

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE J	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 05	3. EFFECTIVE DATE 18-Feb-2009	4. REQUISITION/PURCHASE REQ. NO. N00189-09-MR-57130		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY FISC Norfolk, Contracting Dept Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 rhoda.meyer@navy.mil 215-697-9645	CODE N00189	7. ADMINISTERED BY (If other than Item 6) DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		CODE S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  
 Serco, Inc.  
 1818 Library Street, Suite 1000  
 Reston VA 22190-5619

CAGE CODE 022Q2	FACILITY CODE 928859149	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4114-EX06
		10B. DATED (SEE ITEM 13) 01-Feb-2007

**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 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: FAR43.103(a)(3)
<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)	
		Kenneth Bullock, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Kenneth Bullock	19-Feb-2009
		(Signature of Contracting Officer)	

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## **GENERAL INFORMATION**

The purpose of this modification is to incorporate a Quality Assurance Surveillance Plan (QASP) into Section G. Contractor agreement received via email dtd 17 Feb 09. A conformed copy of this Task Order is attached to this modification for information purposes only.

The total amount of funds obligated to the task is hereby increased by \$0.00 from \$1899313.74 to \$1899313.74.

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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
2001	Technical and Administrative Support Services, in accordance with the performance work statement, in Section C, for the period 1 February 2007 through 31 December 2007 (OTHER)	11.0 LM	\$54,250.34	\$596,753.74
200101	ACRN AA funding, for CLIN 2001 (OTHER)			
200102	ACRN AB funding, for CLIN 2001 (OTHER)			
200103	ACRN AC funding, for CLIN 2001 (OTHER)			
2002	Data Deliverables, for CLIN 2001 (OTHER)	1.0 Lot	\$0.00	\$0.00
2003	Reimbursable Contractor Travel, for CLIN 2001 (OTHER)	1.0 Lot	\$29,995.00	\$29,995.00
200301	ACRN AA funding, for CLIN 2001 (OTHER)			
200302	ACRN AB funding, for CLIN 2001 (OTHER)			
2004	Technical and Administrative Support Services, in accordance with the performance work statement, in Section C, for the period 1 January 2008 through 31 December 2008	12.0 LM	\$56,149.53	\$673,794.36

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(OTHER)

200401 (OTHER)

200402 (OTHER)

200403 (OTHER)

2005	Data Deliverables, for CLIN 2004 (OTHER) Option	1.0 Lot	\$0.00	\$0.00
2006	Reimbursable Contractor Travel, for CLIN 2004 (OTHER)	1.0 Lot	\$21,812.00	\$21,812.00
200601	(OTHER)			
200602	(OTHER)			
2007	Technical and Administrative Support Services, in accordance with the performance work statement, in Section C, for the period 1 January 2009 through 31 December 2009. (OTHER)	12.0 LM	\$46,694.47	\$560,333.64
200701	(OTHER)			
200702	(OTHER)			
200703	(OTHER)			
200704	(OTHER)			
2008	Data Deliverables, for CLIN 2007 (OTHER)	1.0 Lot	\$0.00	\$0.00
2009	Reimbursable Contractor Travel, for CLIN 2007 (OTHER)	1.0 Lot	\$16,625.00	\$16,625.00
200901	(OTHER)			
200902	(OTHER)			
200903	(OTHER)			
2010	Technical and Administrative Support Services, in accordance with the performance work	12.0 LM	\$48,328.49	\$579,941.88

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statement, in  
Section C, for  
the period 1  
January 2010  
through 31  
December 2010  
(OTHER)  
Option

2011	Data Deliverables, for CLIN 2010 (OTHER) Option	1.0 Lot	\$0.00	\$0.00
2012	Reimbursable Contractor Travel, for CLIN 2010 (OTHER) Option	1.0 Lot	\$16,625.00	\$16,625.00
2013	Technical and Administrative Support Services, in accordance with the performance work statement, in Section C, for the period 1 January 2011 through 15 September 2011 (OTHER) Option	8.5 LM	\$50,021.35	\$425,181.48
2014	Data Deliverables, for CLIN 2013 (OTHER) Option	1.0 Lot	\$0.00	\$0.00
2015	Reimbursable Contractor Travel, for CLIN 2013 (OTHER) Option	1.0 Lot	\$15,450.00	\$15,450.00

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement For Support to the Department of the Navy, Naval Supply Systems Command Corporate Operations Directorate, Enterprise Planning Division, Mechanicsburg, Pennsylvania

1. **INTRODUCTION:** This task order is for acquisition of technical and administrative support for the implementation of Base Realignment and Closure Act (BRAC) 2005 recommendations impacting the Naval Supply Systems Command (NAVSUPSYSCOM) Enterprise.

2. **SCOPE OF WORK:** The contractor shall support the Naval Supply Systems Command (NAVSUP) BRAC Program Management. The contractor shall provide analytical, technical, and administrative support for the implementation of Base Realignment and Closure Act (BRAC) 2005 recommendations impacting the Naval Supply Systems Command (NAVSUP) Enterprise. Subject matter expertise of the BRAC 2005 process and recommendations impacting the NAVSUP Enterprise is required to support NAVSUP activities implementing those recommendations. Additionally, current BRAC subject matter expertise is required to support efforts to develop and execute the implementation strategy associated with all BRAC decisions affecting NAVSUP Enterprise, including: (1) reconfigure Supply, Storage and Distribution Management, (2) realign the Components contracting and support functions for Depot Level Repairables (DLRs) to the Defense Logistics Agency (DLA), and (3) realignment of installation management functions at Joint Bases. The contractor shall research; provide assessments, planning support documents, recommendation papers, and briefings in support of the execution of the BRAC 2005 recommendations impacting NAVSUP's ability to provide total supply chain integration and material support throughout the industrial complex.

3. **REQUIREMENTS:** The following tasks define specific efforts associated with the required support:

Task 1: Based on Team Leader approval, develop and distribute enterprise guidance and provide administrative support of data calls and analytical requirements as required by OSD, DLA and Commander, Naval Installation Command (CNIC) Integrated Process Teams (IPT). Frequency of data calls and analytical requirements in the implementation phase of BRAC 2005 cannot be approximated based on data calls and analytical requirements that occurred during the Scenario Data Call period.

a. Provide data and responses on behalf of NAVSUP to information requests from OSD, Defense Logistics Agency (DLA) and CNIC. Responses to DLA should be coordinated with the Navy representatives of the Material Readiness Project Office (MRPO).

b. Serve as a NAVSUP liaison with DLA, CNI, and other DOD activities to ensure information sharing and appropriate level of communication is maintained.

Task 2: Provide assessment expertise for the development and validation of Concepts of Operation (CONOP) and Implementation Plans, White Papers, and senior executive leadership briefings concerning the implementation of BRAC 2005 recommendations. CONOPs and Implementation Plans, as well as Business Plans are anticipated for the 41 recommendations affecting NAVSUP Enterprise. Several iterations of CONOPs and Implementation Plans for BRAC recommendations can be expected. Updates to Business Plans are expected multiple times per year and may/may not coincide with Budget Submissions.

a. Evaluate BRAC 2005 CONOPs and implementation plans for impact to NAVSUP Enterprise, deployment, human resources, and corporate strategy.

b. Evaluate BRAC 2005 Business Plans for inclusion of NAVSUP Enterprise requirements.

c. Coordinate and facilitate meetings, conferences, and work products of the NAVSUP BRAC Implementation Team; develop White Papers; prepare SITSUM input; prepare senior leadership briefings; prepare other documents, as necessary.

d. Conduct/facilitate workshops with NAVSUP's Major Program Initiatives including MSI, L6S, FRC, Distance Support, ERP, and NSPS, to determine impact on the implementation of BRAC 2005 recommendations.

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e. Conduct workload studies to determine organizational impacts based on BRAC 2005 recommendations.

Task 3: Represent NAVSUP while participating in DLA Working Groups (WG) and CNI IPTs. DLA WG meetings and CNI IPTs normally occur on a biweekly basis.

a. Monitor working group and IPT implementation status and key problem areas, making recommendations for process changes and further analysis. Provide notes/minutes from WGs and IPTs to other team members and to BRAC historical library.

b. Provide IPTs with requested data using the prescribed information gathering processes and methods.

Task 4: Develop and maintain a historical library concerning all BRAC related matters and materials, including data calls, CONOPs, implementation guides and plans, documentation resulting from Joint Recommendation Working Group meetings and CNIC IPTs, etc. Material that should be retained in the library can come into the Team on a daily basis. The historical library should be updated within two working days of receiving material destined for the library. The Navy's electronic records management system will be the data repository.

Task 5: Prepare and submit a Monthly Status Report to reflect execution of funds by all contractor personnel. Report must depict labor hours expended by person, by task; cumulative labor hours expended by person by task; actual dollars expended by task and NAVSUP command (NAVSUPHQ, NAVICP, FISCJ), including Other Direct Costs; cumulative dollars expended by task and NAVSUP command; progress of initiatives, accomplishments, and potential problems.

Task 6: Perform research, advisory and administrative functions in development and execution the implementation strategy associated with the BRAC decision to realign the Components contracting and support functions for DLRs to the DLA. SMEs (Subject Matter Experts) are required to support the effort to map the current acquisition process at the NAVICP (Navy Inventory Control Point). The results of this mapping effort will be used to develop an "as is" model. The SMEs are required to be familiar with the processes that a Purchase Request flows from inception to contract award at the NAVICP. These include requirement generation, technical, source development and contracting. Additionally, as the "end state" operating model for DLR Procurement is developed, the future process will also be modeled in a similar manner as the "as is" state. Knowledge of the current processes will be used to develop the future operating model which will require collaboration across all of the Components and DLA. These efforts will be accomplished through a series of workshops. Duration of Task 6 is for the base period and option year one.

Task 7: Review and identify differences and provide recommendations to de-conflict the Contracting Policy differences between the Component's and DLA's Supply Chains. Duration of Task 7 is for the base period and option year one.

a. Perform research, advisory and administrative functions in the development of future state flow of contracting authority and delegations to include warrant issuance.

b. Review the Components DLR policies / memos / guidance that are not covered by a corresponding DLA document (Gap analysis). Include waivers and deviations, unique contract clauses library by component, unit, location, etc.

c. Recommend training requirements addressing unique training needs.

d. Participate in risk assessment analysis for key issues.

e. Monitor the POAM for DLR Procurement Management with input from all other Teams and Sub-Teams including resource requirements for developing the new policy set.

f. Recommend issues and assumptions for inclusion in a database for policy issues.

g. Recommend additions to the development of a Glossary of terms.

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h. Recommend necessary MOAs (including, but not limited to COMPAD, small and disadvantaged business, legal support required) where shared resources are required between Components and DLA to manage the process.

i. Contract close out / Transition issues...how to manage required contract modifications.

4. DELIVERABLES: The Contractor shall provide the following deliverables in accordance with the schedule provided. Deliverables shall be in contractor format and delivered to the respective Government site BRAC Team lead (or as noted below) with draft documents being provided to the Government for comment. The Government shall have five (5) working days to provide comments. The Contractor shall provide the final report three (3) working days after receipt of Government comments.

a. Respond to requests for information regarding BRAC 2005 recommendations from OSD, DLA, CNI and NAVSUP executive leadership. Due Date: Per data call suspense dates when issued.

b. Evaluate BRAC 2005 CONOPS and implementation plans for potential assessment, deployment, human resource issues, and corporate strategy. Due Date: As events occur

c. Evaluate BRAC 2005 Business Plans for inclusion of NAVSUP Enterprise requirements. Due Date: During each budget submission, or per NAVSUP management schedule.

d. Coordinate/facilitate meetings, conferences; develop White Papers, SITSUM input, senior leadership briefings. Due Date: Per NAVSUP management schedule.

e. Conduct/Facilitate NAVSUP BRAC – Major Program Initiative Workshops. Due Date: Per NAVSUP management schedule

f. Represent NAVSUP at DLA WG and CNI IPT meetings and provide requested implementation data. Due Date: Per DLA and CNI meeting schedules.

g. Develop and maintain BRAC 2005 historical library. Due Date: As events occur, and until BRAC 2005 recommendations are implemented. Library should be updated within two working days after material receipt.

h. Through workshop participation, identify the tasks/processes required in a Joint contracting environment. Due Date: IAW workshop schedules (TBD)

i. Through workshop participation, identify the tasks/processes in the procurement process at the NAVICP. Due Date: IAW workshop schedules (TBD)

j. Prepare monthly status report. Due Date: 5 calendar days after end of month to NAVSUPHQ BRAC Team Lead

The Contractor shall prepare all reports accompanying briefings according to DON and NAVSUP determined formats (i.e., MS Word, Power Point) and existing directives on content and marking.

## 5. GOVERNMENT FURNISHED EQUIPMENT AND MATERIALS

The Government will provide workspace, access to unsecured phone lines, and dedicated computer equipment. Consumables will also be provided.

## 6. PLACE AND PERIOD OF PERFORMANCE, WORK DAYS AND TRAVEL

a. Place of Performance: The majority of the work will be performed at NAVSUPHQ, Mechanicsburg, PA and FISC Jacksonville, FL with meetings and briefings at other sites, as needed. Tasks 6 and 7 will be performed at NAVICP Mechanicsburg and Philadelphia sites.

b. Period of Performance: The base period of performance for this contract shall be from 1 February 2007 through 31 December 2007, or for eleven (11) months from the date of award. Tasks 6 and 7 are funded for the base period of performance and option year one only. The Government reserves the right to invoke four additional option years (12-

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month duration except option year four which ends no later than 15 September 2011) after the original period of performance for Tasks 1 through 5 if the selected contractor maintains a superior level of performance and/or funding is available. The option periods are defined as follows:

Option Year I would be from 1 January 2008 through 31 December 2008

Option Year II would be from 1 January 2009 through 31 December 2009

Option Year III would be from 1 January 2010 through 31 December 2010

Option Year IV would be from 1 January 2011 through 15 September 2011

c. Travel: It is estimated that travel will be performed 10% of the time (from Mechanicsburg, PA, Philadelphia, PA, and Jacksonville, FL to Ft. Belvoir, VA, or other directed sites). All travel will be pre-approved by the respective NAVSUP site BRAC Implementation Team Lead, and all travel will be accomplished in accordance with the Department of Defense (DOD) Joint Travel Regulation (JTR).

## 7. TECHNICAL POINTS OF CONTACT

Susan Lingo, 717-605-5848 (for all Tasks)

Tammy Kozior, 215-697-2587 (for Tasks 6 & 7)

## 8. SECURITY

The contractor will be required to apply for and obtain a DOD PKI to access the NAVSUP network via NMCI. A security clearance may be required for access to DOD installations.

## 9. QUALITY ASSURANCE PLAN:

Section 3 of this performance work statement (PWS) specifies the tasks to be performed, and section 4 specifies the required deliverables. The Contracting Officer's Representative (COR) or Task Order Manager (TOM), with the assistance of designated technical assistants, will measure and evaluate the contractor's performance of this PWS in terms of requirement, performance measurement, and performance standard:

### 1. Requirement: Task Completion

#### a. Performance Measurement: Timeliness

Performance Standard: Tasks completed in required timeframes

#### b. Performance Measurement: Successful completion

Performance Standard: PWS requirements are successfully completed

### 2. Requirement: Contract Deliverables

#### a. Performance Measurement: Timeliness

Performance Standard: Deliverables provided in required timeframes

#### b. Performance Measurement: Content & Format

Performance Standard: Deliverable complies with applicable DLA, DON, NAVSUP, or other pertinent reference

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3. Requirement: Cost Control

a. Performance Measurement: Effective and efficient cost control

- (1) Performance Standard: An established and effectively implemented QCP
- (2) Performance Standard: Task order completed within negotiated CPPF amount

4. Requirement: Level of Effort

a. Performance Measurement: Effective and efficient management of workforce

- (1) Performance Standard: An established and effectively implemented QCP
- (2) Performance Standard: Task order completed within the negotiated LOE

REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

Medical Examinations

Immunization

Passports, visas, etc.

Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation

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incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four

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## SECTION D PACKAGING AND MARKING

SHIP TO: See Section C, Deliverables

All unclassified data shall be prepared for shipment in accordance with best commercial practice. All reports delivered by the Contractor to the Government under this task order shall prominently show on the cover of the report:

1. name and business address of the Contractor
2. contract number
3. task order number
4. sponsor:

Name of Individual Sponsor

Name of Requiring Activity

City and State

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## **SECTION E INSPECTION AND ACCEPTANCE**

The Task Order Manager (TOM) identified in Section G is the only person empowered to inspect and accept work under this task order. Upon completion of all work and final submission of all data items, the contractor's Senior Technical Representative shall prepare and sign a Certificate of Final Acceptance memorandum, and submit it to the TOM for signature. The contractor shall include the fully signed memorandum with its final invoice.

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The Governemnt anticipate award of a task order by 31 December 2006. The periods of performance for the following firm items are predicated on a 1 February 2007 start, estimated at:

2001 2/1/2007 - 12/31/2007

2002 2/1/2007 - 12/31/2007

2003 2/1/2007 - 12/31/2007

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

2004 1/1/2008 - 12/31/2008

2005 1/1/2008 - 12/31/2008

2006 1/1/2008 - 12/31/2008

2007 1/1/2009 - 12/31/2009

2008 1/1/2009 - 12/31/2009

2009 1/1/2009 - 12/31/2009

2010 1/1/2010 - 12/31/2010

2011 1/1/2010 - 12/31/2010

2012 1/1/2010 - 12/31/2010

2013 1/1/2011 - 9/15/2011

2014 1/1/2011 - 9/15/2011

2015 1/1/2011 - 9/15/2011

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## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager  
George Werner  
5450 Carlisle Pike, PO Box 2050  
Mechanicsburg, PA 17055-0791  
george.werner@navy.mil  
717-605-3251

The following is hereby incorporated:

### WAWF INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

Invoices for services rendered under this Contract shall be submitted electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF):

The vendor shall self-register at the web site <https://wawf.eb.mil/>. Vendor training is available on the Internet at <http://wawftraining.com/>

A separate invoice will be prepared for every month. Do not combine the payment claims for services provided under this contract.

Select the 2-in-1 Invoice within WAWF as the invoice type. The 2-in-1 Invoice prepares the Material Inspection and Receiving Report, DD Form 250, and invoice in one document.

Back up documentation (such as timesheets, etc.) can be included and attached to the invoice in WAWF.

Attachments created in any Microsoft Office product are attachable to the invoice in WAWF.

The following information is provided for completion of the invoice in WAWF:

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Issuing Office DODAAC: N00189

Admin DODAAC: S2404A

Acceptor DODAAC: N00052

LPO DODAAC: N00023/N68836

Pay DODAAC: HQ0338

Acceptor Email: [george.werner@navy.mil](mailto:george.werner@navy.mil)

The contractor shall submit invoices for payment per contract terms.

The Government shall process invoices for payment per contract terms.

#### QUALITY ASSURANCE SURVEILLANCE PLAN – EX06

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of Technical and Administrative Support Services is the timely, accurate and thorough completion of all task order requirements.
2. Performance Standards
  - a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).
  - b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.
  - c. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior

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and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.

4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contractor Quality Control Plan  <i>(If required by the contract)</i>	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the COR	Quarterly for overall QC activities; As Required for corrective actions.	100% Compliance with the contractor plan.
Task Order Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, CDRLs, Task Orders, etc., as applicable.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Overall Task Order Performance	Overall Task Order performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Task Order Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)
Invoicing	Monthly invoices per Task Order procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% accuracy

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

Incentives/Disincentives:

The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. ***The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options***

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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. \_

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

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Accounting Data

SLINID	PR Number	Amount
200101	N00140-07-NR-55071	446754.00
LLA :		
AA 97X0512 J75H 253 00052 0 068732 2D CB01DS 0002375H729Q		
Standard Number: N0002307RCB01DS		
MAIL INVOICES TO: SEE SECTION I		
200102	N00140-07-NR-55071	70000.04
LLA :		
AB 97X0512 J71K 252 00052 0 068732 2D CB01FS 6883671K729Q		
Standard Number: N6883607RCB01FS		
MAIL INVOICES TO: SEE SECTION I		
200103	N00140-07-NR-55071	79999.70
LLA :		
AC 97X0512 J721 252 00052 0 068732 2D CB02FS 68836721729Q		
Standard Number: N6883607RCB02FS		
MAIL INVOICES TO: SEE SECTION I		
200301	N00140-07-NR-55071	9995.00
LLA :		
AA 97X0512 J75H 253 00052 0 068732 2D CB01DS 0002375H729Q		
Standard Number: N0002307RCB01DS		
MAIL INVOICES TO: SEE SECTION I		
200302	N00140-07-NR-55071	10000.00
LLA :		
AB 97X0512 J71K 252 00052 0 068732 2D CB01FS 6883671K729Q		
Standard Number: N6883607RCB01FS		
MAIL INVOICES TO: SEE SECTION I		
MOD 2		
200301	N00140-07-NR-55071	10000.00
LLA :		
AA 97X0512 J75H 253 00052 0 068732 2D CB01DS 0002375H729Q		
Standard Number: N0002307RCB01DS		
MAIL INVOICES TO: SEE SECTION I		

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MOD 3

200401 508794.36  
 LLA :  
 AD 97X0512 J75H 252 00052 0 068732 2D CB01FS 0002385H729Q  
 Standard Number: N0002308RCB01FS

200402 77000.00  
 LLA :  
 AE 97X0512 J721 252 00052 0 068732 2D CB02FS 68836821729Q  
 Standard Number: N6883608RCB02FS

200403 88000.00  
 LLA :  
 AF 97X0512 J71K 252 00052 0 068732 2D CB01FS 6883681K729Q  
 Standard Number: N688608RCB01FS

200601 10630.37  
 LLA :  
 AD 97X0512 J75H 252 00052 0 068732 2D CB01FS 0002385H729Q  
 Standard Number: N0002308RCB01FS

200602 11181.63  
 LLA :  
 AE 97X0512 J721 252 00052 0 068732 2D CB02FS 68836821729Q  
 Standard Number: N6883608RCB02FS

MOD 4

200701 376320.20  
 LLA :  
 AG 97X0512 J85H 252 00052 0 068732 2D CB2MDS 0002395H830Q  
 Standard Number: N0002309RCB2MDS

200702 85000.00  
 LLA :  
 AK 97X0512 J91K 252 00052 0 068732 2D CB02FS 6883691K930Q  
 Standard Number: N6883609RCB02FS

200703 87000.00  
 LLA :  
 AL 97X0512 J921 252 00052 0 068732 2D CB03FS 68836921930Q  
 Standard Number: N6883609RCB03FS

200704 12013.44  
 LLA :  
 AH 97X0512 J85H 210 00052 0 068732 2D CB2MDS 0002395H829E  
 Standard Number: N0002309RCB2MDS

200901 8000.00  
 LLA :  
 AH 97X0512 J85H 210 00052 0 068732 2D CB2MDS 0002395H829E  
 Standard Number: N0002309RCB2MDS

200902 4000.00  
 LLA :  
 AJ 97X0512 J91K 210 00052 0 068732 2D CB02FS 6883691K929E  
 Standard Number: N6883609RCB02FS

200903 4625.00  
 LLA :  
 AM 97X0512 J921 210 00052 0 068732 2D CB03FS 68836921929E  
 Standard Number: N6883609RCB03FS

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

LIABILITY, AUTOMOBILE AND WORKMAN'S COMPENSATION INSURANCE (FISC DET PHILA)

(OCT 1992)

The following types of insurance are required in accordance with the clause entitled "INSURANCE-WORK ON A GOVERNMENT INSTALLATION" (FAR 52.228-5) and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage.
- (3) Standard Workmen's compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

WAGE DETERMINATION APPLICABLE, SERVICE CONTRACT ACT (FISC DET PHILA) (OCT 1992)

The applicable Service Contract Act Wage Determination by the Secretary of Labor is provided at Attachment I to this solicitation.

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## **SECTION I CONTRACT CLAUSES**

Note: All the provisions and clauses of SECTION I of the basic contract apply to this task order (unless otherwise specified in the task order) plus the following:

This task order incorporates DFARS clause 252.232-7003, Electronic Submission of Payment Requests (MAY 2006).

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## **SECTION J LIST OF ATTACHMENTS**

United States Department of Labor Wage Determination No. 2005-2447, Revision No. 1 of 08/28/06.