Performance Work Statement
Navy Cyber Defense Operations Command (NCDOC)
Data Protection and Recovery Service

1. **Introduction:**
Navy Cyber Defense Operations Command (NCDOC) is acquiring Data Protection and Recovery services. NCDOC is required to collect, analyze, and mitigate network vulnerabilities collected from all Navy access points to the Global Information Grid. These services required should facilitate pickup and delivery of Data Protection back-up tapes.

2. **Security Requirements:**
All facilities personnel used to perform classified tasks on this contract shall be cleared up to a minimum level of Secret.

3. **COR Designation:**
[redacted]

4. **Description of Work:**
Work under this order will consist of rotating data protection and recovery service for all critical business backup data recorded at NCDOC. All work will be done in a timely and professional manner.

Support as listed below:

Task A – Contractor shall provide Data Protection and Recovery services that include the following:

1. Contractor shall provide off-site tape vaulting to serve as major disaster recovery centers during emergencies and disaster testing, as well as daily tape vaulting requirements.
2. Contractor shall transport data in vehicles that are environmentally controlled to provide continuous safety, security and whereabouts always known.
3. Contractor shall provide a secure vault and protection and preservation of magnetic media and related film and tape material.
4. Contractor shall provide technology such as bar coding, serial labeling and secure online status display to authorized personnel and automated communications that deliver cost effective, customized data protection and disaster recovery.
5. Contractor shall provide scheduled transportation services during the life of the contract. A total quantity of 267 closed containers/vaults, a total of 8 periods of media management services that include closed container and cart handling. Contractor shall ensure 1 of the 4 containers to meet classified requirements.
6. Contractor shall provide a dedicated Account Manager for NCDOC, and he/she will serve as the single point of contact.
7. Contractor shall ensure tapes will be stored in containers provided by the Contractor.
8. Contractor shall ensure containers are picked up weekly on the same day each week at approximately the same time.
9. Contractor shall deliver 2 empty cases each time they visit NCDOC.
10. Contractor shall ensure all containers are delivered with locks and all locks shall use the same key. Copies of the keys will be left with NCDOC at time of visit.
11. Contractor shall employ a system to account for previously mentioned containers.
12. Contractor shall only exchange tapes, keys, and containers with authorized personnel.
13. Contractor will provide for various levels of return tape services, to include return of tapes within 4 hours.

Task B – Contractor shall provide follow-up data protection and recovery services for Unclassified Backup Tape Vaulting shall include the following:

1. Scheduled transportation services with a total quantity of 4 four trips less than 200 miles one way.

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2. Closed container vaulting with a total quantity of 119 containers.

Task C – Contractor shall provide follow-on data protection and recovery services for Classified Backup Tape. Vaulting shall include the following:

1. Scheduled transportation services with a total quantity of 4 four trips less than 200 miles one way.
2. Closed container vaulting with a total quantity of 148 containers.

5. Contractor Furnished Equipment

The contractor shall provide all necessary materials for this requirement.

6. Contractor Furnished Material

The contractor shall provide all necessary materials for this requirement.

7. Travel Requirements

Transportation of material shall be included int eh services to be provided.

8. Service Contract Reporting

"Services Contract Reporting (SCR) requirements apply to this contract. The contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following website address: https://sam.gov.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://sam.gov."

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