

**DELIVERY ORDER**

**FINAL**

1. CONTRACT NO. N00178-04-D-4114		2. DELIVERY ORDER NO. EX0908		3. EFFECTIVE DATE ORIG 05/12/2007 MOD 09/25/2008		4. PURCHASE REQUEST NO. N00189-08-MR-30128		Rating Unrated		
5. 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		6. ADMINISTERED BY DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342				
7. CONTRACTOR Serco Inc. 2650 Park Tower Drive, Suite 800 Vienna VA 22180				CODE 022Q2		FACILITY		8. DELIVERY DATE See Section F		
								9. CLOSING DATE/TIME  (hours local time – Block 5 issuing office)		
								SET ASIDE TYPE		
								10. MAIL INVOICES TO See Section G		
11. SHIP TO See Section D				12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264						
13. TYPE OF ORDER		D		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
Serco Inc.				Dirk B. Smith						
				VP, Contracts						
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED		
14. ACCOUNTING AND APPROPRIATION DATA See Section G										
15. ITEM NO.		16. SCHEDULE OF SUPPLIES/SERVICES			17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT		
See the Following Pages										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				21. UNITED STATES OF AMERICA By: Kenneth Bullock				09/25/2008 CONTRACTING/ORDERING OFFICER		22. TOTAL \$652,248.35
SECTION	DESCRIPTION				SECTION	DESCRIPTION				
B	SUPPLIES OR SERVICES AND PRICES/COSTS				H	SPECIAL CONTRACT REQUIREMENTS				
C	DESCRIPTION/SPECS/WORK STATEMENT				I	CONTRACT CLAUSES				
D	PACKAGING AND MARKING				J	LIST OF ATTACHMENTS				
E	INSPECTION AND ACCEPTANCE									
F	DELIVERIES OR PERFORMANCE									
G	CONTRACT ADMINISTRATION DATA									

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## **GENERAL INFORMATION**

The purpose of this modification is to add incremental funding to this order. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for information purposes only.

The total value of the task order remains unchanged. The total amount of funds obligated to the task is hereby increased by \$100000.00 from \$486550.87 to \$586550.87.

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	NIMS Program Support Services Base period 12 May 07 thru 11 May 08 (WCF)	1.0 Lot	\$312,817.00	\$4,312.40	\$317,129.40
100001					
100002					
1001	NIMS Program Support Services Option period 12 May 08 thru 11 May 09 (WCF)	1.0 Lot	\$323,424.00	\$4,444.00	\$327,868.00
100101					
100102					
1002	NIMS Program Support Services Option period 12 May 09 thru 11 May 10 (WCF) Option	1.0 Lot	\$334,715.20	\$4,592.40	\$339,307.60

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3000	NIMS Program Support Travel & Material Base period 12 May 07 thru 11 May 08 (WCF)	1.0 Lot	\$3,628.45
300001			
300002			
3001	NIMS Program Support Travel & Material Option period 12 May 08 thru 11 May 09 (WCF)	1.0 Lot	\$3,622.50
300101			
300102			

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3002 NIMS Program 1.0 Lot \$3,622.50  
 Support Travel &  
 Material  
 Option period 12  
 May 09 thru 11  
 May 10 (WCF)  
 Option

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	NIMS Program Support Services Option period 12 May 10 thru 11 May 11 (WCF) Option		1.0 Lot	\$346,438.60	\$4,756.80	\$351,195.40
4001	NIMS Program Support Services Option period 12 May 11 thru 11 May 12 (WCF) Option		1.0 Lot	\$358,562.60	\$4,921.40	\$363,484.00

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6000	NIMS Program Support Travel & Material Option period 12 May 10 thru 11 May 11 (WCF) Option		1.0 Lot	\$3,622.50
6001	NIMS Program Support Travel & Material Option period 12 May 11 thru 11 May 12 (WCF) Option		1.0 Lot	\$3,622.50

LEVEL OF EFFORT (COST TYPE)

(a) The level of effort for the performance of this task order during the period from the start of task order performance to 12 months thereafter is based upon 4,700 estimated manhours of direct labor. If all options are exercised by the government, the level of effort for the performance of this task order will be increased by an additional 18,800 estimated manhours of direct labor, for a total level of effort of 23,500 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

(b) The estimated composition by labor category of the Estimated Total Hours is as follows:

Labor Category Base Option 1 Option 2 Option 3 Option 4

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Sr. Logistician 500 500 500 500 500

Logistician 1,000 1,000 1,000 1,000 1,000

Sr. Supply Syst. Analyst 1,600 1,600 1,600 1,600 1,600

Supply Syst. Analyst 1,600 1,600 1,600 1,600 1,600

Totals: 4,700 4,700 4,700 4,700 4,700

(c) The Estimated Total Hours include overtime and subcontracting hours but exclude holidays, sick leave, vacation days and other absences.

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the task order.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this order is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this task order the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

#### LEVEL OF EFFORT - DELIVERY/TASK ORDER PERFORMANCE

It is understood and agreed that the number of hours and the total dollar amount for each labor category specified under this task order are estimates only and shall not limit the use of hours or dollar amounts in any labor category which may be required. Accordingly, in the performance of this task order, the contractor shall be allowed to adjust the quantity of labor hours provided for within labor categories specified in the order provided that in so performing the contractor shall not in any event exceed the ceiling price restrictions of the task order, including modifications thereof.

#### PAYMENT OF FIXED FEE

The fixed fee for work performed under this task order is \$ \_\_\_ \* \_\_\_ (base period) provided that approximately 4,700 hours (base period) of technical effort are employed by the contractor in performance of this task order. If substantially fewer than 4,700 hours (base period) of said services are so employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of \$ \_\_\_ \* \_\_\_ per direct labor hour (base period) invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." The total of all such payments shall not exceed eighty-five (85%) percent of the fixed fee specified. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

\* - To be filled in at time of award.

#### REIMBURSEMENT OF TRAVEL COSTS

##### (a) Travel

(1) Area of Travel. Performance under this task order 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:

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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 task order and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this task order 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 task order 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 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 (4) persons on TDY at one site.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

National Inventory Management Strategy (NIMS)

Program Management Support - NIMS Project Office

Performance Work Statement

### BACKGROUND:

DLA in concert with NAVSUP is working on the consolidation of inventory management of retail inventories for items managed by DLA. This Supply Chain Management effort is a step in the process to reduce retail inventories managed under today's Navy Working Capital Fund (NWCF) and Budget Project (BP) 28. The resultant streamlined consumable supply chain supports OSD's Program Budget Decision (PBD) 422. In addition, this effort allows for the elimination of wholesale/retail duplication for DLA consumables and allows DLA to manage inventory positioned at Navy retail sites under the Defense Working Capital Fund (DWCF).

Much of Navy's Retail inventory is currently managed through Relational Supply (RSupply). RSupply provides daily Transaction Item Reporting (TIR) to the Naval Inventory Control Point for detailed and up-line reporting under the Material Financial Control System (MFCS). The retail TIRs are based on standard MILSTRAP transaction formats and procedures for issues, receipts and adjustments.

### PURPOSE:

The purpose of this Statement of Work is to define the roles and responsibilities for program management and execution of the transition of RSupply activities to NIMS. This effort requires conversion of existing RSupply transactions through middleware ("Black Box") developed and operated by the Streamline Automated Logistics Transmission System (SALTS) Office for NIMS reporting to DLA. Currently only one RSupply site (NAS Whidbey Island) has implemented NIMS, but the roll out plan includes all NASs (approximately 20) by 2010, followed by afloat units (50+) by 2015.

### SCOPE:

The scope of this effort consists of providing program management support to include:

Maintain currency of the Black Box Requirements Statement business process and interface mapping of MILSTRIP/MILSTRAP transactions from RSupply to DLA.

Development of management plan for major changes to the Black Box, e.g., the detailed requirements document, testing, implementation/training and Life Cycle Maintenance/Management (LCM).

Assisting in the development of Inventory Record Management (IRM) functionality and procedures for inventory reconciliation of NIMS assets.

Maintenance of a web-based history file to allow for on-line retention of 12 months of current detailed reported TIR information along with an additional 12 months worth of history for causative research when required.

Coordinating with the Fleet/TYCOM, DLA and NAVSUP in implementing and sustaining NIMS at RSupply sites.

### DELIVERABLES:

Task 1 – Assist with the operation of NIMS sites

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The Contractor shall monitor daily operations of NIMS sites managed under RSupply with the NIMS Black Box. This includes monitoring the MILSTIP/MILSTRAP transaction flow, resolving errors and recommending process improvements.

1.1 Monitor Transaction Item Reporting for 5,000-15,000 average monthly transaction flow between NIMS site and DLA. Error resolution has involved up to 10% of transaction flow and requires contractor support for working with DLA and the NIMS site to create corrected transactions to be processed via DAAS to DLA.

1.2 Monitor dues management where DLA is providing dues transactions (DWKs) for processing through the “Black Box” and posting to RSupply NIMS sites, and assisting in correction of errors where warranted. Average dues transaction throughput for NIMS site is 1,500 to 5,000 per month and can include 5% of transactions that require contractor assistance in posting/reconciliation.

1.3 Assist NIMS sites with dues management to include monthly review of all items due from DLA with “BD” (Being Delayed) status to determine if updated status for stock dues can be obtained. BD status dues are expected to be between 5-10% of all outstanding DLA dues.

1.4 Work with NIMS sites in identifying all DLA dues with overaged shipping status on a monthly basis and to provide assistance between DLA and the NIMS site for reconciliation. It is expected that 5% of all outstanding dues will experience overaged shipping status.

1.5 Review all Material Release Orders (A5s) for redistribution/sale of excess inventory from NIMS sites to Navy and other DOD customers to ensure proper MILSTRIP/MILSTRAP responses are generated to include ARs (Material Release Confirmation), etc. Current throughput has been approximately 150 per month per NIMS site.

1.6 Resolve problems and establish interim solutions for complex problems identified by the Navy or DLA. For example, an A5J (Disposal Release Order) is erroneously generated for a DAC (Inventory Adjustment Dual Condition) DocID where cc72 = M, Material condemned upon receipt. The contractor will be required to develop solutions for these types of problems as well as resolve actual errors using the “Black Box” Navy middleware. Acceptable resolution of this type of problem is 99%.

1.7 Monitor incoming dues to ensure the redistribution (A2) transaction is properly converted to a Material Release Order (A5E) and forwarded to DAAS for processing to include the associated storeroom location information. Average throughput per month for a single site has been 500.

1.8 Collaborate with Navy and DLA on the establishment of new stock levels and allowances. Load NIMS stock levels in the Navy RSupply records and provide DLA with allowance changes which impact NIMS items.

1.9 Review quarterly stock levels recommendations with the NIMS sites. The contractor will be responsible for preparation of detailed RSupply transactions (e.g., X05 - Allowance) to update changes in levels for establishment of Requisition Objectives. This will also include establishment of appropriate Automatic Reorder Restriction Codes (ARRCs) for NIMS support. Throughput can range between 5,000 – 13,000 transactions in levels changes per quarter for a NIMS site.

1.10 Coordinate asset reconciliations with DLA to maintain inventory/financial integrity of Navy and DLA files.

1.11 Coordinate with DLA to maintain inventory/financial integrity to within 98% accuracy through the recovery of various MILSTRIP/MILSTRAP transactions that have not been processed by DLA.

1.12 Task 1 Performance Factors.

Factor 1.

Satisfactory: Inventory/financial integrity is maintained at 98% accuracy or better through the recovery of various MILSTRIP/MILSTRAP transactions that have not been processed by DLA.

Unsatisfactory: Inventory/financial integrity is maintained at less than 98% accuracy through the recovery of various

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MILSTRIP/MILSTRAP transactions that have not been processed by DLA.

Factor 2.

Satisfactory: At least 95% of the NIMS Black Box related transactions are processed each day, with corrective action taken within 24 hours when a problem is identified by DLA.

Unsatisfactory: Less than 95% of the NIMS Black Box related transactions to be processed each day, with corrective action taken within 24 hours or more when a problem is identified by DLA.

Factor 3.

Satisfactory: Acceptable solutions are developed for 99% of complex problems identified by the Navy or DLA.

Unsatisfactory: Acceptable solutions are developed for less than 99% of complex problems identified by the Navy or DLA.

Task 2 – Assist with implementation of NIMS at new Navy RSupply sites

The Contractor will support implementing NIMS at new Navy RSupply sites as designated by Navy and DLA. This includes pre-implementation preparations to the IT systems and data, e.g. identify NIMS candidates, reconcile management data with FLIS, validate Never-Out Items, provide DLA with Navy stock levels and allowances for establishment of the initial NIMS stocking levels. This will include:

2.1 Identify excess Navy Working Capital Fund inventory that can be redistributed prior to transition to NIMS. Provide detailed transactions associated with material redistribution where warranted to move excess inventory from the site to another Navy Working Capital Fund site.

2.2 Identify site-unique problems with procedures and systems to be addressed. Recommend options to resolve prior to NIMS implementation. Preparations will normally begin 90 days prior to implementation. The goal is to identify and resolve all problems with no implementation delays.

2.3 Provide on-site training on the NIMS concept of operations. Training will include details associated with NIMS conversion and daily operations under NIMS.

2.4 The contractor will assist the NIMS site with establishment of all appropriate Automated Reorder Restriction Codes (ARRCs), Local Management Codes (LMC) and Limit Flags used in support of NIMS.

2.5 The contractor will identify all Acquisition Advice Code (AAC) items for allowed material with AACs of T, V and Y to assist the NIMS site for building valid replacement NSNs when available for these items, to include transferring allowances, requisitioning objectives, etc. to the new NSN.

2.6 The contractor will assist in the creation and monitoring of all associated decapitalization and capitalization transactions required for Navy and DLA to effectively transfer the inventory at time of conversion. The contractor will assist in correction of any transactions that require resolution to decapitalize and capitalize the inventory transferred to DLA. All residual inventory balances will be resolved within 10 working days after conversion.

2.7 The contractor will assist in creation of all requisition and reorder point data required in the form of retail stocking level (CSL) transactions for loading to DLA. Average transactions can reach between 5,000 -15,000 per site for inventory transferred to DLA.

2.8 The contractor will be responsible for maintaining the NIMS master table of all NSNs identified as NIMS line items. This will include the updating of primary storeroom location data from RSupply NIMS sites at time of conversion and follow on changes to allow for stock replenishment using the prime location for RSupply sites.

2.9 Task 2 Performance Factors.

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Satisfactory: 100% of residual inventory balances are resolved within 10 working days after conversion.

Unsatisfactory: Less than 100% of residual inventory balances are resolved within 10 or more working days after conversion.

### Task 3 – Maintenance of the NIMS Black Box

The Contractor will provide Subject Matter Expertise to maintain currency of the Black Box middleware used by the Navy for converting RSupply transactions for reporting via DAAS to DLA. A broad understanding of Navy and DLA supply is essential, along with detailed knowledge of RSupply, MILSTRIP/MILSTRAP and NIMS. Additional tasks include:

3.1 As required modify the Requirements Statement to guide the efforts of the SALTS Office programmers to incorporate new business processes and interface requirements that effect the middle-ware for NIMS transaction processing.

3.2 Utilize a tracking mechanism for monitoring completion of all middleware program changes required to support NIMS. This will include monitoring, testing and ensuring production is updated with changes when warranted. A project management plan will be required for major changes.

3.3 Provide Inventory Reconciliation Management (IRM) testing support. Coordinate loading of the test database, DLA transactions and NIMS activity transactions. Evaluate and provide feedback on performance and initiate program changes to facilitate the IRM process.

3.4 Monitor detailed conversion and transaction flow from RSupply to the NIMS Black Box Middleware solution for detailed Transaction Item Reporting transactions to ensure they are properly converted and forwarded to DLA via DAAS. Monthly throughput is estimated at 15,000 transactions per month per NIMS site. Provide correction actions where warranted for any exception processing. Estimated exceptions have averaged 5%.

3.5 Provide detailed training for DLA users on the NIMS Web site used to monitor detailed transactions processed by RSupply NIMS sites.

3.6 Task 3 Performance Factors.

Satisfactory: Acceptable solutions are developed for 99% of new processes requiring modifications to the NIMS Black Box functionality identified by the Navy or DLA.

Unsatisfactory: Acceptable solutions are developed for less than 99% of new processes requiring modifications to the NIMS Black Box functionality identified by the Navy or DLA.

### Task 4 – Meetings

The Contractor shall participate in meetings with the Government, as necessary, to identify and gather the necessary data in support of the NIMS Level of Effort. This may include detailed technical and programming meetings with any government entity or other contractors currently conducting work in support of the NIMS effort. The Contractor may be required to prepare agendas, presentations and shall prepare minutes of meetings detailing the discussions and decisions reached during the meeting. These minutes shall be submitted electronically within two business days of the meeting and will be updated to the Project Folder no less than monthly. Meeting minutes and trip reports will be due 5 working days after event.

4.1 Task 4 Performance Factors.

Timeliness.

Satisfactory: 90-100% of all deliverables completed on or before the due date.

Unsatisfactory: Less than 90% of all deliverables completed on or before the due date.

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#### Quality.

Satisfactory: 90-100% of all written deliverables accepted by the Task Order Manager with no rework necessary due to errors, omissions or erroneous information.

Unsatisfactory: Less than 90% of all written deliverables accepted by the Task Order Manager with no rework necessary due to errors, omissions or erroneous information.

#### Accuracy.

Satisfactory: 90-100% of all deliverables accepted by the Task Order Manager with no calculation errors.

Unsatisfactory: Less than 90% of all spreadsheet analyses accepted by the Task Order Manager with no calculation errors.

#### Task 5 – Status Reporting

The Contractor will submit a written report once per month to the Government summarizing the current LOE. This report is to include recent accomplishments, key activities underway, upcoming events of note and projected activities for the next month, any problems or concerns, findings and recommendations for business process improvement for deployment of NIMS, labor hours expended, cumulative labor hours expended, actual dollars expended, including Other Direct Costs, and cumulative dollars expended. In addition, the contractor will maintain a project folder that will include a table of contents, updated metrics as applicable, any and all trip reports, point papers, PowerPoint pitches and other pertinent data that can be useful for monitoring the project level of effort. This folder will be updated no less than monthly. Monthly Status Reports and updated project folders will be due on the 5th of the month.

##### 5.1 Task 5 Performance Factors.

#### Timeliness.

Satisfactory: 90-100% of all deliverables completed on or before the due date.

Unsatisfactory: Less than 90% of all deliverables completed on or before the due date.

#### Quality.

Satisfactory: 90-100% of all written deliverables accepted by the Task Order Manager with no rework necessary due to errors, omissions or erroneous information.

Unsatisfactory: Less than 90% of all written deliverables accepted by the Task Order Manager with no rework necessary due to errors, omissions or erroneous information.

#### Accuracy.

Satisfactory: 90-100% of all deliverables accepted by the Task Order Manager with no calculation errors.

Unsatisfactory: Less than 90% of all spreadsheet analyses accepted by the Task Order Manager with no calculation errors.

#### Place of Performance:

The place of performance shall be primarily in Mechanicsburg/Camp Hill PA.

#### GOVERNMENT FURNISHED MATERIAL:

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The government will provide computer connectivity to include the tools needed for using e-mail and phone services while the contractor is performing services in government spaces when required.

TRAVEL: (Combining trips will be considered in order to reduce travel expenses.)

Travel from to Mechanicsburg, Pa to SALTS Central in Philadelphia (Two SMEs duration 2 days). Estimated travel is 2 trips. However, additional travel may be necessary on an as required basis.

Travel from Mechanicsburg to Fort Belvoir, VA (Two SMEs, duration 3 days). Estimated travel is 1 trip. However, additional travel may be necessary on an as required basis.

Travel from Mechanicsburg to DLA Columbus, OH (Two SMEs, duration 3 days). Estimated travel is 1 trip. However, additional travel may be necessary on an as required basis.

**SECURITY CLEARANCE:**

The Contractor shall comply with all appropriate Government security directives and regulations when performing work in support of this contract. Work to be performed under this contract is UNCLASSIFIED.

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**SECTION D PACKAGING AND MARKING**

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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 periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

1000	5/12/2007 - 5/11/2008
1001	5/12/2008 - 5/11/2009
3000	5/12/2007 - 5/11/2008
3001	5/12/2008 - 5/11/2009

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

1002	5/12/2009 - 5/11/2010
3002	5/12/2009 - 5/11/2010
4000	5/12/2010 - 5/11/2011
4001	5/12/2011 - 5/11/2012
6000	5/12/2010 - 5/11/2011
6001	5/12/2011 - 5/11/2012

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## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager  
 GUY E STORM, 41  
 5450 CARLISLE PIKE  
 MECHANICSBURG, PA 17055-0791  
 GUY.STORM@NAVY.MIL  
 717-605-7022

### Accounting Data

SLINID	PR Number	Amount
100001		18200.00
LLA :		
AA 97X4930 5CBX 2700002904 001 2520 S33189 SP10010700002		
Standard Number: SP10010700002		
300001		352.99
LLA :		
AA 97X4930 5CBX 2700002904 001 2520 S33189 SP10010700002		
Standard Number: SP10010700002		

### MOD 1

100001		105000.00
LLA :		
AA 97X4930 5CBX 2700002904 001 2520 S33189 SP10010700002		
Standard Number: SP10010700002		
300001		3000.00
LLA :		
AA 97X4930 5CBX 2700002904 001 2520 S33189 SP10010700002		
Standard Number: SP10010700002		

### MOD 2

100001		25000.00
LLA :		
AA 97X4930 5CBX 2700002904 001 2520 S33189 SP10010700002		
Standard Number: SP10010700002		

### MOD 3

100001		9997.88
LLA :		
AA 97X4930 5CBX 2700002904 001 2520 S33189 SP10010700002		
Standard Number: SP10010700002		

### MOD 5

100002		100000.00
LLA :		
AB 97X4930 5CBX 2700002904 001 2520 S33189 SP10010800103		
Standard Number: SP10010800103		

### MOD 6

100002		58931.52
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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### REQUIRED STANDARD OF WORKMANSHIP

Unless otherwise specifically provided in this task order, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

### LIMITATION OF LIABILITY - INCREMENTAL FUNDING

This task order is incrementally funded and the amount currently available for payment hereunder is limited to the cumulative amount of funding obligated in Section G, inclusive of fee. Subject to the provisions of the clause entitled "Limitation of Funds" (FAR 52.232-22) of the General Provisions of this task order, no legal liability on the part of the Government for payment in excess of the cumulative amount of funding obligated in Section G shall arise unless additional funds are made available and are incorporated as a modification to this task order.

\* To be filled in at time of award.

### 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.

### SUBSTITUTION OR ADDITION OF PERSONNEL (NAVSUP 5252.237-9400) (JAN 1992)

(a) The quoter agrees to assign to the task order those persons whose resumes, personnel data forms or personnel qualification statements were submitted as required in Section L to fill the requirements of the task order. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) The quoter agrees that during the first 180 days of the task order performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the contracting officer and provide the information required by paragraph (d) below.

(c) If personnel for whatever reason become unavailable for work under the task order for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the quote, the contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period)

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shall have qualifications equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the task order occurs, the quoter shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required for paragraph (d) above. The additional personnel shall have qualifications greater than or equal at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the quoter, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the task order is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the task order or the delivery order, the task order may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the task order price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

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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:

52.232-22 Limitation of Funds (Apr 1984)

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**SECTION J LIST OF ATTACHMENTS**