

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 02	3. EFFECTIVE DATE 23-Oct-2012	4. REQUISITION/PURCHASE REQ. NO. N6894812RC73011	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 john.c.gibbs@navy.mil 757-443-1408	CODE N00189	7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		CODE S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Cowan & Associates, Inc. 2316 S. Eads St Arlington VA 22202		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-07-D-5018-FK01
		10B. DATED (SEE ITEM 13) 01-Sep-2012

CAGE CODE 1RRA6	FACILITY CODE
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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)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	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 checked="" 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 type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Matthew N Aponte, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Matthew N Aponte (Signature of Contracting Officer)	16C. DATE SIGNED 23-Oct-2012
(Signature of person authorized to sign)			

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

Modification 02
Section G: Contract Administration Data
WAWF Table Correction

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$138,853.88 by \$0.00 to \$138,853.88.

The total value of the order is hereby increased from \$138,853.88 by \$0.00 to \$138,853.88.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
5001	Labor/Subject Matter Expert for the Development of NTTP 4-00.1 Logistics, Maritime Operations Center (LMOC). IAW PWS. (O&MN,N)	12.0	LM	\$11,144.14	\$133,729.68

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6001	Travel-NTE (O&MN,N)	1.0	LO	\$5,124.20

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

NTTP 4-00.1 Logistics, Maritime Operations Center (LMOC)

PERFORMANCE WORK STATEMENT

1.0 PERIOD OF PERFORMANCE: 12 months time of contract from date of award.
(anticipate 10 man-months worth of effort to complete the work)

2.0 SHORT TITLE: NTTP 4-00.1 Logistics, Maritime Operations Center (LMOC)

3.0 POINTS OF CONTACT:

Project Sponsor (PS)

Navy Warfare Development Command (NWDC)

Primary Review Authority (PRA)

U.S. Naval War College, Newport RI (NWC)

Task Order Manager (TOM)

William Hottinger

DSN: 341-4372

Comm: (757) 341-4372

william.hottinger@navy.mil

NWDC Action Officer (AO)

CAPT Tony Brazas

DSN: 341-4184

Comm: (757) 341-4184

anthony.brazas@navy.mil

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PRA Action Officer (AO)

LCDR William "Bill" Clark

U.S. Naval War College

Comm: (401) 683-8215

William.Clark@usnwc.edu

4.0 PURPOSE:

This Statement of Work is to initiate the development and establish milestones for creations of NTTP (Navy Tactics, Techniques, and Procedures) 4-00.1 Logistics, Maritime Operations Center. Responsibility for publication development is assigned to the U.S. Naval War College as Primary Review Authority and to Commander Navy Warfare Doctrine Command as Coordinating and Technical Review Authority.

5.0 BACKGROUND:

There is currently no operational level doctrine to address logistics at the Maritime Operations Center (MOC). Although there is a publication currently under revision, NTTP 3-32.1 MOC Operations, that includes aspects of this, it does not cover it in sufficient detail to make it a practical logisticians tool. A Logistics Working Group, chaired by USFFC and CPF and attended by every numbered fleet, OPNAV and NWDC works to facilitate enhanced and standardized operational logistics. Among other things, this has yielded a 186 page Operational Logistics Planning and Concept of Support Manual, which has been widely circulated among fleet logisticians and used at the Maritime Staff Operators Course and Maritime Advanced Warfighting School. This document is highly practical and focused on MOC logistics. The aim of this project would be to re-crafted this pub into an NTTP document and fast-track its adjudication.

6.0 PLACE OF PERFORMANCE:

The NTTP will be developed on site at the contractor facilities. Limited travel to various locations may be required. There may be additional conferences, development team meetings and briefings that are required during documentation review and staffing.

7.0 OBJECTIVE:

The ultimate objective is would be to re-crafted Operational Logistics Planning and Concept of Support Manual to a NTTP document for use as a guide by logisticians operating as part of a MOC.

8.0 SPECIFIC TASKS:

Task 1: Prepare and Brief a Plan of Action and Milestones (POA&M). The contractor shall develop and brief to NWDC/NWC a POA&M that fully defines their approach to completing the

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project. The POA&M shall provide a comprehensive plan, consistent with Navy Tactics Techniques and Procedures NTTP 1-01 procedures, for accomplishing the substantive task described below. Significant variations in the end product of any task, or the proposed task delivery timelines, shall be highlighted in this presentation for consideration. The contractor shall revise and finalize the draft POA&M to accommodate NWDC/NWC recommendations.

Task 2: Provide Transformation Proposal and Briefing. The contractor shall develop and brief a detailed Transformation Proposal to NWDC/ NWC (and other agencies as directed by NWDC). The Transformation Proposal shall include consideration of all current publications that relate to the role of the logisticians operating within a MOC. The proposal shall also include a summary review of applicable lessons learned from both the Navy and Joint Lessons Learned databases, and any information learned from consultations with recently deployed forces, results of recent experiments and demonstrations and with subject matter experts (SMEs).

Task 3: Prepare Draft Program Directive (PD) and Annotated Outline. Based on the approved Transformation Proposal, the contractor shall assist in the preparation of a PD and an annotated outline for NWDC/ NWC approval. This task shall include consideration of all current publications that relate to the subject. The deliverable for this task shall also include contractor recommendations regarding their need for Navy organizational support to develop publication content, the requirement that contributing commands identify appropriate action officers to the contractor and any additional government provided material (GPM) and/or information (GFI).

Task 4: Develop a First Draft of the Publication. Compose first draft of NTTP 4-00.1 Logistics, Maritime Operations Center (LMOC). Special attention should be given to the requirement to “tag” every paragraph with the appropriate Navy Tactical Task from the Navy Tactical Task List. This tagging will be used to facilitate the publications incorporation into the Navy Doctrine Library System (NDLS). Submit this draft to the AO(Action Officer) and others as required for approval. The modified publication will be posted on the NWDC Navy Doctrine Library System (NDLS) for fleet review/comment.

Task 5: Conduct a review conference. If required, conduct a review conference consisting of NWDC, NWC and Fleet and Navy Command expertise as necessary to review the draft publication.

Task 6: Incorporate Fleet Comments. In addition to other agreed upon distribution methods proposed and/or determined during Task 1, 2 and 4, NWDC will post the draft publication on the NDLS for fleet review/comment. The contractor shall collect and incorporate fleet comments via NDLS and other expedient methods under the guidance of NWDC.

Task 7: Using the agreed to changes develop a draft for adjunction. The contractor shall prepare a consolidated matrix of fleet review comments stemming from the first draft reviews, and guidance from the PRA (Primary Review Authority). The contractor shall then compose an Adjudication draft of proposal modifications. The Adjudication Draft shall include smooth artwork and be laid out in the same manner as the final published copy.

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Task 8: If required, conduct an Adjudication Draft Conference. The contractor shall prepare and coordinate an adjudication draft review conference for discussing recommended changes to signature drafts. Location of the review conference is to be determined by NWDC/ NWC.

Task 9: Conduct Weekly Coordination Meetings. The contractor shall conduct weekly coordination meetings with the NWDC/NWC. The purpose of these meetings will be to discuss different ideas (publication gaps, improvements, refinements) regarding this project, to verify the approach/methodology, and to outline near-term direction. An e-mail summary will be prepared to summarize the meeting or, if agreed to by the AO, be submitted in place of the weekly meeting

Task 10: Monthly Progress and Financial Reports. The contractor shall provide electronic monthly progress and financial reports (combined into one document) to TOMs, NWDC N56, PRA and AOs. This consolidated report will be submitted **within 10 days** of the end of the affected month

The progress report shall detail:

Significant accomplishments

Anticipated problems (identify GFM or guidance/clarification needed), changes, remarks

Deliverable status (highlight, in particular, any anticipated delay in future deliverables)

Work plans for next month

The monthly financial report will be forwarded with the progress report in the following format:

Expenditures for Reporting Period (clearly called out)

Total Expenditures to Date

Funds Remaining

Labor Hours Expended By Labor Category

All Travel (for reporting period and cumulative)

Man-Hour Status Chart (cumulative labor hours vs. contract months; planned totals and actual totals)

Funding Status Chart (cumulative costs vs. contract months; planned totals and actual totals)

Submission of invoices by the contractor shall be done on not more than a monthly basis, to include a complete breakdown identifying personnel and hours worked and unused hours remaining. There will be a lapse of no more than thirty (30) days between performance and submission of invoices.

9.0 ORGANIZATIONAL CONFLICT OF INTEREST:

If, under this contract, the Contractor gains access to proprietary or business sensitive information of

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other companies, the Contractor agrees to protect this information from unauthorized use or disclosure and to refrain from using the information for any purpose other than that for which it was furnished. Contractor employees may be requested to sign a non-disclosure certificate.

10.0 ESTIMATED LEVEL OF EFFORT:

Expect this to be **10 man-months** worth of effort however the period of performance will be 12 months as there are variables within the schedule where the contractor will be dependent on feedback from the Navy personnel (i.e. Developing a draft for the adjunction, conducting an adjunction draft conference, etc...). The contractor is to submit/update the number of personnel and travel requirements they feel are necessary to complete indicated requirements/Tasks.

The planned labor categories are as follows:
Administrative Assistant (Supporting Role)
Program Manager (Supporting Role)
Subject Matter Expert (Primary Requirement)

11.0 PERSONNEL QUALIFICATION REQUIREMENTS:

Contractors assigned to this project should be intimately familiar with current military concerns and procedures in Strategic, Operational and Tactical Warfare and related fields in order to better select the most important pieces of information from the source information and have served on a fleet staff or were an operational planner on a fleet or joint staff. Currency of assigned personnel in these areas, as well as the depth and breadth of their experience in these fields are critically important. The demonstrated ability to write in a crisp, concise manner is extremely important.

12.0 CONTRACTOR/GOVERNMENT INTERFACE:

The contractor should liaison directly with SMEs regarding content questions. NWDC will supervise all aspects of contract compensation. The Government shall not supervise or otherwise direct contractor employees. The contractor shall not supervise or otherwise direct Government employees.

13.0 SECURITY REQUIREMENTS:

It is anticipated that this document will be Unclassified. However, in the development of this publication, classified data may need to be reviewed or the evolution of this document may lead into the classified realm. To ensure this possibility does not affect production, the Security Classification for this delivery order is SECRET. All technical personnel performing these tasks "hands on" must be cleared at this level. Request for visit authorization will be submitted in accordance with Department of Defense (DOD) 5220.22M National Industrial Security Program Operating Manual (NISPOM) not later than one week prior to visit.

A **Secret Clearance is required** for this effort. DD Form 254, Department of Defense Contract Security Classification Specification, is Attachment 1.

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14.0. OPSEC CONSIDERATIONS

The contractor shall be aware of and compliant with NWDC instructions concerning OPSEC. OPSEC is a process of identifying critical information and subsequently analyzing friendly actions attendant to defense acquisition, defense activities, military operations and other activities to:

1. Identify those actions that may be observed by adversary intelligence systems
2. Determine what indicators hostile intelligence systems may obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries.
3. Select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

15.0 PRIVACY ACT & PERSONALLY IDENTIFIABLE INFORMATION (PII) CONSIDERATIONS

The contractor shall be aware of and compliant with NWDC instructions concerning PII and the Privacy Act (5 USC 552a) as it applies to Federal government contractors who access or operate systems of records containing personally identifiable information (PII). PII is any information that can be used to distinguish or trace an individual's identity. Examples include but are not limited to: Name, Social Security number (SSN), date of birth, home address, home phone number, personal e-mail address, financial information, fingerprints, photograph, medical information, and civilian National Security Personnel System (NSPS) data.

16.0 TRAVEL REQUIREMENTS: Travel shall be in accordance with the Federal Travel Regulations (FTR). Actual expenses will only be paid. Receipts are required.

Norfolk, VA

Newport, RI

2 trips

3 days

NOTE: The trips listed above are estimates only. All travel costs shall be in accordance with the Federal Travel Regulations (FTR). Invoices shall include actual costs experienced. Airfare shall be based on the lowest available cost for coach or economy in writing, in advance. The Contractor is not authorized to perform any travel that is not in conjunction with this contract. It is the Department of the Navy (DON) policy not to allow a charge of profit or fee on reimbursable items. The Government will make no reimbursements for a contractor's local travel. In no instance shall the contractor exceed the amount specified in the contract for travel expenses.

This Request for Quotation (RFQ) includes travel costs at a not to exceed (NTE) amount of \$5124.20 which has been pre-established in Section B. Vendor may also include any applicable indirect cost elements such as general and administrative (G&A) costs on travel, if in accordance with their accounting system. Applicable indirect costs shall be included in the vendor's quote as a

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fixed price amount for the period of performance. The Government will reimburse the vendor the indirect costs on a pro-rated basis over the period of the contract performance. The vendor's failure to identify additional indirect cost elements shall result in those costs being deemed as mutually agreed upon as unallowable during the performance of the contract.

17.0 GOVERNMENT FURNISHED PROPERTY/MATERIAL (GFP/GFM):

If performing work at NWDC, the contractor will be provided office space to include a desk or cubicle. The contractor will be provided access to a SIPRNET and NIPRNET computer, printer, facsimile machine, copy machine, and local/DSN telephone access on a temporary and not-to-interfere basis with existing services. The contractor will also be provided access to reference material including NTTPs, Web site access, and CD ROMs for required research. All provided databases will remain property of the U.S. Navy. In no way should the contractor retain any government furnished equipment or materials without approval from the COR.

18.0 CONTRACTOR FURNISHED EQUIPMENT:

The Contractor shall furnish his representative a laptop computer(s) configured with hardware/software capabilities to meet the requirements of this contract.

19.0 DATA DELIVERABLES:

All deliverables will be provided to the Project Sponsor (PS), Primary Review Authority (PRA) and others as directed by NWDC. Deliverables may be submitted electronically in the standard format, provided it is in conformance with and meets all criteria normally followed and procedures utilized by contractor standard business practices.

TITLE	TASK	DUE DATE
Develop and Brief Plan of Action and Milestones	1	NLT 20 days After Receipt of Award (ARA)
Develop and Brief Transformation Proposal	2	NLT 3 months ARA
Prepare Draft Program Directive and Annotated Outline	3	NLT 4 months ARA
Conduct a review conference. Prepare and Deliver First Review Draft	4/5	NLT 5 months ARA
Incorporate Fleet Comments	6	NLT 7 months ARA
Prepare and Deliver Adjudication Draft	7	NLT 8 months ARA
Facilitate Adjudication Draft Conference	8	NLT 10 months ARA
Conduct Weekly Coordination Meetings	9	Weekly ARA

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Monthly Progress & Financial Report	10	Monthly (12 th)
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20.0 ACCEPTANCE PLAN:

The PRA, NWDC and AO's will perform inspection and acceptance. The contractor will review data items for quality and compliance prior to acceptance.

21.0 OTHER CONDITIONS AND REQUIREMENTS:

Electronic media word processing deliverables will be provided in MS Word 6.0 (Windows) in the format specified in NTTP 1-01 and NWDC Technical publications. Illustrations prepared electronically may be provided in any acceptable commercial graphics format.

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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

Inspection and Acceptance:
This requirement is FOB Destination

Quality Assurance Surveillance Plan (QASP) for Admin/Logistics Support

1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Task Order Manager (TOM)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the TOM is the Contracting Officer. TOM limitations are contained in the written letter of appointment.

5.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

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- **Periodic Checks/Inspections on Completion of Workload Taskings** – The TOM will review the contract deliverables for quality, accuracy and conformance with contract requirements.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The TOM will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government’s performance of the quality assurance function. All such records will be retained for the life of this contract. The TOM shall forward these records to the Contracting Officer at termination or completion of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the TOM
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract administration team
- A record of all accepted receiving reports, required documentation with the submission of each receiving report, and reviews and verifications of ITJs.
- Memoranda for the record or minutes of any pre-performance meetings or conferences.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to
- the PWS.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor’s past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

The TOM shall maintain a complete Quality Assurance file as it applies to their learning site(s).

QASP MATRIX

(Admin/Logistics Support)

Deliverable or Service Requirement	Measurement/ Metric	Method of Surveillance	Frequency	Acceptable Quality Level (AQL)	Procedures to be taken when performance standards are not met
Task Completion	Timeliness – Tasks are completed in required timeframes Successful Completion - Tasks are successfully completed	Inspection by the TOM/Customer Feedback	As Required	>95% accuracy	Positive Incentive: The contractor shall receive a favorable past performance review if the contractor meets or exceeds the performance standards. Decrements: The contractor shall receive a negative past performance review if the contractor doesn’t meet or exceed the performance standards.

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<p>Contract Deliverables</p>	<p>Timeliness – Deliverables are provided in required timeframes</p> <p>Content & Format – Deliverable complies with section 17.0 or other pertinent reference</p>	<p>Inspection by TOM/Customer Feedback</p>	<p>As Required</p>	<p>>100% accuracy</p>	<p>Positive Incentive:</p> <p>The contractor shall receive a favorable past performance review if the contractor meets or exceeds the performance standards.</p> <p>Decrements:</p> <p>The contractor shall receive a negative past performance review if the contractor doesn't meet or exceed the performance standards.</p>
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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

5001	9/1/2012 - 8/31/2013
6001	9/1/2012 - 8/31/2013

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative/Task Order Manager:

William Hottinger
757-341-4184
william.hottinger@navy.mil

252.232-7006 Wide Area WorkFlow Payment Instructions.

As prescribed in 232.7004(b), use the following clause:

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

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

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, **Electronic Submission of Payment Requests and Receiving**

Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the Central Contractor Registration at

<https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for selfregistration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data

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Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2-in-1-----

(Contracting Officer: Insert applicable document type(s).

Note: If a “Combo” document type is identified but not supportable by the

Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report”

(stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Not Applicable-----

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF Data to be entered in WAWF

Pay Official DoDAAC N68732

Issue By DoDAAC N00189

Admin DoDAAC N00189

Inspect By DoDAAC N68948

Ship To Code N/A

Ship From Code N/A

Mark For Code N/A

Service Approver (DoDAAC) N68948

Service Acceptor (DoDAAC) N68948

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Accept at Other DoDAAC N/A

LPO DoDAAC N68948

DCAA Auditor DoDAAC N/A

Other DoDAAC(s) N/A

*(*Contracting Officer: Insert applicable DoDAAC information or "See schedule"*

if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

william.hottinger@navy.mil-----

deborah.banks1@navy.mil-----

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Not Applicable-----

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

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- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: Matthew Aponte

Address: NAVSUP Fleet Logistics Center Norfolk

1968 Gilbert Street, Suite 600

Norfolk, VA 23511

Phone: 757-443-1416

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: John Gibbs

Address: NAVSUP Fleet Logistics Center Norfolk

1968 Gilbert Street, Suite 600

Norfolk, VA 23511

Phone: 757-443-1408

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: N/A

Address: -----

Phone: -----

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4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: DFAS Cleveland

Address: PO Box 998022-----

Cleveland OH 44199-----

Phone: 800-756-4571-----

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/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 contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

William Hottinger
757-341-4184
william.hottinger@navy.mil

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

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ACOR Name: N/A

Address: -----

Phone: -----

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: N/A

Address: -----

Phone: -----

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;

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- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: N/A

Address: -----

Phone: -----

(End of text)

CONTRACT ADMINISTRATION PLAN (CAP)

FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

- 1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.

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d. Changes in contract terms and/or conditions.

e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Task Order Manager (TOM) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Task Order Manager (TOM) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change.

The TOM duties are as follows:

a. Technical

(1) The TOM is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract.

The TOM is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The TOM is prohibited from issuing any instruction which would constitute a contractual change. The TOM shall not instruct the contractor how to perform. If there is any doubt whether technical

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instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The TOM shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The TOM must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the TOM's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The TOM shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the TOM is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The TOM will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the TOM should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the TOM is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

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c. Invoice Review and Approval/Inspection and Acceptance

(1) The TOM is responsible for quality assurance of services performed and acceptance of the services or deliverables. The TOM shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the TOM must take into consideration all documentary information available and any information developed from personal observations.

(2) The TOM must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The TOM must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The TOM will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The TOM shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The TOM shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The TOM is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The TOM shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The TOM shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The TOM must take prompt action to provide the PCO with any contractor or technical code

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request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the TOM will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The TOM will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The TOM is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The TOM is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The TOM is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for closeout. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The TOM is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the TOM. The TA does not have the authority to provide any technical direction or clarification to the contract.

Duties that may be performed by the TA are as follows:

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- a. Identify contractor deficiencies to the TOM.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the TOM with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the TOM.
- d. Identify contract noncompliance with reporting requirements to the TOM.
- e. Review contractor status and progress reports, identify deficiencies to the TOM, and provide the TOM with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the TOM with recommendations to facilitate TOM certification of the invoice.
- g. Provide the TOM with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the TOM subsequent to any interface between the TA and contractor.

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Accounting Data
SLINID   PR Number                Amount
-----
5001     N6894812RC73011            133729.68
LLA :
AA 1721804 60CA 252 68948 068892 2D C73011 68948273760Q

6001     N6894812RC73011             5124.20
LLA :
AA 1721804 60CA 252 68948 068892 2D C73011 68948273760Q

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BASE Funding 138853.88
Cumulative Funding 138853.88

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MOD 01 Funding 0.00
Cumulative Funding 138853.88

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MOD 02 Funding 0.00
Cumulative Funding 138853.88

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Not Applicable

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SECTION I CONTRACT CLAUSES

Clauses Incorporated by Reference

52.204-2- Security Requirements (AUG 1996)

52.219-6- Notice of Total Small Business Set-Aside

52.223-18- Contractor Policy Ban Text Messaging While Driving

252.204-7005- Oral Attestation of Security Responsibilities (NOV 2001)

Clauses Incorporated by Full Text

5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

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Non-Sensitive Positions

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

Sensitive Positions

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLCC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

SF-85P Questionnaire for Public Trust Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security

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Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

IT Systems Access

When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally

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controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

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SECTION J LIST OF ATTACHMENTS

Contractor Discrepancy Report (CDR)

DD254