

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
14

3. EFFECTIVE DATE
23-Feb-2016

4. REQUISITION/PURCHASE REQ. NO.
1300550082

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00421

7. ADMINISTERED BY (If other than Item 6) CODE

S2404A

NAVAIR Aircraft Division Pax River
21983 BUNDY ROAD, Bldg 441
Patuxent River MD 20670
christopher.colyer@navy.mil 301-757-2684

DCMA Manassas
14501 George Carter Way
Chantilly VA 20151

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Aviation Management Analytical Consultants
516 Innovation Drive
Chesapeake VA 23320

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-10-D-5910-M801

10B. DATED (SEE ITEM 13)

27-Feb-2014

CAGE CODE
5KFM0

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

- (*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- 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).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- [X] D. OTHER (Specify type of modification and authority)
FAR 43.103(a), FAR 52.232-22 Limitation of Funds, and FAR 52.217-9

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

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

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GENERAL INFORMATION

The purpose of this bilateral modification is to 1) exercise Option Year 2 (CLINs 7200, 7210, and 9200); 2) update Section F to exercise option CLINs; 3) provide incremental funding in the amount of \$568,212.02; 4) remove requirement for incurred cost reporting by: a) removing 5252.232-9529, Incurred Cost Clause; b) delete Section C - Paragraph 5.10 'Incurred Cost' and revise Section C - Paragraph 6.0 to remove CDRL A006; c) remove Attachment 7 in Section J; d) delete CDRL A006; 5) update Section G - 5252.242-9511 and 5252.201-9501 to reflect accurate COR duties; and 6) update Section G - 5252.232-9104 Allotment of Funds. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$ [REDACTED] by \$ [REDACTED] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
720001	O&MN,N	0.00	[REDACTED]	[REDACTED]
720002	O&MN,N	0.00	[REDACTED]	[REDACTED]
720003	O&MN,N	0.00	[REDACTED]	[REDACTED]
720004	O&MN,N	0.00	[REDACTED]	[REDACTED]
920001	O&MN,N	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from \$ [REDACTED] by \$ [REDACTED] to \$ [REDACTED].00.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7200	0.00	[REDACTED]	[REDACTED]
7210	0.00	[REDACTED]	[REDACTED]
9200	0.00	[REDACTED]	[REDACTED]

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	R706	Facilities SSAR Logistics Support in accordance with Section C Statement of Work. (Base Period). (Fund Type - OTHER)	1.0	LO	█	█	█
400001	R706	Funding in support of CLIN 4000. (O&MN,N)					
400002	R706	Funding in support of CLIN 4000. (O&MN,N)					
400003	R706	Funding in support of CLIN 4000. (O&MN,N)					
400004	R706	Funding in support of CLIN 4000. (O&MN,N)					
400005	R706	Funding in support of CLIN 4000. (APN)					
400006	R706	Funding in support of CLIN 4000. (O&MN,N)					
400007	R706	Funding in support of CLIN 4000. (O&MN,N)					
400008	R706	Funding in support of CLIN 4000. (O&MN,N)					
400009	R706	Funding in support of CLIN 4000. (O&MN,N)					
400010	R706	Funding in support of CLIN 4000. (O&MN,N)					
4010	R706	Data to support CLIN 4000 in accordance with Contract Data Requirements List (CDRL), DD Form 1423. Base Period. (NOT SEPARATELY PRICED) (Fund Type - OTHER)	1.0	LO	█	█	█

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R706	Facilities SSAR ODCs, Travel and Material in support of Labor CLIN 4000. Base Period. (Fund Type - OTHER)	1.0	LO	█
600001	R706	Funding in support of CLIN 6000. (O&MN,N)			
600002	R706	Funding in support of CLIN 6000. (O&MN,N)			
600003	R706	Funding in support of CLIN 6000. (O&MN,N)			
600004	R706	Funding in support of CLIN 6000. (O&MN,N)			
600005	R706	Funding in support of CLIN 6000. (O&MN,N)			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	R706	Facilities SSAR Logistics Support in accordance with Section C Statement of Work. Option Period 1. (Fund Type - OTHER)	1.0	LO	██████████	██████████	██████████
710001	R706	Funding in support of CLIN 7100 (O&MN,N)					
710002	R706	Funding in support of CLIN 7100. (O&MN,N)					
710003	R706	Funding in support of CLIN 7100. (O&MN,N)					
710004	R706	Funding in support of CLIN 7100 (O&MN,N)					
710005	R706	Funding in support of CLIN 7100 (O&MN,N)					
710006	R706	Funding in support of CLIN 7100 (O&MN,N)					
710007	R706	Funding in support of CLIN 7100 (O&MN,N)					
710008	R706	Funding in support of CLIN 7100 (O&MN,N)					
710009	R706	Funding in support of CLIN 7100 (O&MN,N)					
710010	R706	Funding in support of CLIN 7100 (O&MN,N)					
7110	R706	Data to support CLIN 7100 in accordance with Contract Data Requirements List (CDRL), DD Form 1423. Option Year 1. (NOT SEPARATELY PRICED) (Fund Type - OTHER)	1.0	LO	██████	██████	██████
7200	R706	Facilities SSAR Logistics Support in accordance with Section C Statement of Work. Option Period 2. (Fund Type - OTHER)	1.0	LO	\$ ██████████	██████████	██████████
720001	R706	Funding in support of CLIN 7200 (O&MN,N)					
720002	R706	Funding in support of CLIN 7200 (O&MN,N)					
720003	R706	Funding in support of CLIN 7200 (O&MN,N)					
720004	R706	Funding in support of CLIN 7200 (O&MN,N)					
7210	R706	Data to support CLIN 7200 in accordance with Contract Data Requirements List (CDRL), DD Form 1423. Option Period 2. (NOT SEPARATELY PRICED) (Fund Type - OTHER)	1.0	LO	\$ ████████	██████	██████
7300	R706	Facilities SSAR Logistics Support in accordance with Section C Statement of Work. Option Period 3. (Fund Type - OTHER) Option	1.0	LO	██████████	\$ ██████████	\$ ██████████
7310	R706	Data to support CLIN 7300 in accordance with Contract Data Requirements List (CDRL), DD Form 1423. Option Period 3. (NOT SEPARATELY PRICED) (Fund Type - OTHER) Option	1.0	LO	██████	██████	██████
7400	R706	Facilities SSAR Logistics Support in accordance with Section C Statement of	1.0	LO	██████████	██████████	██████████

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Work. Option Period 4. (Fund Type - OTHER)					
		Option					
7410	R706	Data to support CLIN 7400 in accordance with Contract Data Requirements List (CDRL), DD Form 1423. Option Period 4. (NOT SEPARATELY PRICED) (Fund Type - OTHER)	1.0	LO	██████	██████	██████
		Option					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9100	R706	Facilities SSAR ODCs, Travel and Material in support of CLIN 7100. Option Period 1. (Fund Type - OTHER)	1.0	LO	██████
910001	R706	Funding in support of CLIN 9100 (O&MN,N)			
910002	R706	Funding in support of CLIN 9100 (O&MN,N)			
9200	R706	Facilities SSAR ODCs, Travel and Material in support of CLIN 7200. Option Period 2. (Fund Type - OTHER)	1.0	LO	██████
920001	R706	Funding in support of CLIN 9200 (O&MN,N)			
9300	R706	Facilities SSAR ODCs, Travel and Material in support of Labor CLIN 7300. Option Period 3. (Fund Type - OTHER)	1.0	LO	██████
		Option			
9400	R706	Facilities SSAR ODCs, Travel and Material in support of Labor CLIN 7400. Option Period 4. (Fund Type - OTHER)	1.0	LO	██████
		Option			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

1.0 Introduction: The AIR 6.7.2.3 branch was developed to help NAVAIR programs through the processes and time-lines required to identify and execute ship and shore facility requirements and to ensure that Navy and Marine Corps military and civilian personnel performing RDT&E, operational, training, and maintenance activities have the Facilities they need to accomplish their mission. The task of providing quality Facilities support to the Fleet requires extensive coordination and documentation of requirements among many activities and stakeholders in the Navy, other services, and Contractors to ensure that cost, schedule, performance, sustainability, and readiness objectives are met. It requires a multi-disciplinary approach since many issues affect Facilities, such as civil engineering, environment, logistics, readiness, and cost. The AIR-6.7.2.3 NAVAIR Facilities Support Lead is charged with programmatic guidance and leadership to ensure branch objectives are met and policies are formulated and promulgated to the Facilities Enterprise Leadership Team (FELT), Facilities Enterprise Team (FET), and the greater Naval Aviation Enterprise.

2.0 Background: Facilities Integrators/Logistics Element Managers (LEMs) are responsible for developing and documenting the Facilities requirements of existing and new air systems for the Navy and Marine Corps. Currently, DoN program managers are directed to create a Facilities Requirement Document (FRD) specific to their own program's platform or system. Due to the complex nature of the extensive data and paper documentation required in capturing Facilities data, the DoD library of FRDs is not capable of monitoring and reflecting program growth and/or capability enhancements. Additionally, information latency is of particular concern due to the risk of decision making and planning being based on outdated information; with paper-based documentation of this type, currency is based on the program's ability and desire to fund frequent updates as well as the time required to produce these often large and complex documents. Facility planning for current and future systems at afloat and shore locations requires quantified, rationalized, readily-available information about the needs for operational, maintenance and training Facilities for such systems.

The FELT has been directed to integrate/improve processes and develop tools for both ship and shore Facilities requirements identification and execution processes in close association and coordination with the FET. The FET is composed of those Facilities and logistics professionals from all skill levels and areas of expertise, both internal and external to NAVAIR, across all locations that provide Facilities support to aviation programs. These logistic support services shall require improving the process of maintaining, modifying, and updating technical requirements by enhancing the DoN's ability to convert paper documents to an electronic database format.

3.0 Scope of Work: The Facilities Support Lead (FSL) and FELT in support of the FET requires continuous updates and improvements of processes and data collection efforts and capabilities already developed. The primary focus shall be on updating the DoN's existing Ship-Shore Aviation Requirements (SSAR) tool, delivered on February 21, 2008, and providing continued policy development support to the FSL and process support for the FELT, FET and Program Teams. To date, SSAR development has included baselining Facilities Requirement Documents (FRDs), integration of enhanced electronic FRD (eFRD) functionality to include modules encompassing Fixed and Rotary Wing Aircraft, Unmanned Aerial Vehicles, and Targets as well as the addition of Site Survey, Ship's Resume, Tools, HAZMAT, Supportability T&E, and Platform Basic Facilities Requirements (PBFR) modules. Updates shall include other program facility requirements identified by CNAF, NAVFAC, NAVSEA, NAVAIR, CNIC and Coast Guard for all Naval Aviation Weapons Systems, Air Capable Ships and Shore Activities. Future phases of the SSAR tool shall consist of logistic support services, facilitating live data input from designated program personnel, and template/module addition for new programs. This effort shall require daily collaboration with the FSL and FELT with efforts focused on improving, updating, and validating weapons systems Facilities requirements and attributes. With the promulgation of Naval Air Systems Command Instruction (NAVAIRINST) 11000.1, Identification and Documentation of Facility Requirements in Support of Naval Aviation Weapons Systems on 12 June 2013, all Naval Aviation systems/programs shall be required to use SSAR as the tool of choice to capture, formulate, store and execute Facility requirements.

4.0 Applicable Directives: Specific requirements documents, specifications, standards, and references currently required for the performance of this task order are listed below. The Government will provide access to all necessary reference documents not commercially or generally available to the Contractor. Following all applicable Distribution Statements, these documents will be provided as needed by the AIR-6.7.2.3

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Branch Head or his/her Government designee. The following list of directives is provided for reference only:

DoD Directive 5000.1 Defense Acquisition System, DoDI 5000.2, MILCON Team Planning and Program Process. Knowledge Management System, "Do D Weapon System Acquisition Documents", "Shore Facility Acquisition", "Ship Facility Acquisition", "Appropriations." Directives available under "[Shared](#)" Documents" located at <https://nserc.navy.mil/navair/fet>.

4.1 All Information Assurance (IA) shall be in compliance with the following listed instructions to include those referenced within the below listing:

- ‡ SECNAV M-5239.1 DoN Information Assurance Program; Information Assurance Manual
- ‡ National Industrial Security Operating Manual (NISPOM)
- ‡ CJCSI 6211.02 (series) --Defense Information System Network (DISN): Policy Responsibilities and Processes of 31 July 2003
- ‡ CJCSI 6212.01 (series) --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 M-8510.1--DoD Information Technology Security Certification and Accreditation Process (DITSCAP) Application Manual
- ‡ DoDI 5200.40, "DoD IT Security Certification and Accreditation (C&A) Process (DITSCAP)," 30 Dec 1997
- ‡ CNO N614/HQMC C4--Navy-Marine Corps Unclassified Trusted Network Protection (UTN-Protect) Policy, Version 1.0, 31 October 2002"
- ‡ NAVAIR CIO Website (NAVAIR specific policy and guidelines): <https://mynavair.navair.navy.mil/cio>
- ‡ OMB Guide for Managing U.S. Government Websites <http://www.usa.gov/webcontent/>
- ‡ OMB Policies for Federal Public Websites, OMB M-05-04 http://www.usa.gov/webcontent/policies_and_implementation.shtml
- ‡ Section 508 Standards <http://www.section508.gov/>
- ‡ DOD Web Policy and Guidelines <http://www.defenselink.mil/webmasters/>
- ‡ Navy Information Operations Command (NIOC) Norfolk Web Risk Assessment Team Website <https://www.nioc-norfolk.navy.mil/operations/wra/wra.shtml>

5.0 Performance Requirements:

FACILITES REQUIREMENTS DEVELOPMENT and EXECUTION PROCESS SUPPORT

5.1 Logistics Support Tasking:

5.1.1 The Contractor shall extend the user base for the NAVAIR logistics IT system, SSAR tool, through site additions, template updates, streamlined user interface of FRDs and the process of information/data gathering of FRDs from the Product Support Managers (PSM)/Assistant Program

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Managers for Logistics (APMLs)/program offices for identifying Facilities requirements to include gap analysis reports of existing ship/shore/aviation Facilities documents (Reference paragraph 3.0).

5.1.2 The Contractor shall maintain a comprehensive data set for the Naval Aviation Facilities Requirements Data Directory to help standardize and improve processes of identifying ship and shore facility requirements throughout the Navy by using an online-accessible repository. Routine Maintenance shall include, but not be limited to, daily updates to SSAR FRD data sets as coordinated by the Task Order Contracting Officers Representative (COR) (formerly Task Order Manager, TOM).

5.1.3 The Contractor shall provide analysis and recommendations for standardizing Navy-wide development and execution of ship/shore/airborne requirements through the interpretation of Navy programs and Facilities acquisition policy.

5.1.4 The Contractor shall communicate information, such as FRD statistics and data related to weapon system ship / shore Facilities requirements development and execution process references, to the Facilities Enterprise Team (FET) throughout the Navy during monthly FELT meetings.

5.1.5 The Contractor shall identify the commonality and differences between ship and shore facility requirements and stand alone identification and execution of the ship/shore/airborne requirements for development of the requirements in SSAR.

5.1.6 The Contractor shall have required online updates of FRDs from directed program offices to SSAR posted for ship and shore planners/engineers to be available within five (5) working business days.

5.1.7 The Contractor shall develop and present quarterly training for FET membership regarding the Facilities requirement development and execution process.

5.1.7.1 The Contractor shall provide this in-class training and associated learning material such as handbooks, handouts, worksheets, and videos. Training shall be presented in Microsoft PowerPoint version 2003 or later format.

5.1.7.1.2 The Contractor shall ensure that hard copies of the material are available for every student during the course. The number of students shall be provided by the COR. The training shall be a multi-event evolution (3 days), each day lasting 8 hours and conducted at the Contractor's regional office site, located within 30 miles of Patuxent River, MD.

5.1.8 The Contractor shall provide a SSAR helpdesk for operator assistance. Helpdesk shall consist of a phone line manned from 8:00 AM to 5:00 PM Eastern Standard Time, Monday through Friday to accommodate core working hours.

5.1.8.1 The Contractor shall respond to help desk inquiries based on documented government policy established standard operating procedures (SOPs). For policy inquiries not covered by documented government policies or SOPs, or not under the cognizance of AIR 6.7.2.3, the Contractor shall refer the inquiry to a government lead in AIR 6.7.2.3.

5.1.8.2 The maintaining and tracking of trouble ticket reports shall be submitted in Microsoft Excel/2003 or later as coordinated with the COR (reference CDRL A001). The Contractor shall provide a weekly summary of trouble-ticket requests. See Surveillance Activity Checklist.

5.1.9 The Contractor shall monitor the user rate of the SSAR tool (total quantity, organizations, and primary users) while maintaining and tracking on a spreadsheet in Microsoft Excel/Word version 2003 or later as coordinated with the COR (Reference CDRL A002).

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5.1.9.1 The Contractor shall maintain an accurate, monthly updated list of primary customer users as contact references for customer platforms. This list shall be sent directly to the COR with the following contact information: name, organization, phone number. See "Attachment 1 - Surveillance Activity Checklist".

5.1.10 The Contractor shall provide the NAVAIR National Facilities Support Lead with development/lifecycle documents. Documents shall focus on Facilities requirements development and execution through phase three of SSAR. Documents shall be formatted in Microsoft Excel/Word version 2003 or later as coordinated with the COR (Reference CDRL A002).

5.2 Data Collection, Migration, and Transformation Tasks:

5.2.1 The Contractor shall utilize the Dynamic Object Oriented Requirements System (DOORS) to provide an enhanced, automated process of electronically scanning of paper FRD documents and extracting technical requirements. The contractor shall provide automated analysis and classification by placing extracted data into the SSAR repository maintained at the government facility at Naval Surface Warfare Center, Dahlgren, VA, with an input schedule of no more than five (5) working business days.

5.2.2 The Contractor shall establish automated test procedures to ensure data transformation is accurate, with 95% of the data elements being correctly transferred. The validation/verification process shall take no more than five (5) working business days.

5.2.3 All Information Technology Systems or software/application development, modification or support shall be performed in accordance with Defense Business Transformation guidance (formerly Business Management Modernization Program (BMMP)), DON/NAVAIR Functional Area Manager (FAM) Policies and Guidance, Network and Server Registration, and Web Enablement mandates.

5.2.4 The Contractor shall provide analysis and recommendations to enhance the Facilities site survey data documentation and process. Goals shall be to provide toolsets to utilize currently added weapons system requirements in SSAR. The Contractor shall participate in and provide technical support and analysis to include reductions in site surveys conducted, elimination of redundancy in site surveys, transference of existing/future site survey data to SSAR and Gap analysis through site surveys. Site surveys shall be provided by program office/APMLs.

5.3 FET Communication Website:

5.3.1 The Contractor shall track, maintain, and make applicable software/system updates as approved by the COR to the FET Microsoft SharePoint portal located at the government facility, Naval Surface Warfare Center, Dahlgren, VA. The POC shall be the Navy System Engineering Resource Center (NSERC) at (540) 653-2979. Updates shall be directed by the NAVAIR 6.7.2.3 National Facility Support Lead. Updates shall be tracked weekly as directed by the COR, and status reports delivered to the COR monthly using Microsoft Excel/Word version 2003 or later as coordinated with the COR (Reference CDRL A002).

5.3.2 All Information Technology systems, software, and website development, modification or support shall be performed in accordance with all applicable Federal, DoD, DON, and NAVAIR policy, guidance, standards, and strategies, and should be integrated with MyNAVAIR (NAVAIR Corporate Portal) whenever possible. Any Web sites/servers hosted/located in Contractor Facilities, or outside NAVAIR enclave, will transition to NAVAIR architecture and infrastructure in accordance with Legacy Shutdown guidance. Policies include, but are not limited to those referenced under paragraph 4.0, Applicable Directives.

5.4 Travel:

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Travel destinations and tasking shall be authorized from the Contractor's Site by the COR should that tasking involve direct support to the FSL, FELT, FET and/or Program Teams for continued development and refinement of the SSAR tool. All funding for travel expenses, if available, shall be authorized by the COR and only those travel expenses having valid receipts and travel claims shall be reimbursed to the Contractor. Travel shall be reimbursed at cost in accordance with FAR 31.205-46 and the Joint Travel Regulations (JTR) found at <http://dodtravelregs.hqda.pentagon.mil/>. In no instance may the COR authorize travel by the Contractor in advance of funding availability.

5.5 Material and Equipment:

The Contractor may be required to provide material and supplies. The Contractor shall purchase miscellaneous supplies and hardware for report publication and dissemination supplies, and mailings in direct support of SSAR through Other Direct Costs (ODC). The material expenses shall be authorized by the COR, and only those material expenses having prior COR approval shall be reimbursed to the Contractor.

5.5.1 Given a five (5) working business days notice, the Contractor shall be able to provide teleconference facilities and equipment for contractor/government meetings and acquire online teleconference software (i.e. GoToMeetings online conferencing) to function as a host at Contractor offsite location. Availability and usability of teleconference facilities and equipment shall be required upon date of award.

5.5.2 The Contractor shall provide agendas, hosting, and execution of FELT and FET-related national and local conferences to be hosted at Contractor's regional office (Reference Paragraph 5.7.1). Conference agenda and attendees shall be coordinated with the COR.

5.5.2.1 There shall be monthly meetings with the FELT. Agendas shall be sent electronically at least two (2) days prior to meeting, and hardcopies of the agenda shall be provided to all meeting attendees. Meeting notes shall be documented in a post-meeting report, presented electronically in Microsoft Excel/Word version 2003 or later as coordinated with the COR to all attendees, within five (5) business days of the meeting end.

5.5.2.2 There shall be an annual meeting of the FET. Agendas shall be sent electronically at least two (2) days prior to meeting, and hardcopies of the agenda shall be provided to all meeting attendees. Meeting notes shall be documented in a post-meeting report, presented electronically in Microsoft Excel/Word version 2003 or later as coordinated with the COR to all attendees, within five (5) business days of the meeting end.

5.5.3 The Contractor shall attend Navy national symposiums to interface and network the FELT and FET. The Contractor shall provide FET promotion literature, handouts, and promotional displays. A maximum of two (2) persons is expected to attend. Dates of national symposiums to be attended shall be provided by the COR.

5.5.3.1 Symposium meeting notes shall be documented in a post-symposium report, presented electronically in Microsoft Excel/Word version 2003 or later as coordinated with the COR to all attendees, within five (5) business days of the symposium.

5.6 NMCI Accounts

5.6.1 In accordance with the requirements of NAVAIR 5252.204-9505 (System Authorization Access Request (SAAR-N) Requirements for Information Technology), the Contractor shall obtain Navy Marine Corps Intranet (NMCI) accounts to provide a Common Access Card (CAC) with a Public Key Infrastructure (PKI) Certificate to employees required to access secure Government websites and databases to perform the duties included in this SOW.

5.6.2 Any tools developed that shall 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.

5.7 Place of Performance:

5.7.1 The logistic support services to be performed herein shall be performed 95% at Contractor's site. Duties shall require regional office to host monthly FELT meetings within 30 miles of the following location:

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Naval Air Systems Command
NAVAIR 6.7.2.3
McLeod Drive, Building 449, Room 100
Patuxent River, MD 20670

5.8 Surveillance Activity:

5.8.1 This requirement is a non-performance-based work statement and shall be evaluated in accordance with the Surveillance Activity Checklist included as Attachment (1) and in the Contractor Performance Assessment Reporting System (CPARS).

5.9 Security and Government Base Access:

5.9.1 No Operation Security (OPSEC) Plan shall be required nor security classification level.

5.9.2 Access to classified documents is not required, but access by Contractor personnel on this contract is required for the following sites: Naval Air Station, Patuxent River, MD, Dahlgren, VA, Orlando, FL, and Lakehurst, NJ. Base access shall be arranged through the Government Contracting Officer Representative (COR). The COR shall have the responsibility to coordinate and provide a complete authorized Contractor Base Access Request Form for access to any government installation.

5.9.2.1 Visit requests shall be the need to know basis certified by the COR. Visit request to military government installations for classified or unclassified visits from subcontractors shall be sent via the prime Contractor who will certify the need to know basis.

5.9.3 Information Technology Security Reporting. It is imperative that the Government maintain thorough visibility of personnel accessing Government systems while performing under this contract. Therefore, the Contractor shall provide an Information Technology Personnel Security Report for NAVAIR Security (CDRL A004). The Contractor shall separately provide an Information Technology Personnel Security Report for the COR (CDRL A005). Both reports shall be completed 30 days after contract award, with updates within 30 days of gain or loss of employee. Reference NAVAIR Clause 5252.204-9505 "Information Assurance and Personnel Security Requirements for Accessing Government Information Technology System."

6.0 Deliverables/CDRLS

Exhibit A CDRLS:

CDRL A001 – Software/Database Trouble Ticket Report

CDRL A002 – Technical Report – Monthly Status Report

CDRL A003 – Technical Report – Funds and Man-Hours Expenditure Report

CDRL A004 – Information Technology Personnel Security Report for NAVAIR Security

CDRL A005 – Information Technology Personnel Security Report for COR

7.0 Personnel Requirements

7.1 Minimum Personnel Requirements

7.1.1 The contractor shall be responsible for employing personnel having the following levels of education, professional, and technical experience. These qualifications are only a baseline; contractors should strive for technical excellence in personnel by demonstrating experience and qualifications beyond these qualifications.

7.1.2 The specialized experience included as part of the required qualifications shall have been obtained in the field of endeavor indicated by the applicable labor categories listed below. The experience indicated in the following labor categories must have been performed during the past five years. In cases requiring experience of more than five years, at least five years of the total experience must be within the past five years. Key personnel are those who will be performing in Key Labor Categories listed in Section L-5, Paragraph 2.1.

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7.1.3 Personnel must have, or be able to obtain the appropriate security clearance as stated on the DD Form 254. Proof of U.S. citizenship is required to be permitted access to Government installation, aircraft, and ships.

Note: All required experience for all labor categories may have been obtained concurrently. All degrees shall be obtained from an accredited college or university.

The aforementioned matrix is provided to illustrate the relationship between the applicable labor categories contained in L-5, 2.1 of this solicitation and their respective Service Contract Act Wage Determination Equivalent Categories.

7.1.4 DEFINITIONS

As used in the minimum personnel qualification descriptions for this contract, the terms indicated shall be defined or their meaning qualified as follows:

7.1.4.1 academic year - a full or complete year of study at a junior college, college, university, or other academic institution toward which at least 30 semester hours or 45 quarter hours of undergraduate study, or 18 semester hours or 27 quarter hours of postgraduate study, were completed.

7.1.4.2 accredited institution - a post-secondary educational institution (junior college, college, university, technical trade, or professional school) which was approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education.

7.1.4.3 accredited program - an educational program or course of study offered by a post-secondary educational institution which was approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education.

7.1.4.4 degree - an academic title conferred by an educational institution upon completion of a unified course of study; if not otherwise qualified, the term shall mean a degree at the bachelor's, master's, or doctoral levels only.

7.1.4.5 engineering or engineering discipline - when used in relation to educational or work experience requirements, "engineering" shall mean any of the following specific subjects, disciplines, or areas of work experience only: aerospace, civil, computer, electrical, electronics, industrial, mechanical or nuclear engineering.

7.1.4.6 experience and years of experience

7.1.4.6.1 When used in relation to requirements for past participation in professional work or employment activities, "experience" shall mean full-time (on the basis of a standard forty hour work week) participation, at least one-half of which time was spent performing qualifying functions as practitioner or employee.

7.1.4.6.2 When used in relation to requirements for a particular term or period of participation, "years of experience" shall mean full, productive years of participation. Productive years are work years of fifty-two weeks reduced by reasonable amounts of time for holiday, annual, and sick leave. If participation was part-time, or if less than one-half of the standard work week was spent performing qualifying functions, the actual time spent performing qualifying functions may be cumulated to arrive at full years (or years and months) of experience. For example, only the actual number of full days (or full-day equivalents) of duty or drills completed during a year of military reserve participation, or in other qualifying part-time employment or practice may be cumulated toward years of experience. Qualifying part-time experience performed in addition to other full-time qualifying employment during the same period of time may be cumulated on a full-time equivalent basis and added to the full-time experience to satisfy a total experience requirement.

7.1.4.7 postgraduate degree - a master's, Ph.D., or other professional degree for which completion of an undergraduate curriculum for receipt of a bachelor's degree was a prerequisite.

7.1.4.8 technical discipline - when used in relation to educational or work experience requirements, "technical discipline" shall mean a degree in the field of Mathematics or Sciences.

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7.1.4.9 technical rating - completion of a U.S. Navy electronic technology related B or C school for Cryptologic Technician Technical (CTT), Electronic Technician (ET), Electronic Warfare Technician (EW), Fire Controlman (FC), or Information Systems Technician (IT) or the equivalent from another branch of service.

7.1.2 Labor Category Qualifications:

Program Manager - Acts as the overall lead, manager and administrator for the contracted effort in support of aircraft subsystems, ACAT III-IV programs or AAPs. Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues. Oversees contractor personnel program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources and controls financial and administrative aspects of the program/project with respect to contract requirements.

Education: BS or BA degree in Business Administration or other technical discipline. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience may be substituted for a BA/BS, or an additional eight (8) years of experience may be substituted for a BA/BS.

Experience: At least six (6) years of professional experience in the Defense acquisition, of which three (3) years of experience must be in support of Navy Acquisition management. Experience with aircraft systems, hardware and software, configuration control, test and evaluation, systems integration, and systems supportability. Experience in initiating and maintaining technical direction within broad program objectives directly related to aircraft systems, hardware and software, configuration control, test and evaluation, systems integration, and systems supportability. Knowledgeable of acquisition policies and procedures. Demonstrated knowledge of and experience with the requirements of the DOD 5000 series. Demonstrated ability to work with large and diverse teams and the ability to effectively provide guidance, direction, and supervision in all areas of contracted effort such as program management, systems engineering, major system acquisitions, and financial management.

Senior Computer Specialist - Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve automations problems. Addresses scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate database or data processing systems, computer hardware systems and simulations models. Formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, guidelines, and controls. May act as team or project leader, supervising and advising with respect to the work of other computer specialists, scientists, or technicians.

Education: BS or BA degree in Computer Science, Information Systems Management, Mathematics, Operations Research, Statistics, or Engineering. ALLOWABLE SUBSTITUTION: Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions can be substituted for a BS or BA degree.

Experience: At least four (4) years of experience in performing the foregoing functions. At least one

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(1) year of the foregoing total experience shall have been as a team leader or supervisor. At least 1 year of the foregoing total experience shall have consisted of performing computer specialist functions in a technical discipline.

Senior Logistics Specialist – Senior Logistics Specialists support SMEs for respective organizations. Responsible to APMLs, Deputies, PSTLs, and LEMs. Performs various tasks related to the development, operation, evaluation, and improvement of weapon systems supportability and/or maintainability programs and information systems. Works on logistics and maintainability programs and with logistics and maintenance control organizations on issues such as: technical evaluation and identification of weapons systems logistics requirements and resources; development of logistics support and maintainability programs or plans; systems acquisition requirements analysis; budgetary or financial analysis and control; life cycle cost analysis and control; weapons systems hardware and software standardization and compatibility; Integrated Logistics Support (ILS)/Reliability & Maintainability (R&M) program test and evaluation planning and execution; and, ILS/R&M program management analysis. Collects, compiles, analyzes, investigates, researches, or applies logistics, maintenance, acquisition, or financial data and information. Develops, modifies, prepares, or validates documentation in relation to automated logistics or maintenance data reporting systems, and management information systems.

Education: BS or BA degree. ALLOWABLE SUBSTITUTION: An additional five (5) years of acquisition or operational logistics management experience may be substituted for a BS or BA degree.

Experience: At least six (6) years of experience in acquisition logistics support/maintenance engineering; or three (3) years of recent experience in acquisition logistics/maintenance engineering plus a Society of Logistics Engineers (SOLE) Logistician certification program as a Demonstrated Master Logistician (DML). The foregoing experience must include a minimum of three (3) years of specific experience in technical analysis of logistics acquisition requirements analysis as well as experience demonstrating ability to independently perform ILS studies, analysis, and evaluations in support of DoD weapons systems/equipment, both air vehicle and avionics.

Senior Logistics Analyst - Provides guidance and supervision for logistics analysts supporting aircraft, weapon systems, training, or SE programs Conducts logistics, supportability, reliability, maintainability, and operational analyses and provides recommendations for tailoring, optimizing, and establishing logistics element requirements in support of aircraft, weapon systems, training, or SE programs. Provides recommendations for changes to site support including maintenance planning, phased support, manpower and personnel requirements, initial provisioning and material support, support equipment, training and training devices, technical data packaging, handling, storage and transportation, and facilities. Provides recommendations for the development of Life Cycle Cost (LCC) and Total Ownership Cost (TOC) Management Plans. Provides recommendations for the review and development of Maintenance Plans/Logistics Support Analysis (MP/LSA) records, maintenance tasks and Level of Repair (LOR) Analysis recommendations.

Education: BS or BA degree. ALLOWABLE SUBSTITUTION: An additional five (5) years of acquisition or operational logistics management experience may be substituted for a BS or BA degree.

Experience: At least ten (10) years experience in acquisition Level of Repair Analysis (LORA), Maintenance Planning, Logistics Support/Supportability Analysis, Operational Availability analysis, or resource requirements analysis related to in-service support of DoD weapons systems. Life Cycle Costing experience desired. Of the ten (10) years of experience, four (4) years experience in supervising and directing at least three logistics analysts in the performance of comprehensive analyses across the spectrum of ILS elements, during a job assignment in an Acquisition Command or supporting an acquisition command.

Logistics Analyst - Provides support to Senior Logistics Manager and correspondingly to the Program Office APML/Deputies and LEMs across the full spectrum of ILS elements. Support SMEs for respective organizations, including IMRL, SE, P&P, Tech Data, etc. Performs various tasks

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related to the development, operation, evaluation, and improvement of weapon systems supportability and/or maintainability programs and information systems. Works on logistics and maintainability programs and with logistics and maintenance control organizations on issues such as: technical evaluation and identification of weapons systems logistics requirements and resources; development of logistics support and maintainability programs or plans; systems acquisition requirements analysis; budgetary or financial analysis and control; life cycle cost analysis and control; weapons systems hardware and software standardization and compatibility; Integrated Logistics Support (ILS)/Reliability & Maintainability (R&M) program test and evaluation planning and execution; and, ILS/R&M program management analysis. Collects, compiles, analyzes, investigates, researches, or applies logistics, maintenance, acquisition, or financial data and information. Develops, modifies, prepares, or validates documentation in relation to automated logistics or maintenance data reporting systems, and management information systems.

Education: BS or BA degree. ALLOWABLE SUBSTITUTION: An additional five (5) years of acquisition or operational logistics management experience may be substituted for a BS or BA degree.

Experience: At least six (6) years of experience in operational logistics support/maintenance engineering, or three (3) years of recent experience in acquisition logistics/maintenance engineering plus Demonstrated Master Logistician (DML) certification. Three (3) years of the six (6) years experience in technical analysis of operational ILS requirements and operational logistics planning. Experience or education demonstrating ability to perform ILS studies, analysis, and evaluations in support of DoD weapons systems/equipment. ALLOWABLE SUBSTITUTION: An MS or MA degree may be substituted for two (2) years of operations logistics experience.

Computer Specialist - Applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objects by writing, modifying, or adapting computer programs in machine level, assembly and third or fourth generation programming languages. interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches, methods, and techniques to define, plan, organize, design, develop, modify, test and integrate database or data processing systems, computer hardware systems and simulation models. Assists in formulating architectural design, functional specifications, interfaces and documentation of hardware or software systems. uses detailed specification and adapts standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

Education: BS or BA degree in Computer Science, Information Systems Management, Mathematics, Operations Research, Statistics, or Engineering. ALLOWABLE SUBSTITUTION: Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions can be substituted for a BS or BA degree.

Experience: At least three (3) years of recent relevant experience. At least one (1) year of the total experience shall have consisted of performing computer specialist functions in a technical discipline.

Systems Analyst – Collects information to analyze and evaluate. Performs logical and physical system design and reviews and prepares system documents and specifications. Conducts technical research on system upgrades to determine feasibility, cost, time required, and compatibility with system. Prepares reports, studies and documentation. Delivers presentations and participates in meetings. Works on special problem areas; administers complex areas of the network, security analysis and planning.

Education: BS or BA degree in a technical discipline. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; OR an additional eight (8) years of

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experience may be substituted for a BS or BA degree.

Experience: At least six (6) years of experience with mid-sized client-server systems in systems analysis, software design, software development and database administration. Demonstrated knowledge of quality assurance, quality control, and independent verification and validation techniques. Experience working independently and as part of a team in researching data, developing analytical techniques and methodologies. Demonstrated knowledge of system acquisition practices required to design, develop, integrate, test and manufacture a major system. Performs tasks with little or no guidance.

Junior Systems Analyst – Performs research, preparation of logical and physical system designs; and reviews and prepares system documents and specifications. Prepares reports, studies and documentation. Delivers presentations and participate in meetings. Makes recommendations in task areas. Performs tasks under supervision.

Education: BS or BA degree in a technical discipline.

Experience: No experience required.

C-TXT-ECMRA REQUIRED ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA) INFORMATION

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Navy via a secure data collection site. Contracted services, excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

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SECTION D PACKAGING AND MARKING

Items 4000 & 7100 - 7400 - Packaging and marking are not applicable to these items.

Items 6000 & 9100 - 9400 - Packaging and marking shall be in accordance with best commercial practice.

Note: All provisions and clauses of Section D of the basic contract apply to this task order, unless otherwise specified in the task order, in addition to the following:

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

11RA HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)

All reports delivered by the Contractor to the Government under this contract 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: Timothy Martin
AIR-6.7.2.3
Patuxent River, MD

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

5252.247-9508 PROHIBITED PACKING MATERIALS (NAVAIR) (JUN 1998)

The use of asbestos, excelsior, newspaper or shredded paper (all types including waxed paper, computer paper and similar hydroscopic or non-neutral material) is prohibited. In addition, loose fill polystyrene is prohibited for shipboard use.

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SECTION E INSPECTION AND ACCEPTANCE

Note: All provisions and clauses of Section E of the basic contract apply to this task order, unless otherwise specified in the task order, in addition to the following:

5252.246-9514 INSPECTION AND ACCEPTANCE OF TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Inspection and acceptance of technical data and information will be performed by the Procuring Contracting Officer (PCO) or his duly authorized representative. Inspection of technical data and information will be performed by ensuring successful completion of the requirements set forth in the DD Form 1423, Contract Data Requirements List (CDRL) and incorporation/resolution of Government review comments on the data items. Acceptance will be evidenced by execution of an unconditional DD Form 250, Material Inspection and Receiving Report, as appropriate, and/or upon receipt of a second endorsement acceptance by the PCO on the attachment to this contract entitled n/a. The attached form will not be used for high cost data such as drawings, specifications, and technical manuals.

Inspection and Acceptance shall be in accordance with Section E of the SeaPort-e Multiple Award Basic Contract and inspected within the parameters of the Surveillance Activity Checklist.

11RA INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
4000	Destination	Government	Destination	Government
4010	Destination	Government	Destination	Government
6000	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7110	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government
7210	Destination	Government	Destination	Government
7300	Destination	Government	Destination	Government
7310	Destination	Government	Destination	Government
7400	Destination	Government	Destination	Government
7410	Destination	Government	Destination	Government
9100	Destination	Government	Destination	Government
9200	Destination	Government	Destination	Government
9300	Destination	Government	Destination	Government
9400	Destination	Government	Destination	Government

* These terms shall be incorporated at the Task Order level for any ordered Items

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SECTION F DELIVERABLES OR PERFORMANCE

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

4000	2/27/2014 - 2/26/2015
4010	2/27/2014 - 2/26/2015
6000	2/27/2014 - 2/26/2015
7100	2/27/2015 - 2/26/2016
7110	2/27/2015 - 2/26/2016
7200	2/27/2016 - 2/26/2017
7210	2/27/2016 - 2/26/2017
9100	2/27/2015 - 2/26/2016
9200	2/27/2016 - 2/26/2017

CLIN - DELIVERIES OR PERFORMANCE

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

4000	2/27/2014 - 2/26/2015
4010	2/27/2014 - 2/26/2015
6000	2/27/2014 - 2/26/2015
7100	2/27/2015 - 2/26/2016
7110	2/27/2015 - 2/26/2016
7200	2/27/2016 - 2/26/2017
7210	2/27/2016 - 2/26/2017
9100	2/27/2015 - 2/26/2016
9200	2/27/2016 - 2/26/2017

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

7300	2/27/2017 - 2/26/2018
7310	2/27/2017 - 2/26/2018
7400	2/27/2018 - 2/26/2019
7410	2/27/2018 - 2/26/2019
9300	2/27/2017 - 2/26/2018
9400	2/27/2018 - 2/26/2019

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5252.247-9521 PLACE OF PERFORMANCE (NAVAIR) (OCT 2005)

The services to be performed herein shall be performed at:

Contractor Facility-Site
Government On-Site at Patuxent River, MD

5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibit A001 through A006, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

(1) PCO, Code 2.5.1.14

(2) ACO, Code n/a

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses:

Naval Air Systems Command
NAVAIR 6.7.2.3
47013 Hinkle Circle, Building 416
Patuxent River, MD 20670

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SECTION G CONTRACT ADMINISTRATION DATA

G-314 TYPE OF CONTRACT (DEC 1999)

This is a cost plus fixed fee, level of effort, term task order.

SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be **57,600** total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- (b) Of the total man-hours of direct labor set forth above, it is estimated that **0** man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.
- (c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.
- (d) The level of effort for this contract shall be expended at an average rate of approximately **222** hours per week. It is understood and agreed that the rate of man hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- (e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.
- (f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.
- (g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fee} \frac{(\text{Required LOE} - \text{Expended LOE})}{\text{Required LOE}}$$

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Systems Analyst	960	960	960	960	960	4,800
Jr. Systems Analyst	1,920	1,920	1,920	1,920	1,920	9,600
Total Hours	11,520	11,520	11,520	11,520	11,520	57,600

09RA HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT) (NAVSEA)(MAY 1993)

(a) For purposes of this contract, “fee” means “target fee” in cost-plus-incentive-fee type contracts, “base fee” in cost-plus-award-fee type contracts, or “fixed fee” in “cost-plus-fixed-fee type contracts for level of effort type contracts.

(b) The Government shall make payment to the Contractor, subject to and in accordance with the clause in this contract entitled “FIXED FEE” (FAR 52.216-8) or “INCENTIVE FEE” (FAR 52.216-10), as applicable. Such payments shall be equal to * percent (* %) of the allowable cost of each invoice submitted by and payable to the Contractor pursuant to the clause of this contract entitled “ALLOWABLE COST AND PAYMENT” (FAR 52.216-7) subject to the withholding terms and conditions of the “FIXED FEE” or “INCENTIVE FEE” clause, as applicable (percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money). Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract.

(c) The fee(s) specified in Section B, and payment thereof, is subject to adjustment pursuant to paragraph (g) of the special contract requirements entitled “LEVEL OF EFFORT.” If the fee(s) is reduced and the reduced fee(s) is less than the sum of all fee payments made to the Contractor under this contract, the Contractor shall repay the excess amount to the Government. If the final adjusted fee exceeds all payments made to the Contractor under this contract, the Contractor shall be paid the additional amount, subject to the availability of funds. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract at the time of the discontinuance of work.

(d) Fee(s) withheld pursuant to the terms and conditions of this contract shall not be paid until the contract has been modified to reduce the fee(s) in accordance with the “LEVEL OF EFFORT” special contract requirements, or until the Procuring Contracting Officer has advised the paying office in writing that no fee adjustment is required.

*To be incorporated and completed at the Task Order Level, as appropriate.

RA11 HQ G-2-0006 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CITATIONS (ALTERNATE 1) (NAVSEA)(JAN 2008)

(a) For contracts or orders that 1) include contract line items that are funded by multiple accounting classification citations for which a contract line item or items are not broken out into separately identifiable subline items (informational subline items are not separately identifiable subline items); 2) contain cost-reimbursement or time-and-material or labor-hour line items; or 3) authorize financing payments, the payment office will make payment in accordance with the paragraph(s) checked below. Either one contract wide instruction or one or more line item specific instructions have been selected below. If multiple paragraphs are checked, checked item applies to the contract lien items, subline items identified.

(b) The following payment instructions apply to this contract:

[] (1) Line item specific: single funding. If there is only one source of funding for the contract line item (i.e., one ACRN), the payment office will make payment using the ACRN funding of the line item being billed.

[] (2) Line item specific: sequential ACRN order. If there is more than one AFRN within a contract line item, the payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

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(3) Line item specific: contracting officer specified ACRN order. If there is more than one ACRN within a contract line item, the payment office shall make payment within the line item in the sequence ACRN order specified by the contracting officer, exhausting all funds in the previous ACRN before paying from the next ACRN.

(4) Line item specific: by fiscal year. The payment office shall make payment using the oldest fiscal year appropriations first, exhausting all funds in the previous fiscal year before disbursing from the next fiscal year. In the event there is more than one ACRN associated with the same fiscal year, the payment amount shall be disbursed from each ACRN within a fiscal year in the same proportion as the amount of funding obligated for each ACRN within the fiscal year.

(5) Line item specific: by cancellation date. If there is more than one ACRN within a contract line item, the payment office will make payment using the ACRN with the earliest cancellation date first, exhausting all funds in that ACRN before disbursing funds from the next. In the event there is more than one ACRN associated with the same cancellation date, the payment amount shall be disbursed from each ACRN with the same cancellation date in the same proportion as the amount of funding obligated for each ACRN with the same cancellation date.

(6) Line item specific: proration. If there is more than one ACRN within a contract line item, the payment office shall make payment from each ACRN in the same proportion as the amount of funding currently unliquidated for each ACRN.

(7) Contract-wide: sequential ACRN order. The payment office shall make payment in sequential ACRN order within the contract or order, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: alpha/alpha; alpha/numeric; numeric/alpha; and numeric/numeric.

(8) Contract-wide: contracting officer specified ACRN order. The payment office shall make payment in sequential ACRN order within the contract or order, exhausting all funds in the previous ACRN before paying from the next ACRN in the sequence order specified by the contracting officer.

(9) Contract-wide: by fiscal year. The payment office shall make payment using the oldest fiscal year appropriations first, exhausting all funds in the previous fiscal year before disbursing from the next fiscal year. In the event there is more than one ACRN associated with the same fiscal year, the payment amount shall be disbursed from each ACRN within a fiscal year in the same proportion as the amount of funding obligated for each ACRN within the fiscal year.

(10) Contract-wide: by cancellation date. The payment office shall make payment using the ACRN with the earliest cancellation date first, exhausting all funds in that ACRN before disbursing funds from the next. In the event there is more than one ACRN associated with the same cancellation date, the payment amount shall be disbursed from each ACRN with the same cancellation date in the same proportion as the amount of funding obligated for each ACRN with the same cancellation date.

(11) Contract-wide: proration. The payment office shall make payment from each ACRN within the contract or order in the same proportion as the amount of funding currently unliquidated for each ACRN.

(12) Other. If none of the standard payment instructions identified above is appropriate, the contracting officer may insert other payment instructions, provided the other payment instructions—

(i) Provide a significantly better reflection of how funds will be expended in support of contract performance; and

(ii) Are agreed to by the payment office and the contract administration office.

11RA HQ G-2-0007 INVOICE INSTRUCTIONS (NAVSEA) (APR 2011)

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

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(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor documentation is available under Resources at <http://wawftraining.com>.

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

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

Type of Document (contracting officer check all that apply)

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

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

Issue DODAAC	<u>N00421</u>
Admin DODAAC	<u>S2404A</u>
Pay Office DODAAC	<u>HQ0338</u>
Inspector DODAAC	<u>n/a</u>
Service Acceptor DODAAC	<u>N00421</u>
Service Approver DODAAC	<u>S5111A</u>
Ship To DODAAC	<u>See Section F</u>
DCAA Auditor DODAAC	<u>HAA47B</u>
LPO DODAAC	<u>n/a</u>
Inspection Location	<u>See Section E</u>
Acceptance Location	<u>See Section E</u>

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

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

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

Send Additional Email Notification To:
timothy.martin@navy.mil

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

(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the WAWF point of contact (to be determined at Task Order level.)

5252.201-9501 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)(NAVAIR) (JAN 2012)

(a) The Contracting Officer has designated/appointed Timothy Martin as the authorized Contracting Officer's Representative (COR) to perform the following functions, duties, and/or responsibilities:

1) FAR 43.302(a) - Administrative Functions Performed by COR # 30, 38 and 58:

30) When contractors request Government property—

(i) Evaluate the contractor's requests for Government property and for changes to existing Government property and provide appropriate recommendations to the contracting officer;

(ii) Ensure required screening of Government property before acquisition by the contractor;

(iii) Evaluate the use of Government property on a non-interference basis in accordance with the clause at 52.245-9, Use and Charges;

(iv) Ensure payment by the contractor of any rental due; and

(v) Modify contracts to reflect the addition of Government-furnished property and ensure appropriate consideration

(38) Ensure contractor compliance with contractual quality assurance requirements (see Part 46).

(58) Ensure timely submission of required reports.

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2. Conduct surveillance of contractor performance in accordance with the basic contract Quality

Assurance Surveillance Plan (QASP).

3. Review contractor invoices in Wide Area Workflow (WAWF) to ensure proper labor categories

are charged, travel and other items appear consistent with performance, and charges are

reasonable for the work performed.

(b) The effective period of the COR designation is the period of performance of this task order.

(c) In accordance with NAVAIRINST 4200.57, monthly COR reports must be submitted to the

PCO, via the CORT Tool.

5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)

(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. 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:

Items	Alloted to Cost	Alloted to Fee	Estimated Period of Performance
4000	██████████	██████████	27 February 2014 - 26 February 2015
6000	██████████	█ ██████	27 February 2014 - 26 February 2015
7100	██████████	██████████	27 February 2015 - 26 February 2016
9100	██████████	██████████	27 February 2015 - 26 February 2016
7200	██████████	██████████	27 February 2016 - 26 February 2017
9200	██████████	██████████	27 February 2016 - 26 February 2017

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

(c) CLINs/SLINs 4000, 6000, 7100, and 9100 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATIONS OF COST" (FAR 52.232-20).

(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 4,612 labor hours. The following details funding to date:

Base Year:

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CLIN 4000

Total Cost Base Year: [REDACTED]
Funds this Action: [REDACTED]
Funds Available: [REDACTED]
Balance Unfunded: [REDACTED]

CLIN 6000

Total Cost Base Year: [REDACTED]
Funds this Action: [REDACTED]
Funds Available: [REDACTED]
Balance Unfunded: [REDACTED]

CLIN 7100

Total Cost Option Year 1: [REDACTED]
Funds this Action: [REDACTED]
Funds Available: [REDACTED]
Balance Unfunded: [REDACTED]

CLIN 9100

Total Cost Base Year: [REDACTED]
Funds this Action: [REDACTED]
Funds Available: [REDACTED]
Balance Unfunded: [REDACTED]

CLIN 7200

Total Cost Option Year 2: [REDACTED]
Funds this Action: [REDACTED]
Funds Available: [REDACTED]
Balance Unfunded: [REDACTED]

CLIN 9200

Total Cost Option Year 2: [REDACTED]
Funds this Action: [REDACTED]
Funds Available: [REDACTED]
Balance Unfunded: [REDACTED]

Total funds available on the contract [REDACTED]

5252.242-9511 CONTRACT ADMINISTRATION DATA (NAVAIR)(MAR 2008)

(a) Contract Administration Office.

(1) Contract administration functions (see FAR 42.302(a) and DFARS 242.302(a)) are assigned to: See the ADMINISTERED BY Block on the face page of the contract, modification, or order.

(b) Special Instructions (see FAR 42.202(b) and (c)):

In accordance with NAVAIRINST 4200.57, monthly COR reports must be submitted to the PCO, via the CORT

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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.204-9505 SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N) REQUIREMENTS FOR INFORMATION TECHNOLOGY (IT)(NAVAIR) (SEP 2012)

(a) Contractor personnel assigned to perform work under this contract may require access to Navy Information Technology (IT) resources (e.g., computers, laptops, personal electronic devices/personal digital assistants (PEDs/PDAs), NMCI, RDT&E networks, websites such as MyNAVAIR, and Navy Web servers requiring Common Access Card (CAC) Public Key Infrastructure (PKI)). Contractor personnel (prime, subcontractor, consultants, and temporary employees) requiring access to Navy IT resources (including those personnel who previously signed SAAR DD Form 2875) shall submit a completed System Authorization Access Request Navy (SAAR-N), OPNAV 5239/14 (Jul 2008) form or latest version thereof, and have initiated the requisite background investigation (or provide proof of a current background investigation) prior to accessing any Navy IT resources. The form and instructions for processing the SAAR-N form are available at: [NAVAIR Contractor Forms](#).

(b) SAAR-N forms will be submitted to the Government Sponsor or Technical Point of Contact (TPOC) via the contractor's Facility Security Officer (FSO). The designated SAAR-N Government Sponsor or TPCO for contractor employees requiring IT access, [*the designated COR for this task order*] shall be responsible for signing and processing the SAAR-N forms. For those contractors that do not have a FSO, SAAR-N forms shall be submitted directly to the designated SAAR-N Government Sponsor or TPOC. Copies of the approved SAAR-N forms may be obtained through the designated SAAR-N Government Sponsor or TPOC. Requests for access should be routed through the NAVAIR_SAAR.fct@navy.mil mailbox.

(c) In order to maintain access to Navy IT resources, the contractor shall ensure completion of initial and annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required. If requested, the contractor shall provide to the designated SAAR-N Government Sponsor or TPOC documentation sufficient to prove that it is monitoring/tracking the SAAR-N requirements for its employees who are accessing Navy IT resources. For those contractor personnel not in compliance with the requirements of this clause, access to Navy IT resources will be denied/revoked.

(d) The SAAR-N form remains valid throughout contractual performance, inclusive of performance extensions and option exercises where the contract number does not change. Contractor personnel are required to submit a new SAAR-N form only when they begin work on a new or different contract.

5252.209-9510 ORGANIZATIONAL CONFLICTS OF INTEREST (NAVAIR) (SERVICES)(MAR 2007)

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment used in the performance of this contract.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

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(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

- (1) "System" includes system, major component, subassembly or subsystem, project, or item.
- (2) "Nondevelopmental items" as defined in FAR 2.101.
- (3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (5) "Advisory and Assistance Services" (AAS) as defined in FAR 2.101.
- (6) "Consultant services" as defined in FAR 31.205-33(a).
- (7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.
- (8) "Affiliates," means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.
- (9) "Interest" means organizational or financial interest.
- (10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

(1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of 3 years after the date of completion of the contract. (FAR 9.505-1(a))

(2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of 3 years after the terms of this contract. (FAR 9.505-2(a)(1))

(3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or more than one contractor has been involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of 3 years after the terms of this contract. (FAR 9.505-2(b)(1))

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(4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

(5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505)

(6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with 3 years after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

(7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, or the products or services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

(1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;

(2) a description of the work to be performed;

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(3) the dollar amount;

(4) the period of performance; and

(5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

5252.211-9510 CONTRACTOR EMPLOYEES (NAVAIR)(MAY 2011)

(a) In all situations where contractor personnel status is not obvious, all contractor personnel are required to identify themselves to avoid creating an impression to the public, agency officials, or Congress that such contractor personnel are Government officials. This can occur during meeting attendance, through written (letter or email) correspondence or verbal discussions (in person or telephonic), when making presentations, or in other situations where their contractor status is not obvious to third parties. This list is not exhaustive. Therefore, the contractor employee(s) shall:

(1) Not by word or deed give the impression or appearance of being a Government employee;

(2) Wear appropriate badges visible above the waist that identify them as contractor employees when in Government spaces, at a Government-sponsored event, or an event outside normal work spaces in support of the contract/order;

(3) Clearly identify themselves as contractor employees in telephone conversations and in all formal and informal written and electronic correspondence. Identification shall include the name of the company for whom they work;

(4) Identify themselves by name, their company name, if they are a subcontractor the name of the prime contractor their company is supporting, as well as the Government office they are supporting when participating in meetings, conferences, and other interactions in which all parties are not in daily contact with the individual contractor employee; and

(5) Be able to provide, when asked, the full number of the contract/order under which they are performing, and the name of the Contracting Officer's Representative.

(b) If wearing a badge is a risk to safety and/or security, then an alternative means of identification maybe utilized if endorsed by the Contracting Officer's Representative and approved by the Contracting Officer.

(c) The Contracting Officer will make final determination of compliance with regulations with regard to proper identification of contractor employees.

5252.232-9509 REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS (NAVAIR) (MAY 2012)

(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.

Consistent with FAR Subpart 31.2, all costs incurred for lodging, meals and incidental expenses required for tasks assigned under this contract shall be considered reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the 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

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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 good 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

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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.

5252.243-9504 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (NAVAIR) (JAN 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the contractor’s facilities or in any other manner communicates with contractor personnel during the performance of this contract shall constitute a change under the “Changes” clause of this contract.

(b) The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer’s. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

J. Larry Mattingly, 2.5.1.14
21983 Bundy Road
Bldg. 441
Patuxent River, MD 20670
(301) 995-4038
joseph.mattingly@navy.mil

5252.245-9500 GOVERNMENT PROPERTY FOR THE PERFORMANCE OF THIS CONTRACT (NAVAIR) (MAY 2012)

(a) Authorization is granted to use the Government property identified below without rental charge in the performance of this contract and subcontracts of any tier issued hereunder (see FAR 45.201(a) for further information regarding identification requirements) :

(1) Government property currently accountable and managed under the following contracts:

TBD

Contract Number	Nomenclature/Description	Part/Model/Number	Mfg	Serial Number (Unique Item Identifier)	Quantity/Unit of Issue	As Is: Yes/No	Unit Acq Cost

(2) Government furnished property to be provided under this contract:

TBD

Nomenclature/Description	Part/ Model Number and National Stock Number	Mfg	Serial Number (Unique Item Identifier)	Quantity/Unit of Issue	As Is: Yes/No	Unit Acq Cost

(3) Government furnished material, as defined in FAR 45.101, to be provided under this contract:

TBD

Nomenclature/Description	Part Number	Mfg	Unit of Issue	Quantity	As Is: Yes/No	Unit Acq Cost

(4) If authority has been granted in accordance with FAR 51.102, Contractor access to Government supply sources is authorized for the following items. Paragraph (b) does not apply to purchases under the NMCI/CoSC contract.

TBD

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Schedule/Source	Nomenclature/ Description	Part Number	Mfg	Unit of Issue	Quantity Authorized	Unit Acq Cost

(b) The contractor shall prepare requisition documentation for the items listed in paragraph (a)(4) above in accordance with the "Military Standard Requisitioning and Issue Procedures (MILSTRIP) for Defense Contractors", DoD 4000.25-1- M, Chapter 11, which is available at <http://www.dtic.mil/whs/directives> under publications. The contractor shall submit all requisitions for material from the supply system to the Material Control Activity specified in Section G of this contract.

(c) Government property provided above (except for special tooling and special test equipment as defined in FAR 2.101) shall not be installed or constructed or otherwise affixed to property not owned by the Government in such a fashion as to be nonseverable unless written authorization has been obtained from the Contracting Officer.

(d) The contractor is responsible for scheduling the use of all property covered by this clause and the Government shall not be responsible for conflicts, delays, or disruptions to any work performed by the contractor due to use of any or all such property, either under this contract or any other contracts under which use of such property is authorized.

5252.210-9501 AVAILABILITY OF UNIQUE DATA ITEM DESCRIPTIONS (UDIDs) AND DATA ITEM DESCRIPTIONS (DIDs) (NAVAIR) (OCT 2005)

Access Procedures for Acquisition Management System and Data Requirements Control List (AMSDL), DoD 5010.12-L, and DIDs listed therein. The AMSDL and all DIDs and UDIDs listed therein are available online via the Acquisition Streamlining and Standardization Information System located at <http://assist.daps.dla.mil>. To access these documents, select the Quick Search link on the site home page.

5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES) (NAVAIR)(OCT 2005)

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services. The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions. No substitution or addition of personnel shall be made except in accordance with this clause.

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

(c) The contractor agrees that during the first six (6) months of the contract, no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or family friendly leave. In such an event, the contractor must promptly provide the information required by paragraph (d) below to the Contracting Officer for approval prior to the substitution or addition of key personnel.

(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 substitution, a complete resume for the proposed substitute, information regarding the full financial impact of the change, 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) shall have qualifications that are equal to or higher

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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 contract occurs, the offeror 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 in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to 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 offeror, 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 contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the contract 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 contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

(h) Noncompliance with the provisions of this clause will be considered a material breach of the terms and conditions of the contract for which the Government may seek any and all appropriate remedies including Termination for Default pursuant to FAR Clause 52.249-6, Alt IV, "Termination (Cost-Reimbursement)".

H-22 BURDENED LABOR RATE

The contractor's fully burdened labor rates for the base year and for each option year, as proposed in Attachment P-7 Fully Burdened Labor Rates, shall be incorporated by reference into this task order.

(a) The executed fully burdened labor rate per hour shall not exceed the proposed fully burdened hourly rate, during the performance of this task order, unless authorized in writing by the Contracting Officer.

(b) Furthermore, unless otherwise authorized in writing by the Contracting Officer, the fully burdened labor rates authorized under this task order shall not exceed the established fully burdened functional labor rates as defined herein. The established fully burdened annualized and/or hourly labor rate identified below (otherwise referred to as tripwires) are identified by functional labor areas and are applicable to this task order*.

Functional Labor Area	Solicitation Labor Category	Fully Burdened Annualized Labor Rate Tripwire (\$/WY)	Fully Burdened Labor Rate Per Hour Tripwire (\$/HR)
Program Management	Program Manager	\$250K	\$130.00
Information Technology	Senior Computer Specialist	\$234,240	\$122.00
	Computer Specialist		
Logistician	Senior Logistics Specialist	\$192,000	\$100.00
	Senior Logistics Analyst		
	Logistics Analyst		
Engineer	Systems Analyst	\$250K	\$130.00
	Junior Systems Analyst		

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**A "Fully Burdened Annualized Labor Rate" is calculated by taking the fully burdened labor rate per hour (inclusive of fee), and multiplying that figure by 1,920 hours. The fully burdened labor cost for any proposed subcontractor labor will be calculated in a similar manner and will also be inclusive of all pass-through costs being applied by the prime.*

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SECTION I CONTRACT CLAUSES

NOTE: ALL PROVISIONS AND CLAUSES OF SECTION I OF THE BASIC CONTRACT APPLY TO THIS TASK ORDER UNLESS OTHERWISE SPECIFIED IN THE TASK ORDER, IN ADDITION TO THE FOLLOWING:

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

5252.204-9502 REQUIREMENTS FOR LOCAL SECURITY SYSTEM (NAVAIR) (OCT 2005)

The contractor agrees to provide locator information regarding all employees requiring a permanent badge for authorized entrance to the Patuxent River Naval Air Station. Entrance is authorized by this contract as a result of tasks associated with performance of the Section C - Statement of Work only. Initial information shall be provided as each individual is assigned to this contract by using the Locator Form provided as an attachment to this contract. Thereafter, quarterly reports (due at the beginning of each quarter by the fifth day of the month) will be provided with gains/losses (identification of new and replaced or added individuals) and any changes to current personnel (such as telephone number, building number and room number). A point of contact is to be named on each quarterly report for any questions/additional information needed by the Government recipient. The quarterly reports are to be addressed to:

NAVAIR 6.7.2.3
Attn: Timothy Martin
47013 Hinkle Circle, Building 416
Patuxent River, MD 20670

All losses are to have the permanent badges returned to Security Officer, Naval Air Station, Patuxent River, MD on the last day of the individual's task requirement.

5252.204-9504 DISCLOSURE OF CONTRACT INFORMATION (NAVAIR) (JAN 2007)

- (a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information (e.g., announcement of contract award), regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless the Contracting Officer has given prior written approval.
- (b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least ten (10) days

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before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

5252.242-9502 TECHNICAL DIRECTION (NAVAIR) (MAY 2011)

(a) Definition. Technical Direction Letters (TDLs) are a means of communication between the Contracting Officer's Representative (COR) or Task Order Manager (TOM), and the contractor to answer technical questions, provide technical clarification, and give technical direction regarding the content of the Statement of Work (SOW) of a Contract, Order, or Agreement; herein after referred to as contract.

(i) "Technical Direction" means "clarification of contractual requirements or direction of a technical nature, within the context of the SOW of the contract."

(b) Scope. The Defense Federal Acquisition Regulation Supplement (DFARS) 201.602-2 states that the Contracting Officer may designate qualified personnel as a COR. In this capacity, the COR or TOM may provide Technical Direction to the contractor, so long as the Technical Direction does not make any commitment or change that affects price, quality, quantity, delivery, or other terms and conditions of the contract. This Technical Direction shall be provided consistent with the limitations specified below.

(c) Limitations. When necessary, Technical Direction concerning details of requirements set forth in the contract, shall be given through issuance of TDLs prepared by the COR or TOM subject to the following limitations.

(i) The TDL, and any subsequent amendments to the TDL, shall be in writing and signed by both the COR or TOM, and the Contracting Officer prior to issuance of the TDL to the contractor. Written TDLs are the only medium permitted for use when technical direction communication is required. Any other means of communication (including such things as Contractor Service Request Letters, Authorization Letters, or Material Budget Letters) are not permissible means of communicating technical direction during contract performance.

(ii) In the event of an urgent situation, the COR/TOM may issue the TDL directly to the contractor prior to obtaining the Contracting Officer's signature.

(iii) Each TDL issued is subject to the terms and conditions of the contract and shall not be used to assign new work, direct a change to the quality or quantity of supplies and/or services delivered, change the delivery date(s) or period of performance of the contract, or change any other conditions of the contract. TDLs shall only provide additional clarification and direction regarding technical issues. In the event of a conflict between a TDL and the contract, the contract shall take precedence.

(iv) Issuance of TDLs shall not incur an increase or decrease to the contract price, estimated contract amount (including fee), or contract funding, as applicable. Additionally, TDLs shall not provide clarification or direction of a technical nature that would require the use of existing funds on the contract beyond the period of performance or delivery date for which the funds were obligated.

(v) TDLs shall provide specific Technical Direction to the contractor only for work specified in the SOW and previously negotiated in the contract. TDLs shall not require new contract deliverables that may cause the contractor to incur additional costs.

(vi) When, in the opinion of the contractor, a TDL calls for effort outside the terms and conditions of the contract or available funding, the contractor shall notify the Contracting Officer in writing, with a copy to the COR or TOM, within two (2) working days of having received the Technical Direction. The contractor shall undertake no performance to comply with the TDL until the matter has been resolved by the Contracting Officer through a contract modification or other appropriate action.

(vii) If the contractor undertakes work associated with a TDL that is considered to be outside the scope of the contract, the contractor does so at its own risk and is not subject to recover any costs and fee or profit associated with the scope of effort.

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52.204-9 - PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (SEP 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

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SECTION J LIST OF ATTACHMENTS

Attachment 1 - Surveillance Activity Checklist

Attachment 2 - Worksheet for CDRL A004 - Information Technology Personnel Security Report for NAVAIR Security

Attachment 3 - Worksheet for CDRL A005 - Information Technology Personnel Security Report for COR

Attachment 4 - IT Positions Process for Contractors

Attachment 5 - SAAR Form (DD 2875)

Attachment 6 - Information Technology (IT) Position Requirements

Attachment 7 - Reserved

Attachment 8 - NAVAIR Instruction 11000.1- Identification and Documentation of Facility Requirements

Attachment 9 - Navy Ashore Vision 2030

Attachment 10 - NAVAIR INSTRUCTION 5400.161A - Aviation/Ship Integration Policy

Exhibit A - CDRLs A001 - A005