ground tactical wheeled vehicles must allow Marines to conduct expeditionary operations anywhere in the world across the Range of Military Operations (ROMO). The ROMO includes a range of stability and security operations with a high level of irregular threats to major combat operations with traditional threats. Marine Corps tactical wheeled vehicles must ensure required payload, protection, and performance levels are achieved while being highly mobile, reliable, survivable, transportable, and deployable for expeditionary operations across the spectrum of the operational environment.

The Program Manager, Light Tactical Vehicles (PM LTV) is resident in the Commander Marine Corps Systems Command (MCSC) and is responsible for research, development, acquisition, and total lifecycle management of all new Marine Corps light tactical vehicle acquisition programs as well as the life cycle management of light tactical wheeled vehicle legacy systems and ancillary equipment, with a focus on establishing and maintaining effective, comprehensive program management, financial management, logistics support, systems engineering support and cost estimation practices within specific cost, schedule and performance parameters. PM LTV's portfolio of programs includes:

- Joint Light Tactical Vehicle (JLTV) Program
- High Mobility Multi-purpose Wheeled Vehicle (HMMWV) Legacy Fleet
- Utility Task Vehicle (UTV)
- Ultra-Light Tactical Vehicle (ULTV)
- Light Tactical Trailers (LTT) Program

2.0 SCOPE

The PM LTV program management office (PMO) is organized into two areas of effort, the first being the new procurements of the Joint Light Tactical Vehicle (JLTV) and Ultra-Light Tactical Vehicle (ULTV), the second focusing on the life cycle management and sustainment of legacy fleet light tactical vehicles and equipment. The overall PMO organizational structure is staffed by the following functional competencies: program management (project, acquisition, cost analysis and business management), financial management, contracting, systems engineering and logistics.

The on-going lifecycle management and support of legacy light tactical vehicles and equipment, new procurements and Marine Corps initiatives require expert knowledge of acquisition and sustainment for all levels of Acquisition Category (ACAT) and Abbreviated Acquisition Programs (AAPs). This requirement includes providing support to the program management, cost analysis, financial management, acquisition logistics, sustainment, and systems engineering competencies assigned to PM LTV. These efforts are closely aligned and frequently overlap with those of other program management offices within PEO LS and Marine Corps Systems Command. This solicitation seeks a contractor capable of providing quality services to PM LTV, to include the following:

- Program Management Services
- Acquisition Logistics and Sustainment Management Services
- Systems Engineering Services
- Cost Services
- Financial Management Services
- ~~Administrative Services~~

3.0 GENERAL REQUIREMENTS

It is the contractor's responsibility to arrange and enter into all non-disclosure agreements the contractor needs to interface with other contractors to accomplish the tasks in support of this PWS in accordance with FAR 9.505-4. The Contractor shall provide copies of all non-disclosure agreements required for performance of this PWS to the Contracting Officer (KO) or Contracting Officer Representative (COR).

The contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

All personnel performing work on this contract are required to possess at least a SECRET clearance. Access to classified data and information up to and including SECRET may be required in the performance of this work. Security specifications applicable to performance of the PWS expressed on the associated DD Form 254.

Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

Contractor's Point of Contact:
Name
Job Title
E-mail
Phone No.
Ex. Jon Smith
Contract Admin
xxxxxx@xmail.com
(xxx)xxx-xxxx

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

The contractor shall maintain and update a list of personnel that require Common Access Cards (CAC) for the COR's approval.

Where the contractor provides support for multiple tiers on the same program, the contractor shall ensure that it provides an independent review capability, such that work performed by contractor personnel in support of one tier is not reviewed by the same contractor personnel in support of another tier.

Per NMCARS 5237.203 policy, the contractor shall prominently show on the cover of all contractor generated reports, the following: a) name and business address of the contractor, b) contract number, c) contract dollar amount, d) whether the contract was competitively or non-competitively awarded, e) name of the individual sponsor from requiring activity, and f) name and address of requiring activity.

All deliverables shall be submitted to the COR and the COR is responsible for tracking and acceptance. The Contractor's deliverables will be delivered via a government SharePoint portal designated by the COR in order to facilitate review by applicable government team members. A workflow will be established by the contractor to notify the COR and other government team members the deliverable is available for review.

3.1 Non-Personal Services

The government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

3.2 Business Relations

The contractor shall align itself to support PM LTV programs with an efficient mix of personnel experienced in the functional competencies identified in Section 2. The contractor shall provide an adaptable, flexible team structure best suited to accomplishing both planned and emergent tasks, with an emphasis on a team structure maximizing productivity, efficiency and accountability. The contractor shall be responsible for successfully integrating and coordinating all activities needed to execute requirements, while managing the timeliness, responsiveness, completeness, and quality of deliverables. The contractor shall be responsible for the management of subcontractors, ensuring the professional and ethical behavior of all contractor personnel.

3.3 CONTRACT ADMINISTRATION AND MANAGEMENT

The following subsections specify requirements for security, contract management, and personnel administration.

3.3.1 Location and Hours of Work

The contractor shall perform the tasks of this PWS primarily from the contractor's location. Some tasks may require on-site support as defined by individual task descriptions. Travel to various locations shall be required in accordance with section 5.0.

All contractor employees shall be available during government's core hours. Contractors supporting this task are not considered essential personnel during emergency or reduced operations. The contractor may be required to provide support beyond a typical 8 hour work day or 40 hour work week while executing tasks such as travel and test support. The Government will not reimburse the payment of overtime premiums.

For those contactor personnel required to work on-site at government facilities, Marine Corps Systems Command policy no longer allows for the issue of government owned computers to contractor personnel, therefore contractor personnel shall be required to furnish their own computer assets which are fully compatible with the Marine Corps Enterprise Network (MCEN).

3.3.2 Cyber Security Requirements

Marine Corps Enterprise Network (MCEN) Computer Access – Contractor personnel accessing Marine Corps Systems Command Computer systems, must maintain compliance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD 2875, and completion certificates for the CYBERC course located on MarineNet located at https://www.marinenet.usmc.mil The CYBERC course consist of the DOD Cyber Awareness Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to acquire the required training.

MCEN IT resources if provided are designated For Official Use Only (FOUO) and other limited authorized purposes. DoD military, civilian personnel, consultants, and contractor personnel performing duties on MCEN information systems may be assigned to one of three position sensitivity designations.

1. ADP-I (IT-1): Favorably adjudicated T-5, T5R, Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR)

2. ADP-II (IT-2): Favorably adjudicated T-3, T3R, Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR)

3. ADP-III (IT-3): Completed T-1, National Agency Check with Inquiries (NACI)

All privileged users (IT-1) must undergo an SSBI regardless of the security clearance level required for the position. Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) relating to the position being filled. Privileged users are defined as anyone who has privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must read, understand, and comply with policy and guidance to protect classified information and FOUO, and to prevent unauthorized disclosures in accordance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

MCEN Official E-mail usage – MCEN IT resources are provided For Official Use Only (FOUO) and other limited authorized purposes. Authorized purposes may include personal use within limitations as defined by the supervisor or the local Command. Auto forwarding of e- mail from MCEN-N to commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail messages requiring either message integrity or non-repudiation are digitally signed using DoD Public Key Infrastructure (PKI). All e-mail containing an attachment or embedded active content must be digitally signed.

MCEN users will follow specific guidelines to safeguard PII and For Official Use Only (FOUO). Non-official e-mail is not authorized for and will not be used to transmit FOUO to include PII and Health Insurance Portability and Accountability Act (HIPAA) information. Non-official e-mail is not authorized for official use unless under specific situations where it is the only mean for communication available to meet operational requirements. This can occur when the official MCEN provided e-mail is not available but must be approved prior to use by the Marine Corps Authorizing Official (AO).

All personnel will use DoD authorized PKI certificates to encrypt e-mail messages if they contain any of the following:

1. Information that is categorized as For Official Use Only (FOUO)
2. Any contract sensitive information that normally would not be disclosed to anyone other than the intended recipient.
3. Any privacy data, PII, or information that is intended for inclusion in an employee's personal file or any information that would fall under the tenets of MSGID: DOC/5 USC 552A. Personal or commercial e-mail accounts are not authorized to transmit unencrypted FOUO or PII.
4. Any medical or health data, to include medical status or diagnosis concerning another individual.
5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

Contractor Assets Connectivity to the MCEN – The contracting company will comply with MCENMSG-Unification 003-14 ENABLING CONTRACTOR ASSET CONNECTIVITY TO THE MCEN. The Contractor representative will transfer the contractor owned laptops to the MCSC G-6, Information Technology Asset Management (ITAM) department to have the MCEN images places on each laptop before it is authorized to connect to the MCEN.

All Contractor owned laps must meet or exceed the USMC laptop specifications. A list of laptops authorized to be attached to the MCEN can be obtained from MCSC G-6 upon request.

Upon completion of the contact or at such time as the contractor reclaims the asset from the USMC, non-Government owned internal\external hard drives shall become the property of the U.S. Government. Once the hard drives have been removed, the laptops\assets will be returned to the Contractor. For additional questions regarding current system specifications contact the MCSC, ITAM lead at (703) 432-4396.

Magnetic Hard Drive Storage Devices – This paragraph covers the requirements of classified and unclassified internal and removable magnetic and Solid State hard drives that store the Government data. This includes, but is not limited to, storage area network (SAN) devices, servers, workstations, laptops/notebooks, printers, copiers, scanners and multi-functional devices (MFD) with internal hard drives, removable hard drives and external hard drives. Upon disposal, replacement, turn in of hard drives or completion of the contract, non-Government owned internal\external hard drives shall become the property of the U.S. Government in accordance with GENADMIN Processing of Magnetic Hard Drive Storage Media for Disposal.

3.3.3 Security Clearance and Access Requirements

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance and a Secret Safeguarding Level prior to classified performance at the contractor's facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an Attachment.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to MCSC_Security@usmc.mil or 703-432-3374/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, if they have been issued a CAC, a MCSC Building Badge and/or granted classified access. The FSO shall notify the Government (written notice) within

24 hours of any contractor personnel added or removed from the contract that have been issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

3.3.4 Clearances and Common Access Card (CAC) Guidance

The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also immediately notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC are prohibited from "auto-forwarding" e-mail from their .mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil" e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished "ctr@usmc.mil" e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct FOUO government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts.

3.3.5 Monthly Status Report (MSR)

In support of PM LTV efforts the contractor shall submit a Monthly Status Report (MSR). The MSR shall provide project status and shall provide an overall status of the program. The MSRs delivered by the contractor shall report cost, schedule, and performance against PMP

requirements and identify the status of funding, planned versus actual expenditures for each project, status of known risks, risk mitigation efforts, deliverables funded and date they were funded, technical progress made and schedule status for each deliverable, deliverable titles and numbers completed within the previous month, and the deliverables scheduled to be delivered during the upcoming month. The specific MSR format and content shall be mutually agreed upon by the contractor and the COR; the MSR format should be established no later than the post-award conference.

CDRL A001 – Monthly Status Report

4.0 PERFORMANCE REQUIREMENTS

The contractor shall perform the specific PWS tasks to the identified performance standards (STD) and at the stated acceptable quality level (AQL). The government will ensure compliance with the performance standards by surveillance (SURV) of the contractor's performance and deliverables, which will primarily be the responsibility of the COR.

4.1 Product Manager and Tier One Integrated Product Team Services

4.1.1 Program Briefings

The contractor shall update program management reviews for the PM LTV portfolio of programs quarterly. The contractor shall draft briefs that follow the government-provided briefing template as well as metrics established by the U.S. Navy's Probability of Program Success (POPS) database and will submit the draft briefs to the government for review and approval. These briefs will identify current program status, program management, engineering, logistics, cost, funding and sustainment issues and concerns. Briefing information and data will be provided by the government. The contractor shall also be responsible for and perform the program updates in the Marine Corps Systems Command TOPIC data base on a quarterly basis.

The contractor shall also develop in-process review briefings, milestone decision briefs, ad hoc briefings for senior leadership and external agencies and requests for information. The contractor shall submit these draft briefings for government review and approval.

CDRL – A002 PM LTV Program Management Review Briefing Materials
CDRL – A003 Risk Advisory Board Program Management Review Briefing Materials
CDRL – A004 PM LTV Milestone Decision Briefs

4.2 Program Management Services

In support of PM LTV efforts, the contractor shall provide program management support which requires close interactions with all assigned functional and competency area personnel within the PMO and shall consist of the: Review of existing program acquisition documents; update of existing program acquisition documents; and development and delivery of original program acquisition documents. The contractor shall provide acquisition analysis to support the requirements mandated by DoDD 5000.01 Aug 2018 and DoDI 5000.02 Jan 2020,

SECNAVINST 5000.02F, Mar 2019, NAVSO P-3692 Independent Logistics Assessment [ILA Handbook], MCSC Acquisition Guide [MAG] and other local command policies) for all programs covered by this PWS.

4.2.1 Acquisition Document Reviews

In support of PM LTV efforts, the contractor shall conduct a review of existing program acquisition documents. Each review shall include a technical analysis and assessment of the information contained in the document provided by the government. The contractor shall provide and deliver review results that shall include a completed comment resolution matrix, summary conclusions, and final recommendations. The contractor shall develop or review, assess and provide recommendations related to maintenance and sustainment operations. The contractor shall address maintenance planning efforts, depot workload allocation efforts, procurement request activities and initial provisioning activities in the reviews. Acquisition program sustainment documentation development support provided shall include delivery schedules and quarterly vendor in-process reviews.

In support of PM LTV, the contractor shall prepare updates and/or revisions to existing program acquisition documents. The updated documents delivered by the contractor shall include changes to reflect new or updated government policies, regular program progress, regular program reviews, and upcoming program milestones. In support of PM LTV efforts, the contractor shall update the following documents as required and submit all revisions for review and approval by the program office:

- Affordability Analysis
- Program Protection Plans (PPP)
- Acquisition Strategy/Acquisition Plans (AS/AP)
- Business Case Analyses (BCA)
- Cost Analysis Requirement Documents (CARD)
- Statements of Work (SOW)/Statements of Objectives (SOO)/Performance Work Statements (PWS)
- Quarterly Vendor In-Process Reviews
- Monthly ASN/RDA Information System (RDAIS) Updates
- Probability of Program Success (PoPS) Health Assessment Updates
- Process/Procedure Development and Process/Procedure Mapping (Visio)
- Program Portfolio Master Schedule and Updates
- Acquisition Program Milestones/Gate Reviews
- Quarterly Program Management Reviews (PMR)
- Quarterly TOPIC Updates
- Integrated Master Schedules (IMS)
- Life Cycle Cost Estimates (LCCE)
- Security Classification Guides (SCG)

CDRL A005 – Integrated Master Schedules
CDRL A006 – Acquisition Strategy / Acquisition Plan
CDRL A007 – Acquisition Program Baseline
CDRL A008 – Acquisition Decision Memorandum
CDRL A009 – Milestone Decision Brief
CDRL A00A – Cost Analysis Requirements Description
CDRL A00B – Program Protection Plans
CDRL A00C – Business Case Analysis
CDRL A00D – Statements of Work, Statements of Objectives, Performance Work Statements
CDRL A00E – Lifecycle Cost Estimates
CDRL A00F – Security Classification Guides

4.2.2 Business Analysis

In support of PM LTV efforts, the contractor shall provide business analysis expertise for the PMO. The contractor shall provide research, analysis and coordination at the interface between acquisition management and financial management in support of PMO program objectives. In support of PM LTV efforts, the contractor shall perform the following tasks:

- Coordination of program procurement schedules to financial execution data and reporting of program risks.
- Perform program schedule analysis to forecast PMO progress with respect to financial execution goals.
- Conduct reviews of PM LTV programs to determine what Better Buying Initiatives can be applied to improve the program.
- Develop and recommend project-finance interface and project-contracts interface process improvements from independent and team-developed program evaluations.
- Evaluate and provide recommendations for improved programmatic cost/benefit initiatives, including Program Objective Memorandum (POM) support.
- Develop project schedules for timely award of procurement requests following submission by project officers to ensure consistency with DoD and SECNAV 5000 objectives
- Prepare recurring reports utilizing program schedules as well as budget and execution data to convey program progress to high-level personnel internal and external to the PMO.

4.2.3. Integrated Master Schedule

The contractor shall develop and maintain an Integrated Master Schedule (IMS) for PM LTV programs. The IMS shall be submitted for government review and approval. The contractor shall update the IMS' monthly per CDRL A005. The IMS shall be submitted for government review and approval.

CDRL A005 – Integrated Master Schedules

4.2.4 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

4.3 Logistics Services

In support of PM LTV efforts, the contractor shall assist with planning, coordinating, and executing comprehensive life-cycle support for projects assigned to PM LTV.

4.3.1 Logistics Meetings

In support of PM LTV efforts, the contractor shall provide pre-meeting planning for logistics meetings and conferences sponsored by PM LTV such as Integrated Product Teams (IPTs), working groups, technology transition planning, and life-cycle related meetings for the purpose of information sharing (to include specification of knowledge gaps and emerging technologies) to inform R&D questions of concern to PM LTV. The contractor shall perform post-meeting activities including developing conference proceedings, meeting minutes, a lessons learned report and a summary report of findings and offered recommendations. In addition, the contractor shall develop and coordinate logistics support activity schedules and plans of action and milestones (POA&Ms).

CDRL E001 – Meeting Agenda
CDRL E002 – Meeting Minutes

4.3.2 Logistics Documentation

In support of PM LTV efforts the contractor shall provide acquisition life-cycle support including, but not limited to, assisting the PMO with the development, update, and evaluation of logistics documentation. The logistics documentation developed and updated by the contractor shall include, but is not limited to the following:

- Life Cycle Sustainment Plans (LCSP)
- Life Cycle Management Plan
- Configuration Management Plans (CM)
- Fielding Plans (FP)
- Diminishing Manufacturing Sources and Material Shortages (DMSMS) Plans
- Maintenance Plans (MP)
- Item Unique Identification (IUID) Plans
- Manpower Personnel and Training (MPT) Plans

- Training Support Plans (TSP)
- Performance Based Logistics Agreement
- Integrated Logistics Assessment (ILA) Briefs
- Cataloging Action Requests
- Provisioning Documentation
- Supply Support Plans (SSP)
- Independent Logistics Assessments (ILA)
- Technical Manual Contract Requirements (TMCR)
- Logistics Requirement Funding Analysis Report (LRFS)
- Disposal Plans (DP)
- Facilities Plan (Facilities Impact Reports (FIR))
- Level of Repair Analysis (LORA)
- Human Systems Integration (HSI)

In support of PM LTV efforts, the contractor shall develop, coordinate, and prepare logistics briefs and other executive level documents and products for recurring and stand-alone reporting requirements.

CDRL B001 – Integrated Logistics Assessment
CDRL B002 – Lifecycle Management Plan
CDRL B003 – Manpower, Personnel and Training Plans
CDRL B004 – Lifecycle Sustainment Plan
CDRL B005 – Fielding Plan
CDRL B006 – Diminishing Manufacturing Sources and material Shortages Plan
CDRL B007 – Maintenance Plan
CDRL B008 – Item Unique Identification Plan
CDRL B009 – Performance Based Logistics Agreement
CDRL B00A – Facilities Plan
CDRL B00B – Product Support Business Case Analysis
CDRL B00C – Disposal Plans
CDRL B00D – Configuration Management Plan
CDRL B00E – Training Support Plan
CDRL B00F – Supply Support Plan
CDRL B00G – Independent Logistics Assessment Briefs
CDRL B00H – Level of Repair Analysis

4.3.3 Training of Systems

The contractor shall provide support to PM LTV logisticians and manpower and training subject matter experts in the identification, development, and evaluation of vendor training plans, materials and schedules associated with PM LTV projects to include but not limited to:

- New Equipment Training (NET)
- Mobile Training Teams

- Train-the-Trainer

The contractor shall analyze, report, and update manpower, personnel, and training information to support manpower estimates, training strategies and media, user-centered support and support infrastructures such as training pipelines, military occupational specialty (MOS) roadmaps, personnel, maintenance, and support structures.

CDRL A001 – Monthly Status Report

4.3.4 Logistics Equipment Services

The contractor shall provide support to PM LTV logisticians in the development, monitoring and updating of supply chain management, technical data, support equipment, audits and logistics documentation efforts as follows:

- Update the Total Force Structure Management System (TFSMS).
- Conduct research and development to update and improve cataloging action requests (CAR), requests for nomenclature, and letters of adoption and procurement.
- Develop and update technical manual (MIs, TI, SIs) IAW MIL-STD-38784, MIL-DTL-87268, and MIL-STD-40051 (Standard Practices for Technical Manuals), and conduct reviews, validations/verifications (V/V), and report findings to ensure the system is properly documented for Marine Corps operators and maintainers.
- Conduct research and analysis and develop a report on support equipment requirements, e.g., ULTV special tools, tool kits, and equipment maintenance tools.
- Review and analyze program business case analyses (BCA), facilities plans, and maintenance plans and report results.
- Review and correct maintenance documents for technical and architectural, accuracy, adequacy, and completeness, to ensure that they stay within doctrine and compliance with current Marine Corps, Navy, and joint requirements.
- Prepare, modify, review, and/or recommend changes to logistics documentation that may pertain to product development or procedures.
- Develop and update program provisioning plans. Update the provisioning technical data and engineering data for provisioning.
- Assist the PMO in updating and monitoring the PM LTV program reports in support of the Assistant Secretary of the Navy (Research, Development, and Acquisition) Information System (RDAIS).
- Develop and update the Military Equipment Valuation (MEV) workbook for each project within the PM LTV portfolio. Upload MEV key supporting documents to the DON TRACKER website.
- Develop and update the integrated master schedules (IMS) and integrated master plans (IMP) for each project and competency within the PM LTV portfolio using Microsoft Project.

4.3.5 Audit Readiness

The contractor shall apply generally accepted accounting principles (GAAP), as well as follow Department of Defense (DoD), Department of the Navy (DoN), and United States Marine Corps (USMC) policies to support PM LTV in executing and/or reporting of financial relevant and supply accountability transactions. The contractor shall assist PM LTV by completing required actions in support of Financial Improvement and Audit Readiness (FIAR) including, but not limited to, the following:

- Existence and Completeness (E&C): The contractor shall obtain and maintain the key support documents (KSDs) (e.g. DD Form 250, DD Form 1348, etc.) received during the acceptance of military equipment (ME). The contractor shall execute service requests for establishment (birthing) of new ME by utilizing the United States Marine Corps (USMC) Accountable System Property of Record (APSR) (Global Combat Support System – Marine Corps (GCSS-MC)).
- Fielding: The contractor shall process GCSS-MC service requests to support the fielding (transfer) of ME to the receiving units.
- Capital Improvement (CI): Utilizing approved engineering change proposal and criteria in the CI Business Rules, the contractor shall identify and track all configuration changes that result in CI of ME assets. The contractor shall track and report (quarterly) the completion of each CI by ME serial number.
- Construction In-Progress: Following the guidelines in the CIP Business Rules, the contractor shall provide reports of ME accepted by the government by serial number. Reporting shall include unit costs, as identified on the KSD.
- Deferred Maintenance and Reporting (DM&R): Following the guidelines in the DM&R Business Rules, the contractor shall analyze and report annual preventative maintenance costs associated with each ME to determine overall cost savings related to deferred maintenance.
- Government Furnished Property (GFP): In accordance with MARCORSYSCOMO 4400.201, the contractor shall track and manage GFP associated with individual contracts; to include adding, modifying, removal of GFP via GCSS-MC service requests and completion of IRAPT GFP documentation.
- Audit Site Visits: The contractor shall PM LTV in providing documentation in support of financial accountability audits and inspections of PM LTV responsible material when requested.
- Military Equipment Valuation (MEV): The contractor shall assist PM LTV in researching and reporting USMC ME inventory and developing certifications for quarterly Military Equipment Valuation (MEV) workbook reviews as requested.
- Administration: The contractor shall prepare documentation (briefs, memorandums, etc.) for PM LTV in support of the FIAR reporting process.

CDRL A001 – Monthly Status Report

4.3.6 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

4.4 Engineering Services

The contractor shall deliver technical and engineering support that shall include the conduct of research, studies and analyses to inform equipment development, maintenance, and modifications, and develop report deliverables associated with the results of such efforts. The contractor shall provide defense system-focused engineering services that also include system design, system integrations, system test and evaluation for current and future Marine Corps light tactical vehicle systems to enhance the capabilities of existing tactical ground logistics and tactical ground transportation systems. The contractor shall provide engineering support that shall include performance of the following tasks:

- Conduct market research to determine which commercial products may meet design requirements and document findings in order to support engineering and design.

- Conduct research and analysis to develop and update systems requirements specifications (SRS). The SRS shall contain a list of system functional and security requirements. The requirements shall be presented as requirements traceability matrices, identifying the requirement, provide a description of the requirement, and the source of the requirement. Documentation shall include requirements definition for emerging or follow-on systems or variants of systems.

- Conduct research and analysis to develop and update systems design descriptions (SDD) for systems engineering. The SDD will serve as a preliminary description of the system design to diagram the system architecture.

- Develop concept documents (e.g. Concept of Operations (CONOPS))

- Conduct research to design, document, analyze, and update architectures, conceptual system design, interface control documents (ICDs), planned systems(s) documentation, requirements, and human systems engineering (HSE).

- Conduct research, and analyze evolution of the system platform design from architecture to detailed design to implementation, and identify technical issues with equipment interoperability, integration, testing, and system performance for Marine Corps, joint, and motor transport community systems.

- Develop and/or modify plans, architectures, frameworks, protocols, tactics, policies, procedures, manuals, guides, or strategies.

- Provide draft (tailored) information support plans.

- Prepare systems engineering plans (SEP) tailored to the projects per Defense Acquisition Guidebook.

- Conduct research and analysis to develop plans for and assist with rapid technology insertion into system end items for reliability and maintainability improvements and reduction in cost and/or minor performance enhancements in conjunction with field level maintenance. Develop safety plans, assessments and certifications for and support the technology insertion efforts to enhance system performance and allow interoperability between Marine Corps and other DoD Ground Transportation community systems.

- Analyze, review, validate, and test system designs methods used in the change proposal, document findings, and develop verification and validation instructions and criteria for ECPs installation.

- Draft developmental test (DT) plans and field user evaluation (FUE) plans, ensuring that system requirements are met by timely upgrades to hardware (HW) and software (SW). Review and draft DT, and FUE results. Provide analysis of available test data.

- Conduct research and analysis to develop, conduct or facilitate training, instructions, tutorials, briefings, exercises, workshops or formal courses for engineering changes to the vehicle platforms, to support project testing and development.

- In the event of vehicle accidents, provide assistance in the assessment analysis and investigations of these accidents. Draft and review safety, hazard, and environmental analyses, assessments and documentation.

- Conduct research and analysis of operations and support. This includes analysis of systems (even those in the operational and support phase of their lifecycle) and processes. Identify and document potential improvements.

- Review and update the PM LTV risk management program, risk registries, risk mitigation plans, and documentation. Provide support to the risk assessments effort by coordinating with the Project Managers to collect the assessments and provide recommendations on schedule, cost, and technical risk to the projects as well as impact assessments to PM LTV.

- Conduct research and analysis in the review of engineering documents. This includes a technical analysis and assessment of the information contained in the document provided.

Review results shall include a completed comment resolution matrix, summary conclusions, and final recommendations. Typical engineering documents to be reviewed include:

- Feasibility Studies
- Test Incident Reports (TIRs) - collection generated during a test series
- Engineering Change Proposals (ECP) supporting documentation
- Technical Data Packages (TDPs) to include engineering drawings
- Test Reports
- Failure Analysis and Corrective Action Reports (FACARs) generated by the OEM
- Product Quality Deficiency Reports (PQDRs)
- Test Plan Strategies.

- In support of PM LTV efforts, the contractor shall, based on this review, update engineering documents. This includes making changes to reflect new or updated government policies, regular program progress, regular program reviews and upcoming program milestones. Typical engineering documents include:

    - Systems Engineering Plans (SEP)
    - Configuration Management Plans (CMP)
    - Test & Evaluation Management Plan (TEMP) or test strategies
    - Performance Specifications
    - Statements of Works (SOW)
    - Requirements traceability matrices (RTM)
    - Program Protection Plans (PPP)
    - Program Environment, Safety and Occupational Health Evaluations (PESHE)

- In support of PM LTV efforts, the contractor shall conduct research and analysis to develop engineering documents. This includes preparing strategies, plans, briefing materials, engineering related schedules, engineering tasking and action item lists, meeting minutes, and technical summaries or memorandums, as required. Documents developed shall be in accordance with current government policy and handbook guidance. Engineering documents to be developed by the contractor include:

    - Field User Evaluation (FUE) plans
    - System Requirements Review (SRR) briefs
    - Preliminary Design Review (PDR) briefs
    - Critical Design Review (CDR) briefs
    - Test Readiness Review (TRR) briefs
    - Production Readiness Review (PRR) brief
    - System Verification Review (SVR) briefs
    - Physical Configuration Audit (PCA) brief

- Conduct research and analyses related to maintenance and sustainment operations, and develop, review, assess, and provide recommendations. This task includes addressing alternate parts and sources assessments, reviewing manufacturing data, and evaluating surplus material activities. This engineering Sustainment Document Development support task shall include processing and submitting Defense Logistics Agency Form 339s – Requests for Engineering Support (DLA 339) in support of the following actions:

    - Alternate Parts / Sources assessments
    - Manufacturing Data reviews
    - Surplus Material evaluations

- Conduct research and analysis related to acquisition documents associated with survivability improvement initiatives, and develop, review, assess and provide recommendations. This task includes conducting technical analysis, completing comment resolution matrix, summary conclusions and final recommendations. Survivability documentation to be reviewed or developed by the contractor includes:

    - Technical /Test Report reviews
    - Feasibility Study reviews
    - Event Design Plan (EDP) development
    - Technical Brief development
    - Test Report development

This task requires viewing, handling, and managing information at the SECRET classification level in accordance with the most current version of PM LTV security classification guides.

CDRL C001 – Program Environment, Safety and Occupational Health Evaluations
CDRL C002 – System Engineering Plan
CDRL C003 – Test and Evaluation Management Plan
CDRL C004 – Performance Work Statements / Statements of Work
CDRL C005 – Feasibility Study
CDRL C006 – Requirements Traceability Matrix
CDRL C007 – Program Protection Plan
CDRL C008 – Field User Evaluation Plan
CDRL C009 – Preliminary Design Review Brief
CDRL C00A – Critical Design Review Brief
CDRL C00B – Test Readiness Review Brief
CDRL C00C – Production Readiness Review Brief
CDRL C00D – System Verification Review Brief
CDRL C00E – Physical Configuration Audit Brief

4.5 Configuration Management

The contractor shall perform the following configuration management tasks:

- Update the PM LTV CM Plan (CMP).
- Collect, review, track, and archive configuration control documents and hierarchical components.
- Participate in configuration control boards (CCB).
- Provide recommendations to the Project TPOC regarding CM issues.
- Support the creation, update, implementation and maintenance of CMPs on all projects.
- Provide and maintain CM Reports.
- Track, review, and comment on ECPs.
- Coordinate technical details and issues with other agencies.
- In support of ECPs generated by the program office, external program offices and Additive manufacturing, the contractor shall be able to, and as needed edit, and distribute baseline vehicle models and ECPs in the native format of Solidworks and CREO and step file format.

4.5.1 Functional and Physical Configuration Audits (FCA/PCA)

In support of PM LTV efforts, the contractor shall assist with functional and physical configuration audits of vehicles, trailers, systems and equipment. The contractor's summary of findings and recommendations shall be annotated and reported at forums that could impact DoD/USMC Motor Transportation or Tactical Ground Transportation and Enterprises.

4.5.2 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

4.6 Cost Analysis Services

4.6.1 Cost Estimating and Analysis

The contractor shall provide cost estimating and analysis support to assess, develop, defend and quantify the resources necessary to develop, design, produce and maintain systems over their entire life cycle by providing input to and/or developing: program life cycle cost estimates, cost-benefit analyses, budgeting, forecasting, analysis of alternatives, scenario analysis, cost research, and independent government cost estimates through data collection and normalization, research, methodology development, modeling, cost risk analysis, briefing, and documenting work. The contractor shall provide cost analysis support to products such as logistics requirements funding summaries, depot level source of repair analyses, and business case analyses using appropriate

tools and models, as identified by the government, such as MS Excel, ACEIT, SEER, PRICE, Crystal Ball, @Risk, etc. The contractors services will be conducted in accordance with best practices and as described in the MARCORSYSCOM Cost Analysis Guidebook, MIL STD 881C, OSD CAPE Operating and Support Cost Estimating Guide, DoD 5000.4, GAO Cost Estimating and Assessment Guide, Joint Agency Cost and Schedule Risk Uncertainty Handbook, MARCORSYSCOM Independent Government Cost Estimate Development Guide, and SECNAVINST 5223.2.

This effort shall be a collaborative process involving a principal government cost analyst (e.g., PM LTV Senior Cost Analyst and the associated experience of the contractor.

CDRL D001 - Life Cycle Cost Estimate
CDRL D002 - Independent Cost Estimate

4.7 Financial Management Services

The contractor shall conduct analysis of program financial management data and prepare budget execution and funding documents under the direction of the PMO government financial team. This analysis shall ensure consistency of data across all of the program and stakeholder IPTs.

The contractor shall perform the following tasks:

- Perform research and analysis of the appropriations for Research, Development, Test, and Evaluation (RDT&E); Procurement (PMC); and Operations and Maintenance (O&M) appropriations.

- Develop and draft reports, documents and briefs with program inputs per programmatic requirement using Program Budget Documentation Database (PBDD), Program Budgeting Information System (PBIS), Standard Accounting Budgeting Reporting System (SABRS), and NAVSEA Headquarters System (NHS).

- Update and deliver Budget Execution Summaries reflecting real-time status of commitments, obligations, and expenditures for multi-year appropriations at the Budget Line Item (BLI) and subhead level.

- Evaluate and provide analysis and recommendations on the Planning, Programming, Budget, Execution and Audit (PPBEA) process and the Dormant Account Review – Quarterly (DAR-Q) research and closeout process. Review and research accounting transactions based upon DAR-Q reports on the official site.

- Prepare budget graphs, metrics, spreadsheets, analytical reports, and upload all information onto the PM LTV SharePoint portal for tracking.

- Provide recommendations based on program input in response to Tactical Wheeled Vehicle (TWV) reporting requirements, funding taskers, PEO and Command taskers, and

PM reviews.

- Monitor the PM LTV Budget Execution Reporting Tool Hybrid Analyst (BERTHA). Review, analyze and update spreadsheets within BERTHA. Develop and produce reports within BERTHA.

- Recommend, update, and draft funding execution variance explanations for phasing plans for the USMC Comptroller.

- Monitor and update the BERTHA configuration control board, BERTHA system administration, training material, and documentation.

- Design and monitor Graphic User Interface (GUI) enhancements in support of BERTHA.

- Validate expiring funds, unliquidated obligations and dormant contracts in accordance with DoD FMR Vol 3, Chapter 8. The contractor shall prepare DAR-Q statement for LTV Financial Manager and PM LTV review and signature. The contractor shall annotate appropriate status comments for each dormant account record on the official site.

4.7.1 Financial Document Updates

The contractor shall prepare updates and/or revisions to existing financial management documents. These updated documents shall include changes to reflect new or updated government policies, regular program progress, changes to the program's budget, regular program reviews, and upcoming program milestones.

4.7.2 Audit Assistance.

The contractor shall assist in gathering necessary data/documents to support financial audits to include those documents listed below.

- PMO Funding Documents
- Budget Exhibits
- Dormant Account Reviews
- Construction in Progress (CIP)
- Unliquidated Obligation reviews
- Mid-year Reviews
- Budget, Financial Related Briefings
- Below Threshold Requirements (BTR) Documentation
- Budget Reclamas
- Requests for Information
- Impact Statements
- Spend Plans

- Status of Funds updates

4.7.3 Financial Management Database

The contractor shall develop, administer and maintain a Department of Defense Information Assurance and Accreditation Process DIACAP certified dashboard like database designed to provide the PMO with the capability to capture and integrate data from the enterprise Marine Corps database (SABRS) into a dashboard like system capable of monitoring, tracking, and scheduling planned financial management efforts. The database shall also have the capability to coordinate with planned logistics modernization and sustainment efforts. The financial management database services performed by the contractor include:

- Import daily financial data files (excel format)
- Maintain/Update reports feature in database
- Development of original financial and budget related modules

4.7.4 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

~~4.8 PM LTV Administrative Services~~

~~The tasks called out in paragraphs 4.7 – 4.7.4 shall require on-site support by the contractor. The contractor shall manage the PM LTV SharePoint Site, provide updates for webpage development and maintenance, assign MCEITS users to various site locations within the internal PM LTV SharePoint portal and create and update libraries, which includes loading documentation within two business days after receipt of government documents.~~

~~The contractor shall create and maintain all PM LTV schedules or organizational events. The schedules shall contain all significant events and task functions from start to finish with resource assignments. The contractor shall prepare summaries, graphics, briefs, and reports derived from the IMS data for monthly reporting and weekly program meetings. Existing schedules to will be furnished as GFI.~~

~~In support of PM LTV efforts, the contractor shall provide operational resource analysis (ORA) for the PM LTV program office. This administrative support effort shall include monitoring of the Department of the Navy Tasking, Records, and Consolidated Knowledge Repository (DON TRACKER), review and analysis of the PM LTV Asset Management Process (AMP), Business Process Reengineering (BPR) reviews, and review and analysis of naval messages within the Defense Message System (DMS). This administrative support effort shall include the use of the~~

~~following:~~

- ~~DON TRACKER~~
- ~~DMS/Naval Messaging~~
- ~~Asset Management Review and Analysis~~
- ~~Business Process Reengineering (BPR)~~

~~CDRL A001 – Monthly Status Report~~

~~4.8.1 DON Tracker~~

~~In support of LTV efforts, the contractor shall review external tasks assigned to PM LTV (Tasks) and recommend internal routing for each Task. The Contractor shall track, coordinate, consolidate, and submit the responses to the Program Manager (or his designee) for final review and approval, enter the approved response into DON TRACKER for completion (close out) of the Task, and periodically report on trends with recommendations for process improvement.~~

~~4.8.2 DMS/Naval Messaging system~~

~~In support of LTV efforts, the contractor shall format naval messages from drafts provided by project officers in accordance with USMC DMS policy and process the formatted Naval Messages in accordance with the policy of PEO Land Systems for processing Naval Messages.~~

~~4.8.3 Asset Management Analysis~~

~~In support of PM LTV efforts, the contractor shall track LTV ancillary program equipment as it is delivered to the PM LTV Program Office from the Marine Corps Systems Command supply system and ensure equipment is catalogued on the Consolidated Memorandum Receipt (CMR) and is accounted for on a signed Equipment Custody Record (ECR).~~

~~4.8.4 Document Management~~

~~The contractor shall post all documents completed in support of the PWS to the appropriate repository. The contractor shall provide the document title and report the location (into which repository it was posted) of completed documents in the monthly status report (MSR). Repositories for systems may include Marine Corps (MCEITS/VIPER), DoD Acquisition Information Repository (AIR), Ground Combat Support System-Marine Corps (GCSS-MC), Total Force Structure Management System (TFSMS), Marine Corps Publications Library Management System (PLMS) and Program Executive Officer Land Systems portals.~~

~~CDRL A001 – Monthly Status Report~~

4.9 Meeting Agendas

The contractor shall draft and submit agendas for meetings hosted by PM LTV program offices and covered by this PWS. The contractor shall coordinate with the government PMO regarding further details of meeting agenda to include topic, location, date and time.

CDRL E001 – Meeting Agendas

4.10 Meeting Minutes

The contractor shall draft and submit meeting minutes for meetings, briefings or reviews attended or hosted by PM LTV. The format shall be prescribed by PM LTV and shall be submitted electronically for review and approval. Upon government approval the minutes they shall be posted to the PM LTV SharePoint site.

CDRL E002 – Meeting Minutes

4.11 Meeting Support

The contractor shall provide and maintain the capability to host PM LTV meetings and IPTs, consisting of 10-30 attendees, at the contractor's location throughout the course of performance to support the scope of activities within the PWS.

4.12 Trip Reports.

The Contractor shall submit written trip reports for all travel conducted under this PWS.

CDRL E003 – Trip Reports

5.0 TRAVEL

The contractor shall perform travel within the Continental U.S. (CONUS) to meet PWS requirements. All travel shall be approved by the Approving Official prior to execution by the contractor.

5.1 General Reimbursement Guidance

Travel will be reimbursed to provide adequate subsistence to cover authorized travel expenses incurred while on official government business. Travel expenses include transportation, lodging, per diem, incidentals such as baggage fees and parking. Adequate subsistence means safe, clean lodging with a meals allowance. Some lodging establishments provide upgraded accommodations travelers may desire such as room upgrades and other such amenities. These conveniences are not essential and are not included in the definition of adequate subsistence. A travel allowance is provided for official government business expenses only. Personal leisure travel expenses are not reimbursable. A contractor traveling on official government business is expected to exercise care in incurring expenses. Excess costs, circuitous routes, luxury accommodations and delays or services unnecessary or unjustified in the performance of official government business are not reimbursable. The government will only reimburse economy/coach-class transportation; unless traveling with more than two contractor personnel,

compact cars are required for rental car transportation. For rental cars carrying three or more contractor travelers, larger vehicles shall be authorized in advance. The government will only reimburse economy lot airport or other transportation related parking expenses. The government will not reimburse for travel related valet parking, phone calls, baggage tips, ATM fees, laundry or dry cleaning. Per diem for travel will be reimbursed in accordance with the Federal Acquisition Regulation (FAR) Section 31.205-46 and the JTR, Volume 2, DoD Civilian Personnel, Appendix A. Upon request by the contracting officer or COR, the contractor shall submit receipts for all expenses within five days of the return from travel. The contractor shall make receipts available for review at any time during performance of the contract not withstanding FAR, DFAR or other regulations.

Travel Table

DESTINATIONS	DURATION (DAYS)	# TRIPS PER YEAR	PURPOSE
Various PM LTV test sites, Marine Corps Bases and contractor facilities	1-5 Days	Approximately 40 Total	To attend PM LTV test events and contractor hosted meetings, reviews, audits, etc.

6.0 PERSONNEL QUALIFICATIONS

The contractor shall possess the necessary training, qualifications, experience, and clearances to accomplish all tasks identified in this PWS.

PERFORMANCE WORK STATEMENT

Program Manager, Light Tactical Vehicles
Program Support Services

United States Marine Corps

Commander, Marine Corps Systems Command
Program Manager, Light Tactical Vehicles
2200 Lester Street
Quantico, VA 22134

~~9 September~~ 26 October 2020

Abstract: The purpose of this Performance Work Statement is to procure Program Management, Cost Analysis, Financial Analysis, Systems Engineering, Logistics and Sustainment support and specialty services.

1.0 INTRODUCTION

Marine Corps, ground tactical wheeled vehicles must allow Marines to conduct expeditionary operations anywhere in the world across the Range of Military Operations (ROMO). The ROMO includes a range of stability and security operations with a high level of irregular threats to major combat operations with traditional threats. Marine Corps tactical wheeled vehicles must ensure required payload, protection, and performance levels are achieved while being highly mobile, reliable, survivable, transportable, and deployable for expeditionary operations across the spectrum of the operational environment.

The Program Manager, Light Tactical Vehicles (PM LTV) is resident in the Commander Marine Corps Systems Command (MCSC) and is responsible for research, development, acquisition, and total lifecycle management of all new Marine Corps light tactical vehicle acquisition programs as well as the life cycle management of light tactical wheeled vehicle legacy systems and ancillary equipment, with a focus on establishing and maintaining effective, comprehensive program management, financial management, logistics support, systems engineering support and cost estimation practices within specific cost, schedule and performance parameters. PM LTV's portfolio of programs includes:

- Joint Light Tactical Vehicle (JLTV) Program
- High Mobility Multi-purpose Wheeled Vehicle (HMMWV) Legacy Fleet
- Utility Task Vehicle (UTV)
- Ultra-Light Tactical Vehicle (ULTV)
- Light Tactical Trailers (LTT) Program

2.0 SCOPE

The PM LTV program management office (PMO) is organized into two areas of effort, the first being the new procurements of the Joint Light Tactical Vehicle (JLTV) and Ultra-Light Tactical Vehicle (ULTV), the second focusing on the life cycle management and sustainment of legacy fleet light tactical vehicles and equipment. The overall PMO organizational structure is staffed by the following functional competencies: program management (project, acquisition, cost analysis and business management), financial management, contracting, systems engineering and logistics.

The on-going lifecycle management and support of legacy light tactical vehicles and equipment, new procurements and Marine Corps initiatives require expert knowledge of acquisition and sustainment for all levels of Acquisition Category (ACAT) and Abbreviated Acquisition Programs (AAPs). This requirement includes providing support to the program management, cost analysis, financial management, acquisition logistics, sustainment, and systems engineering competencies assigned to PM LTV. These efforts are closely aligned and frequently overlap with those of other program management offices within PEO LS and Marine Corps Systems Command. This solicitation seeks a contractor capable of providing quality services to PM LTV, to include the following:

- Program Management Services
- Acquisition Logistics and Sustainment Management Services
- Systems Engineering Services
- Cost Services
- Financial Management Services
- ~~Administrative Services~~

3.0 GENERAL REQUIREMENTS

It is the contractor's responsibility to arrange and enter into all non-disclosure agreements the contractor needs to interface with other contractors to accomplish the tasks in support of this PWS in accordance with FAR 9.505-4. The Contractor shall provide copies of all non-disclosure agreements required for performance of this PWS to the Contracting Officer (KO) or Contracting Officer Representative (COR).

The contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

All personnel performing work on this contract are required to possess at least a SECRET clearance. Access to classified data and information up to and including SECRET may be required in the performance of this work. Security specifications applicable to performance of the PWS expressed on the associated DD Form 254.

Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

Contractor's Point of Contact:
Name
Job Title
E-mail
Phone No.
Ex. Jon Smith
Contract Admin
xxxxxx@xmail.com
(xxx)xxx-xxxx

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

The contractor shall maintain and update a list of personnel that require Common Access Cards (CAC) for the COR's approval.

Where the contractor provides support for multiple tiers on the same program, the contractor shall ensure that it provides an independent review capability, such that work performed by contractor personnel in support of one tier is not reviewed by the same contractor personnel in support of another tier.

Per NMCARS 5237.203 policy, the contractor shall prominently show on the cover of all contractor generated reports, the following: a) name and business address of the contractor, b) contract number, c) contract dollar amount, d) whether the contract was competitively or non-competitively awarded, e) name of the individual sponsor from requiring activity, and f) name and address of requiring activity.

All deliverables shall be submitted to the COR and the COR is responsible for tracking and acceptance. The Contractor's deliverables will be delivered via a government SharePoint portal designated by the COR in order to facilitate review by applicable government team members. A workflow will be established by the contractor to notify the COR and other government team members the deliverable is available for review.

3.1 Non-Personal Services

The government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

3.2 Business Relations

The contractor shall align itself to support PM LTV programs with an efficient mix of personnel experienced in the functional competencies identified in Section 2. The contractor shall provide an adaptable, flexible team structure best suited to accomplishing both planned and emergent tasks, with an emphasis on a team structure maximizing productivity, efficiency and accountability. The contractor shall be responsible for successfully integrating and coordinating all activities needed to execute requirements, while managing the timeliness, responsiveness, completeness, and quality of deliverables. The contractor shall be responsible for the management of subcontractors, ensuring the professional and ethical behavior of all contractor personnel.

3.3 CONTRACT ADMINISTRATION AND MANAGEMENT

The following subsections specify requirements for security, contract management, and personnel administration.

3.3.1 Location and Hours of Work

The contractor shall perform the tasks of this PWS primarily from the contractor's location. Some tasks may require on-site support as defined by individual task descriptions. Travel to various locations shall be required in accordance with section 5.0.

All contractor employees shall be available during government's core hours. Contractors supporting this task are not considered essential personnel during emergency or reduced operations. The contractor may be required to provide support beyond a typical 8 hour work day or 40 hour work week while executing tasks such as travel and test support. The Government will not reimburse the payment of overtime premiums.

For those contactor personnel required to work on-site at government facilities, Marine Corps Systems Command policy no longer allows for the issue of government owned computers to contractor personnel, therefore contractor personnel shall be required to furnish their own computer assets which are fully compatible with the Marine Corps Enterprise Network (MCEN).

3.3.2 Cyber Security Requirements

Marine Corps Enterprise Network (MCEN) Computer Access – Contractor personnel accessing Marine Corps Systems Command Computer systems, must maintain compliance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD 2875, and completion certificates for the CYBERC course located on MarineNet located at https://www.marinenet.usmc.mil The CYBERC course consist of the DOD Cyber Awareness Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to acquire the required training.

MCEN IT resources if provided are designated For Official Use Only (FOUO) and other limited authorized purposes. DoD military, civilian personnel, consultants, and contractor personnel performing duties on MCEN information systems may be assigned to one of three position sensitivity designations.

1. ADP-I (IT-1): Favorably adjudicated T-5, T5R, Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR)

2. ADP-II (IT-2): Favorably adjudicated T-3, T3R, Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR)

3. ADP-III (IT-3): Completed T-1, National Agency Check with Inquiries (NACI)

All privileged users (IT-1) must undergo an SSBI regardless of the security clearance level required for the position. Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) relating to the position being filled. Privileged users are defined as anyone who has privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must read, understand, and comply with policy and guidance to protect classified information and FOUO, and to prevent unauthorized disclosures in accordance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

MCEN Official E-mail usage – MCEN IT resources are provided For Official Use Only (FOUO) and other limited authorized purposes. Authorized purposes may include personal use within limitations as defined by the supervisor or the local Command. Auto forwarding of e- mail from MCEN-N to commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail messages requiring either message integrity or non-repudiation are digitally signed using DoD Public Key Infrastructure (PKI). All e-mail containing an attachment or embedded active content must be digitally signed.

MCEN users will follow specific guidelines to safeguard PII and For Official Use Only (FOUO). Non-official e-mail is not authorized for and will not be used to transmit FOUO to include PII and Health Insurance Portability and Accountability Act (HIPAA) information. Non-official e-mail is not authorized for official use unless under specific situations where it is the only mean for communication available to meet operational requirements. This can occur when the official MCEN provided e-mail is not available but must be approved prior to use by the Marine Corps Authorizing Official (AO).

All personnel will use DoD authorized PKI certificates to encrypt e-mail messages if they contain any of the following:

1. Information that is categorized as For Official Use Only (FOUO)
2. Any contract sensitive information that normally would not be disclosed to anyone other than the intended recipient.
3. Any privacy data, PII, or information that is intended for inclusion in an employee's personal file or any information that would fall under the tenets of MSGID: DOC/5 USC 552A. Personal or commercial e-mail accounts are not authorized to transmit unencrypted FOUO or PII.
4. Any medical or health data, to include medical status or diagnosis concerning another individual.
5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

Contractor Assets Connectivity to the MCEN – The contracting company will comply with MCENMSG-Unification 003-14 ENABLING CONTRACTOR ASSET CONNECTIVITY TO THE MCEN. The Contractor representative will transfer the contractor owned laptops to the MCSC G-6, Information Technology Asset Management (ITAM) department to have the MCEN images places on each laptop before it is authorized to connect to the MCEN.

All Contractor owned laps must meet or exceed the USMC laptop specifications. A list of laptops authorized to be attached to the MCEN can be obtained from MCSC G-6 upon request.

Upon completion of the contact or at such time as the contractor reclaims the asset from the USMC, non-Government owned internal\external hard drives shall become the property of the U.S. Government. Once the hard drives have been removed, the laptops\assets will be returned to the Contractor. For additional questions regarding current system specifications contact the MCSC, ITAM lead at (703) 432-4396.

Magnetic Hard Drive Storage Devices – This paragraph covers the requirements of classified and unclassified internal and removable magnetic and Solid State hard drives that store the Government data. This includes, but is not limited to, storage area network (SAN) devices, servers, workstations, laptops/notebooks, printers, copiers, scanners and multi-functional devices (MFD) with internal hard drives, removable hard drives and external hard drives. Upon disposal, replacement, turn in of hard drives or completion of the contract, non-Government owned internal\external hard drives shall become the property of the U.S. Government in accordance with GENADMIN Processing of Magnetic Hard Drive Storage Media for Disposal.

3.3.3 Security Clearance and Access Requirements

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance and a Secret Safeguarding Level prior to classified performance at the contractor's facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an Attachment.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to MCSC_Security@usmc.mil or 703-432-3374/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, if they have been issued a CAC, a MCSC Building Badge and/or granted classified access. The FSO shall notify the Government (written notice) within

24 hours of any contractor personnel added or removed from the contract that have been issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

3.3.4 Clearances and Common Access Card (CAC) Guidance

The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also immediately notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC are prohibited from "auto-forwarding" e-mail from their .mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil" e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished "ctr@usmc.mil" e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct FOUO government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts.

3.3.5 Monthly Status Report (MSR)

In support of PM LTV efforts the contractor shall submit a Monthly Status Report (MSR). The MSR shall provide project status and shall provide an overall status of the program. The MSRs delivered by the contractor shall report cost, schedule, and performance against PMP

requirements and identify the status of funding, planned versus actual expenditures for each project, status of known risks, risk mitigation efforts, deliverables funded and date they were funded, technical progress made and schedule status for each deliverable, deliverable titles and numbers completed within the previous month, and the deliverables scheduled to be delivered during the upcoming month. The specific MSR format and content shall be mutually agreed upon by the contractor and the COR; the MSR format should be established no later than the post-award conference.

CDRL A001 – Monthly Status Report

4.0 PERFORMANCE REQUIREMENTS

The contractor shall perform the specific PWS tasks to the identified performance standards (STD) and at the stated acceptable quality level (AQL). The government will ensure compliance with the performance standards by surveillance (SURV) of the contractor's performance and deliverables, which will primarily be the responsibility of the COR.

4.1 Product Manager and Tier One Integrated Product Team Services

4.1.1 Program Briefings

The contractor shall update program management reviews for the PM LTV portfolio of programs quarterly. The contractor shall draft briefs that follow the government-provided briefing template as well as metrics established by the U.S. Navy's Probability of Program Success (POPS) database and will submit the draft briefs to the government for review and approval. These briefs will identify current program status, program management, engineering, logistics, cost, funding and sustainment issues and concerns. Briefing information and data will be provided by the government. The contractor shall also be responsible for and perform the program updates in the Marine Corps Systems Command TOPIC data base on a quarterly basis.

The contractor shall also develop in-process review briefings, milestone decision briefs, ad hoc briefings for senior leadership and external agencies and requests for information. The contractor shall submit these draft briefings for government review and approval.

CDRL – A002 PM LTV Program Management Review Briefing Materials
CDRL – A003 Risk Advisory Board Program Management Review Briefing Materials
CDRL – A004 PM LTV Milestone Decision Briefs

4.2 Program Management Services

In support of PM LTV efforts, the contractor shall provide program management support which requires close interactions with all assigned functional and competency area personnel within the PMO and shall consist of the: Review of existing program acquisition documents; update of existing program acquisition documents; and development and delivery of original program acquisition documents. The contractor shall provide acquisition analysis to support the requirements mandated by DoDD 5000.01 Aug 2018 and DoDI 5000.02 Jan 2020,

SECNAVINST 5000.02F, Mar 2019, NAVSO P-3692 Independent Logistics Assessment [ILA Handbook], MCSC Acquisition Guide [MAG] and other local command policies) for all programs covered by this PWS.

4.2.1 Acquisition Document Reviews

In support of PM LTV efforts, the contractor shall conduct a review of existing program acquisition documents. Each review shall include a technical analysis and assessment of the information contained in the document provided by the government. The contractor shall provide and deliver review results that shall include a completed comment resolution matrix, summary conclusions, and final recommendations. The contractor shall develop or review, assess and provide recommendations related to maintenance and sustainment operations. The contractor shall address maintenance planning efforts, depot workload allocation efforts, procurement request activities and initial provisioning activities in the reviews. Acquisition program sustainment documentation development support provided shall include delivery schedules and quarterly vendor in-process reviews.

In support of PM LTV, the contractor shall prepare updates and/or revisions to existing program acquisition documents. The updated documents delivered by the contractor shall include changes to reflect new or updated government policies, regular program progress, regular program reviews, and upcoming program milestones. In support of PM LTV efforts, the contractor shall update the following documents as required and submit all revisions for review and approval by the program office:

- Affordability Analysis
- Program Protection Plans (PPP)
- Acquisition Strategy/Acquisition Plans (AS/AP)
- Business Case Analyses (BCA)
- Cost Analysis Requirement Documents (CARD)
- Statements of Work (SOW)/Statements of Objectives (SOO)/Performance Work Statements (PWS)
- Quarterly Vendor In-Process Reviews
- Monthly ASN/RDA Information System (RDAIS) Updates
- Probability of Program Success (PoPS) Health Assessment Updates
- Process/Procedure Development and Process/Procedure Mapping (Visio)
- Program Portfolio Master Schedule and Updates
- Acquisition Program Milestones/Gate Reviews
- Quarterly Program Management Reviews (PMR)
- Quarterly TOPIC Updates
- Integrated Master Schedules (IMS)
- Life Cycle Cost Estimates (LCCE)
- Security Classification Guides (SCG)

CDRL A005 – Integrated Master Schedules
CDRL A006 – Acquisition Strategy / Acquisition Plan
CDRL A007 – Acquisition Program Baseline
CDRL A008 – Acquisition Decision Memorandum
CDRL A009 – Milestone Decision Brief
CDRL A00A – Cost Analysis Requirements Description
CDRL A00B – Program Protection Plans
CDRL A00C – Business Case Analysis
CDRL A00D – Statements of Work, Statements of Objectives, Performance Work Statements
CDRL A00E – Lifecycle Cost Estimates
CDRL A00F – Security Classification Guides

4.2.2 Business Analysis

In support of PM LTV efforts, the contractor shall provide business analysis expertise for the PMO. The contractor shall provide research, analysis and coordination at the interface between acquisition management and financial management in support of PMO program objectives. In support of PM LTV efforts, the contractor shall perform the following tasks:

- Coordination of program procurement schedules to financial execution data and reporting of program risks.
- Perform program schedule analysis to forecast PMO progress with respect to financial execution goals.
- Conduct reviews of PM LTV programs to determine what Better Buying Initiatives can be applied to improve the program.
- Develop and recommend project-finance interface and project-contracts interface process improvements from independent and team-developed program evaluations.
- Evaluate and provide recommendations for improved programmatic cost/benefit initiatives, including Program Objective Memorandum (POM) support.
- Develop project schedules for timely award of procurement requests following submission by project officers to ensure consistency with DoD and SECNAV 5000 objectives
- Prepare recurring reports utilizing program schedules as well as budget and execution data to convey program progress to high-level personnel internal and external to the PMO.

4.2.3. Integrated Master Schedule

The contractor shall develop and maintain an Integrated Master Schedule (IMS) for PM LTV programs. The IMS shall be submitted for government review and approval. The contractor shall update the IMS' monthly per CDRL A005. The IMS shall be submitted for government review and approval.

CDRL A005 – Integrated Master Schedules

4.2.4 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

4.3 Logistics Services

In support of PM LTV efforts, the contractor shall assist with planning, coordinating, and executing comprehensive life-cycle support for projects assigned to PM LTV.

4.3.1 Logistics Meetings

In support of PM LTV efforts, the contractor shall provide pre-meeting planning for logistics meetings and conferences sponsored by PM LTV such as Integrated Product Teams (IPTs), working groups, technology transition planning, and life-cycle related meetings for the purpose of information sharing (to include specification of knowledge gaps and emerging technologies) to inform R&D questions of concern to PM LTV. The contractor shall perform post-meeting activities including developing conference proceedings, meeting minutes, a lessons learned report and a summary report of findings and offered recommendations. In addition, the contractor shall develop and coordinate logistics support activity schedules and plans of action and milestones (POA&Ms).

CDRL E001 – Meeting Agenda
CDRL E002 – Meeting Minutes

4.3.2 Logistics Documentation

In support of PM LTV efforts the contractor shall provide acquisition life-cycle support including, but not limited to, assisting the PMO with the development, update, and evaluation of logistics documentation. The logistics documentation developed and updated by the contractor shall include, but is not limited to the following:

- Life Cycle Sustainment Plans (LCSP)
- Life Cycle Management Plan
- Configuration Management Plans (CM)
- Fielding Plans (FP)
- Diminishing Manufacturing Sources and Material Shortages (DMSMS) Plans
- Maintenance Plans (MP)
- Item Unique Identification (IUID) Plans
- Manpower Personnel and Training (MPT) Plans

- Training Support Plans (TSP)
- Performance Based Logistics Agreement
- Integrated Logistics Assessment (ILA) Briefs
- Cataloging Action Requests
- Provisioning Documentation
- Supply Support Plans (SSP)
- Independent Logistics Assessments (ILA)
- Technical Manual Contract Requirements (TMCR)
- Logistics Requirement Funding Analysis Report (LRFS)
- Disposal Plans (DP)
- Facilities Plan (Facilities Impact Reports (FIR))
- Level of Repair Analysis (LORA)
- Human Systems Integration (HSI)

In support of PM LTV efforts, the contractor shall develop, coordinate, and prepare logistics briefs and other executive level documents and products for recurring and stand-alone reporting requirements.

CDRL B001 – Integrated Logistics Assessment
CDRL B002 – Lifecycle Management Plan
CDRL B003 – Manpower, Personnel and Training Plans
CDRL B004 – Lifecycle Sustainment Plan
CDRL B005 – Fielding Plan
CDRL B006 – Diminishing Manufacturing Sources and material Shortages Plan
CDRL B007 – Maintenance Plan
CDRL B008 – Item Unique Identification Plan
CDRL B009 – Performance Based Logistics Agreement
CDRL B00A – Facilities Plan
CDRL B00B – Product Support Business Case Analysis
CDRL B00C – Disposal Plans
CDRL B00D – Configuration Management Plan
CDRL B00E – Training Support Plan
CDRL B00F – Supply Support Plan
CDRL B00G – Independent Logistics Assessment Briefs
CDRL B00H – Level of Repair Analysis

4.3.3 Training of Systems

The contractor shall provide support to PM LTV logisticians and manpower and training subject matter experts in the identification, development, and evaluation of vendor training plans, materials and schedules associated with PM LTV projects to include but not limited to:

- New Equipment Training (NET)
- Mobile Training Teams

- Train-the-Trainer

The contractor shall analyze, report, and update manpower, personnel, and training information to support manpower estimates, training strategies and media, user-centered support and support infrastructures such as training pipelines, military occupational specialty (MOS) roadmaps, personnel, maintenance, and support structures.

CDRL A001 – Monthly Status Report

4.3.4 Logistics Equipment Services

The contractor shall provide support to PM LTV logisticians in the development, monitoring and updating of supply chain management, technical data, support equipment, audits and logistics documentation efforts as follows:

- Update the Total Force Structure Management System (TFSMS).
- Conduct research and development to update and improve cataloging action requests (CAR), requests for nomenclature, and letters of adoption and procurement.
- Develop and update technical manual (MIs, TI, SIs) IAW MIL-STD-38784, MIL-DTL-87268, and MIL-STD-40051 (Standard Practices for Technical Manuals), and conduct reviews, validations/verifications (V/V), and report findings to ensure the system is properly documented for Marine Corps operators and maintainers.
- Conduct research and analysis and develop a report on support equipment requirements, e.g., ULTV special tools, tool kits, and equipment maintenance tools.
- Review and analyze program business case analyses (BCA), facilities plans, and maintenance plans and report results.
- Review and correct maintenance documents for technical and architectural, accuracy, adequacy, and completeness, to ensure that they stay within doctrine and compliance with current Marine Corps, Navy, and joint requirements.
- Prepare, modify, review, and/or recommend changes to logistics documentation that may pertain to product development or procedures.
- Develop and update program provisioning plans. Update the provisioning technical data and engineering data for provisioning.
- Assist the PMO in updating and monitoring the PM LTV program reports in support of the Assistant Secretary of the Navy (Research, Development, and Acquisition) Information System (RDAIS).
- Develop and update the Military Equipment Valuation (MEV) workbook for each project within the PM LTV portfolio. Upload MEV key supporting documents to the DON TRACKER website.
- Develop and update the integrated master schedules (IMS) and integrated master plans (IMP) for each project and competency within the PM LTV portfolio using Microsoft Project.

4.3.5 Audit Readiness

The contractor shall apply generally accepted accounting principles (GAAP), as well as follow Department of Defense (DoD), Department of the Navy (DoN), and United States Marine Corps (USMC) policies to support PM LTV in executing and/or reporting of financial relevant and supply accountability transactions. The contractor shall assist PM LTV by completing required actions in support of Financial Improvement and Audit Readiness (FIAR) including, but not limited to, the following:

- Existence and Completeness (E&C): The contractor shall obtain and maintain the key support documents (KSDs) (e.g. DD Form 250, DD Form 1348, etc.) received during the acceptance of military equipment (ME). The contractor shall execute service requests for establishment (birthing) of new ME by utilizing the United States Marine Corps (USMC) Accountable System Property of Record (APSR) (Global Combat Support System – Marine Corps (GCSS-MC)).
- Fielding: The contractor shall process GCSS-MC service requests to support the fielding (transfer) of ME to the receiving units.
- Capital Improvement (CI): Utilizing approved engineering change proposal and criteria in the CI Business Rules, the contractor shall identify and track all configuration changes that result in CI of ME assets. The contractor shall track and report (quarterly) the completion of each CI by ME serial number.
- Construction In-Progress: Following the guidelines in the CIP Business Rules, the contractor shall provide reports of ME accepted by the government by serial number. Reporting shall include unit costs, as identified on the KSD.
- Deferred Maintenance and Reporting (DM&R): Following the guidelines in the DM&R Business Rules, the contractor shall analyze and report annual preventative maintenance costs associated with each ME to determine overall cost savings related to deferred maintenance.
- Government Furnished Property (GFP): In accordance with MARCORSYSCOMO 4400.201, the contractor shall track and manage GFP associated with individual contracts; to include adding, modifying, removal of GFP via GCSS-MC service requests and completion of IRAPT GFP documentation.
- Audit Site Visits: The contractor shall PM LTV in providing documentation in support of financial accountability audits and inspections of PM LTV responsible material when requested.
- Military Equipment Valuation (MEV): The contractor shall assist PM LTV in researching and reporting USMC ME inventory and developing certifications for quarterly Military Equipment Valuation (MEV) workbook reviews as requested.
- Administration: The contractor shall prepare documentation (briefs, memorandums, etc.) for PM LTV in support of the FIAR reporting process.

CDRL A001 – Monthly Status Report

4.3.6 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

4.4 Engineering Services

The contractor shall deliver technical and engineering support that shall include the conduct of research, studies and analyses to inform equipment development, maintenance, and modifications, and develop report deliverables associated with the results of such efforts. The contractor shall provide defense system-focused engineering services that also include system design, system integrations, system test and evaluation for current and future Marine Corps light tactical vehicle systems to enhance the capabilities of existing tactical ground logistics and tactical ground transportation systems. The contractor shall provide engineering support that shall include performance of the following tasks:

- Conduct market research to determine which commercial products may meet design requirements and document findings in order to support engineering and design.

- Conduct research and analysis to develop and update systems requirements specifications (SRS). The SRS shall contain a list of system functional and security requirements. The requirements shall be presented as requirements traceability matrices, identifying the requirement, provide a description of the requirement, and the source of the requirement. Documentation shall include requirements definition for emerging or follow-on systems or variants of systems.

- Conduct research and analysis to develop and update systems design descriptions (SDD) for systems engineering. The SDD will serve as a preliminary description of the system design to diagram the system architecture.

- Develop concept documents (e.g. Concept of Operations (CONOPS))

- Conduct research to design, document, analyze, and update architectures, conceptual system design, interface control documents (ICDs), planned systems(s) documentation, requirements, and human systems engineering (HSE).

- Conduct research, and analyze evolution of the system platform design from architecture to detailed design to implementation, and identify technical issues with equipment interoperability, integration, testing, and system performance for Marine Corps, joint, and motor transport community systems.

- Develop and/or modify plans, architectures, frameworks, protocols, tactics, policies, procedures, manuals, guides, or strategies.

- Provide draft (tailored) information support plans.

- Prepare systems engineering plans (SEP) tailored to the projects per Defense Acquisition Guidebook.

- Conduct research and analysis to develop plans for and assist with rapid technology insertion into system end items for reliability and maintainability improvements and reduction in cost and/or minor performance enhancements in conjunction with field level maintenance. Develop safety plans, assessments and certifications for and support the technology insertion efforts to enhance system performance and allow interoperability between Marine Corps and other DoD Ground Transportation community systems.

- Analyze, review, validate, and test system designs methods used in the change proposal, document findings, and develop verification and validation instructions and criteria for ECPs installation.

- Draft developmental test (DT) plans and field user evaluation (FUE) plans, ensuring that system requirements are met by timely upgrades to hardware (HW) and software (SW). Review and draft DT, and FUE results. Provide analysis of available test data.

- Conduct research and analysis to develop, conduct or facilitate training, instructions, tutorials, briefings, exercises, workshops or formal courses for engineering changes to the vehicle platforms, to support project testing and development.

- In the event of vehicle accidents, provide assistance in the assessment analysis and investigations of these accidents. Draft and review safety, hazard, and environmental analyses, assessments and documentation.

- Conduct research and analysis of operations and support. This includes analysis of systems (even those in the operational and support phase of their lifecycle) and processes. Identify and document potential improvements.

- Review and update the PM LTV risk management program, risk registries, risk mitigation plans, and documentation. Provide support to the risk assessments effort by coordinating with the Project Managers to collect the assessments and provide recommendations on schedule, cost, and technical risk to the projects as well as impact assessments to PM LTV.

- Conduct research and analysis in the review of engineering documents. This includes a technical analysis and assessment of the information contained in the document provided.

Review results shall include a completed comment resolution matrix, summary conclusions, and final recommendations. Typical engineering documents to be reviewed include:

- Feasibility Studies
- Test Incident Reports (TIRs) - collection generated during a test series
- Engineering Change Proposals (ECP) supporting documentation
- Technical Data Packages (TDPs) to include engineering drawings
- Test Reports
- Failure Analysis and Corrective Action Reports (FACARs) generated by the OEM
- Product Quality Deficiency Reports (PQDRs)
- Test Plan Strategies.

- In support of PM LTV efforts, the contractor shall, based on this review, update engineering documents. This includes making changes to reflect new or updated government policies, regular program progress, regular program reviews and upcoming program milestones. Typical engineering documents include:

    - Systems Engineering Plans (SEP)
    - Configuration Management Plans (CMP)
    - Test & Evaluation Management Plan (TEMP) or test strategies
    - Performance Specifications
    - Statements of Works (SOW)
    - Requirements traceability matrices (RTM)
    - Program Protection Plans (PPP)
    - Program Environment, Safety and Occupational Health Evaluations (PESHE)

- In support of PM LTV efforts, the contractor shall conduct research and analysis to develop engineering documents. This includes preparing strategies, plans, briefing materials, engineering related schedules, engineering tasking and action item lists, meeting minutes, and technical summaries or memorandums, as required. Documents developed shall be in accordance with current government policy and handbook guidance. Engineering documents to be developed by the contractor include:

    - Field User Evaluation (FUE) plans
    - System Requirements Review (SRR) briefs
    - Preliminary Design Review (PDR) briefs
    - Critical Design Review (CDR) briefs
    - Test Readiness Review (TRR) briefs
    - Production Readiness Review (PRR) brief
    - System Verification Review (SVR) briefs
    - Physical Configuration Audit (PCA) brief

- Conduct research and analyses related to maintenance and sustainment operations, and develop, review, assess, and provide recommendations. This task includes addressing alternate parts and sources assessments, reviewing manufacturing data, and evaluating surplus material activities. This engineering Sustainment Document Development support task shall include processing and submitting Defense Logistics Agency Form 339s – Requests for Engineering Support (DLA 339) in support of the following actions:

    - Alternate Parts / Sources assessments
    - Manufacturing Data reviews
    - Surplus Material evaluations

- Conduct research and analysis related to acquisition documents associated with survivability improvement initiatives, and develop, review, assess and provide recommendations. This task includes conducting technical analysis, completing comment resolution matrix, summary conclusions and final recommendations. Survivability documentation to be reviewed or developed by the contractor includes:

    - Technical /Test Report reviews
    - Feasibility Study reviews
    - Event Design Plan (EDP) development
    - Technical Brief development
    - Test Report development

This task requires viewing, handling, and managing information at the SECRET classification level in accordance with the most current version of PM LTV security classification guides.

CDRL C001 – Program Environment, Safety and Occupational Health Evaluations
CDRL C002 – System Engineering Plan
CDRL C003 – Test and Evaluation Management Plan
CDRL C004 – Performance Work Statements / Statements of Work
CDRL C005 – Feasibility Study
CDRL C006 – Requirements Traceability Matrix
CDRL C007 – Program Protection Plan
CDRL C008 – Field User Evaluation Plan
CDRL C009 – Preliminary Design Review Brief
CDRL C00A – Critical Design Review Brief
CDRL C00B – Test Readiness Review Brief
CDRL C00C – Production Readiness Review Brief
CDRL C00D – System Verification Review Brief
CDRL C00E – Physical Configuration Audit Brief

4.5 Configuration Management

The contractor shall perform the following configuration management tasks:

- Update the PM LTV CM Plan (CMP).
- Collect, review, track, and archive configuration control documents and hierarchical components.
- Participate in configuration control boards (CCB).
- Provide recommendations to the Project TPOC regarding CM issues.
- Support the creation, update, implementation and maintenance of CMPs on all projects.
- Provide and maintain CM Reports.
- Track, review, and comment on ECPs.
- Coordinate technical details and issues with other agencies.
- In support of ECPs generated by the program office, external program offices and Additive manufacturing, the contractor shall be able to, and as needed edit, and distribute baseline vehicle models and ECPs in the native format of Solidworks and CREO and step file format.

4.5.1 Functional and Physical Configuration Audits (FCA/PCA)

In support of PM LTV efforts, the contractor shall assist with functional and physical configuration audits of vehicles, trailers, systems and equipment. The contractor's summary of findings and recommendations shall be annotated and reported at forums that could impact DoD/USMC Motor Transportation or Tactical Ground Transportation and Enterprises.

4.5.2 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

4.6 Cost Analysis Services

4.6.1 Cost Estimating and Analysis

The contractor shall provide cost estimating and analysis support to assess, develop, defend and quantify the resources necessary to develop, design, produce and maintain systems over their entire life cycle by providing input to and/or developing: program life cycle cost estimates, cost-benefit analyses, budgeting, forecasting, analysis of alternatives, scenario analysis, cost research, and independent government cost estimates through data collection and normalization, research, methodology development, modeling, cost risk analysis, briefing, and documenting work. The contractor shall provide cost analysis support to products such as logistics requirements funding summaries, depot level source of repair analyses, and business case analyses using appropriate

tools and models, as identified by the government, such as MS Excel, ACEIT, SEER, PRICE, Crystal Ball, @Risk, etc. The contractors services will be conducted in accordance with best practices and as described in the MARCORSYSCOM Cost Analysis Guidebook, MIL STD 881C, OSD CAPE Operating and Support Cost Estimating Guide, DoD 5000.4, GAO Cost Estimating and Assessment Guide, Joint Agency Cost and Schedule Risk Uncertainty Handbook, MARCORSYSCOM Independent Government Cost Estimate Development Guide, and SECNAVINST 5223.2.

This effort shall be a collaborative process involving a principal government cost analyst (e.g., PM LTV Senior Cost Analyst and the associated experience of the contractor.

CDRL D001 - Life Cycle Cost Estimate
CDRL D002 - Independent Cost Estimate

4.7 Financial Management Services

The contractor shall conduct analysis of program financial management data and prepare budget execution and funding documents under the direction of the PMO government financial team. This analysis shall ensure consistency of data across all of the program and stakeholder IPTs.

The contractor shall perform the following tasks:

- Perform research and analysis of the appropriations for Research, Development, Test, and Evaluation (RDT&E); Procurement (PMC); and Operations and Maintenance (O&M) appropriations.

- Develop and draft reports, documents and briefs with program inputs per programmatic requirement using Program Budget Documentation Database (PBDD), Program Budgeting Information System (PBIS), Standard Accounting Budgeting Reporting System (SABRS), and NAVSEA Headquarters System (NHS).

- Update and deliver Budget Execution Summaries reflecting real-time status of commitments, obligations, and expenditures for multi-year appropriations at the Budget Line Item (BLI) and subhead level.

- Evaluate and provide analysis and recommendations on the Planning, Programming, Budget, Execution and Audit (PPBEA) process and the Dormant Account Review – Quarterly (DAR-Q) research and closeout process. Review and research accounting transactions based upon DAR-Q reports on the official site.

- Prepare budget graphs, metrics, spreadsheets, analytical reports, and upload all information onto the PM LTV SharePoint portal for tracking.

- Provide recommendations based on program input in response to Tactical Wheeled Vehicle (TWV) reporting requirements, funding taskers, PEO and Command taskers, and

PM reviews.

- Monitor the PM LTV Budget Execution Reporting Tool Hybrid Analyst (BERTHA). Review, analyze and update spreadsheets within BERTHA. Develop and produce reports within BERTHA.

- Recommend, update, and draft funding execution variance explanations for phasing plans for the USMC Comptroller.

- Monitor and update the BERTHA configuration control board, BERTHA system administration, training material, and documentation.

- Design and monitor Graphic User Interface (GUI) enhancements in support of BERTHA.

- Validate expiring funds, unliquidated obligations and dormant contracts in accordance with DoD FMR Vol 3, Chapter 8. The contractor shall prepare DAR-Q statement for LTV Financial Manager and PM LTV review and signature. The contractor shall annotate appropriate status comments for each dormant account record on the official site.

4.7.1 Financial Document Updates

The contractor shall prepare updates and/or revisions to existing financial management documents. These updated documents shall include changes to reflect new or updated government policies, regular program progress, changes to the program's budget, regular program reviews, and upcoming program milestones.

4.7.2 Audit Assistance.

The contractor shall assist in gathering necessary data/documents to support financial audits to include those documents listed below.

- PMO Funding Documents
- Budget Exhibits
- Dormant Account Reviews
- Construction in Progress (CIP)
- Unliquidated Obligation reviews
- Mid-year Reviews
- Budget, Financial Related Briefings
- Below Threshold Requirements (BTR) Documentation
- Budget Reclamas
- Requests for Information
- Impact Statements
- Spend Plans

- Status of Funds updates

4.7.3 Financial Management Database

The contractor shall develop, administer and maintain a Department of Defense Information Assurance and Accreditation Process DIACAP certified dashboard like database designed to provide the PMO with the capability to capture and integrate data from the enterprise Marine Corps database (SABRS) into a dashboard like system capable of monitoring, tracking, and scheduling planned financial management efforts. The database shall also have the capability to coordinate with planned logistics modernization and sustainment efforts. The financial management database services performed by the contractor include:

- Import daily financial data files (excel format)
- Maintain/Update reports feature in database
- Development of original financial and budget related modules

4.7.4 Performance Standards

STD: Analyses and program status updates reflect current, timely data.

ACQ: One review of the document as a draft contains no more than 10 errors with no errors in final delivered document.

SURV: Visual inspection done by the government team lead or other designated government representative.

~~4.8 PM LTV Administrative Services~~

~~The tasks called out in paragraphs 4.7 – 4.7.4 shall require on-site support by the contractor. The contractor shall manage the PM LTV SharePoint Site, provide updates for webpage development and maintenance, assign MCEITS users to various site locations within the internal PM LTV SharePoint portal and create and update libraries, which includes loading documentation within two business days after receipt of government documents.~~

~~The contractor shall create and maintain all PM LTV schedules or organizational events. The schedules shall contain all significant events and task functions from start to finish with resource assignments. The contractor shall prepare summaries, graphics, briefs, and reports derived from the IMS data for monthly reporting and weekly program meetings. Existing schedules to will be furnished as GFI.~~

~~In support of PM LTV efforts, the contractor shall provide operational resource analysis (ORA) for the PM LTV program office. This administrative support effort shall include monitoring of the Department of the Navy Tasking, Records, and Consolidated Knowledge Repository (DON TRACKER), review and analysis of the PM LTV Asset Management Process (AMP), Business Process Reengineering (BPR) reviews, and review and analysis of naval messages within the Defense Message System (DMS). This administrative support effort shall include the use of the~~

~~following:~~

- ~~DON TRACKER~~
- ~~DMS/Naval Messaging~~
- ~~Asset Management Review and Analysis~~
- ~~Business Process Reengineering (BPR)~~

~~CDRL A001 – Monthly Status Report~~

~~4.8.1 DON Tracker~~

~~In support of LTV efforts, the contractor shall review external tasks assigned to PM LTV (Tasks) and recommend internal routing for each Task. The Contractor shall track, coordinate, consolidate, and submit the responses to the Program Manager (or his designee) for final review and approval, enter the approved response into DON TRACKER for completion (close out) of the Task, and periodically report on trends with recommendations for process improvement.~~

~~4.8.2 DMS/Naval Messaging system~~

~~In support of LTV efforts, the contractor shall format naval messages from drafts provided by project officers in accordance with USMC DMS policy and process the formatted Naval Messages in accordance with the policy of PEO Land Systems for processing Naval Messages.~~

~~4.8.3 Asset Management Analysis~~

~~In support of PM LTV efforts, the contractor shall track LTV ancillary program equipment as it is delivered to the PM LTV Program Office from the Marine Corps Systems Command supply system and ensure equipment is catalogued on the Consolidated Memorandum Receipt (CMR) and is accounted for on a signed Equipment Custody Record (ECR).~~

~~4.8.4 Document Management~~

~~The contractor shall post all documents completed in support of the PWS to the appropriate repository. The contractor shall provide the document title and report the location (into which repository it was posted) of completed documents in the monthly status report (MSR). Repositories for systems may include Marine Corps (MCEITS/VIPER), DoD Acquisition Information Repository (AIR), Ground Combat Support System-Marine Corps (GCSS-MC), Total Force Structure Management System (TFSMS), Marine Corps Publications Library Management System (PLMS) and Program Executive Officer Land Systems portals.~~

~~CDRL A001 – Monthly Status Report~~

4.9 Meeting Agendas

The contractor shall draft and submit agendas for meetings hosted by PM LTV program offices and covered by this PWS. The contractor shall coordinate with the government PMO regarding further details of meeting agenda to include topic, location, date and time.

CDRL E001 – Meeting Agendas

4.10 Meeting Minutes

The contractor shall draft and submit meeting minutes for meetings, briefings or reviews attended or hosted by PM LTV. The format shall be prescribed by PM LTV and shall be submitted electronically for review and approval. Upon government approval the minutes they shall be posted to the PM LTV SharePoint site.

CDRL E002 – Meeting Minutes

4.11 Meeting Support

The contractor shall provide and maintain the capability to host PM LTV meetings and IPTs, consisting of 10-30 attendees, at the contractor's location throughout the course of performance to support the scope of activities within the PWS.

4.12 Trip Reports.

The Contractor shall submit written trip reports for all travel conducted under this PWS.

CDRL E003 – Trip Reports

5.0 TRAVEL

The contractor shall perform travel within the Continental U.S. (CONUS) to meet PWS requirements. All travel shall be approved by the Approving Official prior to execution by the contractor.

5.1 General Reimbursement Guidance

Travel will be reimbursed to provide adequate subsistence to cover authorized travel expenses incurred while on official government business. Travel expenses include transportation, lodging, per diem, incidentals such as baggage fees and parking. Adequate subsistence means safe, clean lodging with a meals allowance. Some lodging establishments provide upgraded accommodations travelers may desire such as room upgrades and other such amenities. These conveniences are not essential and are not included in the definition of adequate subsistence. A travel allowance is provided for official government business expenses only. Personal leisure travel expenses are not reimbursable. A contractor traveling on official government business is expected to exercise care in incurring expenses. Excess costs, circuitous routes, luxury accommodations and delays or services unnecessary or unjustified in the performance of official government business are not reimbursable. The government will only reimburse economy/coach-class transportation; unless traveling with more than two contractor personnel,

compact cars are required for rental car transportation. For rental cars carrying three or more contractor travelers, larger vehicles shall be authorized in advance. The government will only reimburse economy lot airport or other transportation related parking expenses. The government will not reimburse for travel related valet parking, phone calls, baggage tips, ATM fees, laundry or dry cleaning. Per diem for travel will be reimbursed in accordance with the Federal Acquisition Regulation (FAR) Section 31.205-46 and the JTR, Volume 2, DoD Civilian Personnel, Appendix A. Upon request by the contracting officer or COR, the contractor shall submit receipts for all expenses within five days of the return from travel. The contractor shall make receipts available for review at any time during performance of the contract not withstanding FAR, DFAR or other regulations.

Travel Table

DESTINATIONS	DURATION (DAYS)	# TRIPS PER YEAR	PURPOSE
Various PM LTV test sites, Marine Corps Bases and contractor facilities	1-5 Days	Approximately 40 Total	To attend PM LTV test events and contractor hosted meetings, reviews, audits, etc.

6.0 PERSONNEL QUALIFICATIONS

The contractor shall possess the necessary training, qualifications, experience, and clearances to accomplish all tasks identified in this PWS.