

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
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2. AMENDMENT/MODIFICATION NO. 04	3. EFFECTIVE DATE 25-Nov-2013	4. REQUISITION/PURCHASE REQ. NO. 1300390849	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00174	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A

NSWC, INDIAN HEAD DIVISION
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Indian Head MD 20640-5115
teresa.palumbo@navy.mil 301-744-6612

DCMA Manassas
10500 BATTLEVIEW PARKWAY, SUITE 200
MANASSAS VA 20109-2342

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Future Technologies 3877 Fairfax Ridge Drive Suite 100N Fairfax VA 22030	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4051-FG03
	10B. DATED (SEE ITEM 13) 19-Apr-2013
CAGE CODE 07HL3	FACILITY CODE

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 one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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 NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)(3) Types of Contract Modifications - Bilateral
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 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

15A. NAME AND TITLE OF SIGNER (Type or print) Jay Kasi, Contracts Manager	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christine M Owens, Contracting Officer
15B. CONTRACTOR/OFFEROR /s/Jay Kasi (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY /s/Christine M Owens (Signature of Contracting Officer)
15C. DATE SIGNED 21-Nov-2013	16C. DATE SIGNED 25-Nov-2013

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to add the ECMRA requirement, to correct the LOA for ACRN AB, and to provide incremental funding in the amount of \$655,003.66.

Accordingly, said Task Order is modified as follows:

1. SECTION C - PERFORMANCE WORK STATEMENT

The new requirement has been added as paragraph 3.10 Enterprise-wide Contractor Manpower Reporting Application (ECMRA). See Section C for full reference.

2. SECTION G - ACCOUNTING DATA

Incremental funds in the amount of \$655,003.66 are provided as follows:

CLIN 400003	Base Year Labor	\$650,003.66
CLIN 600001	Base Year ODC's	\$ 5,000.00

Sections G and H have been updated accordingly.

3. SECTION G - ACCOUNTING DATA

The LOA on SLIN 400002, ACRN AB, has been corrected to read:

9720400 182 JT01 606051 600001 559ZZ 65126J 667100 FSR: 029661 PSR: J35219 DSR: 330191 CIN:
F1AF1W3261G0010000AA F67100

This resolves CDR # G349969.

4. All other terms and conditions remain unchanged.

5. Contractor's Statement of Release

The parties have considered whether an equitable adjustment in the contract price, delivery schedule, or other terms and conditions of the contract is warranted by virtue of the above change(s) to the contract. The parties agree that no such adjustment is warranted. The contractor waives all right, title and interest, if any, to further equitable adjustments arising under this modification.

6. For additional information concerning this task order, please contact Teresa M. Palumbo at 301-744-6612 or teresa.palumbo@navy.mil.

(End of Summary of Changes)

A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$555,000.00 by \$655,003.66 to \$1,210,003.66.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400003	RDT&E	0.00	650,003.66	650,003.66
600001	RDT&E	0.00	5,000.00	5,000.00

The total value of the order is hereby increased from \$1,215,003.66 by \$0.00 to \$1,215,003.66.

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----	---	-----	----	----	-----	-----	-----
4000	R425	Base Year Labor Support (RDT&E)	1.0	LO	██████████	██████████	\$1,205,003.66
400001	R425	Funding in Support of Base Year Labor (RDT&E)					
400002	R425	Funding in Support of Base Year Labor (RDT&E)					
400003	R425	Funding in Support of Base Year Labor (RDT&E)					
4001	R425	Option Year II Labor Support (RDT&E) Option	1.0	LO	██████████	██████████	\$1,235,092.64

For Cost Type / NSP Items

4999	Data for labor CLINS 4000, 4001 and 7000 - In accordance with (IAW) CDRLs A001-A002, the Government shall have unlimited data rights to all data generated IAW DFARS 252.227-7013 unless an assertion is provided and accepted by the Government IAW DFARS 252.227-7017. All data generated under						\$0.00
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this procurement
has been paid
for, in full, by
the Government.

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R425	Base Year ODCs in support of CLIN 4000 NTE \$10,000 (RDT&E)	1.0	LO	\$10,000.00
600001	R425	Funding in Support of Base Year ODCs (RDT&E)			
6001	R425	Option Year I ODCs in support of CLIN 4001 NTE \$10,300 (RDT&E) Option	1.0	LO	\$10,300.00

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	Option Year II - Labor Support (RDT&E) Option	1.0	LO	██████████	██████████	\$1,265,332.07

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Option Year II ODCs in support of CLIN 7000 NTE \$10,600 (RDT&E) Option	1.0	LO	\$10,600.00

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

(a) The COR for this task order is:

Name: Richard Glitz
Address:
JIAMDO
1235 South Clark Street

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Crystal Gateway 1, Suite 1000
Arlington, VA 22202
Phone: 703-602-5103
Email: richard.w.glitz.civ@mail.mil

- (b) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion, as necessary, with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer (ACO) and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.
- (c) When, in the opinion of the contractor, the COR requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.
- (d) In the event that the COR named above is absent due to leave, illness or official business, all responsibility and functions assigned to the COR will be the responsibility of the alternate COR.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement (PWS) for Joint Integrated Air and Missile Defense Organization Administrative, Financial and Information Systems Support Services

SECTION ONE: SCOPE

1.1 Description of Services

The contractor shall provide all personnel and non-personal services necessary to provide assistance in performing administration, financial, and information systems support services to the Joint Integrated Air and Missile Defense Organization (JIAMDO), or other Department of Defense organizations as determined and directed by competent authority, as defined in this Performance Work Statement (PWS) at Crystal Gateway 1, 1235 South Clark Street, Arlington VA 22202, and other locations in the National Capital Region (NCR), as specified. The contractor shall perform to the standards set forth in this contract.

1.2 Objective

The contractor is responsible for proactively providing broad assistance in performing the following tasks: coordinating and assisting with the core day-to-day facility and administrative activities; operating and maintaining the information technology (IT) infrastructure; supporting the JIAMDO Comptroller with assistance for financial management functions; providing expert assistance in supervising all functions related to JIAMDO's Video Teleconferencing (VTC) room; coordinating graphics and audiovisual support; maintaining and assisting in the development of JIAMDO's web sites; and managing JIAMDO's information assurance (IA) program.

1.3 Travel

The Contractor shall conduct travel, when necessary, in accordance with FAR 31.205-46 "Travel Costs," and the Joint Travel Regulations (JTR). All travel shall be pre-approved by the Contracting Officer's Representative (COR). The Government anticipates minimal out-of-town travel requirements, no regularly scheduled or recurring overnight travel, and rare travel to offsite job-related training.

1.4 Key Personnel Requirements

The Contractor shall provide a suitable mix of personnel with the education and demonstrated skills and experience necessary to perform the tasks described in the Performance Work Statement (PWS). The key personnel requirements are for a Functional Area Integrator, Information Technology Lead, Senior Finance Specialist, Military Secretariat (MILSEC), Video Teleconference Technician and Senior Information Assurance Specialist during the initial stages of the contract period of performance. JIAMDO requests resumes for all prospective key personnel. The key labor descriptions and qualifications are outlined in IHD 17.

SECTION TWO: APPLICABLE DOCUMENTS

2.0 Reference to Detailed Specifications

DoD 8570.01-M, Table C4.T5, "IAM Level II Functions"

2.1 Specific Regulation or Guidance

JSI 5711.01A, Action Processing
JSM 5711.01B, Joint Staff Correspondence Preparation

SECTION THREE: REQUIREMENTS

3.0 Kick-Off Meeting

The Contractor shall schedule and conduct a joint Government, Contractor kick-off meeting to review PWS requirements. The kick-off meeting date will be determined by the Government and may be conducted via several methods.

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3.1 Monthly Progress Reports

The Contractor shall prepare monthly progress reports (MPR) in accordance with CDRL A001.

3.2 Technical Tasks and Reporting

The Contractor shall prepare a technical report related to the specific tasks (3.3 thru 3.9.2.13) in accordance with CDRL A002.

3.3 ADMINISTRATIVE SUPPORT

The Contractor shall perform a wide variety of complex, responsible, and confidential administrative duties in support of the Visitor Control Center (VCC), JIAMDO senior leadership, Action Officers (AOs), and supporting staff. The Contractor shall provide administrative services that include, but are not limited to, screening incoming calls; assisting with outgoing calls; extensive filing; priority scheduling; coordinating and making travel arrangements and preparing travel orders; coordinating Government timecard submission; preparing, reviewing, and routing office correspondence; maintaining personnel files and records for department, division, and program office personnel including employee evaluations and disciplinary records; maintaining appointment schedules and calendars; developing, coordinating, publishing, implementing and maintaining office management procedures, including the JIAMDO Administrative Standard Operating Procedures (SOP); coordinating utilization of office and facility spaces; providing status reports; compiling and processing documentation requests; and performing other program related tasks. In addition, the Contractor shall be responsible for managing incoming phone calls on multiple lines; resolving communication problems and/or enhancing telecommunications systems; distributing and documenting messages to office staff; greeting and assisting office visitors; coordinating with JIAMDO security personnel to establish appropriate security policies; and verifying security clearances of visitors and escorting them within JIAMDO as required. The Contractor shall provide file documentation support to include both electronic and hard copies of office generated letters, templates, processes, and other various documentation. At all times, the Contractor shall maintain a high level of customer service, both internally and externally.

3.3.1 Military Secretariat

3.3.1.1 The military secretariat's responsibilities include:

- receive Joint Staff Actions (J-Actions) through office automation equipment, direct appropriate routing, track action process activities, and coordinate actions for a timely response;
- input information into the Action Tracking System (ATS) using the Joint Staff Information Network (JSIN) System computer aided applications, and maintain internal suspense logs, and track internal progress of actions;
- collaborate with senior leadership in assigning responsibility for actions;
- prepare Joint Staff Action Processing (JSAP) forms (JS Form 136) and other appropriate documentation for actions using Microsoft Word, PowerPoint, and Excel software;
- assist AOs in researching information, drafting responses, scanning/inputting documents, coordinating with internal and external organizations, sending actions forward for approval, tracking location of action packages, and archiving completed actions;
- assist AOs and senior staff with action tracking procedures and managing suspenses;
- support JIAMDO through management of JIAMDO's interaction with the Electronic Filing System (EFS) as developed by Joint Staff Office of Chief Information Officer (JS/OCIO) to archive completed actions;
- provide support through extensive knowledge of the Joint Staff Automated Message Handling System (JSAMS), Joint Staff Automated Personnel System (JAMPS), other Joint Staff and DOD specific programs and applications, and other IT systems unique to MILSEC related activities;
- provide support through extensive knowledge of JSI 5711.01A, Action Processing and JSM 5711.01B, Joint Staff Correspondence Preparation;
- provide support of processing all personnel actions related to Military, Government, and Contractor personnel;

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- processing personnel actions to include in and out-processing of personnel, coordination with Joint Staff J1 and select Service Personnel Offices as required to process military leave paperwork;
- process and resolve issues related to the official government travel program/credit cards; and
- maintain military personnel files; maintain and update the JIAMDO recall roster; assist as coordinator for military drug testing; assist as coordinator for JS training requirements for incoming personnel and other personnel actions as required.

3.4 FINANCIAL MANAGEMENT. Under guidance of the JIAMDO Comptroller, the contractor shall assist in providing daily financial management support to JIAMDO leadership, AOs, supporting staff, and the Comptroller. The contractor's support will also require interaction with the Joint Staff Comptroller, J8 Chief of the Resource Acquisition and Management Office (RAMO), Air Force District of Washington (AFDW) Financial Services Office, Defense Finance and Accounting Service (DFAS) operating locations, Office of the Secretary of Defense (OSD), Washington Headquarters Services (WHS), and various organizations that routinely conduct financial transactions with JIAMDO. The contractor's assistance to the Comptroller shall be executed via the following actions:

3.4.1 Collect data to support Planning, Programming, Budgeting and Execution (PPBE) and other DOD budget

reporting requirements. The contractor shall provide support in the collection of data to support PPBE requirements to include receipt consolidation and preparation of required exhibits for approval by the JIAMDO Director and/or JIAMDO Comptroller. The contractor shall provide analytical support to ensure the consistency between various PPBE reporting requirements.

3.4.2 Contractor shall use the Automated Business Service System (ABSS) to prepare and distribute JIAMDO

funding documents to approved agencies in accordance with applicable funding instructions and subject to certification by the JIAMDO Director and/or JIAMDO Comptroller. The contractor shall track JIAMDO funds after distribution to approved agencies to acknowledge acceptance either for reimbursable or direct purposes. In addition, the contractor shall develop a method/system to accurately record/track the funding documents certified by the JIAMDO Director and/or JIAMDO Comptroller to ensure funding targets at all levels have not been exceeded.

3.4.3 Contractor shall utilize the Commanders' Resource Integration System (CRIS) to collect and analyze commitment, obligation and expenditure data for approved agencies.

3.4.4 The contractor shall identify and reconcile all Commitments, and Unliquidated Obligations (ULO), to include open travel orders/vouchers, in JIAMDO accounts by utilizing the FMSuite online software, official accounting records, and other databases available. The contractor shall identify discrepancies and provide the supporting documentation and recommended corrective action(s) to the JIAMDO Comptroller for approval and direction. In the process, the contractor shall interface with the AFDW Financial Services Office and DFAS agencies.

3.4.5 Collect/input financial data for briefings and memorandums, and review financial documents for technical accuracy and consistency. In addition, the contractor shall identify financial issues requiring JIAMDO action and draft documentation necessary for the JIAMDO Director and/or JIAMDO Comptroller to address these issues.

3.4.6 Collect and maintain cost, budget, and funding data to support the COR for the JIAMDO System Engineering and Technical Assistance (SETA) support services contracts.

3.4.7 The contractor must be prepared to give financial briefings to JIAMDO and Joint Staff leadership as requested. The contractor will assist with the End of Year financial reconciliation of the Government Purchase Card (GPC) account by preparing the appropriate documentation to support any end of year transactions that are not reflected in the last billing cycle of the Fiscal Year.

3.4.8 Process contractor (non-Governmental employee) Travel Authorization Requests (TARs) approved by the COR.

3.4.9 Prepare/maintain financial documentation for all JIAMDO infrastructure bills, including rent, telephone, daytime cleaning and Joint Staff Supply Store account.

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3.5 VIDEO TELECONFERENCE (VTC). The contractor shall assist in supporting JIAMDO's communications needs by providing technical expertise for all VTC systems within JIAMDO. This includes Communications Security (COMSEC) expertise and experience with COMSEC equipment, set-up and management of the basic operating system, hardware installation (accomplished by IT personnel), system configuration, call accounting system, inventory and usage reports. Under government guidance, the contractor shall maintain the VTC calendar and schedule sessions. Per requests from JIAMDO staff and guidance from the COR, the contractor shall coordinate and execute VTCs and provide multimedia presentation assistance for select activities occurring in the JIAMDO VTC facility.

3.6 INFORMATION SYSTEMS OPERATIONS AND MAINTENANCE. The contractor shall assist in meeting JIAMDO's IT needs by providing support to manage the daily operation of JIAMDO's Local Area Network (LAN) and other automated information systems, as appropriate. The contractor shall provide on-site technical advice and assistance pertaining to hardware and software requirements, LAN needs, personal computing equipment, printers, and associated software applications. Under government leadership, the contractor shall plan for the development and integration of new information systems capabilities to meet the JIAMDO requirements, and serve as Primary or Alternate Terminal Area Security Officer. The contractor must also be able to respond to emergency on call support after normal duty hours in the case of Government emergencies. The contractor's essential job functions in support of JIAMDO are to provide assistance in the following areas:

3.6.1 Perform set-up, operations, and maintenance of all JIAMDO unclassified and classified LANs, LAN connections, LAN workstations, stand-alone computers not on the LAN, laptops, blackberries, and servers.

3.6.2 Monitor daily operations of automated information systems, initiating corrective action for deficiencies and anomalies as required.

3.6.3 Coordinate all IT activities with the JS/Office of the Chief Information Officer (OCIO) (the administrator of the JS LAN), according to security requirements.

3.6.4 Provide Joint Worldwide Intelligence Communications System (JWICS) terminal support as coordinated and approved by the Office of the Assistant Secretary of Defense for Networks & Information Integration (OASD (NII)), DoD Chief Information Officer (CIO).

3.6.5 The contractor shall ensure connectivity of all installed LANs located within JIAMDO facilities. These services may include, but are not limited to, identifying Automated Data Processing (ADP) and test equipment/diagnostic tools to be procured by the U.S. Government; performing network analysis; and identifying supplies required for ongoing daily operations and maintenance activities to be acquired by the Government. The contractor, through liaison with the JS Help Desk, shall be responsible for providing and supporting a broad range of microcomputer and local/wide area network (WAN) support services, including help desk support, and documentation of operational infrastructure and configuration management to the COR. The contractor shall perform all necessary functions required to administer the network. The contractor shall coordinate all activities with JS/OCIO to include establishing a working relationship with JS/OCIO and attending weekly JS/OCIO meetings held at the Pentagon. The contractor shall provide IT assistance to the government through the following:

3.6.5.1 The contractor shall provide support to JIAMDO's operational security along with a schedule for daily and weekly back-ups. The contractor shall:

3.6.5.1.1 Establish and implement back-up and recovery procedures.

3.6.5.1.2 Perform scheduled back-ups and unscheduled restarts.

3.6.5.1.3 Provide recovery services from a backup library, as needed.

3.6.5.1.4 Test backup and recovery procedures on a periodic basis, at least annually.

3.6.5.1.5 Detect virus infestations, originating from sources outside the JS LAN, and eliminate them, as well as assist the JS/OCIO in detecting and eliminating virus infestations on the JS LAN, as required.

3.6.6 The contractor shall assist in JIAMDO's IT needs by managing the configuration of the IT infrastructure and maintaining a Government property book that includes the network hardware, software and communications components.

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3.6.7 The contractor shall support JIAMDO by providing desktop and laptop support at the JIAMDO Headquarters (HQ), to include at least the following:

3.6.7.1 The contractor shall install, upgrade, and/or repair desktop and laptop hardware components and peripherals including, but not limited to, motherboards, memory, video cards, hard disk drives, keyboards, monitors, printers, uninterruptible power supply units, scanners, plotters, Central Processing Units (CPU), Digital Video Disk (DVD) and Compact Disk-Read Only Memory (CD-ROM) drives.

3.6.7.2 The contractor shall resolve software problems encountered with: operating system software (current versions of Microsoft Windows and Server software suites), commercial off-the-shelf (COTS) applications (e.g., Microsoft Word), customized organizational applications software, and virus infection of components.

3.6.7.3 The contractor shall resolve any connectivity problems encountered in the organizational operating environment.

3.6.7.4 The contractor shall coordinate the relocation and reinstallation of any component or system with the effected organization.

3.6.7.5 The contractor shall coordinate and record configuration changes and report configuration specifics to the COR on no less than an annual basis.

3.6.8 The contractor shall be responsible for Tactical Local Area Network Encryption (TACLANE) Level 1 troubleshooting, problem identification and reporting of communications link problems to the JS Help Desk and the JIAMDO communications provider for troubleshooting.

3.6.9 The contractor shall assist, as required, in training programs conducted for the JIAMDO personnel.

3.7 GRAPHICS AND AUDIOVISUAL INFORMATION (AVI). When needed to provide assistance to JIAMDO, the contractor shall coordinate supplemental graphics support as required. Support includes creating and producing audiovisual information products, illustrations, charts, and refined drawings for technical publications based on rough drafts or concepts submitted by JIAMDO personnel. The contractor's essential job functions are to support JIAMDO's graphics and AVI needs by the following:

3.7.1 Develop briefings and other graphic presentations.

3.7.2 Develop other graphic products such as business cards and brochures.

3.7.3 Import, convert, modify and export graphics.

3.7.4 Create original artwork for illustrations, charts, graphs, logos, and symbols accompanied with appropriate text.

3.7.5 Produce color prints from drawing, photographs, and other media.

3.7.6 Deliver products in electronic, transparency, and hardcopy forms as required.

3.7.7 Set-up, operate, and maintain on-site scanners.

3.7.8 Research improvements to equipment or software to determine utility/usefulness toward increasing the efficiency and effectiveness of graphics operations.

3.7.9 Coordinate with Security Personnel to obtain lists of approved contractors before producing JIAMDO contractor security badges

3.7.10 Maintain a common graphics file on the JIAMDO LAN server.

3.7.11 The contractor shall assist in JIAMDO's needs by providing guidance, alternatives and expert advice in the creation of and/or the use of photographs, illustrations, diagrams, graphs, slides, charts, audio/video, etc., which are used in reports, presentations, displays, books and other types of communications media. The contractor shall take photographs with still and video cameras; create products with automated graphic applications, e.g., Adobe PhotoShop, Microsoft PowerPoint, Microsoft FrontPage and Web authoring tools, and use automated and

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non-automated layout tools for publications.

3.7.12 Under government guidance, the contractor shall assist by planning, creating, and executing visual information projects primarily in the form of exhibits, printed publications, visual and audio presentations. The contractor shall demonstrate an extensive range of subject matter expertise, artistic skill, and design ability in the execution and formatting of visual material such as graphics/illustrations, photographs, transparencies, text, and video presentations.

3.8 WEB DESIGN AND IMPLEMENTATION.

3.8.1 Under Government guidance, the contractor shall be responsible for maintaining and assisting in the development of the JIAMDO Web sites. The contractor may be required to develop other Web sites, as the mission requires.

3.8.2 The contractor shall assist by developing the JIAMDO (classified and unclassified Internet (as required) and Intranet) Websites and update them, as required. The contractor shall design and expand the Website to cover all aspects of JIAMDO, as directed.

3.8.3 The contractor shall receive and post updates to the JIAMDO restricted database Web site, ensure the proper formatting, and ensure security measures are met.

3.8.4 The contractor shall review briefing materials, conduct training sessions, and test and evaluate new software for use in developing the Web sites and make recommendations for update.

3.8.5 The contractor shall research and use advanced software programs, maintain awareness of current developments in the field, and recommend hardware/software packages that shall most effectively support the AVI needs of the JIAMDO.

3.9 INFORMATION ASSURANCE SUPPORT

3.9.1 The contractor shall provide information assurance support by managing the organization's information assurance (IA) program and ensuring operational security is maintained for all organizational information systems in accordance with applicable guidance.

3.9.2 The contractor shall perform all tasks listed in DoD 8570.01-M, Table C4.T5, "IAM Level II Functions." Additionally, perform the following:

3.9.2.1 Develop and maintain a formal Information Systems Security Program.

3.9.2.2 Implement and enforce Information Systems (IS) security policies.

3.9.2.3 Develop and review all System Security Plans (SSP) in accordance with applicable guidance.

3.9.2.4 Ensure the development of system certification documentation by reviewing and endorsing such documentation and recommending action by the Designated Approval Authority (DAA) or the DAA Representative.

3.9.2.5 Ensure approval procedures are in place for clearing, purging, declassifying and releasing system memory, media, and output.

3.9.2.6 Maintain as required by the DAA a repository for all system certification documentation and modifications.

3.9.2.7 Participate in all IS security inspections, tests, or reviews.

3.9.2.8 Develop procedures for responding to security incidents, and for investigating and reporting (to the DAA Representative and to JIAMDO management) security violations and incidents, as appropriate.

3.9.2.9 Ensure proper protection or corrective measures have been taken when an incident or vulnerability has been discovered within a system.

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3.9.2.10 Ensure data ownership and responsibilities are established for each IS, to include accountability, access rights, and special handling requirements.

3.9.2.11 Ensure development and implementation of an information security education, training, and awareness program.

3.9.2.12 Ensure development and implementation of procedures for authorizing the use of software, hardware, and firmware on the systems.

3.9.2.13 If a Configuration Management Board exists, serve as a member of the board.

3.10 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

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

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://doncmra.nmci.navy.mil>."

ACRONYMS & DEFINITIONS

Best Effort: That effort expended by the contractor to perform within the awarded ceiling price all work specified in this task order (TO) and all other obligations under this TO and the basic contract. This effort includes providing required qualified personnel, properly supervised, and following industry accepted methodologies and other practices. The effort is further characterized by operating at all times with the Government's best interest in mind, using efficient and effective methods, and demonstrating sound cost control. The effort must be identical to the effort that would be expended if this were a firm-fixed price TO and the contractor's profits were dependent upon reducing costs while meeting the Government's requirements in terms and quality and schedule. Failure to provide this required effort may result in the withholding of payment for hours expended that do not qualify as best effort or a reduction in the rate per hour to reflect decreased value of services received.

Contracting Officer's Representative (COR): A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as liaison to the contractor.

Defective Service: A service output that does not meet the standard of performance associated with it in the Performance Work Statement.

ABSS Automated Business Service System

ADP Automated Data Processing

AFDW Air Force District of Washington

AO Action Officer

ATS Action Tracking System

AVI Audiovisual Information

CD-ROM Compact Disk-Read Only Memory

CIO Chief Information Officer

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<u>COMSEC</u>	Communications Security
<u>COTS</u>	Commercial Off-the-Shelf
<u>COR</u>	Contracting Officer's Representative
<u>CPU</u>	Central Processing Unit
<u>CRIS</u>	Commanders' Resource Integration System
<u>DAA</u>	Designated Approval Authority
<u>DFAS</u>	Defense Finance and Accounting Service
<u>DOD</u>	Department of Defense
<u>DVD</u>	Digital Video Disk
<u>EFS</u>	Electronic Filing System
<u>GPC</u>	Government Purchase Card
<u>HQ</u>	Headquarters
<u>IA</u>	Information Assurance
<u>IAM</u>	Information Assurance Management
<u>IT</u>	Information Technology
<u>IS</u>	Information Systems
<u>J-Actions</u>	Joint Staff Actions
<u>JAMPS</u>	Joint Staff Automated Personnel System
<u>JS</u>	Joint Staff
<u>JS/OCIO</u>	Joint Staff Office of Chief Information Officer
<u>JSAMS</u>	Joint Staff Automated Message Handling System
<u>JSAP</u>	Joint Staff Action Processing
<u>JSIN</u>	Joint Staff Information Network
<u>JIAMDO</u>	Joint Integrated Air and Missile Defense Organization
<u>JTR</u>	Joint Travel Regulation
<u>JWICS</u>	Joint Worldwide Intelligence Communications System
<u>LAN</u>	Local Area Network
<u>MILSEC</u>	Military Secretariat
<u>MPR</u>	Monthly Progress Report
<u>NE</u>	Network Environment
<u>NCR</u>	National Capital Region
<u>OASD (NII)</u>	Office of the Assistant Secretary of Defense for Networks & Information Integration

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<u>OCIO</u>	Office of Chief Information Officer
<u>OSD</u>	Office of the Secretary of Defense
<u>PPBE</u>	Planning, Programming, Budgeting, and Execution
<u>PWS</u>	Performance Work Statement
<u>RAMO</u>	Resource Acquisition and Management Office
<u>SCI</u>	Sensitive Compartmented Information
<u>SETA</u>	System Engineering and Technical Assistance
<u>SOP</u>	Standard Operating Procedure
<u>SSP</u>	System Security Plans
<u>TACLANE</u>	Tactical Local Area Network Encryption
<u>TAR</u>	Travel Authorization Requests
<u>ULO</u>	Unliquidated Obligation
<u>VCC</u>	Visitor Control Center
<u>VTC</u>	Video Teleconference
<u>WAN</u>	Wide Area Network
<u>WHS</u>	Washington Headquarters Services

IHD 17 - Personnel Qualifications (Minimum) NAVSEA/IHD (FEB 2000)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

(b) The Government will review resumes of Contractor personnel proposed to be assigned, and if personnel not currently in the employ of Contractor, a written agreement from the potential employee to work will be part of the technical proposal.

(c) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

Labor Categories Minimum Requirements

Functional Area Integrator: The candidate shall possess a bachelor's degree and ten years of experience or associate's degree and thirteen years of experience in a large, multifaceted office setting, with at least half of the stated time in a supervisory position. The candidate must be experienced with project organization, interoffice coordination, personnel management, and crisis management. The candidate shall possess ability to coordinate extensively both internally and with outside agencies to maintain continuous support and office functionality. The

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Government will consider waiving the requirement for a completed associate's degree for candidates with some college and 13 years direct, quality experience in the field.

IT Lead: The candidate shall possess a bachelor's degree in computer science, computer technology, information technology, or related field, and ten years of experience in setup, maintenance, and upgrade of computer network systems. The IT Lead must have Network+, Security+, and other Microsoft certifications required for the administration of our network. The candidate shall oversee the daily operations of JIAMDO's unclassified and classified IT systems, networks, and their integration with the Joint Staff IT infrastructure. The IT Lead must be able to coordinate with external agencies to assure continuous functionality of unclassified and classified networks. In addition, the candidate must have a final top secret security clearance, within scope (5 years). The Government will consider waiving the requirement for a bachelor's degree for candidates with all appropriate certifications from technical schools and eleven years of direct, quality experience in the field.

Senior Finance Specialist: The candidate shall possess a bachelor's degree in finance, accounting, business, economics, or related field, and five years of experience in governmental budgetary processes. The candidate will be key to providing JIAMDO with the day-to-day Financial Management support necessary to meet its mission. The Government will consider waiving the requirement for a bachelor's degree for candidates with seven years direct, quality experience in the field.

MILSEC: The candidate shall possess a bachelor's degree and five years experience or associate's degree and seven years experience in maintenance of private personnel records, ratings, awards, and personal data. The candidate must be conversant with common and specialized automated data processing equipment and software. This position is the central figure for all military and civilian personnel actions, Joint Staff specialized actions processing, and other administrative duties considered key to supporting JIAMDO's mission. The Government will consider waiving the requirement for a completed associate's degree for the candidates with eight years experience.

VTC Technician: The candidate shall possess a bachelor's degree in information technology or related field, and five years of experience in using and maintaining video telecommunications. The candidate has sole responsibility for the technical operations of JIAMDO's VTC. The candidate must have demonstrated COMSEC expertise and experience with COMSEC equipment for the successful execution of both classified and unclassified VTCs. The Government will consider waiving the requirement for a completed bachelor's degree for candidates with seven years of direct, related experience in the field.

Senior Information Assurance Specialist: The candidate must be qualified in accordance with DoD 8579.01-M, "Information Assurance Workforce Improvement Program" as an Information Assurance Management (IAM) Level II. Position requirements, as detailed in Table C4.T4, indicate the IAM Level II will usually have five years of management experience; will be qualified at the Network Environment (NE) IAM level; will apply knowledge of IA policy, procedures, and workforce structure to develop, implement, and maintain a secure NE; will rely on experience and judgment to plan and accomplish goals; and manages IA operations for a NE. The candidate must have a final top secret security clearance, within scope (5 years).

HQ C-2-0014 CONTRACTOR'S PROPOSAL (NAVSEA) (MAR 2001)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in their proposal submitted in response to NAVSEA Solicitation No. **N00024-13-R-3297**.

(b) The technical volume(s) of the Contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-8) clause of this contract. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the Contractor's proposal referenced herein is hereby designated as item (f) of the clause, following "the specification" in the order of precedence.

(End of Text)

HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive

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advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

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- (h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.
- (i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.
- (j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.
- (k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.
- (l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.
- (m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.
- (n) Compliance with this requirement is a material requirement of this contract.

CONTRACTOR MANPOWER REPORTING APPLICATION REQUIREMENT

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

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://doncmra.nmci.navy.mil>.

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SECTION D PACKAGING AND MARKING

All deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

HQ E-1-0001 INSPECTION AND ACCEPTANCE LANGUAGE FOR DATA

Inspection and acceptance of all data will be accepted at destination and shall be as specified on the attached Contract Data Requirements List(s), DD Form 1423.

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

4000	4/19/2013 - 4/18/2014
6000	4/19/2013 - 4/18/2014

CLIN - DELIVERIES OR PERFORMANCE

The period of performance is as follows:

CLIN 4000 Base Year Labor - 365 days after date of award
 CLIN 6000 Base Year ODCs - 365 days after date of award
 CLIN 4001 Option Year I Labor - 365 days after exercise of previous option
 CLIN 6001 Option Year I ODCs - 365 days after exercise of previous option
 CLIN 7000 Option Year II Labor - 365 days after exercise of previous option
 CLIN 9000 Option Year II ODCs - 365 days after exercise of previous option

Place of Performance

The primary place of performance for this effort will be on-site at the Joint Staff (JS), JIAMD0 workspaces located at Crystal Gateway 1, 1235 South Clark Street, Arlington VA 22202. The alternate place of performance will be the Contractor's facility.

IHD 62 - PERIOD OF PERFORMANCE (NAVSEA/IHD) FEB 2000

The Basic effort to be performed under this contract, including delivery of data, shall be completed within a period of [12] months, beginning with the effective date of this contract, with two [12] month options. The total period of performance inclusive of all options shall not exceed 36 months.

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SECTION G CONTRACT ADMINISTRATION DATA

PGI 204.7108(c)(12) Payment instructions - Other

DFAS shall pay in accordance with Contractor's invoice as funds allotted to CLINs can be from multiple customers. Using clauses 1-11 would result in one customer paying for another customer's work. In order to avoid this discrepancy the use of PGI (d) 012 other is needed. The vendor is advised of which ACRN to invoice, therefore payment shall be made against the ACRN cited on the contractor's invoice.

IHD 76 – NAVAL SURFACE WARFARE CENTER INDIAN HEAD DIVISION (NSWC IHD), NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) (MAR 2012)

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the NSWC IHD. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. The scheduled holidays for NSWC IHD, are:

HOLIDAYS*

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

For a specific calendar year, the actual date of observance for each of the above holidays may be obtained from the OPM website at OPM.GOV or by using the following direct link: <http://www.opm.gov/fedhol/index.asp>.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

AREA	FROM	TO
Procurement Office (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Office (BLDG. 116)	7:30 A.M.	11:30 A.M.
	12:30 P.M.	3:30 P.M.

If you intend to visit the Procurement Office, it is advised that you call for an appointment at least 24 hours in advance.

4. NSWC IHD is a tenant of the Naval Support Activity South Potomac (NSASP) at Indian Head. Access to the NSASP at Indian Head shall be in accordance with NSWC IHD Command Security Policy requirements.

Routine Physical Contractor Access to a Federally-controlled Activity

4.1 Activity Regulations

All contractor personnel employed on the Activity shall become familiar with and obey all Activity regulations including but are not limited to installation access control policy, safety, traffic and security regulations. The contractor in the performance of work requirements must comply with these regulations.

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4.2 Personally Identifiable Information (PII)

Personally Identifiable Information is information that can be used to distinguish or trace someone's identity. It includes information such as name, social security number, date and place of birth, mother's maiden name, and biometric records, including any other personnel information which is linked to an individual. When submitting any of this information in electronic communication methods ensure the subject line indicates "For Official Use Only (FOUO) Privacy Sensitive". Contractor's who work with records that contain the aforementioned sensitive information are responsible for protection of PII. Failure to safeguard PII can result in identity theft as well as can result in criminal penalties against the individual and civil penalties against the agency. In order to protect PII, all documentation utilized by Naval Support Activity South Potomac (NSASP) for vetting and determining the fitness of individual requesting and/or requiring access to NSASP installations will be destroyed.

4.3 Citizenship

Individuals working on this contract must be U.S. citizens, immigrant/resident aliens who hold a current resident alien card with a photo; either the I-551 with a photo and without an expiration date or who hold the new type I-766 Employment Authorization Card (with magnetic strip, photo, hologram) issued by Homeland Security in their possession in order to enter the installation. As is the case with anyone allowed access to the installation, these individuals must also have a current driver's license or state issued identification card.

Resident aliens or those with a Homeland Security I-766 may work in the general or restricted areas but cannot enter or work inside technical buildings unless authorized by the cognizant command.

Those with any other type of work permit, resident cards with expiration dates, visas, etc. will not be granted access.

4.4 Expected Visitor

Submission of personal information is required for the purpose of vetting individuals to ensure fitness for access to military installations, to include criminal record and sex offender registry status. In accordance with the Office of the Chief of Naval Operations (OPNAV), OPNAVINST 1752.3 dated 27 May 2009 sex offenders are prohibited from accessing Navy facilities. Information obtained will be destroyed once verified. Non-compliance in providing personal information will result in denial of access.

An expected visitor must identify the Company Name along with address, Date of the Visit, Visitor Name (first name, middle initial and last name), Social Security Number (SSN), Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date), Building Number Visiting, Point of Contact and Telephone number not later than **five working days** before the required visit to the Contracting Officer Representative (COR).

Prior to granting access, the aforementioned expected visitor information is required to be submitted to the COR.

On the day of the arrival, the person must bring their photo identification, vehicle registration and proof of insurance card. All visitors must stop at the Activity pass office for clearance.

4.5 Recurring Vendors, Contractors, Suppliers and Other Service Providers

NSWC IHD has implemented RAPIDGate for non-common access card (CAC) vendors, contractors, and suppliers program in accordance with Commander, Navy Installations Command (CNIC) Notice 5530 dated 12 July 2010. It is strongly encouraged that all non-CAC holders who require base access enroll into the RAPIDGate program. RAPIDGate provides a standardized background check, identification credential, biometric capabilities and entry procedures that will enhance security while significantly expediting access. RAPIDGate credential will be issued and base access granted once the enrollee passes vetting and National background checks conducted by RAPIDGate systems maintained by the installation. The RAPIDGate credential will be the only means for long term installation access. After 1 June 2011, NSASP will only issue one day Temporary Paper Passes and all previously issued passes will expire. Participants in the RAPIDGate program will have streamlined access to the installation which will reduce time and costs to companies desiring to conduct business on NSASP installations. The following RAPIDGate Program Enrollment Information is provided:

4.5.1 Enrollment in RAPIDGate

Enroll your company by calling 1-877-RAPIDGate (1-877-727-4342). A customer service representative will give

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you all the necessary information regarding the program and send you the necessary enrollment forms. You will need to provide your installation name (NSA South Potomac) and sponsor point of contact or (COR), including a name, phone number and e-mail address. NSASP must authorize your request to participate in the RAPIDGate Program. The minimum elapsed time from company enrollment to an employee receiving RAPIDGate credential is approximately two weeks.

4.5.2 Current RAPIDGate Enrollment

If your company is already enrolled in the RAPIDGate Program at another installation, you may request access to this installation by calling the aforementioned number. Once your company is approved by NSASP your employees who already hold RAPIDGate credentials will be able to use the same credentials at our installation.

4.5.3 Approved RAPIDGate Enrollment

Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees to register at the self service registration located at the NSWC IHD Pass and ID Office at Indian Head. Each employee should be ready to provide your company's RAPIDGate company code, his or her address, phone number, date of birth, and social security number. The registration station will capture the employee's photograph for badging and fingerprints for identity verification.

4.5.4 Assisted RAPIDGate registrations

Assisted registration at your company's location may be available if you have 50 or more employees to register. Contact RAPIDGate for details at 1-877-RAPIDGate.

4.5.5 RAPIDGate Background Screening and Credentialing

RAPIDGate program performs background screening and credentialing. Upon the company approving an employee participation and paid the registration fee, the RAPIDGate Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized RAPIDGate credentials at the NSWC IHD Pass and ID Office. To retrieve the credential, the employee must show proof of identity by presenting one form of identification from List A or two forms of identification from List B.

4.5.6 Forms of Acceptable Identification for picking up credentials:

List A – One Required

- U.S. Passport (current not expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

List B – Two Required

- Drivers license or ID card issued by a state
- ID Card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal document
- Driver's license issued by a Canadian Government Authority
- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

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4.5.6.7 RAPIDGate entry

After activating the RAPIDGate credentials, employees present them to the officer at the entry control point to request entry to NSWC IHD. Participants must wear and display their credential at all times while on the installation. Questions about the RAPIDGate program shall be addressed to info@rapidgate.com with the subject line RE: RAPIDGate Program.

4.6 Activity Identification Badges and Vehicle Decals

Contractors that require routine access to the installation shall obtain an identification badge and DoD decal for their vehicle in accordance with Naval Support Activity South Potomac installation access control procedures.

Contractor employees shall submit an application for badge requests to the COR by providing their personal information such as Company Name and Address, Name (last name, first name and middle initial), SSN, Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date). Any lost or stolen badges shall immediately be reported to the COR along with the Security Office.

To obtain DoD decals, the employee must present a valid driver's license, current vehicle registration required by the state in which the vehicle is registered and current proof of insurance for the registered vehicle.

4.7 Badge and Vehicle Decal Returns

Notify the Physical Security Office and the COR of all terminations of employees to ensure access levels are removed and all badges issued to the person by the Activity are returned.

4.8 Installation Traffic and Parking Regulations

All contractors at NSASP are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), and NSASP regulations, policies and appropriate supported command instructions. All provisions of Virginia and Maryland vehicle codes apply unless one of the aforementioned regulations or policies is more restrictive.

Contractors must comply with NSASP Instruction 5560.1 dated 26 February 2009 for traffic control, parking control and traffic court at the Naval Support Activity, South Potomac installations for Naval Support Facility Indian Head and Stump Neck Annex. This aforementioned instruction is located on the internet website, <http://dahlgrensharks.com/NSASPINST%205560.1%20Installation%20Traffic%20&%20Parking%20Regulations.pdf>. Any violations of the instruction, Navy or DoD regulation or policy, or state or federal laws may result in a wide range of penalties. These may include but are not limited to: criminal charges, civil charges, vehicle towing, vehicle impoundment at owner's expense, and/or other administrative or legal action up to and including removal of vehicle or individuals from the confines of NSASP installations.

Privately owned vehicles that operate on the Activity must comply with state inspection requirements of the state in which the vehicle is registered.

Regardless of status, all vehicles and personnel entering and exiting the Activity shall be subject to searches to ensure the overall readiness of the Activity.

All drivers entering shall possess a valid driver's license, issued by competent authority, on their person when operating a motor vehicle. In addition, all vehicles shall have a current registration, license plates, and proof of insurance.

All personnel onboard the Activity are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), NSASP regulations and State laws, policies and appropriate supported commands instructions in support of the mission.

4.9 Smoking Policy

Smoking is prohibited within and outside of all buildings on the installation activity except in designated areas. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. Matches or lighters and other spark/flame producing devices are prohibited in the Activity restricted area. Only installed electric lighters shall be allowed in designated smoking areas. A vehicle is not a designated smoking area.

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4.10 Hand Held Cellular Devices and Earpieces

All vehicle operators onboard the Activity shall not use cell phones unless the vehicle is safely parked or unless they are using a hands free device. Use of cellular phones, CB radios, walkie-talkies, and other portable radio transmitters is prohibited in the restricted areas beyond NSASP Indian Head Post II and Stump Neck Annex unless approved by the hazards of electromagnetic radiation to ordnance (HERO) program manager.

4.11 Photographic Equipment

Photographic equipment of any kind is prohibited within the restricted area unless a camera permit is approved by their command and issued by the Activity Pass and ID.

4.12 Early Dismissal and Closure of NSWC Indian Head Facilities

When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility shall follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they shall go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors shall monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

External local media (television and radio) will be used to communicate the working status for employees of NSWC IHD for inclement weather. Ensure to look/listen for the notifications specific to NSWC IHD.

Television Stations:

WRC-TV – Channel 4
 Fox – Channel 5
 ABC News – Channels 7 and 8
 WUSA – Channel 9
 WJZ-TV – Channel 13 (CBS – Baltimore)

Radio Stations:

WTOP – 103.5 FM (<http://www.wtop.com/?nid=667>)
 WSMD – 98.3 FM

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat or a facility related problem), on site contractors will continue working established work hours off site as permitted by parent company policy or take leave in accordance with parent company policy. Those contractors who take leave shall not direct charge the nonworking hours to the contract or task order.

Non-essential contractor personnel are not permitted to remain or work at a Government facility when the facility is closed to Federal employees and/or early dismissal of Federal employees.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closing in accordance with FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the contract or task order period of performance, and shall not follow any verbal directions to the contrary. The Contracting Officer will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

HQ G-2-0007 - INVOICE INSTRUCTIONS (NAVSEA) (APR 2011)

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

((b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online

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training system for WAWF at <https://wawftraining.eb.mil> . The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor documentation is available under Resources at <http://wawftraining.com> .

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil> .

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

Type of Document(s) (*contracting officer check all that apply*)

- Invoice (FFP Supply & Service)
- Invoice and Receiving Report Combo (FFP Supply)
- Invoice as 2-in-1 (FFP Service Only)
- Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)
- Receiving Report (FFP, DD250 Only)

DODAAC Codes and Inspection and Acceptance Locations (*contracting officer complete appropriate information as applicable*)

Issue DODAAC	<u>N00174</u>
Admin DODAAC	<u>S2404A</u>
Pay Office DODAAC	<u>HQ0338</u>
Inspector DODAAC	<u>F1AF1W</u>
Service Acceptor DODAAC	<u>F1AF1W</u>
Service Approver DODAAC	<u>F1AF1W</u>
Ship To DODAAC	<u>F1AF1W</u>
DCAA Auditor DODAAC	<u>HAA47F</u>
LPO DODAAC	<u>N/A</u>
Inspection Location	<u>F1AF1W</u>
Acceptance Location	<u>F1AF1W</u>

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of

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files per invoice is 5 megabytes.

(e) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in WAWF for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as a cost breakdown of ODCs (materials and travel), by line item task or subtask. Subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer and Contracting Officer Representative. Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the Contracting Officer and Contracting Officer Representative; or other method as agreed to by the Contracting Officer.

(f) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on "Send More Email Notification" and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To:
richard.w.glitz.civ@mil.mail
jeffrey.r.underwood2.mil@mail.mil

(g) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number.

IHD 86 - SECURITY BADGES AND ON-SITE CONTRACTOR PERSONNEL (NAVSEA/IHD) APR 2011

Security badges will be issued by the Government only to those contractor personnel who require access to Naval Surface Warfare Center, Indian Head Division (NSWC IHD), Naval Support Activity South Potomac (NSASP) in connection with work to be performed under this contract. Approval for such issuance may only be granted by the COTR, Ordering or Contracting Officer. The Contractor shall maintain a register of employees currently authorized access to NSWC IHD, NSASP. This does not include badges temporarily authorized for contractor visitors to NSWC IHD, NSASP. Furthermore, the contractor shall maintain a current register of contractor personnel with full or part-time work or office space located on board the Naval Support Activity South Potomac. This register will be made available upon request of the Contracting Officer. The contractor shall follow station security procedures in this regard.

Accounting Data

SLINID	PR Number	Amount
400001	1300346364	500000.00

LLA :

AA 9720400 1202 182 JT01 606051 600001 559ZZ 65126J 667100 FSR: 029661 PSR: J35219 D

SR: 141952 CIN: F1AF1W3058G0010000AA F67100

Standard Number: F1AF1W3058G001

REQUISITION #1300346364

Funding in Support of Base Year Labor

BASE Funding 500000.00
Cumulative Funding 500000.00

MOD 01 Funding 0.00

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Cumulative Funding 500000.00

MOD 02 Funding 0.00
Cumulative Funding 500000.00

MOD 03

400002 1300382645 55000.00
LLA :
AB 9720400 182 JT01 606051 600001 559ZZ 65126J 667100 FSR: 029661 PSR: J35219 DSR: 330
191 CIN: F1AF1W3261G0010000AA F67100
Standard Number: F1AF1W3261G001
PR # 1300382645

MOD 03 Funding 55000.00
Cumulative Funding 555000.00

MOD 04

400003 1300390849 650003.66
LLA :
AC 9730400 1202 183 JT01 126J01 600001 559ZZ 65126J 667100 FSR: 023391 PSR: 513675 DSR
: 118451 CIN: F1AF1W3283G0010000AA F67100
Standard Number: F1AF1W3283G001
PR# 1300390849

600001 1300390849 5000.00
LLA :
AC 9730400 1202 183 JT01 126J01 600001 559ZZ 65126J 667100 FSR: 023391 PSR: 513675 DSR
: 118451 CIN: F1AF1W3283G0010000AA F67100
Standard Number: F1AF1W3283G001
PR# 1300390849

MOD 04 Funding 655003.66
Cumulative Funding 1210003.66

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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ITEM	ALLOTED TO COST	ALLOTED TO FIXED FEE	CPFF	EST. POP
6000	0.00	0.00	5,000.00	04/19/2013 - 04/18/2014

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs 4000 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Teresa M. Palumbo
 Phone Number: (301)744-6612
 Email: teresa.palumbo@navy.mil

Payments/Invoicing: WAWF

Contracting Officer's Representative: Richard Glitz
 Phone: (703)602-5103
 Email: richard.w.glitz.civ@mail.mil

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Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Renee M. Brown (301) 744-6653.

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SECTION I CONTRACT CLAUSES

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

(End of clause)

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (NOV 2011)

(a) Definition.

"Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) Applicability. This clause applies only to--

(1) Contracts that have been totally set aside or reserved for small business concerns; and

(2) Orders set aside for small business concerns under multiple-award contracts as described in 8.405-5 and 16.505(b)(2)(i)(F).

(c) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(d) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified **acquisition** procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(End of clause)

52.219-14 LIMITATIONS ON SUBCONTRACTING (NOV 2011)

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

(b) Applicability. This clause applies only to--

(1) Contracts that have been set aside or reserved for small business concerns or 8(a) concerns;

(2) Part or parts of a multiple-award contract that have been set aside for small business concerns or 8(a) concerns; and

(3) Orders set aside for small business or 8(a) concerns under multiple-award contracts as described in 8.405-5 and 16.505(b)(2)(i)(F).

(c) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for--

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(1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) Supplies (other than procurement from a nonmanufacturer of such supplies). The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) General construction. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) Construction by special trade contractors. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

52.244-2 Subcontracts Alternate I (June 2007)

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

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with [Part 44](#) of the Federal Acquisition Regulation (FAR).

“Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR [Subpart 2.1](#), entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that—

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer’s written consent before placing the following subcontracts:

(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

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(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting—

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason cost or pricing data were or were not required;

(D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(e)(2) If the Contractor has an approved purchasing system and consent is not required under paragraph (c), or (d) of this clause, the Contractor nevertheless shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds either the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (e)(1)(i) through (e)(1)(iv) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination—

(1) Of the acceptability of any subcontract terms or conditions;

(2) Of the allowability of any cost under this contract; or

(3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR [15.404-4\(c\)\(4\)\(i\)](#).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR [Subpart 44.3](#).

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

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(End of clause)

52.232-22 Limitation of Funds (APR 1984)

(a) The parties estimate that performance of this contract will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the contract by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause—

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of—

(i) The amount then allotted to the contract by the Government or;

(ii) If this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

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(h) No notice, communication, or representation in any form other than that specified in paragraph (f)(2) of this clause, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of—

(1) The amount previously allotted by the Government or;

(2) If this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equalling the percentage of completion of the work contemplated by this contract.

(End of clause)

52.244-5 COMPETITION IN SUBCONTRACTING (DEC 1996)

(a) The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract.

(b) If the Contractor is an approved mentor under the Department of Defense Pilot Mentor-Protégé Program (Pub. L. 101-510, section 831 as amended), the Contractor may award subcontracts under this contract on a noncompetitive basis to its protégés.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

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Task Order Admin Plan