

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Note: Prior contract year support estimate – 55,616 labor hours estimated at \$6,525,857.00

C-1.0 GENERAL

The RRF is the high readiness component of the Maritime Administration's (MARAD) National Defense Reserve Fleet (NDRF), established to support the rapid deployment of U.S. military forces. A key element of strategic sealift, the RRF is tasked with the rapid deployment of military forces to ports and locations throughout the world. Approximately 15% of the RRF ships are moored at the three reserve fleet sites in Virginia, Texas, and California, while the remaining ships are berthed at various ports throughout the United States and overseas.

RRF vessels are maintained at different states of readiness. Those vessels that require the fastest activation (4 and 5 days) are maintained in Reduced Operational Status (ROS-4 and ROS-5, respectively). These ships are manned with a small crew that perform vessel maintenance while in ROS and serve as the ship's crew when the vessel is activated.

All other RRF vessels are maintained in lesser states of readiness. Vessels in "deep lay-up" must be fully mission capable within 10 or 20 calendar days (RRF-10 and RRF 20, respectively) of a notice to activate.

The purpose of this contract is to provide logistics support services to the Ready Reserve Force (RRF) and the Division of Logistics Support (MAR-614). These services include:

C-1.1 Overhaul Management Services. The contractor will provide all labor, material and equipment necessary to accomplish logistics overhauls on the following general types of vessels moored at locations throughout the United States and overseas:

- RRF vessels
- National Defense Reserve Fleet (NDRF) vessels
- Government-owned barges and small watercraft
- Federal and state-owned school ships.

C-1.2 Material Accountability. This service includes the inventory of spare parts, equipment, outfitting, lashing gear, supplies and accountable property stored onboard vessels listed in C.1.1 and the entry of this data into MARAD Management Information Systems (MIS).

C-1.3 Installed Equipment Validation. This service includes the identification, validation and inventory of equipment installed on board vessels listed in C.1.1 and the entry of equipment data into MARAD MIS.

C-1.4 Management Information Systems (MIS) Support. This service includes the maintenance, support, repair and development of RRF logistics MIS data, systems, software, hardware, websites and equipment.

C-1.5 Logistics Training. This service includes the training of RRF personnel and Government contractors in MARAD logistics support procedures and the use of MARAD MIS data, systems, software and equipment.

C-1.6 Logistics Engineering Support Analysis. (Also referred to as “provisioning”). This service includes the technical and engineering analysis of marine equipment and systems to identify the type and quantity of the following items necessary to support MARAD vessels for a period of 180 days at sea, or for other periods as directed by MARAD.

Items identified include:

- Spare parts
- Equipment
- Outfitting
- Supplies
- Chemical Biological Radiological Defense (CBRD) materials
- Force Protection Gear (FPG)
- Lashing Gear
- Accountable Property
- Other associated equipment

This service also includes the review and analysis of MARAD Allowance Change Requests (ACRs), MA-984.

C-1.7 Procurement Research. This service includes the engineering research and technical support necessary to properly identify both commercial and National Stock Numbered (NSN) sources for items listed in C.1.6.

C-1.8 Warehouse Technical Support Services. This service includes warehouse labor and inventory management services to include:

- Material movement
- Storage
- Packing
- Shipping
- Labeling
- Receiving

At the discretion of MARAD these services can be provided on a MARAD-owned or leased vessel (in port or at sea), a facility leased by the logistics contractor, or both. MARAD must approve the leasing or chargeable apportionment of warehouse facility costs to MARAD.

C-1.9 Management of Logistics Systems Databases. This service includes the establishment, maintenance, control, review, and revision of RRF logistics related technical information and databases.

C-2.0 **LOGISTICS SUPPORT OVERHAULS**.

The contractor will provide all labor, material and equipment to accomplish the following:

C-2.1 Cost Estimates. MARAD will identify and prioritize in writing those vessels that have been selected by MAR-614 to undergo a logistics overhaul. MARAD will also determine the scope of the overhaul (complete overhaul, partial overhaul or an overhaul of selected functional areas). Thirty days prior to beginning work, the contractor must provide MARAD with a cost estimate (by vessel) of the work requested by MAR-614. The contractor must request approval from MARAD before exceeding this cost estimate.

C-2.2 Pre-Overhaul Brief. Prior to the start of the overhaul, the contractor must attend a “Pre-Overhaul Brief” hosted by MAR-614. During this briefing MAR-614, MARAD region representatives will discuss issues and concerns pertinent to the logistics overhaul. At that time MARAD will provide the logistics contractor with a “Stow Plan.”

C-2.3 Stow Plan. The MARAD Stow Plan will identify the general location of spare parts to be included in the inventory, the manner in which similar or related spare parts are to be co-located, the equipment or systems that will be installed, changed-out or removed from the ship by the Ship Manager during the period of the logistics overhaul.

C-2.4 Overhaul Procedures. Thirty days after the “Notice to Proceed” has been given by the MARAD PCO, the logistics contractor will provide to MAR-614 for approval, a set of written overhaul procedures. These written procedures will address the following:

- Team working hours while onboard RRF Vessels
- PC-SAL Training
- Forklift Use and Training
- Team and Ship Manager Communication
- Equipment Validation
- Spare Parts Inventory and Validation
- MARAD Standard Nomenclature Conventions
- Technical Manual Inventory and Validation

- Drawings Inventory
- Relocation and Co-location of Spare Parts
- Bar-code Labeling
- Quality Control
- General Shipboard Safety and Security
- Use and Cleanliness of Shipboard Spaces
- Emergency Suspension of Overhaul Activities

C-2.5 Overhaul Statement of Work.

C-2.5.1 Equipment Validation. At the conclusion of the overhaul the vessel's equipment database must be revised as follows:

C-2.5.1.1 PC-SAL Database. The vessel's PC-SAL must accurately list all shipboard equipment that meet the validation criteria set forth in Appendix H, Volume I of the RRF Logistics Management Manual (RRF LMM), dated 1 April 2004.

C-2.5.1.2 Equipment Database Fields. The following equipment database fields must be completed in PC-SAL in accordance with the PC-SAL Manual:

- Equipment Name*
- Manufacturer*
- Number of equipments installed
- MARAD Equipment Number
- Model Number
- Type
- National Stock Number (NSN)
- Equipment description*
- Technical Manual Reference
- Location
- Serial Number
- Specifications
- Criticality Code**
- System Application Code**

* Formatted and entered in accordance with MARAD nomenclature and data abbreviation conventions

** Data is to be entered using MARAD/DLA logistics codes. For example, the unit of issue code for EACH is "EA."

C-2.5.1.3 Related Equipment. The vessel's PC-SAL database must reflect the proper equipment relationships of all validation worthy equipment installed on the vessel.

C-2.5.1.4 Bar-coded Tags. All validation worthy equipment as listed in Appendix H of the RRF LMM, dated 15 December 2002, and recorded in PC-SAL must have a metal bar-coded tag affixed to it, or to an appropriate visible location nearby.

C-2.5.1.5 Equipment Validation Standards. At the conclusion of the overhaul the equipment database contained in the vessel's PC-SAL must be no less than 98% accurate.

C-2.5.2 Material Inventory:

C-2.5.2.1 PC-SAL Database. The vessel's PC-SAL database must accurately list spare parts stored in the following areas:

- Loose spare parts stored in the vessel's spare parts storerooms,
- Bulkhead mounted spares,
- Repair parts stored in spare parts boxes and designated Vidmar® cabinet drawers
- Other items specifically identified by MARAD in the region's Stow Plan

C-2.5.2.2 Spare Parts Database Fields. The following spare parts database fields must be completed in PC-SAL in accordance with the PC-SAL 4.0 User Guide:

- Name*
- Manufacturer*
- Description*
- Part Number
- National Stock Number (NSN)
- Unit Price
- CSC**
- Unit of Issue**
- Location
- Quantity
- Condition**
- Manufacture Date
- Shelf Life (mos.)
- Expiration date
- Shelf Life Code**
- Supported Equipment

- Technical Manual Reference

* Formatted in accordance with MARAD nomenclature and data abbreviation conventions

** Data is to be entered using MARAD/DLA logistics codes. For example, the unit of issue code for EACH is EA.

C-2.5.2.3 Referencing. At the conclusion of the overhaul, all spare parts listed in PC-SAL with an on hand quantity of greater than zero must list a technical reference. This reference must:

- Refer to an existing shipboard technical document(s);
- List the name or the MARAD number of the reference and the page the spare part is listed or displayed on.

C-2.5.2.4 Labeling of Spare Parts. All spare parts must have a bar-code label affixed to the item, its identification tag, or its packaging, in accordance with the PC-SAL 4.0 User Guide and the RRF LMM. The label must be placed in such a manner as not to cover or obscure any pre-existing manufacturer's label or marking.

C-2.5.2.4 Part Nomenclature. The contractor will review the nomenclature of spare parts listed in PC-SAL. Spare parts will be referred to by their technical name (vice their common name), as listed in the vessel's engineering documentation, technical manuals or drawings. To allow for easy and more useful indexing, the items technical name is to be modified to comply with MARAD standard nomenclature conventions before inclusion into PC-SAL. This standard nomenclature will be used to produce all labels, reports and databases. For search purposes, and where possible, the alternate or common name should be included in the item's detail description.

C-2.5.2.5 Storage Locations. All spare parts must be placed in assigned storage locations in accordance with the vessel's Stow Plan. In addition, all storage boxes, Vidmar® cabinets and Vidmar® cabinet drawers must be bar code labeled.

C-2.5.2.6 Spare Parts Receipts in the Custody of the Ship Manager. In addition to items held in the vessel's inventory, the contractor must include in the overhaul process and stow:

- All spare parts in the custody of the Ship Manager, but not yet stowed, and
- All spare parts received by the Ship Manager throughout the duration of the overhaul

It is the responsibility of MAR-614 to ensure that these items are turned over to the contractor along with the items' shipping documentation. All receipts will be processed into PC-SAL and then turned over to the region LMO for subsequent inclusion in the ship's receiving files.

C-2.5.2.7 Packaging and Preservation. All spare parts must be preserved or re-packaged in accordance with the RRF LMM, Volume I, dated 15 December 2002.

C-2.5.2.8 Unidentified Parts. Unidentified parts are those items that:

- Cannot be identified by using existing shipboard reference materials; and
- Can not be identified from existing information on the item itself or its packaging.

Unidentified spare parts must be placed in a location determined by the MARAD representative for future research, review and identification by the Chief Engineer. Items that are subsequently identified by the vessel's Chief Engineer must be placed back into an assigned location in accordance with the vessel's Stow Plan and the PC-SAL 4.0 User Guide.

C-2.5.2.9 Spare Parts without Equipment Systems Information. Valid spare parts that have no specific technical manual reference and can not be tied to a specific piece of equipment will be assigned a consolidated Equipment Group Code (EGC). Within 15 working days of the estimated completion date of the overhaul the contractor will provide the region LMO with a complete list of items that have been assigned a consolidated EGC.

C-2.5.2.10 Excess Spare Parts. Items that no longer have an application to the vessel undergoing the overhaul, or are not in an acceptable condition for retention are considered "excess." With the exception of excess hazardous items, the contractor must remove all "excess" spare parts from the vessel and ship them to the nearest Shore-based Spares Warehouse using a DD1149.

C-2.5.2.11 Used Parts. In many cases spare parts will have been used and then placed back into stock by the ship. The contractor must remove these items from stock and stage them for review/research by the Ship Manager. The MARAD logistics representative will determine the location of this staging area. If MARAD or the Ship Manager determines that the items are to be retained in stock, the contractor must repackage and re-label these items, update PC-SAL and return them to the vessel's shipboard inventory in accor-

dance with the vessel's Stow Plan. Items that are not to be retained must be processed as "excess."

C-2.5.2.12 Bulkhead Mounted Spare Parts. Metal embossed tags must be provided by the logistics contractor and affixed to all bulkhead-mounted spares or to the location where the bulkhead-mounted spare is, or will be, mounted.

C-2.5.2.13 Co-location of Spare Parts. The MARAD Stow Plan will provide the contractor with general guidance in the placement or co-location of related spare parts. Where space and packaging permit, groups of related spare parts not provided for in the Stow Plan must be co-located.

C-2.5.2.14 Safe and Proper Storage. In all cases, spare parts must be stowed in a manner that is both safe and "ready for sea." Drawers must be:

- Packed in boxes or drawers in a manner that prevents foreseeable damage from vessel movement
- Packed no more than 90% full.

C-2.5.2.15 Storage Space Filled. For each cabinet drawer or box, the contractor must estimate and record the percentage of space filled to the nearest tenth, that is: 0%, 10%, 20%, 30%, 40%, 50%, 60%, 70%, 80%, 90% and 100%.

C-2.5.2.16 Inventory Shortages and Overages. At the conclusion of the spare parts inventory the contractor will provide MAR-614 and the region LMO with a complete list of inventory overages and shortages.

C-2.5.2.17 MARAD Acceptance Standards. At the conclusion of the overhaul the vessel's spare parts database contained in PC-SAL must be **no less than 98% accurate**.

C-2.5.3 Technical Manuals:

C-2.5.3.1 PC-SAL Database. The vessel's PC-SAL database must accurately list all technical manuals held onboard the vessel that describe or apply to existing shipboard equipment.

C-2.5.3.1.2 Technical Manual Database Fields. The following technical manual database fields must be completed in the vessel's PC-SAL in accordance with the PC-SAL 4.0 User Guide:

- Title*
- Manufacturer*
- Quantity
- Index Number
- Location
- Condition Code**

* Formatted in accordance with MARAD nomenclature and data abbreviation conventions

** Data is to be entered using MARAD/DLA logistics codes. For example, the unit of issue code for EACH is EA.

C-2.5.3.1.3 Labels. All technical manuals must be labeled in accordance with the RRF Logistics Management Manual and the PC-SAL 4.0 User Guide.

C-2.5.3.1.4 Technical Manual Sequence. All technical manuals must be placed in alphanumeric manufacturer sequence.

C-2.5.3.1.5 Copies of Technical Manuals. MARAD seeks to provide each vessel with two useable copies of all applicable technical manuals. To accomplish this the contractor must:

- Provide to the region LMO a list of manuals that are missing (i.e., all copies of the manual are missing); and
- Make additional copies of existing and applicable technical manuals.

In view of the costs involved, the contractor will not make copies of, or translate manuals that are in languages other than English without prior approval from MAR-614. The contractor is not authorized to purchase replacement manuals.

C-2.5.3.1.5 Replacement of Worn or Damaged Binders. The contractor will replace the binders of manuals that have excessive wear or have been damaged.

C-2.5.3.1.6 Excess Manuals. Technical manuals that no longer have an application to the vessel, or are unusable, must be shipped to the nearest Shore-based Spares warehouse using a DD1149 shipping document.

C-2.5.3.1.6 MARAD Acceptance Standards. At the conclusion of the overhaul the technical manual database contained in the vessel's PC-SAL must be **no less than 98% accurate**.

C-2.5.4 Drawings:

C-2.5.4.1 PC-SAL Database. The PC-SAL database must accurately list the drawings held onboard the vessel.

C-2.5.4.2 Drawing Database Fields. The following drawing database fields must be completed in the vessel's PC-SAL in accordance with the PC-SAL 4.0 User Guide:

- Title*
- Manufacturer*
- MARAD Number
- Quantity
- Manufacturer Drawing and Revision Number
- Ship Drawing and Revision Number
- Location Condition

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** Data is to be entered using MARAD/DLA logistics codes. For example, the unit of issue code for EACH is "EA."

C-2.5.4.3 Labels. All drawings must be labeled in accordance with the RRF LMM, Volume I, dated 12 December 2002, and the PC-SAL 4.0 User Guide:

C-2.5.4.4 Drawing Order. All drawings must be placed in ship builder's number sequence, followed by vendor drawings in manufacturer in alphabetic sequence.

C-2.5.4.4 Excess Drawings. Drawings that no longer have an application to the vessel must be shipped to the nearest Shore-based Spares warehouse using a DD1149 shipping document.

C-2.5.4.5 MARAD Acceptance Standards. At the conclusion of the overhaul the database of ship's drawings in the vessel's PC-SAL must be **no less than 98% accurate**.

C-2.5.5 Stock Replenishment

C.2.5.5.1 Preparation of the SBS Restock List. The contractor must provide a list of available SBS spare parts that can be used to augment the vessel's in-

ventory and/or fill shortages. This list, called the SBS Restock List, must be provided to the region LMO at the start of the overhaul.

C-2.5.5.2 Stowing of SBS Restock Items. If received prior to the conclusion of the overhaul, SBS restock items must be inventoried and stowed by the logistics contractor.

C-2.5.6 Miscellaneous:

C-2.5.6.1 Fabrication and Placement of Metal Tags. The contractor must provide and place the required metal tags for installed equipment and bulkhead mounted spares no later than nine (9) months after the completion of an overhaul.

C-2.5.6.2 Excess Metal Storage Boxes. Empty spare part storage boxes must be staged for pick-up by the GSA scrap contractor or shipped to the Region SBS warehouse, as determined by the region LMO.

C-2.5.6.3 Refresh of PC-SAL. The contractor must “refresh” the vessel’s PC-SAL database Prior to the conclusion of the overhaul.

C-2.5.6.4 Progress Tracking Reports. During the overhaul the contractor must provide Plan of Action and Milestones (POAM) in MS PROJECT to the COTR every thirty (30) days.

C-2.5.6.5 MLSS Updates. When the contractor actively manages the vessel’s PC-SAL, a copy of the vessel’s most recent PC-SAL database must be transmitted to MLSS at least once every 30 days. Upon request, the contractor will also provide a copy of the vessel’s current overhaul database to the region LMO.

C-2.5.6.6 Hazardous Material. The contractor will identify and segregate all items that appear to be hazardous. If the item does not have an MSDS, the contractor will obtain two copies of the item’s MSDS. One copy will be attached to the item and the second copy will be given to the vessel’s Chief Engineer. The region LMO will review all hazardous material before being placed back into stock. Hazardous material that is not to be returned to stock must be turned over to the Chief Engineer for disposal. Under no circumstances will the contractor dispose or remove from the ship, ANY hazardous material without MAR-614 approval.

C-2.5.6.7 Equipment Numbers. The contractor will assign equipment numbers to newly validated equipment within three months after the completion of an overhaul.

C-2.5.6.8 “Removed” Accountable Property. As part of the vessel’s final PC-SAL refresh, all records of Accountable Property that have been assigned a status of “Removed” for over 18 months will be removed from the vessel’s database, but retained in the MLSS master database.

C-2.5.6.9 Safety Apparel. The contractor will review the safety hazards that exist onboard RRF vessels and provide overhaul team members with appropriate safety apparel. As a minimum, this will include safety goggles, safety shoes/boots, gloves and a hard hat. Team members must have these items in their possession or in their workspace at all times.

C-2.5.7 Management of Shipboard Activity:

C-2.5.7.1 Emergency Suspension of Overhaul Activities. MARAD reserves the right to suspend or scale back an ongoing overhaul at any time. When directed to suspend an ongoing overhaul, the contractor must:

- Stop all overhaul activity and depart the vessel within 96 hours
- Assemble and turn-over to the vessel’s Chief Engineer an “interim”, functional copy of the vessel’s PC-SAL database
- Return all spare parts, drawings and technical manuals to a location recorded in the “interim” copy of the vessel’s PC-SAL, and
- Make all spare parts boxes and/or cabinets “ready for sea.”

C-2.5.7.2 Overtime Hours Charged to Logistics Overhauls. All overtime requests, with appropriate justification, must be submitted to MAR-614 for approval.

C-2.5.7.3 Working Hours. The working hours of the logistics contractor must not significantly interfere with the day-to-day work of the ship’s crew. To avoid conflicts between the schedule of the vessel and the overhaul team, the contractor must obtain approval from the region LMO before working during the following periods:

- Before 8:00 AM or after 5:00 PM on weekdays
- On Saturdays and Sundays
- During any Federal holiday
- Any day between December 21 and 5 January

The contractor must obtain approval from MAR-614 before working during any of the following periods:

- Any day a vessel is underway

- Any day of, or the day before, a vessel's departure,
- Any day of, or the day the immediately after a ship has returned from activation
- Any hours that will result in a member of the ship's crew having to work overtime outside of 8:00 AM or 5:00 PM.

C-2.5.7.4 Security Badges. While onboard MARAD vessels, all members of the overhaul team must display a contractor-issued security badge.

C-2.5.7.5 Working Areas. MAR-614 will assure the availability of sufficient working space onboard the vessel to enable the safe conduct of the overhaul. This space will include a break area, power outlets for computers, restroom facilities and access to a small copier. Use of the ship's copier should be judicious and should not interfere with the needs of the ship's crew. Where reasonable and cost effective, overhaul teams should use local commercial copier services.

C-2.5.7.6 Cleanliness. The contractor will keep spaces, break areas and heads used by the overhaul team neat and clean at all times.

C-2.5.7.7 Authority of the Ship Manager. While onboard any RRF vessel the overhaul team must comply with all safety and security orders, instructions and directives issued by the vessel's Port Engineer, Ship Master, Chief Engineer or their representatives in the exercise of their legal authority.

C-2.5.7.8 Weekly Summary of Activity. The contractor must provide a Weekly Summary of Activity by vessel, to arrive no later than the following Tuesday of the week being reported. This report must be in the following format:

- (ship name)
- Activity for the week of _____
- Team Leader:
- Current size of the team:

	Total Onboard	Total Completed to date	Total Completed this week	Total QA'd by MARAD
Equipments				
Repair Parts				
Tech Manuals				
Drawings				

- Remarks:

The weekly activity report will be forwarded via email to the MAR-614 and the region LMO.

C-2.5.8 Logistics Overhaul Deliverables:

C.2.5.8.1 MARAD Deliverables

- Stow Plan. Provided to the contractor prior by to the commencement of the overhaul.

C-2.5.8.1 Contractor Deliverables

- Budget Estimate. Provided to MAR-614 prior to the start of an overhaul.
- Overhaul Procedures. Provided 30 days after the contractor receives a “Notice to Proceed” from the PCO.
- SBS Restocking List. Provided to the region LMO and the Chief Engineer of the vessel within 30 days after the start of the overhaul.
- PC-SAL Back-up. Provided to MARAD (via MLSS) once every 30 days, and to the region LMO as required.
- Progress Tracking Report. Provided to the COTR once every 30 days.
- List of Missing Manuals. Provided to the region LMO and the Chief Engineer of the vessel on or before the completion of the overhaul.
- List of Overages and Shortages. Provided to MAR-614 and the region LMO.
- Weekly Summary of Activity. Provided to MAR-614 and the region LMO.

C-2.6 Performance Measurements (TBD)

C-3.0 INVENTORY OF MARAD SHORE FACILITIES

C-3.1 Inventory Type. At the discretion of MAR-614 the contractor will provide labor and material to:

- Conduct a physical count of Government spare parts, equipment, technical manuals, drawings or artifacts stored in a warehouse, storage facility, shipyard or other facility as designated by MARAD.

- Obtain a statistically random sample of spare parts, equipment, technical manuals, drawings or artifacts stored in MARAD Warehouses, storage facilities, shipyards or other facilities as designated by MARAD in accordance with statistical procedures contained in Technical Exhibit 1 (TE-1).

C-3.2 Pre-Inventory Requirements. The following are required for both physical counts and statistical sampling inventories:

C-3.2.1 Cost Estimates. MARAD will identify and prioritize in writing those facilities that have been selected by MAR-614 for an inventory. MARAD will also identify the type of inventory (physical count or statistical sampling) and the scope of the inventory (wall to wall or by item type- i.e., parts, equipment drawings, etc.) to be conducted.

Thirty days prior to beginning work, the contractor must provide MARAD with a cost estimate of the work requested... The contractor must request approval from MARAD before exceeding this cost estimate.

C-3.2.2 Pre-Overhaul Brief. Prior to the start of the overhaul, the contractor must attend a “Pre-Overhaul Brief” hosted by MAR-614. During this briefing MAR-614, MARAD region representatives will discuss issues and concerns pertinent to the inventory. At that time MARAD will provide the logistics contractor with a Stow Plan.

C-3.2.3 MARAD Deliverables. MARAD Region will provide:

- Documentation. MARAD will provide material or inventory documentation to assist the contractor in conducting the inventory
- Transaction Data. MARAD will inform the contractor of all material transfers, or other changes in inventory status that occur during the course of the inventory. The contractor will be responsible for incorporating these changes into its current inventory data.
- Engineering Support. MARAD will make available a Marine Surveyor as required for the purpose of assisting with material identification.
- Research. MARAD will research and, if possible, reconcile all shortages and overages. The results of this reconciliation research will be passed to the contractor to assist with the inventory effort.
- Stow Plan. MARAD will provide a Stow Plan that will identify the location of spare parts to be included in the inventory.
- Work space. MARAD will provide the contractor with working areas in side the facility between the hours of 7:00 AM and 4:00PM.

C-3.3 Physical Count Statement of Work. The contractor must conduct a physical count of MARAD owned property, or property in the custody of MARAD, as identified by in the Stow Plan. This inventory will include the following actions:

C-3.3.1 Database Validation. During the inventory the contractor will validate and/or revise the following inventory data fields:

- PKEy
- Location
- Box-ID
- Name*
- Part Number
- Serial Number
- Model Number
- Manufacturer*
- National Stock Number (NSN)
- Quantity
- Condition**
- Unit of Issue**
- Cube (approximate)
- Weight (approximate)
- Box Seal Number

* Formatted in accordance with MARAD nomenclature and data abbreviation conventions

** Data is to be entered using MARAD/DLA logistics codes. For example, the unit of issue code for EACH is EA.

C-3.3.2 Replace Existing Box Seals. Box seals broken during the inventory process will be replaced. The serial number of the new box seal will be recorded in MLSS-LMO.

C-3.3.3 Co-locate Similar Items. During the inventory the contractor will co-locate similar items in accordance with the Stow Plan.

C-3.3.4 Common Packing and Preservation. During the inventory process the contractor will ensure that all items are properly packed and preserved using the following common methods of packing and preservation:

- Bubble Wrap
- Paper
- Plastic bags
- Cosmoline Paper

- Boxes
- Plastic Peanuts
- Preservative sprays

Items that require specialized packing beyond the techniques identified above will be identified by prior to the inventory in the MARAD Stow Plan.

C-3.3.6 Bar Code Labeling. The contractor must replace all missing bar coded labels or tags.

C-3.3.7 Data Entry. The contractor will be responsible to the input and /or revision of MARAD inventory data.

C-3.3.8 Inventory Standards. At the conclusion of a physical count the warehouse database must be **no less than 98% accurate**.

C-3.4 Inventory Sampling Statement of Work. When directed by MARAD, the contractor must obtain and report the results of a statistically random sample of one or more of the following sets of items stored in MARAD Warehouses, storage facilities, shipyards or other facilities as designated by MARAD.

- Spare Parts
- Equipment
- Technical Manuals
- Drawings
- Artifacts

C-3.4.1 Deliverables. The contractor will report the results of the sampling forty-five days after the completion of the inventory sampling effort.

C-3.4.2 Sampling Standards. The sample obtained must be selected completely at random (100%) and recorded and analyzed in accordance with Statistical Sampling Guidelines contained in Technical Exhibit 1 (TE-1).

C-3.4.3 Performance Measurements (TBD)

C-4.0 MANAGEMENT INFORMATION SYSTEMS.

MLSS is a “cradle to grave,” integrated logistics support system. It is a modularly developed system that provides engineers and logisticians the capability to determine on-hand requirements for repair parts, equipment and material through evaluation of maintenance data, experience and policy/business rules. After requirements are identified, the system

queries the organization to determine deficiencies and whether those deficiencies can be satisfied by excess quantities in other parts of the organization. If the deficiencies must be procured, MLSS provides procurement personnel Technical Research capability to determine the least expensive and timeliest procurement option.

If the Federal Supply System (FSS) is the best procurement option, the system provides for the electronic procurement coordination throughout MARAD and automatic ordering and status reporting through the Defense Automated Message Exchange Services (DAMES), for National Stock Numbered (NSN) items.

If the best procurement option is commercial purchasing, the system provides commercial buyers the capability to process delivery orders, solicit quotes, track vendors, conduct bid analysis, conduct sole source procurements, issue Purchase Orders, invoice electronically, and receive, ship and transfer items. When items are received at the warehouse, MLSS allows warehouse personnel to certify or reject orders. After items are certified as complete and correct and staged for shipment to end users, the system will track shipping and stowage to the end user site. At the end of a part or equipment useful life, MLSS will electronically coordinate disposal activities throughout the organization and integrate with the General Services Administration (GSA) mainframe disposal system.

Through the use of an Internet browser, MLSS provides centralized visibility of MARAD assets to designated personnel. A person can view deficiencies, what is being done to resolve deficiencies, where in the procurement process the deficiency is and expected resolution dates. MLSS provides robust canned and ad-hoc accountability, maintenance, budgeting and financial reporting capability, including integrated reporting to the Department of Transportation financial and accounting system (DELPHI).

The MLSS was developed in Object Oriented Pascal (Delphi) and Active Server Page.Net (ASP.Net) and has a Microsoft SQL Server Database. It is a combination of thin client applications for data manipulation, and a web browser for read-only queries. The architecture is developed with redundant, off-site capabilities with data shadowing that provides the highest level of Business Continuity protection. Security features include Sonic wall Firewalls and Network Address Translation (NAT) within a managed Virtual Private Network (VPN). Additionally, the browser applications have Secure Socket Layer (SSL) protection. The shipboard and warehouse applications employ state of the art bar code technology using programs developed and implemented in the PALM Operating System on Personal Data Assistant (PDA) hardware. MLSS is modularly designed, meaning many of the capabilities listed above are implemented in the form of nine “plug and play” modules.

The MLSS modules include:

- Equipment Configuration Spares Management Information (ECSMIS)
- Automated Shipboard Allowance List (PC-SAL 4.0)
- Logistics Management Officer (LMO) – SBS Warehouse

- Master Equipment Index (MEI)
- Chemical, Biological, Radiological – Defense (CBR-D)
- Excess Material System (EMS)
- Staging
- Purchasing
- Procurement
- Provisioning
- Invoicing
- Quarterly Download Information (QDI) – MLSS Mobile

MLSS also encompasses all the databases, Wide Area Network (WAN) communications, and Internet access in support of MARAD's Logistics Support System.

MLSS tracks configurations, including equipment, maintenance history, spare parts, vessel drawings, accountable property, Chemical, Biological, Radiological-Defense (CBR-D) material, Force Protection Gear (FPG), Modular Cargo Delivery System (MCDS) material and equipment, and Off-Shore Petroleum Delivery System (OPDS), and lashing gear. It also contains procurement-related data and a transaction history file. A data dictionary of the master MLSS tables is included as an attachment, see Section J.

Contractor acquired resources will manage the MLSS programs, be readily available to aid in the analysis, planning and execution of supply related logistics support and respond to the various logistics support requirements of the Ready Reserve Force. This support is extremely important to MARAD'S overall efforts to continue improving logistics support for the Ready Reserve Force and overall National Defense Reserve Fleet. The contractor will maintain full responsibility for performance of the system.

C-4.1 Management Information Systems Support. The contractor must provide the following Management Information System support services:

C-4.1.1 Providing contract deliverables in machine-readable format consistent with system requirements.

C-4.1.2 Software Development Services. This service includes the preliminary analysis, flowcharting, writing, testing, installation and documentation of new computer code to support MARAD logistics requirements. All software developed for MARAD will be owned by MARAD, and will not be copied, or marketed to other Government agencies or commercial activities without the expressed written approval of MAR-614.

C-4.1.3 Computer System and Software Maintenance Services. This service includes the revision of existing system code, and the maintenance of hardware and equipment necessary to maintain, enhance, or improve the capability and compatibility of MLSS software, hardware and equipment. This service also includes the installation, set up, and integration into MLSS of new and existing Commercial Off the Shelf (COTS) software, hardware and equipment.

C-4.1.4 Procurement of Computer Software and Equipment. When directed, re-search and procure COTS computer equipment, hardware, and software to support MARAD systems. All software, hardware and equipment procured for MARAD by the contractor will become the property of MARAD.

C-4.2 System Management. The contractor will manage the day-to-day operation of the MARAD's Logistics Support System (MLSS) and the system's interface with other automated programs. This includes, but is not limited to:

- Maintaining system availability
- Managing system shut-down and start-up
- Database storage and retrieval
- System monitoring
- Installation and testing of system-wide enhancements
- Database integrity and security
- MLSS Documentation
- Receipt and processing of PC-SAL Back-up information
- Generation of new or replacement PC-SAL databases
- Staff the PC-SAL Help Desk
- Manage PC-SAL database conversions
- Generation of MLSS reports

C-4.2.1 MLSS System Availability Standards. The contractor must meet or exceed the following availability standards through out the life of the contract:

- During normal working hours, defined as 0700 to 1800 Monday through Friday, the contractor will maintain MLSS an **online availability (also called “uptime”) of 98%**. (Eastern Standard Time)
- During non-working hours, defined as 0001 to 0659, and 1801 to 2400 Monday through Friday; all day Saturday and Sunday, and during all Federal Holidays, the contractor will maintain MLSS an **online availability (also called “uptime”) of 95%**. (all times are Eastern Standard Time)

C-4.2.2 Availability Reporting. The contractor must track and record MLSS availability. A monthly report of system down time will be provided to MAR-614 by the fifth of the following month.

C-4.2.3 MLSS Computer Security. The contractor will maintain the MLSS system in a manner that is in compliance with applicable MARAD and DOT computer security standards, regulations and directives.

C-4.2.4 Management Information Reports. Upon request from MARAD, the contractor will provide customized reports drawn from MLSS (and all of its supporting Modules) and ECMIS databases.

C-4.3 Performance Measurements (TBD)

C-5.0 LOGISTICS TRAINING.

The contractor will be required to provide logistics related training to government and contractor personnel involved with the MARAD Logistics Support Program. Training will be provided for:

- Classroom setting/environment
- On-Job-Training
- Individual Training

C-5.1 Training Curriculum. The logistics support contractor will be required to provide training on various logistics IT systems and also other logistics support topics:

C-5.1.1 Computer Training. The MARAD Logistics Support System (MLSS) and its modules:

- Equipment Spare Management Information System (ECSMIS)
- Automated Shipboard Allowance List (PC-SAL)
- Chemical, Biological, Radiological-Defense (CBR-D)
- Master Equipment Index (MEI)
- Excess Material System (EMS)
- Quarterly Download Information (QDI)
- Provisioning
- Procurement
- Purchasing
- Invoicing
- Staging

C-5.1.2 Logistics Training. Logistics Support Topics include:

- Inventory/Validation Management
- Warehouse Management
- Provisioning Management
- Configuration Management
- Procurement Management
- IT Systems Management

C-5.1.3 Performance Measurements (TBD)

C-6.0 **PROVISIONING.**

The contractor must complete the following tasks when requested by MARAD:

C-6.1 Allowance Change Requests (ACRs). When tasked, research, review and enter into MLSS, all ACRs submitted to the contractor by MARAD. This work will include:

- A review of the ACR itself, MLSS databases and associated marine engineering drawings and technical documentation by qualified research technician(s)
- A written response to all ACRs within 30 days. This response will include:
- A statement confirming that the information contained in the ACR has been entered into MLSS
- If requested, a list of recommended spare parts to support the ACR.
- If necessary, a statement confirming that the requested technical information has been forwarded MARAD's purchasing contractor.

C-6.2 Spare Parts Provisioning. When tasked, the contractor will provide, in writing, recommend levels of spare parts, supplies and outfitting to be carried by RRF vessels. This service will include the following specific activities:

- The research, review and interpretation of marine engineering technical drawings and documentation.
- The identification of National Stock Number (NSN), commercial replacement, after market or Original Equipment Manufacturer (OEM) spare parts capable of supporting marine equipment operated by RRF vessels;
- The recommendation of shipboard spare part inventory levels and allowances capable of supporting shipboard marine equipment for 180 days or some other period of time designated by MARAD.

C-6.3 Technical and Logistics Research Capability. The contractor will maintain the capability to conduct marine engineering technical research (Hull, Mechanical and Electrical), and identify the technical specifications of a wide variety of marine (installed) equipment, supplies and outfitting using:

- Automated technical research software such as CD-Fische© or

Haystack©

- FEDLOG
- Commercially available vendor software

C-6.4 Communications and Reports. The vendor must maintain the capability to communicate the results of ACR, Provisioning, and Technical Research taskings to both MARAD (MAR-614) and MARAD's Purchasing contractor. Communication with the Purchasing Contractor will be primarily via MLSS, however the contractor will also communicate with both MARAD and the Purchasing contractor via telephone, fax and email. The provisioning contractor will also provide a monthly report of the status of all ACRs forwarded by MARAD.

C-7.0 **PROCUREMENT RESEARCH**.

The contractor shall be capable of conducting research associated with re-utilizing spare parts stripped from scrap ships and developing information to facilitate procurement and FEDSTRIP requisitioning of spare parts and equipment.

C-8.0 **WAREHOUSE SUPPORT**.

The contractor will provide warehouse support associated with the receipt, inspection, labeling, storage, packaging, preservation, or shipment of materials procured or acquired from a commercial or government source on the behalf of MARAD. In addition, the contractor is to provide material handling equipment and supplies for support of warehouse operations.

Performance Measurements (TBD)

C-9.0 **SYSTEM PLANNING, REVIEW, ANALYSIS AND DOCUMENTATION**.

The contractor shall be capable of developing system-planning documents; conduct cost/benefit/feasibility studies; develop and prepare for publication guidance relative to the supply logistics arena. Functions including:

- Review of System and Materials
- Develop system alternatives and planning documents in accordance with provided guidance by the logistics staff via authorized task orders.

- Cost, benefit and/or feasibility studies
- Writing and maintenance of procedural guidance in accordance with provided policies and procedures.
- Develop Supply Management Information Systems in accordance with provided functional requirement documents.
- Trend Analysis and Recommendations
- Conduct Business Process Analysis

C-10.0 **SHIPPING AND RECEIVING FACILITIES.**

The contractor will establish a small warehouse (less than XXXX sq. ft.) to manage MARAD cargo. This facility will be used to receive and inspect items purchased commercially or requisitioned from DLA by the contractor(s) for MARAD, and to ship items to MARAD vessels.

At the discretion of MARAD, the contractor will establish a shipping and receiving facility at either (1) a separate commercial facility rented by the contractor; or (2) in the South Atlantic Region (SAR) Shore-based Spares Warehouse at 1545 Crossways Blvd. Suite G, Chesapeake, VA 23320. If the MARAD chooses to locate the contractors shipping and receiving facility at the SAR SBS Warehouse, MARAD will provide all utilities except phone and Internet services.

Include with information requested in Section L, a detailed description of the facility with location. This will include purchasing and maintaining stocks of materials and supplies as necessary to perform staging and shipping to MARAD specifications.

C.11.0 **REQUIRED LABOR CATEGORIES.**

C-11.1 **PROJECT MANAGER**

The Project Manager will develop and implement management direction and over see multiple engineering and technical or software projects through completion, including administrative and technical tracking and quality.

The Project Manager shall be qualified to implement management guidance to perform all specific tasking within the scope of work of this solicitation. Specific qualifications are set forth in Section C.4.

C-11.2 LOGISTICIAN

C-11.3 SENIOR ANALYST

The Senior Analyst ~11 provide management guidance to develop, design, and implement systems and systems enhancements. Document system specifications and define user requirements. Provides solutions to problems encountered in the overall logistics support program.

C-11.4 SYSTEM ANALYST II

The System Analyst II will conduct system analysis, design, system enhancements, and documentation and implementation functions. Analyzes problems to include relevant factors, gathering pertinent information and recognizing solutions relative to the logistics support program.

C-11.5 SYSTEM ANALYST I

The System Analyst I will assist in conducting- system analysis, design, and system enhancements, and documentation and implementation functions. Analyzes problems to include relevant factors, gathering pertinent information and recognizing solutions relative to the logistics support program.

C-11.6 MAINTENANCE DATA ANALYST II

The Maintenance Data Analyst will manage the screening of deficiencies against Parts Master/Haystack to identify stock numbered items and identification data. Identify, locate, and contact vendors, distributors, and manufacturers to obtain prices, availability, and maximum technical characteristics information. Make a recommendation for purchase actions and problem items requiring research. Lead a team of personnel performing logistics overhaul functions including, but not limited to conducting equipment validations and inventories and associated actions.

C-11.7 MAINTENANCE DATA ANALYST I

A Maintenance Data Analyst I is defined as an individual possessing knowledge and skills in (a) using technical references to identify items of support (spare parts, special tools, test equipment, etc.) used to perform repair and overhaul of shipboard equipment and (b) using automated supply and maintenance systems to track transactions related to shipboard equipment, repair parts, and other material.

C-11.8 DATA OPERATOR

Data OP will analyze problems and include relevant factors, gathering pertinent information and recognizing solutions, operating computer consoles and conducting thorough and accurate data entry work.

C-12.0 **KEY PERSONNEL.**

The contractor shall submit resumes on all personnel identified as the functional expert(s). The contractor must verify that the individual fully meets the specified requirements. Each resume will reflect whether the individual is a full time, part time, contingent hire, or consultant. All resumes must be certified by the individual as to the correctness of the content.

Specific qualifications of the key personnel shall be as follows:

C-12.1. Project Manager. The contractor must designate one individual to be responsible for the overall management of the contract. That person must have at least an undergraduate degree from an accredited institution, with an advanced degree preferred; must have a minimum of ten years professional experience and at least five years as the program manager of programs of similar complexity and size; must have experience at the working level with direct involvement in tasks that include logistics support and automated program development; must have been directly involved in providing similar program support.

C-12.2 Functional Experts. The offerors must designate one fully qualified individual meeting the requirements as outlined in each of the below areas. The individual may be in any labor category as defined in Section C.3. The contractors may offer additional individuals who fully meet the requirements. The degree to which individuals meet the requirements must be clearly defined.

C-12.3 Automated Programs. The individual(s) must have at least five years experience in the design development, and implementation of systems and systems enhancements and the proven ability to translate user requirements into responsive automated state of the art data systems; must have experience with the object oriented programming paradigm; must have experience programming for a multi-user network environment with knowledge of transaction processing with rollback capability.

C-12.1.4 Procurement. The individual(s) must have at least five years experience in the determination of operational requirements; must have working knowledge of the Federal Supply System and commercial procurement practices. Expertise in use of Haystack, PartsMaster, CD-FICHE, or equivalent is a plus.

C-12.5 Engineering/Maintenance. The individual(s) must have an engineering degree and at least five years of engineering experience maintaining shipboard equipment and

systems; must have working knowledge of the shipboard interface with ECSMIS programs in the SOW. Licensed engineer is a plus.

C-12.6 Logistics. The individual(s) must have at least five years experience in planning and performing logistics support programs for shipboard systems; must have a working knowledge of logistics related data, including shipboard equipment characteristics, equipment technical documentation, and parts identification information and sources; must have a working knowledge of repair part research methods; must have hands-on experience in supply maintenance interface. Shipboard experience in a technical role is a plus.

C-13.0 **TERMS AND DEFINITIONS**.

TERMS AND DEFINITIONS RELATIVE TO SPECIFIC TASKS ARE LOCATED WITHIN THE DOCUMENTS ATTACHED, SEE SECTION J FOR LISTING.