

**DELIVERY ORDER**

**FINAL**

1. CONTRACT NO. <b>N00178-05-D-4570</b>	2. DELIVERY ORDER NO. <b>M80204</b>	3. EFFECTIVE DATE ORIG <b>03/31/2006</b> MOD <b>08/07/2006</b>	4. PURCHASE REQUEST NO. <b>N00421-06-MR-58149</b>
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5. ISSUED BY <b>NAVAIR Aircraft Division Pax River Michelle Lee Briscoe 2.5.1.4.5. 21983 BUNDY ROAD, Bldg 441 Patuxent River, MD 20670 michelle.briscoe@navy.mil 301-757-2006 Ext.</b>	CODE <b>N00421</b>	6. ADMINISTERED BY <b>DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE, MD 21202-5299</b>	CODE <b>S2101A</b>
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7. CONTRACTOR <b>Spalding Consulting 44811 Joy Chapel Rd Hollywood, MD 20636-0000</b>	CODE <b>1SMG1</b>	FACILITY	8. DELIVERY DATE <b>See Section F</b>
			9. CLOSING DATE/TIME
			BET ASIDE TYPE
			10. MAIL INVOICES TO <b>See Section G</b>

11. SHIP TO <b>See Section D</b>	12. PAYMENT WILL BE MADE BY <b>DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43213</b>	CODE <b>HQ0338</b>
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13. TYPE OF ORDER	<input checked="" type="checkbox"/> D	<input checked="" type="checkbox"/> X	This delivery order/all is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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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.

<b>Spalding Consulting</b>	<b>Barry Spalding, President</b>
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
<b>See the Following Pages</b>					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and enclose.	21. UNITED STATES OF AMERICA <b>By: Margaret E Hayden Stone</b>	22. TOTAL <b>08/07/2006</b>
	CONTRACTING/ORDERING OFFICER:	

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		

CONTRACT NO. N00178-05-D-4570	DELIVERY ORDER NO. M80204	PAGE 2 of 2
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**MODIFICATION 04**

The purpose of this modification is to provide incremental funding for task order M802 under contract number N00178-05-D-4570. Accordingly, said Task Order is modified as follows:

**SECTION G Contract Administration Data**

The line of accounting under SLIN 100003 is hereby added as follows:

AC 1761804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30F51140N

CIN: 001016494000004 - [REDACTED]

SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

**ESTIMATED**

ITEM (S): 100001, 100002 and 100003

ALLOTED TO COST: \$ [REDACTED]

ALLOTED TO FEE: \$ [REDACTED]

PERIOD OF PERFORMANCE: 31 MAR 06 - 30 MAR 07

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

(c) CLINs/SLINs 100001, 100002 and 100003 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

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

**FUNDING PROFILE**

It is estimated that these incremental funds will provide for [if LOE, enter the number of hours; if completion or supply enter items and quantities] The following details funding to date:

Total CLIN: 1000

Total ECPFF: [REDACTED]

Previous Funding: [REDACTED]

Funds this Action: [REDACTED]

Balance Unfunded: \$ [REDACTED]

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

**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	eRIIP Support Base Period (O&M,N)	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]
100001	Funding for CLIN 1000				
100002	Funding for CLIN 1000				
100003	Funding for CLIN 1000				

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1100	eRIIP Support Option Year 1 (O&M,N) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1200	eRIIP Support Option Year 2 (O&M,N) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	eRIIP Support Option Year 3 (O&M,N) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4100	eRIIP Support Option Year 4 (O&M,N) Option	1.0 Lot	[REDACTED]	[REDACTED]	[REDACTED]

Additional CLINs may be created to accommodate different types of funds that may be used to fund this effort.  
 All CLINs are Cost Reimbursable to include travel and materials.  
 The exercise of option CLIN 4000 is contingent upon the award term option period at the basic contract level being exercised.

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### 1.0 INTRODUCTION

This performance work statement is for the operation and maintenance of the electronic Readiness Integrated Improvement Program (eRIIP) software application, as well as the software engineering effort required to incorporate major enhancements, e.g. USNR and USMC data.

### 2.0 BACKGROUND

eRIIP is an automated system for data collection, analysis, and reporting of Naval Aviation Readiness Integrated Improvement Program (NAVRIIP) metrics utilizing both NAVAIR internal and external data sources to build Cockpit Charts (CpCs). The system permits decision makers within the Naval Aviation Enterprise (NAE) to include AIRSpeed initiatives to make quick readiness decisions. eRIIP is a web-based display of automated NAVRIIP Cross-Functional Team (CFT) metrics, created with the goal of integrating a variety of Naval Aviation logistics readiness data into a single data source. A majority of the collected data is transactional, and each piece is considered a data element. The program allows users to drill down to view additional information for a specific base, air wing, aircraft type/model, etc. As an automated system it allows immediate access to data for analysis by Naval Aviation leaders via a secure website.

Readiness, Standards and Policy (RS&P) and Maintenance & Supply Chain Management (M&SCM) organizational status are captured in CpCs, using predetermined measurable attributes. The CpCs share a crucial element in the functionality of eRIIP as they provide senior leaders a quick and easy way to view the health of an air wing or individual squadron. Each CpC contains the essential data and operational capabilities for senior Naval Aviation leadership and Type/Model/Series (TMS) teams to monitor the readiness of the air wings and squadrons. In addition, the CpCs provide data by which to address the readiness challenges displayed through eRIIP and to help redefine Naval Aviation business processes providing cost-effective solutions at minimal cost. Through the use of CpCs, Naval Aviation managers are provided straightforward and consistent methods for accessing and monitoring current metrics. The information also enables aviation managers to rapidly identify barriers and implement solutions to improve readiness.

### 3.0 SCOPE

The objective of the NAVAIR eRIIP PWS is to provide Operations and Maintenance (O&M) support and incorporate enhancements to the NAVAIR eRIIP software application.

### 4.0 APPLICABLE DIRECTIVES

#### 4.1 Applicable Clauses

Current referenced applications shall be modernized and all future development shall be performed in accordance with the Navy Enterprise Application Developer's Guide (NEADG), DON/NAVAIR FAM and Task Force Web (TFWeb) mandates. Any Web sites/servers hosted/located in contractor facilities, or outside NAVAIR enclave, shall transition to NAVAIR architecture and infrastructure as soon as possible. A transition plan shall be provided within 60 days. Registration of all web sites shall be completed within 30 days, if not yet completed.

Any tools developed that will be hosted by NMCI or run on NMCI workstations shall be certified for NMCI and comply with NMCI policy. Additionally, any servers supporting this effort shall be transitioned to meet the requirements of the current NAVAIR Server Consolidation effort.

#### ORDERING PROCEDURES FOR NAVY MARINE CORPS INTRANET (NMCI) SERVICES (Sep 2000)

(a) This Support Services contract may require the use of and/or access to Department of Navy (DoN) Information Technology (IT) Resources by contractor personnel for contract performance. Applicable DoN IT Resources for performance of this contract shall be procured from the NMCI Contractor pursuant to the authority of NMCI Contract # N00024-00-D-6000, clause 5.2 "Ordering". (b) The Support Services contractor shall obtain written authorization from the Contracting Officer executing this contract, prior to ordering directly from the NMCI Contractor. No NMCI Order may be placed without the prior written authorization of the Contracting Officer. Any NMCI Order exceeding the written authorization of the Contracting Officer shall be treated as an unallowable cost pursuant to FAR Part 31. (c) The Government shall reimburse the contractor for the placement of NMCI Orders including applicable indirect burdens (general & administrative, etc.), excluding profit or fee.

CONTRACT NO. N00178-05-D-4570	DELIVERY ORDER NO. M80204	PAGE 3 of 16
----------------------------------	------------------------------	-----------------

All Information Assurance (IA) will be in compliance with the following:

§ CJCSI 6211.02B--Defense Information System Network (DISN): Policy Responsibilities and Processes of 31 July 2003

§ CJCSI 6212.01C--Interoperability and Supportability of Information Technology and National Security Systems

§ DoDD 8100.1--Global Information Grid (GIG) Overarching Policy

§ DoDD 8500.1--Information Assurance

§ DoDI 8500.2--Information Assurance Implementation

§ DoDI 8510.bb--DoD Information Assurance certification and Accreditation Process (DIACAP) (DRAFT)

§ DoDI 8510.1--DoD Information Technology Security Certification and Accreditation Process (DITSCAP)

§ CNO N614/HQMC C4--Navy-Marine Corps Unclassified Trusted Network Protection (UTN-Protect) Policy, Version 1.0, 31 October 2002

#### 4.2 Applicable References

§ Executive Order 12958, as amended, "Classified National Security Information"

§ Executive Order 12333, "United States Intelligence Activities", 4 Dec 1981

§ Federal Information Security Management Act of 2002, Title III of E-Government Act of 2002 (PL 107-347)

§ Computer Security Act of 1987 (PL 100-235)

§ OMB Circular A-130, "Management of Federal Information Resources," 28 Nov 2000

§ CNSS Instruction 4009, "National Information Systems Security Glossary," May 2003

§ NSTISSD 500, Information Systems Security Education, Training and Awareness," 25 Feb 1993

§ NSTISSI 4011, National Training Standard for Information Systems Security Professionals," 20 June 1994

§ CNSS Instruction 4012, "National IA Training Standard for Senior System Managers", June 2004

§ National Security Telecommunications and Information Systems Security Policy (NSTISSP) No.11, "National Policy Governing the Acquisition of IA and IA-enabled IT Products," Jan 2000

§ Chairman Joint Chiefs of Staff Manual (CJCSM) 6510.01, "Information Assurance (IA) and Computer Network Defense (CND)", 25 Mar 2003

§ CJCSI 6510.01D, "IA and CND", 15 June 2004

§ CJCSI 6211.02B, "Defense Information System Network (DISN): Policy Responsibilities and Processes," 31 July 2003

§ CJCSI 6212.01C, "Interoperability and Supportability of Information Technology and National Security Systems," 20 Nov 2003

§ DoDD 3020.26, "Continuity of Operations (COOP) Policy and Planning," 26 May 1995

§ DoDD 4630.5, "Interoperability and Supportability of IT and NSS," 5 May 2004

§ DoDI 4630.8, "Procedures for Interoperability and Supportability of IT and NSS," 30 Jun 2004

§ DoDD 8500.1, "Information Assurance", 24 Oct 2002

§ DoDI 8500.2, "Information Assurance Implementation", 6 Feb 2003 DoDI 5200.40, "DoD IT Security Certification and Accreditation (C&A) Process (DITSCAP)," 30 Dec 1997

§ DoD 8510.1-M, "DITSCAP Application Manual" 31 Jul 2000

§ DoDI 8520.2, "Public Key Infrastructure (PKI) and Public Key (PK) Enabling," 1 Apr 2004

§ DoDD 8320.2, "Data Sharing in a Net-Centric DoD," 2 Dec 2004

§ SECNAVINST 5239.3A, "DON Information Assurance Policy," 20 Dec 2004

CONTRACT NO. N00178-05-D-4570	DELIVERY ORDER NO. M80204	PAGE 4 of 16
----------------------------------	------------------------------	-----------------

§ SECNAVINST 5211.5D, "DON Privacy Act Program," 17 July 1992

§ SECNAVINST 5720.47, "DON Policy for Content of Publicly Accessible WW Sites", 24 Oct 2003

§ SECNAVINST 5510.36, "DON Information Security Program Regulation" 17 Mar 99

§ DoN CIO Guidance on Information Management/IT Inherently Governmental Functions," Nov 2001

§ OPNAVINST 5239.1B, "Navy IA Program", 9 Nov 1999

§ OPNAVINST 2201.2, "Navy and Marine Corps Computer Network Incident Response," 3 Mar 1988

§ OPNAVINST 2201.3; CH-1, "COMSEC Monitoring of Navy and Marine Corps Telecommunications and AISs", 27 Jan 1999

§ Navy-Marine Corps Unclassified Trusted Network (UTN-Protect) Policy, 4 Aug 2004

#### 4.3 AIR 6.8 Standard Processes

The contractor shall follow the standard processes defined in the following AIR-6.8 documents to the greatest extent practicable:

§ Software/System Change Management Process Doc (SChgMP) # 2001-NAVAIR36LIMSS-0024 Version 1.2 6/2/03

§ Software/System Configuration Management Plan Doc (SCMP) # 2001-NAVAIR36LIMSS-0026 Version 1.2 6/2/03

## 5.0 PERFORMANCE REQUIREMENTS

### 5.1 System Tasks

5.1.1. The contractor shall enhance, re-engineer, migrate, and re-host the NAVAIR eRIIP software application as required to satisfy customer requirements. In order to accomplish this task, the contractor shall:

- a) Utilize the Process Max software tool, Star Team Configuration Management tool, Remedy Action Request System tool, and DOORS requirements management tool;
- b) Provide Cost and Schedule Impact (CSI) statements to the NAVAIR eRIIP Configuration Control Board (CCB) upon request;
- c) Incorporate approved NAVAIR eRIIP CCB requirements.

5.1.2. The contractor shall provide NAVAIR eRIIP software application operations and maintenance support. The contractor shall maintain NAVAIR eRIIP libraries, programs, stored procedures, directories, database interface codes, and user screens.

5.1.3. The contractor shall monitor and run the eRIIP production systems data refresh process and ensure database integrity and quality is maintained. The complete production systems data refresh process will be run once per month, with some data occasionally requiring refresh twice per month.

5.1.4. The contractor shall prepare and deliver quarterly releases of the eRIIP software application. The contractor shall modify the eRIIP software application based upon prioritized chits in the Remedy Action Request System tool and, for enhancements, approved CCB requirements.

5.1.5. In addition to the regular quarterly releases, the contractor shall also prepare and deliver emergency releases, as required, no frequently than once every two weeks.

5.1.6. The contractor shall maintain NAVAIR eRIIP software documentation using the Process Max tool.

5.1.7. The contractor shall prepare a quarterly Fleet satisfaction report that provides the Government with an evaluation of customer satisfaction of the NAVAIR eRIIP product.

5.1.8. The contractor shall prepare the following reports:

- a) Monthly Status Report
- b) Monthly Financial Status Report

For the financial reports, the contractor shall include all labor, material, and travel costs incurred by the contractor. The contractor shall format the report to provide labor hours and related cost for the current

CONTRACT NO. N00178-05-D-4570	DELIVERY ORDER NO. M80204	PAGE 5 of 16
----------------------------------	------------------------------	-----------------

period, the task order to date, the total amount negotiated for the task order, and the amount remaining on the task order. The contractor shall report Other Direct Costs similarly.

## 5.2 Program Management

The use of Integrated Product and Process Development (IPPD) management approaches and the use of Integrated Product and Process Teams (IPPTs) are highly recommended.

The contractor shall establish and maintain a Project Management System that shall include the following areas:

- a) Program planning and control
- b) Configuration Management
- c) Financial management
- d) Data management
- e) Risk management.

### 5.2.1 Meetings

The contractor shall conduct weekly meetings with the eRIIP Program Manager (PM). The meetings will provide the contractor and the NAVAIR eRIIP PM an opportunity to discuss any questions or issues or any recent changes to the program or configuration. These meetings should be conducted by means of teleconference.

The contractor shall conduct Quarterly in Process Reviews (IPRs), summarizing task order progress against management baseline, quality control and performance objective/standard summary, and other issues/concerns.

### 5.2.2 Risk Assessment, Mitigation, and Management Program

The contractor shall establish and implement a risk management program that identifies, evaluates, and mitigates program risks from a technical, cost, and schedule perspective.

## 5.3 Analysis and Control

The contractor shall establish and maintain a Program Master Schedule and a detailed schedule for enhancement of the system. The contractor shall implement cost/schedule control procedures.

## 5.4 Performance Standards

The contractor shall comply with and is subject to the Performance standards attached to this solicitation as Attachment (1).

## 5.5 Constraints

### 5.5.1 Government Furnished Information (GFI)

The Government shall deliver source data for enhancement and sustainment within five days of contract award. Government eRIIP documents will be available through the Process Max document repository after contract award. All GFI and Government Furnished Software (GFS), including source code, must be returned to the government at the conclusion of the period of performance.

### 5.5.2 NAVAIR eRIIP Software

The contractor will either be provided access to Government-owned servers with the following software application tools or with licensed copies of Government-owned software, as appropriate. The contractor shall be proficient in the use of the following software:

- a) COGNOS (Impromptu Administrator, Impromptu Web Reports Server, Notice Cast, Power Play Enterprise Server, Query Server, Report Net, Transformer (UNIX), Transformer (Windows), and Visualizer)
- b) Oracle (Enterprise Server, 9I Developer, Advanced Security, Jmiator, Oracle Designer, Oracle Reports, and Rman)
- c) Informatica (Informatica Power center)
- d) Macromedia (Cold Fusion MX Enterprise Edition)

CONTRACT NO. N00178-05-D-4570	DELIVERY ORDER NO. M80204	PAGE 6 of 16
----------------------------------	------------------------------	-----------------

### 5.5.3 NAVAIR eRIIP Hardware

The eRIIP application currently resides on the following servers:

- a) IBM (AIX OS)
- b) COMPAQ HP (Windows XP)

As part of a technology insertion strategy, the contractor may recommend changes to Government owned hardware and software. Any recommendations should include, at a minimum:

- a) A description of the comparative performance advantages between the existing equipment and software specifications and the available changes in technology.
- b) Documentation providing the price in a form such as catalog, price list, schedule, or other verifiable established record.
- c) Upgrade plan for updating Government owned systems to the latest technology. These upgrade plans shall include details for the CPU, graphics, memory, display, storage, and interface upgrades to increase the performance of existing systems. Upgrade plans shall contain any trade-in programs available.

### 5.5.4 Work Schedule

Contractor personnel are expected to conform to Government normal business hours Monday through Friday, with the exception of Federal holidays. Actual hours of work will be agreed upon at time of task order start up. Work outside of normal work hours, if required, will be addressed on a case-by-case basis between the Contractor representative and Task Order Manager (TOM).

### 5.5.5 Travel Requirements

Travel is not anticipated for this effort; however, the contractor shall propose any travel determined to be necessary to support this requirement. Travel shall be in accordance with the Joint Travel Regulations (JTR). All travel must be approved by the task order manager in writing via either memorandum or e-mail prior to initiation of travel.

### 5.5.6 Place of Performance

The place of performance for this requirement will be Patuxent River, MD. This effort will be performed 100% at the contractor's facility.

### 6.0 Deliverables

- Monthly Status Report
- Monthly Financial Status Report
- Client Satisfaction Summary Report
- Plan of Actions and Milestones
- Requirements Traceability Matrix

CONTRACT NO. N00178-05-D-4570	DELIVERY ORDER NO. M80204	PAGE 7 of 16
----------------------------------	------------------------------	-----------------

## SECTION D PACKAGING AND MARKING

Packaging and Marking shall be in accordance with Section D of the SeaPort-e Multiple Award Basic Contract.

## SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be in accordance with Section E of the ScaPort-e Multiple Award Basic Contract.

## SECTION F DELIVERIES 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:

CLIN 1000 31 Mar 06 - 30 Mar 07

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

CLIN 1100 31 Mar 07 - 30 Mar 08

CLIN 1200 31 Mar 08 - 30 Mar 09

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

CLIN 4000 31 Mar 09 - 30 Mar 10

CLIN 4100 31 Mar 10 - 30 Mar 11

#### Place of Performance

Patuxent River Naval Air Station

Note: It is anticipated that no Temporary Additional Duty (TDY) assignments away from the primary site of performance will be required. However, the Government reserves the right to assign TDY tasks away from the primary duty station.

#### F-1 Task Order Options

(b) The Government may extend the term of this order by written notice to the contractor within 5 days of the current period of performance; provided, that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the end of the current period of performance. The preliminary notice does not commit the Government to an extension.

(c) If the Government exercises this option, the extended order shall be considered to include this option provision.

(d) The total duration of this order, including the exercise of any options under this clause, shall not exceed 5 years.

**SECTION G CONTRACT ADMINISTRATION DATA**

Accounting Data

SLINID	PR Number	Amount
100001	0010164940-0001	[REDACTED]
LLA :		
AA 1761804 4A4N 252 00019 0 050119 2D 000000		
CIN: 001016494000001		
CIN: 001016494000002		
Cost Code: AIR30F51140N		

MOD 3		
100002	0010164940-0002	[REDACTED]
LLA :		
AB 1761804 4A4N 252 00019 0 050119 2D 000000		
COST CODE: AIR30F51140N		
CIN 001016494000003		

MOD 4		
100003	0010164940-0003	[REDACTED]
LLA :		
AC 1761804 4A4N 252 00019 0 050119 2D 000000		
COST CODE: AIR30F51140N		
CIN 001016494000004		

SLIN 100001 Line of Accounting is changed as follows:

From: 1761804 4A4N 252 00019 0 050119 2D 000000 Cost Code: AIR30F51140N

To: AA 1761804 4A4N 252 00019 0 050119 2D 000000 Cost Code: AIR30F51140N

**TASK ORDER MANAGER (TOM) APPOINTMENT (APR 2005)**

(a) The Task Order Ordering Officer hereby appoints the following individual as the Task Order Manger (TOM) for this task order:

Name: Brian Miller

Code: 6.8.4

Mailing Address: Bldg 447, Unit 8

47060 McLeod Rd

Patuxent River, MD 20636

Telephone:

Commercial (301) 757-8902

DSN 757-8902

(b) The TOM is responsible for those specific functions assigned in the Task Order Administration Plan, attached.

(c) Only the Task Order Ordering Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order 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 existing scope of this task order is requested, the contractor shall promptly notify the Task Order Ordering Office in writing. No action shall be taken by the contractor unless the Task Order Ordering Officer, PCO or ACO has issued a formal modification.

**252.232-7003 Electronic Submission of Payment Requests (JAN 2004)**

(a) Definitions. As used in this clause—

(1) "Contract financing payment" and "invoice payment" have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) "Electronic form" means any automated system that transmits information electronically from the

initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using one of the electronic forms provided for in paragraph (b) of this clause.

(3) "Payment request" means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:

(1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA). Information regarding WAWF-RA is available on the Internet at <https://wawf.eb.mil>.

(2) Web Invoicing System (WInS). Information regarding WInS is available on the Internet at <https://ecweb.dfas.mil>.

(3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.

(i) Information regarding EDI formats is available on the Internet at <http://www.X12.org>.

(ii) EDI implementation guides are available on the Internet at <http://www.dfas.mil/ccedi>.

(4) Another electronic form authorized by the Contracting Officer.

(c) If the Contractor is unable to submit a payment request in electronic form, or DoD is unable to receive a payment request in electronic form, the Contractor shall submit the payment request using a method mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

(d) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.

#### G-1 Wide Area Workflow-Receipts and Acceptance (WAWF)

The contractor shall submit invoices for payment per contract terms. The Government shall process invoices for payment per contract terms.

For each invoice submitted for payment, the contractor shall also email the WAWF automated invoice notice directly to the Invoice/Acceptance Officer identified below.

Invoice/Acceptance Officer: Brian Miller

Phone Number: (301) 757-8902

E-Mail Address: [brian.miller@navy.mil](mailto:brian.miller@navy.mil)

Ship To DODAAC: N00421

SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

ESTIMATED

ITEM (S): 100001, 10002 and 1003

ALLOTTED TO COST [REDACTED]

ALLOTTED TO FEE [REDACTED]

PERIOD OF PERFORMANCE: 31 MAR 06 - 30 MAR 07

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to

time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs 10001, 10002 and 10003 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

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

#### FUNDING PROFILE

It is estimated that these incremental funds will provide for [if LOE, enter the number of hours; if completion or supply enter items and quantities] The following details funding to date:

Total CLIN: 1000

Total ECPFF ██████████

Previous Funding ██████████

Funds this Action ██████████

Balance Unfunded: \$ ██████████

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBA's 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-c MACs and as further determined in accordance with Special Contract Requirement II-19.

### 5252.211-9502 GOVERNMENT INSTALLATION WORK SCHEDULE (NAVAIR) (OCT 2005)

(a) The Holidays applicable to this contract are: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

(b) In the event that the contractor is prevented from performance as the result of an Executive Order or an administrative leave determination that applies to the using activity, such time may be charged to the contract as a direct cost provided such charges are consistent with the contractor's accounting practices. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the assigned Government employees at the using activity.

### 5252.232-9509 REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS (NAVAIR) (MAR 2000)

(a) 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 necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances. All contractor personnel required to perform work on any U.S. Navy vessel shall

obtain boarding authorization from the Commanding Officer of the vessel before boarding.

(b) **Travel Policy.** The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR Subpart 31.2. Travel required for tasks assigned under this contract shall be governed in accordance with: Federal Travel Regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR); Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in the FTR or JTR (hereinafter the SR).

(c) **Travel.** Travel and subsistence are authorized for travel beyond a fifty-mile radius of the contractor's office whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a fifty-mile radius of the contractor's office. The contractor shall not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the contractor's facility will not be reimbursed.

(1) For travel costs other than described in paragraph (c) above, the contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of services under the contract and is authorized by the COR in writing.

(2) When transportation by privately owned conveyance is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the FTR, JTR or SR. Authorization for the use of privately owned conveyance shall be indicated in the basic contract. Distances traveled between points shall be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed the mileage shown in the standard highway mileage guides.

(3) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic contract and in accordance with food traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.

(4) The contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers.

(d) **Vehicle and/or Truck Rentals.** The contractor shall be reimbursed for actual rental/lease of special vehicles and/or trucks (i.e., of a type not normally used by the contractor in the conduct of its business) only if authorized in the basic contract or upon approval by the COR. Reimbursement of such rental shall be made based on actual amounts paid by the contractor. Use of rental/lease costs of vehicles and/or trucks that are of a type normally used by the contractor in the conduct of its business are not subject to reimbursement.

(e) **Car Rental.** The contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team.

(f) **Per Diem.** The contractor shall not be paid for per diem for contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a fifty-mile radius of the contractor's home office or the contractor's local office. Per Diem is authorized for contractor personnel beyond a fifty-mile radius of the contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate shall be the same as the prevailing per diem in the worksite locality. These rates will be based on rates contained in the FTR, JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from contractor's home or local office, and on the day of return. Reimbursement to the contractor for per diem shall be limited to actual payments to per diem defined herein. The contractor shall provide actual payments of per diem defined herein. The contractor shall provide

supporting documentation for per diem expenses as evidence of actual payment.

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

(h) Special Material. "Special material" includes only the costs of material, supplies, or services which is peculiar to the ordered data and which is not suitable for use in the course of the contractor's normal business. It shall be furnished pursuant to specific authorization approved by the COR. The contractor will be required to support all material costs claimed by its costs less any applicable discounts. "Special materials" include, but are not limited to, graphic reproduction expenses, or technical illustrative or design requirements needing special processing.

**5252.242-9515 RESTRICTION ON THE DIRECT CHARGING OF MATERIAL (NAVAIR) (JUL 1998)**

(a) The term "material" includes supplies, materials, parts, equipment, hardware and Information Technology (IT) resources including equipment, services and software. This is a service contract and the procurement of material of any kind that are not incidental to and necessary for contract performance may be determined to be unallowable costs pursuant to FAR Part 31. No materials may be acquired under the contract without the prior written authorization of the Contracting Officer's Representative (COR). IT resources may not be procured under the material line item of this contract unless the approvals required by Department of Defense purchasing procedures have been obtained. Any material provided by the contractor is subject to the requirements of the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and applicable Department of the Navy regulations and instructions.

(b) Prior written approval of the COR shall be required for all purchases of materials. If the contractor's proposal submitted for a task order includes a list of materials with associated prices, then the COR's acceptance of the contractor's proposal shall constitute written approval of those purchases.

(c) The costs of general purpose business expenses required for the conduct of the contractor's normal business operations will not be considered an allowable direct cost in the performance of this contract. General purpose business expenses include, but are not limited to, the cost for items such as telephones and telephone charges, reproduction machines, word processing equipment, personal computers and other office equipment and office supplies.

## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.216-8 FIXED FEE (MAR 1997)

### CLAUSES INCORPORATED BY FULL TEXT

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)

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

(b) General.

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

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

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

## SECTION J LIST OF ATTACHMENTS

- Attachment 3 Past Performance Questionnaire (3 pages)
- Exhibit A Contract Data Requirements List (A001-A006)
- Attachment 6 Workforce Qualifications (1 page)
- Attachment 1 Performance Standards (1 page)
- Attachment 2 Labor Category Breakdown (1 page)
- Attachment 5 Task Order Manager Appointment Letter (3 pages)
- Attachment 4 Relevant Corporate Experience Matrix (1 page)
- Attachment 7 Rev 1 Government furnished Equipment (GFE) List