

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-05-D-4580		2. DELIVERY ORDER NO. FG02		3. EFFECTIVE DATE 2011 Feb 09		4. PURCH REQUEST NO. 1313803626651		5. PRIORITY Unrated		
6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115			CODE N00174	7. ADMINISTERED BY DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299			CODE S2101A	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)		
9. CONTRACTOR Strategic Technology Institute Inc 6000 Executive Blvd, Suite #205 Rockville MD 20852-3813			CODE OGB12	FACILITY 153637079	10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS			
					12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X	SMALL DISADVANTAGED		
					13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G					
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.							
	PURCHASE		Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
Strategic Technology Institute Inc			NAVANEETH MUTHUVEERASAMY Director Operations							
NAME OF CONTRACTOR			SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	See Schedule									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA			25. TOTAL	[REDACTED]		
				BY: /s/Debra D Mitchell			26. DIFFERENCES			
				02/09/2011			CONTRACTING/ORDERING OFFICER			
27a. QUANTITY IN COLUMN 20 HAS BEEN										
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:						
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER		35. BILL OF LADING NO.	
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL					
					FULL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		
								42. S/R VOUCHER NO.		

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 2 of 2	FINAL
----------------------------------	----------------------------	----------------	-------

GENERAL INFORMATION

The following documents are hereby incorporated and are made a part of this task order:

1. Contracting Administration Plan
2. Extended Offer Letter

*The NAVSEA Quality Assurance Surveillance Plan (QASP) will be removed from Section H and inserted as an attachment.

*Clause IHD 1 Contractor Performance Assessment Rating System (CPARS) NAVSEA/IHD (JAN 2001) is moved from Section H to Section L of this task order.

The following SubClins for incremental funding are hereby incorporated. See Allotment of Funds clause in Section G.

SLIN 4000-01- [REDACTED]
 Requisition # [REDACTED] Amount: [REDACTED]
 Customer: [REDACTED] ACRN: [REDACTED]
 Fund Document: [REDACTED]
 Program: Support
 The POP for this effort shall be for 12 months

The Technical Instruction (TI) stated below falls directly under paragraph 2.2.1 Logistics Support of the scope of work covered by the base contract.

The contractor shall provide logistics support [REDACTED]

The period of performance under this TI is from date of issuance of this task order through one year.

SLIN 4000-02 - \$ [REDACTED]
 Requisition # [REDACTED] Amount: [REDACTED]
 Customer: [REDACTED] ACRN: [REDACTED]
 Fund Document: [REDACTED]
 Program: Support
 The POP for this effort shall be for 12 months

The Technical Instruction (TI) stated below falls directly under paragraph 2.1.1 Engineering Analysis Support of the scope of work covered by the base contract.

The contractor shall provide engineering support for documentation.

The period of performance under this TI is from date of issuance of this task order through one year.

SLIN 4000-03 - [REDACTED]
 Requisition [REDACTED] Amount: [REDACTED]
 Customer: [REDACTED] ACRN: [REDACTED]
 Fund Doc: [REDACTED]
 Program: Logistics Support
 The POP for this effort shall be for 12 months

The Technical Instruction (TI) stated below falls directly under paragraph 2.2.1 Logistics Support of the scope of work covered by the base contract.

The contractor shall provide logistics support [REDACTED]

The period of performance under this TI is from date of issuance of this task order through one year.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 1 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	Engineering, Logistics and Planning Support in accordance with Performance Work Statement. (TBD)	1.0 Lot	██████████	██████████	██████████
400001	Incremental Funding (TBD)				
400002	Incremental Funding (TBD)				
400003	Incremental Funding (TBD)				
4100	Engineering, Logistics and Planning Support in accordance with Performance Work Statement. (TBD) Option	1.0 Lot	\$ ██████████	██████████	██████████
4200	Engineering, Logistics and Planning Support in accordance with Performance Work Statement. (TBD) Option	1.0 Lot	██████████	██████████	██████████
4300	Engineering, Logistics and Planning Support in accordance with Performance Work Statement. (TBD) Option	1.0 Lot	██████████	██████████	██████████
4400	Engineering, Logistics and Planning Support in accordance with Performance Work Statement. (TBD) Option	1.0 Lot	██████████	██████████	██████████

For ODC Items:

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 2 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

Item	Supplies/Services Qty	Unit	Est. Cost
6000	TOTAL ODC'S NOT TO EXCEED Travel - \$210,061.00 Material - \$71,600 (TBD)	1.0 Lot	██████████
6100	TOTAL ODC'S NOT TO EXCEED Travel - \$216,362.83 Material - \$73,748.00 (TBD) Option	1.0 Lot	██████████
6200	TOTAL ODC'S NOT TO EXCEED Travel - \$222,853.71 Material - \$75,960.44 (TBD) Option	1.0 Lot	██████████
6300	TOTAL ODC'S NOT TO EXCEED Travel - \$229,539.33 Material - \$78,239.25 (TBD) Option	1.0 Lot	██████████
6400	TOTAL ODC'S NOT TO EXCEED Travel - \$236,425.51 Material - \$80,586.43 (TBD) Option	1.0 Lot	██████████

TASK ORDER MANAGER (TOM)

a) The Task Order Manager for this task order is:

Name: Dawn Tolson
Address: 4072 North Jackson Road, Building 1558, Suite 102
Indian Head, MD 20640
dawn.tolson@navy.mil
301-744-4469

(b) The Alternate TOM for this contract is: N/A

(c) The TOM will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion, as necessary, with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the task order, the contractor

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 3 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the TOM named above is absent due to leave, illness or official business, all responsibility and functions assigned to the TOM will be the responsibility of the alternate TOM.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 4 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS) FOR ENGINEERING, LOGISTICS AND PLANNING SUPPORT FOR MISSION READINESS

1.0 GENERAL

1.1 Introduction

The Indian Head Division, Naval Surface Warfare Center (IHD/NSWC) has been tasked to provide engineering, logistics and planning services in support of mission readiness for Marine Corps, Navy and other related Department of Defense (DoD) agencies.

1.2 Scope

The Contractor shall provide engineering, logistics and planning, training, and program management support services for Navy mission systems and aircraft to support mission readiness. Support shall include engineering analysis and assessments; system safety services; logistics support; strategic planning and coordination; training; and program management. In performance of these tasks, the Contractor shall have a thorough knowledge and understanding of the operational and functional areas of Fleet Readiness Centers (FRCs), the Naval Aviation Enterprise (NAE), Aircraft Intermediate Maintenance Departments (AIMDs), and Base Realignment and Closure (BRAC) activities.

The Contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government nor perform any inherently Government functions. The Contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, Contractor personnel shall wear appropriate identification identifying themselves as Contractor personnel. At all meetings, conferences, or sessions with the Government personnel, Contractor personnel shall clearly identify their status as Contractor employees. All reports delivered under this contract are property of the U.S. Government.

2.0 REQUIREMENTS

2.1 ENGINEERING SUPPORT

2.1.1 Engineering Analysis

The Contractor shall assist with performing studies and analyses to identify, resolve, recommend, and implement activities in areas such as systems engineering; systems maintenance; systems analysis and assessment; risk assessment; quality analysis; analysis of system performance and design data; evaluation and analysis of simulation; evaluation and analysis of the ability of systems to meet operational requirements; and assessment of system capabilities. The Contractor shall interpret various technical documentation standards and prepare the required documentation accordingly. The Contractor shall perform independent research tasks, which may include the review, evaluation and analysis of design, test data, installation and operational data. Individual studies and analyses shall involve comparison of alternative and developing technologies for systems to include independent verification of design and/or analysis. The Contractor shall provide support to research, design, develop, evaluate, verify, implement and validate development activities in required programs.

2.1.2 Engineering Assessments

The Contractor shall perform engineering evaluations, technical assessments, program assessments, and statistical studies of existing and emerging developments for airframe/ avionics / mission systems /aircraft / ship systems. Support shall include:

- a) Analyze, review and evaluate existing and emerging avionics / mission systems / ship systems for their ability to meet required Fleet delivery schedules, requirements and objectives, and identify associated risks.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 5 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

- b) Analyze technical, programmatic, and cost data, including Earned Value, associated with proposed project baseline / changes, modifications and other improvements, and assess the ability to meet project/program objectives within identified funding profiles.
- c) Utilize automated program and financial information systems to provide inputs and evaluate avionics systems/sensors funding and programmatic milestones.
- d) Provide independent technical, programmatic and financial evaluations of emerging programs.
- e) Perform impact analyses of approaches, methods and technology application for the development of existing and emerging avionics / mission systems / ship systems used to support various platforms.
- f) Review changes in resources and evaluate potential impact on schedule, performance and other aspects of the acquisition cycle.
- g) Evaluate proposed specification changes, technical waivers, and deviations to research and development programs. Identify cost, schedule variances, assess impacts and recommend alternative courses of action.
- h) Provide technical and programmatic evaluations; prepare project briefings, program documentation, plans and budget requirements, and budget distributions for assigned programs.

2.1.3 System Safety Services

The Contractor shall provide system safety engineering and system safety management support to Government organizations to assist them in assuring that all system safety requirements and site safety requirements are met. The Contractor shall work with design, technical, and mission support personnel and engineers to identify safety hazards, identify hazard controls, provide assessments of hazard reduction methodologies and provide recommendations for requirements compliance. The Contractor shall perform independent inspections and audits of operations, fabrication, integration and testing, training, and site activities for programs. The Contractor shall verify, monitor and periodically reassess hazard control implementation activities. Support to organizations shall include the development of System Safety Program Plans, Safety Data Packages, Safety Assessment Reports, and associated analyses and reports. Additionally, the Contractor shall prepare or review Preliminary Hazard Analyses, Failure Modes and Effects Analysis, Fault Tree Analyses, Operating and Support Hazard Analyses, Facility Hazard Analysis, and Software Hazard Analyses. The Contractor shall also develop and present safety status and technical issues at technical program reviews.

LOGISTICS AND PLANNING SUPPORT

2.2.1 Logistics Support

The Contractor shall perform logistical analyses and supply/readiness studies in support of mission readiness. The Contractor shall provide assistance in collecting and analyzing data to determine project/program performance to include the identification of deficiencies, gaps, similarities, and duplications. The Contractor shall collect inputs from various Government and civilian organizations participating in the respective project or program. The Contractor shall assist with developing specifications, maintenance plans, facility requirements, logistics support to include tracking of materials and expenditures, program studies and organization/reorganization plans. The Contractor shall provide site support at designated installations to coordinate with responsible organizations to provide logistics support to assist with unit reorganizations or movements.

2.2.2 Strategic Planning and Coordination

The Contractor shall assist in the support of existing projects/programs as well as the development of systems, which facilitate strategic planning and coordination. The Contractor shall identify and recommend a mechanism for developing a more cohesive and integrated effort to broadly address the needs of the various commands. The Contractor shall collect inputs from various Government organizations participating in the support and development process. Contractor shall review input and request additional detailed data from Government organizations as needed. The Contractor shall be required to produce documentation that outlines Research and Development projects and their transition into Naval Reserve Force Command (NRFC) and other Navy activities.

2.3 TRAINING SUPPORT

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 6 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

The Contractor shall provide technical and engineering support to assist with the development, evaluation, and implementation of current and planned training programs and their supporting devices. This support includes the evaluation of training data, training capabilities, and interfaces. This support shall also include development of new training courses or training material. The Contractor's primary mission shall be to apply research, development and design expertise to enhance training efforts, as well as conduct the training of Navy reserve personnel.

2.4 PROGRAM MANAGEMENT SUPPORT

The Contractor shall assist in providing technical program management support to the Government in support of mission readiness. Additionally, the Contractor shall provide administrative and clerical assistance to support the work performed under this task order.

2.4.1 Conferences, Meetings, Reviews

The Contractor may be required to organize, attend or host, and facilitate program meetings as directed by the Government. NAVSEA sponsored conferences must be in accordance with NAVSEA Instruction 5050.9, which establishes the NAVSEA policy and approval procedures for all NAVSEA sponsored conferences. The Contractor shall assist in preparing and coordinating the agenda to key meetings, prepare presentation materials, host and/or participate in the actual meeting, and draft the minutes and action items for appropriate action. The Technical Point of Contact (TPOC) and the Contracting Officer Representation (COR) will conduct reviews of the activities and provide technical instruction via task order modification.

2.4.2 Fiscal Management Support

The Contractor shall provide technical support to assist with the management of fiscal resources. This support includes evaluation and tracking of financial resources including their authorizations, appropriations and expenditures. The Contractor shall support fiscal programs to include expenditure research; tracking and budgetary reconciliation; and interaction with other Government agencies concerning fiscal data. The Contractor shall assist with monitoring Navy Reserve fiscal resources as identified by the local comptroller, conduct fiscal audits on assigned accounts, perform monitoring and forecasting of assigned accounts using approved methods, and report all discrepancies to the local comptroller. The Contractor shall provide financial training to appropriate personnel as directed and assist the local comptroller with financial support pertaining to Navy Reserve accounts.

3.0 REPORTING REQUIREMENTS AND DELIVERABLES

3.1 The Contractor shall submit monthly status reports, which are due on the 15th of each month, to: Indian Head Division/Naval Surface Warfare Center, 4072 North Jackson Road, Building 1558, Suite 106, Code: CD6, Indian Head, MD 20640-5115. These reports shall include the following elements:

- Contractor's name and address
- Contract number
- Date of report
- Period covered by report
- Man-hours expended by discipline for the reporting period, and cumulatively during the task order
- Cost curves portraying actual/projected conditions through the task order
- Cost incurred for the reporting period and total contractual expenditures as of report date
- Description of progress made during period reported, including problem areas encountered; and recommendations, if any, for subsequent solution beyond the scope of this task order
- Results obtained related to previously identified problem areas
- Trips and significant results
- Plans for activities during the following period

3.2 The Contractor shall provide such additional reporting, documentation, schedules, illustrations and drawings in a timely manner, as are requisite to the various task activities of the contract. Contractor shall provide a listing keyed to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting should be in sufficient detail and of a quality to meet relevant guidelines /standards or community best practices and will include; but not be limited to:

- Technical reports, instructional/training documentation, courseware, data compilations, and data surveys, evaluations, and analyses

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 7 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

Conference agenda, conference minutes, and presentation materials
 Descriptions, proposals, illustrations, program planning, support, and budget documentation and funding plans

4.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI)

The Government will provide the appropriate Government furnished equipment, manuals, and information as required to support the requirements of this task order.

Both the Contractor and the designated COR will maintain accountability and inventory records.

Specific GFE/GFI details will be provided in modifications issued under this task order.

5.0 SECURITY

Key Personnel associated with this task order may be required to have a DoD "SECRET" clearance. The Contractor may have access to information and compartments with a "SECRET" classification. The Contractor shall be capable of securely storing up to "SECRET" level information in their facility. All deliverables associated with this task order are "unclassified" unless otherwise specified.

6.0 TRAVEL

The Contractor shall travel as required in performance of this task order. All travel must be approved in advance by the Government. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements and shall be coordinated and approved by the Government Project Officer for each individual task and the COR. Specific travel requirements shall be delineated and shall be in accordance with Joint Federal Travel Regulations.

7.0 DISCLAIMER STATEMENT

The Contractor shall insert the following Disclaimer Statement on the cover of any and all reports produced or resulting from this contract:

"The views, opinion and findings contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DoD) position, policy, or decision, unless so designated by other DoD official documentation."

8.0 REQUIREMENTS FOR CONTRACTORS PROVIDING ON-SITE SUPPORT FOR IHD/NSWC

8.1 Voluntary Protection Program (VPP)

8.1.1. In August 2006, IHD NSWC was nominated to participate in the DoD Voluntary Protection Program Center of Excellence Implementation Initiative of the Defense Safety Oversight Council (DSOC). The Voluntary Protection Program (VPP) was established by the Occupational Safety and Health Administration (OSHA) in 1982 to recognize and promote effective worksite-based safety and health management systems. IHD NSWC, through the utilization of VPP, desires to be a model of safety and health excellence. VPPs emphasis on trust and cooperation between OSHA, the employer, employees, employees' representatives, and contractors complements the Agency's enforcement activity but does not take its place. All parties, including Contractors, are to work together to identify and resolve any safety and health problems that may arise, yet obtain Contracting Officer approval of any changes that would impact the terms of the contract. IHD NSWC as the VPP participant develops and implements systems to effectively identify, evaluate, prevent, and control occupational hazards so that injuries and illnesses to employees and contractors are prevented. Contractor and sub-contractor personnel are subject to occupational safety and health oversight. This oversight will be accomplished by IHD NSWC personnel and Contracting Officers. Contractors, sub-contractors, and their employees, while in performance of a contractual action on-site within the geographical boundaries of Naval Support Facility (NSF) Indian Head, shall be subject to the requirements of the IHDIVNAVSURFWARCENINST 5100.22, "Safety Manual" regardless of the type or duration of the contract. Reference (a), Appendix 13-A, Attachment 7, entitled "Contractor Safety Requirements When Performing Work at the Naval Support Facility (NSF) Indian Head, MD" shall be signed by the Contractor prior to commencement of services on-site at NSF Indian Head. The Contractor shall maintain one signed copy for future reference in educating its

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 8 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

personnel and sub-contractors. A second signed copy shall be provided to the Contracting Officer to be maintained in the contract file. If an occupational safety or health related injury or illness occurs during the performance or as a result of this contractual action, the Contractor shall notify the COR as soon as practicable, who will notify the Safety Office and the Contracting Officer.

8.1.1.1 In support of VPP and in compliance with Chapter 13 of the Safety Manual, entitled “Contractor Safety,” all Contractors performing on-site at NSF Indian Head shall comply with the following:

8.1.1.2 Public Law 91-596 (and Amendments), also known as the Occupational Safety and Health Act of 1970, establishes that all employers, including Contractors, are responsible, as far as possible, for providing every employee a safe and healthful working environment. All employers, including Contractors, shall conform to the standards as issued by OSHA. Contractors are responsible for complying with safety requirements specified in the contract as well as all Federal, State, and local safety and security regulations. Non-compliance may be cause for the removal of a Contractor or any Contractor employee from the activity and such non-compliance may form the basis for contractual action, up to and including termination for default.

8.1.1.3 Contractor personnel shall participate in basic safety awareness and hazard identification training offered by the Government activity at the work area they are supporting. Contractors performing on-site shall attend area weekly safety meetings and annual safety stand-downs, as determined by the COR.

8.1.2 The best Safety and Health Programs involve every level of the organization, instilling a safety culture that reduces accidents for workers and improves the bottom line for managers. When Safety and Health are part of the organization and a way of life, everyone wins. IHD NSWC is committed to safety excellence. The Contractor shall familiarize itself with the IHDIVNAVSURFWARCENINST 5100.22, “Safety Manual,” Appendix 13-C entitled “OSHA Voluntary Protection program (VPP) Fundamentals Training for Contractors” which is provided as Attachment 7.

8.2 IHD/NSWC On-Site Training Requirements During Contract Performance

A Contractor providing support on-site at any IHD NSWC site may be required to have its on-site Contractor personnel participate in training covering rules, practices, procedures, equipment and systems, as needed, based on the type of support being provided. This training may include, but is not limited to: Operation Security training (OPSEC); Personally Identifiable Information training; DoD Information Assurance Awareness training; Information Technology Security; Voluntary Protection Program (VPP) training; and Personnel Security training.

8.2.1 This training will be provided at no cost by the IHD NSWC site and will take place on-site during normal contract working hours without any additional compensation for the Contractor. This training does not relieve the Contractor of its responsibility to train its employees in such areas as environment, health, safety, security, sexual harassment, ethics, etc. to ensure compliance with all federal, state, and local laws and DoD regulations.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 9 of 19	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION D PACKAGING AND MARKING

See Basic Contract and Performance Work Statement

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 10 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance at Destination

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 11 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance for the following items are as follows:

CLIN 4000	12 Months from Date of Award
CLIN 6000	12 Months from Date of Award
CLIN 4100	12 Months After Date of Option I to be Exercised
CLIN 6100	12 Months After Date of Option I to be Exercised
CLIN 4200	12 Months After Date of Option II to be Exercised
CLIN 6200	12 Months After Date of Option II to be Exercised
CLIN 4300	12 Months After Date of Option III to be Exercised
CLIN 6300	12 Months After Date of Option III to be Exercised
CLIN 4400	12 Months After Date of Option IV to be Exercised
CLIN 6400	12 Months After Date of Option IV to be Exercised

The Basic effort to be performed under this task order, shall be completed within a period of (12) months from the base year, with Four (4) one-year options to be exercised if deemed in the best interest of the government.

The task order period of performance shall not exceed the period of performance of the Seaport contract.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 12 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

DFAS SPECIAL PAYMENT INSTRUCTIONS

Payment shall be made in accordance with the ACRNs shown on the invoices.

ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE"

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

ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
4000	\$ [REDACTED]	[REDACTED]	[REDACTED]

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Paulette Bowman

Phone Number: 301-744-6663

Email: paulette.bowman@navy.mil

Payments/Invoicing: DFAS Columbus

Phone Number: 800-756-4571

Task Order Manager: Dawn Tolson

Phone Number: (301)744- 4469

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Patsy Kragh at (301) 744-6669.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 13 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

(a) In accordance with the clause of this contract entitled “Electronic Submission of Payments Requests and Receiving Reports” (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center 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. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(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 Quick Reference Guides are also available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are “Getting Started for Vendors” and “WAWF Vendor Guide”.

(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 following information regarding payment request routing is provided for completion of the document in WAWF:

Look at the bottom of the first page of your contract or order (basic, not modification) to find the form number, and then use the chart below that corresponds to your contract type (i.e., firm fixed price or cost plus fixed fee). This chart is a guide to finding information necessary for creating a payment request. In most cases, the chart points to a block number on a contract form or a particular section within the contract. In the WAWF system only use the DoDAAC ext. field if specifically directed, otherwise leave blank.

Use Cost Vouchers for Cost Plus Fixed Fee Contracts/Orders	
	Below Fields Are To Be Completed By The Buyer
Contract Number	N00178-05-D-4580
Delivery Order	FG02
CAGE Code/Ext.	0GB12
Pay DoDAAC	HQ0338
Issue date	02/09/2011
IssueBy DoDAAC	N00174
Admin DoDAAC	S2101A
DCAA Auditor DoDAAC/Ext.	HAA211
Service Approver/Ext.	S2101A

(e) 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.

(f) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notifications” and add the following email address (s):

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 14 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

Technical Representative: dawn.tolson@navy.mil

This additional notification to the government is necessary to make the acceptor aware that the invoice has been submitted in WAWF. Without this notification, the government may be unable to process your submission in a timely manner, which will delay payment.

(g) When shipping material, it is strongly recommended the contractor print a completed copy of the receiving report from WAWF and include this with the shipping paperwork. This assists receiving personnel with matching received material to your payment request, which can speed your payment.

(h) The contractor shall submit invoices for payment per contract terms and the government shall process invoices for payment per contract terms.

(i) If you have any questions regarding WAWF, please contact Dan Twombly at 301-744-6613 or daniel.twombly@navy.mil or Chris Ireson at 301-744-6550 or chris.ireson@navy.mil.

GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE)

The Government will provide only that property set forth below, notwithstanding any term or condition of his contract to the contrary. Upon Contractor's written request to the cognizant Task Order Manager, via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

To Be Identified in the Technical Instructions

TECHNICAL INSTRUCTIONS

(a) Performance of the work hereunder will be subject to written technical instructions signed by the Ordering Officer specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instructions may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause of the basic contract; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for task order performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Ordering Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Ordering Officer that the technical instruction is within the scope of this task order.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 16 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

IHD 76 - INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) FEB 2000

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. The scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>
New Year's Day	01 January
Martin Luther King's Birthday	19 January
President's Day	16 February
Memorial Day	31 May
Independence Day	5 July
Labor Day	6 September
Columbus Day	11 October
Veteran's Day	11 November
Thanksgiving Day	25 November
Christmas Day	24 December

* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

<u>AREA</u>	<u>FROM</u>	<u>TO</u>
Contracts Division (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M.	11:00 A.M.
	12:30 P.M.	2:00 P.M.

If you intend to visit the Contracts Division, it is advised that you call for an appointment at least 24 hours in advance.

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 17 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 18 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

52.204-9 Personal Identity Verification of Contractor Personnel (Sept 2007)

FAR 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 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

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

DFARS 252.215-7003 Excessive Pass-Through Charges- Identification of Subcontract Effort (APR 2007)

DFARS 252.215-7004 Excessive Pass-Through Charges (APR 2007)

DFARS 252.222-7999 (Dev) Additional Requirements and Responsibilities Restricting the Use of Mandatory Arbitration Agreements (Deviation) (FEB 2010)

DFARS 252.211-7003 Item Unique Identification (JUN 2005)

52.227-11 Patents Rights-- Ownership by the Contractor (DEC 2007)

52.236-13 Accident Prevention

252.227-7013 Rights in Technical Data -- Non-Commercial Items (NOV 1995)

252.227-7014 Rights in Non-Commercial Computer Software and Non-Commercial Computer Software Documentation

CONTRACT NO. N00178-05-D-4580	DELIVERY ORDER NO. FG02	PAGE 19 of 19	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION J LIST OF ATTACHMENTS

1. Department of Defense Contract Security Classification Specification (DD Form 254)
2. NAVSEA Quality Assurance Surveillance Plan (QASP)
3. Contracting Administration Plan
4. Wage Determination
5. Strategic Technology Institutes Extended Offer Letter