

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 3

2. AMENDMENT/MODIFICATION NO.
16

3. EFFECTIVE DATE
06-Jul-2017

4. REQUISITION/PURCHASE REQ. NO.
VARIOUS

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

6. ISSUED BY CODE

N00174

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

NSWC IHEODTD

DCMA Manassas

SCD: C

4081 North Jackson Road
Indian Head MD 20640-5116

14501 George Carter Way, 2nd Floor
Chantilly VA 20151

paulette.bowman@navy.mil 301-744-6663

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

Global Defense, Inc. dba GDI
2000 14th Street N, Ste 530
Arlington VA 22201

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-8014-FG01

10B. DATED (SEE ITEM 13)

25-Sep-2014

CAGE CODE 51B99

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 52.232-22 LIMITATION OF FUNDS

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

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

SEE PAGE 2

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

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

Kay V Proctor, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Kay V Proctor

(Signature of Contracting Officer)

06-Jul-2017

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

GENERAL INFORMATION

The purpose of this modification is to 1) Add Incremental Funding and 2) Revise the Allotment of Funds. Accordingly, said Task Order is modified as follows:

1. Incremental Funding is provided as follows: See Section G - Accounting Data for details.

CLIN 7209 - Total:

PR Number - 1300643953 ACRN: AM

Funding supports OESO Technical/Analytical, metrics and program support

CLIN 7210 - Total:

CLIN 9201 - ACRN: AN

PR Number - 1300615650

Funding supports Technical/Analytical, metrics and program support also for travel in support of N5.

2. Section H - Special Contract Requirements, See revised Allotment of Funds and Funding Profile.

See CLIN 7209, 7210 and 9201 for Allotted Cost and Allotted Fee also see revised Funding Profile

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

The total amount of funds obligated to the task is hereby increased from by to.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
7209	Fund Type - OTHER	0.00		
7210	Fund Type - OTHER	0.00		
9201	Fund Type - OTHER	0.00		

The total value of the order is hereby increased from \$2,553,099.92 by \$0.00 to \$2,553,099.92.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7200			
7209			
7210			
9200			

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9201

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
7000	R425	The Naval Ordnance Safety and Security Activity (NOSSA) requires contractor support to provide analytical, technical and management support in matters concerning NOSSA Corporate, Department of the Navy Explosives Safety and Navy Environmental Programs. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
7001	R425	Same as CLIN 7000 (Fund Type - TBD)	1.0	LO			
7002	R425	Same as CLIN 7000 (Fund Type - TBD)	1.0	LO			
7003	R425	Same as CLIN 7000 (Fund Type - TBD)	1.0	LO			
7004	R425	Same as CLIN 7000 (Fund Type - TBD)	1.0	LO			
7005	R425	Same as CLIN 7000 (Fund Type - TBD)	1.0	LO			
7006	R425	Same as CLIN 7000 (Fund Type - TBD)	1.0	LO			
7100	R425	The Naval Ordnance Safety and Security Activity (NOSSA) requires contractor support to provide analytical, technical and management support in matters concerning NOSSA Corporate, Department of the Navy Explosives Safety and Navy Environmental Programs. (Fund Type - TBD)	1.0	LO			
7101	R425	Funding (Fund Type - OTHER)	1.0	LO			
7102	R425	Funding (Fund Type - OTHER)	1.0	LO			
7103	R425	Funding (Fund Type - OTHER)	1.0	LO			
7104	R425	Incremental Funding. (Fund Type - OTHER)	1.0	LO			
7105	R425	Funding (Fund Type - OTHER)	1.0	LO			
7106	R425	Funding (Fund Type - OTHER)	1.0	LO			
7107	R425	Incremental Funding. (O&MN,N)	1.0	LO			
7108	R425	FUNDING (Fund Type - OTHER)	1.0	LO			
7200	R425	The Naval Ordnance Safety and Security Activity (NOSSA) requires contractor support to provide analytical, technical and management support in matters concerning NOSSA Corporate, Department of the Navy Explosives Safety and Navy Environmental Programs. (Fund Type - TBD)	1.0	LO			
7201	R425	Funding (Fund Type - OTHER)	1.0	LO			
7202	R425	Funding (Fund Type - OTHER)	1.0	LO			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7203	R425	Funding (Fund Type - OTHER)	1.0	LO			
7204	R425	Incremental Funding. (Fund Type - OTHER)	1.0	LO			
7205	R425	Funding (Fund Type - OTHER)	1.0	LO			
7206	R425	Funding (Fund Type - OTHER)	1.0	LO			
7207	R425	Funding (Fund Type - OTHER)	1.0	LO			
7208	R425	Funding (Fund Type - OTHER)	1.0	LO			
7209	R425	Funding (Fund Type - OTHER)	1.0	LO			
7210	R425	Funding (Fund Type - OTHER)	1.0	LO			

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Other Direct Costs - Not to Exceed - Travel and Materials/Supplies - (Fund Type - TBD)	1.0	LO	
9001	R425	Same as CLIN 9000 (Fund Type - TBD)	1.0	LO	
9100	R425	Other Direct Costs - Not to Exceed - Travel and Materials/Supplies - (Fund Type - OTHER)	1.0	LO	
9101	R425	Funding (Fund Type - OTHER)	1.0	LO	
9102	R425	Funding (Fund Type - OTHER)	1.0	LO	
9200	R425	Other Direct Costs - Not to Exceed - Travel and Materials/Supplies - (Fund Type - TBD)	1.0	LO	
9201	R425	Funding (Fund Type - OTHER)	1.0	LO	

SECTION B - TEXT

***FEE IS NOT ALLOWED ON ODCS. THE ODCS ARE NOT TO EXCEED AMOUNTS THAT ARE INCLUSIVE OF ANY ASSOCIATED INDIRECT RATES.**

IHEODTD 114 - CONTRACTING OFFICER'S REPRESENTATIVE (COR) (NAVSEA/NSWC IHEODTD) (OCT 2013)

(a) The COR for this contract is:

Name:
Mailing Address: 3817 Strauss
Avenue
Indian Head, MD 20640
Code: N41
Telephone No.:

(b) The Alternate COR for this contract is:

Name:
Mailing
Address:

Code:
Telephone No.:

(c) The COR 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 COR 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 contract (or delivery order).

(d) When, in the opinion of the contractor, the COR requests effort outside the existing scope of the contract (or delivery order), the contractor 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 contract (or in the case of a delivery order, until the ordering officer has issued a modification to the delivery order); or until the issue has been otherwise resolved.

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

HQ B-2-0004 EXPEDITING CONTRACT CLOSEOUT (NAVSEA)(DEC 1995)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$500 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

HQ B-2-0007 LIMITATION OF COST OR LIMITATION OF FUNDS LANGUAGE

"LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF FUNDS" (FAR 52.232-22), as appropriate, shall apply separately and independently to each separately identified estimated cost.

HQ B-2-0021 CONTRACT TYPE SUMMARY FOR PAYMENT OFFICE (COST TYPE) (NAVSEA)(FEB 1997)

This entire task order is a cost plus fixed fee task order with Other Direct Costs (ODCs) being the exception as cost reimbursable. ODCs will be awarded as a Not-to-Exceed (NTE) cost under this Task Order.

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

FOR

NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY (NOSSA) ANALYTICAL, TECHNICAL AND MANAGEMENT SUPPORT

1.0 INTRODUCTION

The Naval Ordnance Safety and Security Activity (NOSSA) requires contractor support to provide analytical, technical and management support in matters concerning NOSSA Corporate, Department of the Navy (DoN) Explosives Safety and Navy Environmental Programs.

The Customer to be supported by this task order is: NOSSA

It is very important for Offerors to have knowledge and understanding in all of the areas listed in the PWS, which specifically include being familiar with U.S. Navy ordnance environmental, explosives safety and ordnance transportation program areas. These program areas are managed for the U.S. Navy by NOSSA. It is critical that the Offeror have knowledge and understanding within these program areas in order to move beyond mere data gathering, and more specifically to develop and analyze quality metric tools and supportive command performance measurement processes that pertain directly to the NOSSA operational mission.

NOSSA's mission and role within the explosives safety and environmental community is very specific being that we are the DON Technical Authority for Explosives Safety. NOSSA is responsible for and manages all programmatic policy requirements for the five major DoN Explosives Safety Program component programs; Arms, Ammunition and Explosives (AA&E) Physical Security, AA&E Transportation, Weapons and Combat System Safety, Ordnance Environmental Support Office, Insensitive Munitions Office, and Weapons and Ordnance Quality Evaluation. Therefore, having thorough knowledge and understanding within these program areas is critical to the performance of this PWS and utilizing limited budget dollars efficiently.

This Seaport-e Task Order (TO) is for support services which includes information technology services. Seaport task orders are not for the procurement of non-incident material, supplies, information technology hardware or property. This task order shall not be used for material procurements, other than incidental materials. Incidental materials are those materials that the contractor needs for the execution of the services.

This task order is for Severable Services and will be incrementally funded.

2.0 BACKGROUND

NOSSA serves as Program Manager of the Department of the Navy Explosives Safety Program, as directed by Office of the Chief of Naval Operations (OPNAV), N4 and Naval Sea Systems Command (NAVSEASYS COM). Specifically, NOSSA issues technical standards and criteria, provides technical guidance and assistance to all components of the DoN, and furnishes technical advice and evaluation to the OPNAV, NAVSEA, and the Marine Corps Systems Command (MARCORPSYS COM) in any/all aspects of Explosives Safety, AA&E Physical Security, Ordnance Quality Evaluation/Engineering (QE), Insensitive Munitions (IM), Ordnance

Environmental, Hazards of Electromagnetic Radiation to Ordnance (HERO), Weapons System Explosives Safety Review Board (WSESRB), waivers and exemptions to explosives safety criteria, lightning and grounding protection, electrostatic discharge, hazard classification and explosives safety training.

3.0 SCOPE

This tasking is in support of NOSSA business and corporate operations, as well as technical program management support. The performance of this support ensures that NOSSA business functions and programs operate properly and continue to support the mission. In performance of these tasks, the contractor shall have a thorough knowledge and understanding in the following areas:

- Environmental, explosives safety, and ordnance transportation performance metrics support
- Environmental, explosives safety, and ordnance transportation applications/databases development and maintenance
- Business operations management
- Command wide strategic planning
- Metrics development and analysis
- Business planning and program management

In performance of these taskings, the contractor shall not provide transportation services, handle hazardous material or explosives. 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 governmental functions. The Contractor or its employees shall not represent the Government nor appear to represent the Government in performance of these task order services. The Contractor shall not purchase or obligate on behalf of the Government. 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 task order are property of the U.S. Government.

No Construction, Catering, and Video Production is authorized under this TO. The Contractor shall not act as a procurement organization for the Government. This is not a supply support task order. In support of this task order the Contractor will not be working with explosives. This task order is not for the procurement of security/police/guard/protection personnel support services. Only a warranted Contracting Officer from IHEODTD has the authority to change the terms and conditions of this TO.

2.0 APPLICABLE DOCUMENTS

Unless otherwise specified, the following documents form a part of the PWS and are to be used for a better understanding of what type of explosive safety/ordnance environmental technical support is required. The following documents are applicable to this contract effort:

Document No.	Document Title	Date Issued/Updated
DoDM 6055.09-M Ch. 1	DoD Ammunition and ES Standards: General ES Information and Requirements View	03/2014

DoDI 6055.16 Ch. 1	Explosives Safety Management Program View	12/201 1
DoDD 6055.9E	Explosives Safety Management and the DoD Explosives Safety Board	08/200 5
OPNAVINST 5090.1D	Environmental Readiness Program Instruction	01/201 4
OPNAV M-5090.1	Environmental Program Readiness Manual	01/201 4
NAVSEA OP 5 V1 Rev. 7 Ch. 11	Ammunition and Explosives Safety Ashore	01/201 3

The above documentation is available at www.assistdocs.com.

4.0 REQUIREMENTS

Technical and program management support is required for performance metrics and database management, strategic and business management, training and analytical support services. This support requires subject matter expertise in naval strategic planning, business, project and engineering management, performance measurement and associated tool and database development and management. Some specific requirements include:

- Environmental, ordnance transportation, and explosives safety program support including: logistics, metrics development, database development/maintenance, business planning and strategic planning support.
- Analytical support including: metrics development, business planning and strategic planning support.
- Business operations management, training and other analytical support services.
- Deliver products in a cost-effective manner such as plans, evaluations, and reports in the specific format, timeframe and manner described in the initial meeting for each particular task assigned.

5.0 TASKS

5.1. Strategic Planning and Analytical Support

The Contractor shall provide a full range of support services in organizational development and strategic planning. The contractor shall apply comprehensive knowledge of methodologies, metrics, principles and practices related to strategic and business planning to perform analyses, conduct evaluations, findings, trending, end of year reporting, visual presentations and associated training support to the organization. The contractor shall assist in strategic planning and business planning development, and provide meeting facilitation support at the command and directorate levels. The contractor shall participate in progress review meetings with NOSSA representatives to discuss overall task status and review key project deliverables. The contractor shall provide Command and/or Directorate strategic planning documentation to include but not be limited to: strategic plans, business plans, presentations, end of year reports, and other reports IAW CDRL A001, Strategic Planning Documentation. The contractor shall provide minutes of progress review meetings in a report/technical memorandum format IAW CDRL A002, Technical Reports/Point Papers/Meeting Minutes.

5.2 Technical and Program Management Support

The contractor shall provide technical and program management support to the command by

advising, assisting, and performing management analytical support services. The contractor shall provide knowledge and change management, organizational development, benchmarking, metric measurements and business operations management support. The contractor shall provide program and project management, planning, and tracking technical support to the command. The contractor shall provide advice to command leadership on matters relating to program performance and recommend courses of action to accomplish goals and objectives. The contractor shall develop program performance measurement tools, and compile, document, and analyze metrics data concerning command business processes, integrate existing Program Management Plans to support the analysis and reporting of cost, schedule, and productivity status, and train command personnel in business processes and metrics. The contractor shall identify policy and business rule changes and prepare draft revisions to command instructions. The contractor shall assist in the preparation of business management documentation, briefs, meeting minutes and reports IAW CDRL A002.

5.3 Environmental, Ordnance Transportation, and Explosives Safety Performance Metric Tool and Related Database Development and Management Support

The contractor shall provide information technology (IT) development and maintenance support to NOSSA as required, as it pertains to naval explosives safety, ordnance transportation, and ordnance environmental business processes, performance metrics, and analytical support services. The contractor shall develop and populate associated automated tools based on input provided by the government and using NMCI-and government-approved software. The contractor shall provide assistance in creating and populating command databases and interactive online processes, including, Facilities Certification databases, explosives safety compliance automated tools, Munitions Response Submissions and Tracking tools, Technical Inquiry Reporting database, Weekly Labor Resource Reporting database, Toxic Release Inventory Data Delivery System (TRI-DDS), Arms, Ammunition & Explosives (AA&E) Transportation database, performance measurement databases, and other ordnance safety and environmental applications. The contractor shall design databases, including the conversion and importing of data from various formats. The contractor shall design and develop user-friendly and NMCI-compliant menus and web pages. The contractor shall perform testing, debugging, and installation of web pages and databases developed to Navy-owned servers. The contractor shall provide technical support, troubleshooting, and training guidance for the developed databases/tools and associated processes. The contractor shall provide documentation of quality assurance, source code, and data dictionary in a turn-key format. All IT products and associated documentation shall be provided IAW CDRL A003, IT products/source code and tech/training .

5.4 Business Operations Program Support

The contractor shall provide other Navy safety/environmental/transportation program support services as required. Support may include technical analytical services support in the areas of all Navy safety, transportation, or environmental programs, research and reporting, collecting and analyzing data, development of various presentations and meeting support, strategic planning, business planning, metrics and trend development, and logistics as deemed necessary by the Government.

5.5 Miscellaneous Technical and Administrative Support

The contractor shall provide technical support for addressing technical issues with the review and

research of the various documents, data, recommendations, findings, trends analysis and associated initiatives for NOSSA.

5.6 Trend Analysis and Summary Report

To facilitate evaluation of future actions the contractor shall conduct a Trend Analysis of the multifaceted services and technical support accomplished under this task order. Trend Analysis and Summary Report shall be submitted in accordance with the submittal schedule stated in CDRL A005, Trend Analysis and Summary Report. The Summary Report shall provide a narrative summary of the work accomplished, outstanding issues, new initiatives, trend analysis, and recommendations for quality improvement of the Technical Support.

6.0 DELIVERABLES

The contractor shall submit monthly management status reports by the 15th of the following month detailing accomplishments, progress on all tasks, problems encountered, projected work for the next reporting period, and funding status. Reports shall include a detailed breakout by task of the work performed and funding and labor hours expended as well as funding and labor hours balance for each task. Funding status shall include the breakout by each funded task utilizing the Government's approved format. Reports will be distributed to the Contracting Officer's Representative IAW CDRL A004, Contracting Officer's Management/Financial Report.

Deliverables shall be prepared according to instructions as identified in the Contract Data Requirements List (CDRL) DD Form 1423 (attached).

A001 Strategic Planning Documentation

A002 Technical Point Papers, Reports, Briefings, Meeting Minutes

A003 Other Navy Explosives Safety/Environmental Technical and Database Products/Documents

A004 Contracting Officers Management/Financial Report

A005 Trend Analysis and Summary Report

A summary of the deliverables is as follows:

Item	Frequency	Level of Inspection	Recipient
A001	As Required	COR and NOSSA Task Manager	NOSSA Task Manager
A002	As Required	COR and NOSSA Task Manager	NOSSA Task Manager
A003	As Required	COR and NOSSA Task Manager	NOSSA Task Manager
A004	15 th of every Month	COR and NOSSA Task Manager	COR
A005	Draft 3 Months prior to task order completion, Final 30 days after review of draft	COR and NOSSA Task Manager	COR

6.1. Deliverable Detail

Copies of the deliverables outlined above, as well as any and all tangible materials and records of actions taken/support provide by the contractor to the Navy in support of this task order, must be distributed as stated in the task order. Paper/electronic copies and quantity/medium/deadlines are to be determined by NOSSA representatives or the Contracting Officer's Representative (COR).

6.2 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for technical acquisition support via a secure data collection site. 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>.

7.0 OTHER PERTINENT INFORMATION

7.1 Government Furnished Equipment, Information and Intranet Access

The Government will furnish limited computer equipment, access to required information and intranet.

The Contractor shall operate Government-provided computer equipment in accordance with DoN NMCI.

Both the Contractor and the designated Contracting Officer's Representative (COR) will maintain accountability and inventory records.

7.2 Government Facilities Access

Contractor personnel will be expected to attend meetings at NOSSA. Building passes for the location in which meetings will be held and Common Access Cards (CAC) shall be provided as needed to contractors personnel who meet the security requirements.

Access to Government facilities (primarily NOSSA buildings) by contractor personnel will be prohibited on federal holidays, weekends, and other days/times when no government personnel are available on-site to oversee contractor support. There are no exceptions.

7.3 Travel

Minimal travel is expected to support this task order. The estimated travel requirements are as follows.

Requirement	Instances	# of Personnel	# of Days	Location
Site Support/Meetings /Trainings	4	2	1	Washington , DC area
Site Support/Meetings /Trainings	1	2	2	Norfolk, VA
Site Support/Meetings /Trainings	1	2	3	San Diego, CA

The number of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements and shall be approved by the COR. Specific travel requirements shall be provided and shall be in accordance with Joint Travel Regulations.

8.0 PLACE OF PERFORMANCE

Support will be performed primarily at the contractor's facilities.

IHEODTD 17 - PERSONNEL QUALIFICATIONS (MINIMUM) NAVSEA/NSWC IHEODTD (OCT 2013)

- (a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.
- (b) The Government will review resumes of Contractor personnel proposed to be assigned, and if personnel not currently in the employ of Contractor, a written agreement from the potential employee to work will be part of the technical proposal.
- (c) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.
- (d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

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SECTION D PACKAGING AND MARKING

See Basic Contract and Performance Work Statement

SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance at Destination

SECTION F DELIVERABLES OR PERFORMANCE

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

7000
7001
7002
7003
7004
7005
7006
7100
7101
7102
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7200
7201
7202
7203
7204
7205
7206
7207
7208
7209
7210
9000
9001
9100
9101
9102
9200
9201

CLIN - DELIVERIES OR PERFORMANCE

CLIN 7000 12 Months From Date of Contract Award
CLIN 9000 12 Months From Date of Contract Award

CLIN 7100 12 Months After Date of Option I Exercise
CLIN 9100 12 Months After Date of Option I Exercise

CLIN 7200 12 Months After Date of Option II Exercise

CLIN 9200 12 Months After Date of Option II Exercise

The basic effort to be performed under this contract, shall be completed within a period of twelve (12) months for the base year, with Two 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.

HQ F-2-0003 DATA DELIVERY LANGUAGE FOR SERVICES ONLY PROCUREMENTS (JUN 2011)

All data to be furnished under this contract shall be delivered prepaid to the destination(s) and at the time(s) specified on the Contract Data Requirements List(s), DD Form 1423.

THE ABOVE LINE ITEMS AND RELATED PERIODS OF PERFORMANCE ARE AUTOMATICALLY POPULATED IN SECTION F, DISREGARD.

THE BELOW LINE ITEMS AND CORRESPONDING PERIODS OF PERFORMANCE ARE CORRECT AS FOLLOWS:

- 7001 -
- 7002 -
- 7003 -
- 7004 -
- 7005 -
- 7006 -
- 9001 -
- 7101 -
- 7102 -
- 7103 -
- 7104 -
- 9101 -
- 7105 -
- 7106 -
- 7107 -
- 7108 -
- 9102 -
- 7201 -
- 7202 -
- 7203 -
- 7204 -
- 7205 -
- 7206 -

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SECTION G CONTRACT ADMINISTRATION DATA

IHEODTD 76 - NAVAL SURFACE WARFARE CENTER INDIAN HEAD EXPLOSIVE ORDNANCE DISPOSAL TECHNOLOGY DIVISION (NSWC IHEODTD), NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/NSWC IHEODTD) (DEC 2013)

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 NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division. 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 NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division, are:

HOLIDAYS*

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

* 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.

For a specific calendar year, the actual date of observance for each of the above holidays may be obtained from the OPM website at [OPM.GOV](http://www.opm.gov) or by using the following direct link: <http://www.opm.gov/fedhol/index.asp>.

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

AREA	FROM	TO
INDIAN HEAD CAMPUS		
(Maryland): Contracts Office (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Office (BLDG. 116)	7:30 A.M.	11:30 A.M.
	12:30 P.M.	3:30 P.M.
EOD CAMPUS (Maryland):		
Contracts Office (BLDG. 2008)	7:30 A.M.	4:00 P.M.
Receiving Office (BLDG. 2195)	7:30 A.M.	3:30 A.M.
PICATINNY CAMPUS (New Jersey):		
Contracts Office (BLDG. 61N)	7:30 A.M.	4:00 P.M.
Receiving Office (BLDG. 3355)	7:00 A.M.	3:30 A.M.

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

4. NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division is a tenant of the Naval Support Activity South Potomac (NSASP) at Indian Head. Access to the NSASP at Indian Head Explosive Ordnance Disposal Technology Division shall be in accordance with NAVSEA, Naval Surface

Warfare Center Indian Head Explosive Ordnance Disposal Technology Division Command Security Policy requirements.

Routine Physical Contractor Access to a Federally-controlled Activity

4.1 Activity Regulations

All contractor personnel employed on the Activity shall become familiar with and obey all Activity regulations including but are not limited to installation access control policy, safety, traffic and security regulations. The contractor in the performance of work requirements must comply with these regulations.

4.2 Personally Identifiable Information (PII)

Personally Identifiable Information is information that can be used to distinguish or trace someone's identity. It includes information such as name, social security number, date and place of birth, mother's maiden name, and biometric records, including any other personnel information which is linked to an individual. When submitting any of this information in electronic communication methods ensure the subject line indicates "For Official Use Only (FOUO) Privacy Sensitive". Contractor's who work with records that contain the aforementioned sensitive information are responsible for protection of PII. Failure to safeguard PII can result in identity theft as well as can result in criminal penalties against the individual and civil penalties against the agency. In order to protect PII, all documentation utilized by Naval Support Activity South Potomac (NSASP) for vetting and determining the fitness of individual requesting and/or requiring access to NSASP installations will be destroyed.

4.3 Citizenship

Individuals working on this contract must be U.S. citizens, immigrant/resident aliens who hold a current resident alien card with a photo; either the I-551 with a photo and without an expiration date or who hold the new type I-766 Employment Authorization Card (with magnetic strip, photo, hologram) issued by Homeland Security in their possession in order to enter the installation. As is the case with anyone allowed access to the installation, these individuals must also have a current driver's license or state issued identification card.

Resident aliens or those with a Homeland Security I-766 may work in the general or restricted areas but cannot enter or work inside technical buildings unless authorized by the cognizant command.

Those with any other type of work permit, resident cards with expiration dates, visas, etc. will not be granted access.

4.4 Expected Visitor

Submission of personal information is required for the purpose of vetting individuals to ensure fitness for access to military installations, to include criminal record and sex offender registry status. In accordance with the Office of the Chief of Naval Operations (OPNAV), OPNAVINST 1752.3 dated 27 May 2009 sex offenders are prohibited from accessing Navy facilities. Information obtained will be destroyed once verified.

Non-compliance in providing personal information will result in denial of access.

An expected visitor must identify the Company Name along with address, Date of the Visit, Visitor Name (first name, middle initial and last name), Social Security Number (SSN), Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date), Building Number Visiting, Point of Contact and Telephone number not later than **five working days** before the required visit to the Contracting Officer Representative (COR).

Prior to granting access, the aforementioned expected visitor information is required to be submitted to the COR.

On the day of the arrival, the person must bring their photo identification, vehicle registration and proof of insurance card. All visitors must stop at the Activity pass office for clearance.

4.5 Recurring Vendors, Contractors, Suppliers and Other Service Providers

NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division has implemented RAPIDGate for non-common access card (CAC) vendors, contractors, and suppliers program in accordance with Commander, Navy Installations Command (CNIC) Notice 5530 dated 12 July 2010. It is strongly encouraged that all non-CAC holders who require base access enroll into the RAPIDGate program. RAPIDGate provides a standardized background check, identification credential, biometric capabilities and entry procedures that will enhance security while significantly expediting access. RAPIDGate credential will be issued and base access granted once the enrollee passes vetting and National background checks conducted by RAPIDGate systems maintained by the installation. The RAPIDGate credential will be the only means for long term installation access. After 1 June 2011, NSASP will only issue one day Temporary Paper Passes and all

previously issued passes will expire. Participants in the RAPIDGate program will have streamlined access to the installation which will reduce time and costs to companies desiring to conduct business on NSASP installations. The following RAPIDGate Program Enrollment Information is provided:

4.5.1 Enrollment in RAPIDGate

Enroll your company by calling 1-877-RAPIDGate (1-877-727-4342). A customer service representative will give you all the necessary information regarding the program and send you the necessary enrollment forms. You will need to provide your installation name (NSA South Potomac) and sponsor point of contact or (COR), including a name, phone number and e-mail address. NSASP must authorize your request to participate in the RAPIDGate Program. The minimum elapsed time from company enrollment to an employee receiving RAPIDGate credential is approximately two weeks.

4.5.2 Current RAPIDGate Enrollment

If your company is already enrolled in the RAPIDGate Program at another installation, you may request access to this installation by calling the aforementioned number. Once your company is approved by NSASP your employees who already hold RAPIDGate credentials will be able to use the same credentials at our installation.

4.5.3 Approved RAPIDGate Enrollment

Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees to register at the self service registration located at the NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division Pass and ID Office at Indian Head Explosive Ordnance Disposal Technology Division. Each employee should be ready to provide your company's RAPIDGate company code, his or her address, phone number, date of birth, and social security number. The registration station will capture the employee's photograph for badging and fingerprints for identity verification.

4.5.4 Assisted RAPIDGate registrations

Assisted registration at your company's location may be available if you have 50 or more employees to register. Contact RAPIDGate for details at 1-877-RAPIDGate.

4.5.5 RAPIDGate Background Screening and Credentialing

RAPIDGate program performs background screening and credentialing. Upon the company approving an employee participation and paid the registration fee, the RAPIDGate Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized RAPIDGate credentials at the NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division Pass and ID Office. To retrieve the credential, the employee must show proof of identity by presenting one form of identification from List A or two forms of identification from List B.

4.5.6 Forms of Acceptable Identification for picking up credentials:

List A – One Required

- U.S. Passport (current not expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

List B – Two Required

- Drivers license or ID card issued by a state
- ID Card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft card
- Military Dependent's ID Card

- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal document
- Driver's license issued by a Canadian Government Authority
- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

4.5.6.7 RAPIDGate entry

After activating the RAPIDGate credentials, employees present them to the officer at the entry control point to request entry to NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division. Participants must wear and display their credential at all times while on the installation. Questions about the RAPIDGate program shall be addressed to info@rapidgate.com with the subject line RE: RAPIDGate Program.

4.6 Activity Identification Badges

Contractors that require routine access to the installation shall obtain an identification badge accordance with Naval Support Activity South Potomac installation access control procedures.

Contractor employees shall submit an application for badge requests to the COR by providing their personal information such as Company Name and Address, Name (last name, first name and middle initial), SSN, Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date). Any lost or stolen badges shall immediately be reported to the COR along with the Security Office.

4.7 Badge Returns

Notify the Physical Security Office and the COR of all terminations of employees to ensure access levels are removed and all badges issued to the person by the Activity are returned.

4.8 Installation Traffic and Parking Regulations

All contractors at NSASP are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), and NSASP regulations, policies and appropriate supported command instructions. All provisions of Virginia and Maryland vehicle codes apply unless one of the aforementioned regulations or policies is more restrictive.

Contractors must comply with NSASP Instruction 5560.1 dated 26 February 2009 for traffic control, parking control and traffic court at the Naval Support Activity, South Potomac installations for NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division This aforementioned instruction is located on the internet website, <http://dahlgrensharks.com/NSASPINST%205560.1%20Installation%20Traffic%20&%20Parking%20Regulations.pdf>. Any violations of the instruction, Navy or DoD regulation or policy, or state or federal laws may result in a wide range of penalties. These may include but are not limited to: criminal charges, civil charges, vehicle towing, vehicle impoundment at owner's expense, and/or other administrative or legal action up to and including removal of vehicle or individuals from the confines of NSASP installations.

Privately owned vehicles that operate on the Activity must comply with state inspection requirements of the state in which the vehicle is registered.

Regardless of status, all vehicles and personnel entering and exiting the Activity shall be subject to searches to ensure the overall readiness of the Activity.

All drivers entering shall possess a valid driver's license, issued by competent authority, on their person when

operating a motor vehicle. In addition, all vehicles shall have a current registration, license plates, and proof of insurance.

All personnel onboard the Activity are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), NSASP regulations and State laws, policies and appropriate supported commands instructions in support of the mission.

4.9 Smoking Policy

Smoking is prohibited within and outside of all buildings on the installation activity except in designated areas. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. Matches or lighters and other spark/flame producing devices are prohibited in the Activity restricted area. Only installed electric lighters shall be allowed in designated smoking areas. A vehicle is not a designated smoking area.

4.10 Hand Held Cellular Devices and Earpieces

a. All vehicle operators onboard the Activity shall not use cell phones unless the vehicle is safely parked or unless they are using a hands free device. Use of cellular phones, CB radios, walkie-talkies, and other portable radio transmitters is prohibited in the restricted areas beyond NSASP NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division unless approved by the hazards of electromagnetic radiation to ordnance (HERO) program manager.

b. Restrictions on Electronic Devices – In accordance with NAVSEA Instruction 5510.2C dated 7 August 2012 entitled “NAVSEA Access and Movement Control” designates that any device or equipment capable of recording, transmitting, or exporting photographic images or audible information of any kind is strictly prohibited within all NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division buildings and detachments.

4.11 Photographic Equipment

Photographic equipment of any kind is prohibited within the restricted area unless a camera permit is approved by their command and issued by the Activity Pass and ID.

4.12 Early Dismissal and Closure of NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division Facilities

When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility shall follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they shall go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors shall monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

External local media (television and radio) will be used to communicate the working status for employees of NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division for inclement weather. Ensure to look/listen for the notifications specific to NAVSEA, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division.

Television Stations:

WRC-TV – Channel 4

Fox – Channel 5

ABC News – Channels 7 and 8

WUSA – Channel 9

WJZ-TV – Channel 13 (CBS – Baltimore)

Radio Stations:

WTOP – 103.5 FM (<http://www.wtop.com/?nid=667>)

WSMD – 98.3 FM

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe

weather, a security threat or a facility related problem), on site contractors will continue working established work hours off site as permitted by parent company policy or take leave in accordance with parent company policy. Those contractors who take leave shall not direct charge the nonworking hours to the contract or task order.

Non-essential contractor personnel are not permitted to remain or work at a Government facility when the facility is closed to Federal employees and/or early dismissal of Federal employees.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closing in accordance with FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the contract or task order period of performance, and shall not follow any verbal directions to the contrary. The Contracting Officer will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

IHEODTD 86 - SECURITY BADGES AND ON-SITE CONTRACTOR PERSONNEL (NAVSEA/NSWC IHEODTD) (OCT 2013)

Security badges will be issued by the Government only to those contractor personnel who require access to NAVSEA, Naval Surface Warfare Center, Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD), Naval Support Activity South Potomac (NSASP) in connection with work to be performed under this contract. Approval for such issuance may only be granted by the COTR, Ordering or Contracting Officer. As contained in the DON Homeland Security Presidential Directive-12 (HSPD-12) dated 22 December 2011 policy, a National Agency Check with Inquiries (NACI) investigation with a favorable fingerprint result are the basis for the issuance of a Common Access Card (CAC). However, the Commanding Officer is the final adjudicating official for CAC issuance and will be based on OPM Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12. The command, during the adjudication, has the flexibility to apply the supplemental credentialing standards delineated in OPM Final Credentialing Standards for Issuing Personal Identity Verification Cards, in addition to the six basic standards if information is developed during the credentialing process that may present an unacceptable risk to the life, safety, or health of employees, contractors, vendors or visitors.

The Contractor shall maintain a register of employees currently authorized access to NAVSEA, NSWC IHEODTD, NSASP. This does not include badges temporarily authorized for contractor visitors to NAVSEA, NSWC IHEODTD, NSASP. Furthermore, the contractor shall maintain a current register of contractor personnel with full or part-time work or office space located on board the Naval Support Activity South Potomac. This register will be made available upon request of the Contracting Officer. The contractor shall follow station security procedures in this regard.

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Cost Voucher (Cost Reimbursement, T&M, LH, or FPI)

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00174
Admin DoDAAC	N00174
Inspect By DoDAAC	N00174
Ship To Code	N00174
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	HAA722
Service Acceptor (DoDAAC)	HAA722
Accept at Other DoDAAC	N/A

LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA722
Other DoDAAC(s)	N/A

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

252.242-7005 CONTRACTOR BUSINESS SYSTEMS (FEB 2012)

(a) This clause only applies to covered contracts that are subject to the Cost Accounting Standards under 41 U.S.C. chapter 15, as implemented in regulations found at 48 CFR 9903.201-1 (see the FAR Appendix).

(b) *Definitions.* As used in this clause—

“Acceptable contractor business systems” means contractor business systems that comply with the terms and conditions of the applicable business system clauses listed in the definition of "contractor business systems" in this clause.

“Contractor business systems” means—

(1) Accounting system, if this contract includes the clause at [252.242-7006](#), Accounting System Administration;

(2) Earned value management system, if this contract includes the clause at [252.234-7002](#), Earned Value Management System;

(3) Estimating system, if this contract includes the clause at [252.215-7002](#), Cost Estimating System Requirements;

(4) Material management and accounting system, if this contract includes the clause at [252.242-7004](#), Material Management and Accounting System;

(5) Property management system, if this contract includes the clause at [252.245-7003](#), Contractor Property Management System Administration; and

(6) Purchasing system, if this contract includes the clause at [252.244-7001](#), Contractor Purchasing System Administration.

“Significant deficiency,” in the case of a contractor business system, means a shortcoming in the system that materially affects the ability of officials of the Department of Defense to rely upon information produced by the system that is needed for management purposes.

(c) *General.* The Contractor shall establish and maintain acceptable business systems in accordance with the terms and conditions of this contract.

(d) *Significant deficiencies.*

(1) The Contractor shall respond, in writing, within 30 days to an initial determination that there are one or more significant deficiencies in one or more of the Contractor's business systems.

(2) The Contracting Officer will evaluate the Contractor's response and notify the Contractor, in writing, of the final determination as to whether the Contractor's business system contains significant deficiencies. If the Contracting Officer determines that the Contractor's business system contains significant deficiencies, the final determination will include a notice to withhold payments.

(e) *Withholding payments.*

(1) If the Contracting Officer issues the final determination with a notice to withhold payments for significant deficiencies in a contractor business system required under this contract, the Contracting Officer will withhold five percent of amounts due from progress payments and performance-based payments, and direct the Contractor, in writing, to withhold five percent from its billings on interim cost vouchers on cost-reimbursement, labor-hour, and time-and-materials contracts until the Contracting Officer has determined that the Contractor has corrected all significant deficiencies as directed by the Contracting Officer's final determination. The Contractor shall, within 45 days of receipt of the notice, either correct the deficiencies or submit an acceptable corrective action plan showing milestones and actions to eliminate the deficiencies.

(2) If the Contractor submits an acceptable corrective action plan within 45 days of receipt of a notice of the Contracting Officer's intent to withhold payments, and the Contracting Officer, in consultation with the auditor or functional specialist, determines that the Contractor is effectively implementing such plan, the Contracting Officer will reduce withholding directly related to the significant deficiencies covered under the corrective action plan, to two percent from progress payments and performance-based payments, and direct the Contractor, in writing, to reduce the percentage withheld on interim cost vouchers to two percent until the Contracting Officer determines the Contractor has corrected all significant deficiencies as directed by the Contracting Officer's final determination. However, if at any time, the Contracting Officer determines that the Contractor has failed to follow the accepted corrective action plan, the Contracting Officer will increase withholding from progress payments and performance-based payments, and direct the Contractor, in writing, to increase the percentage withheld on interim cost vouchers to the percentage initially withheld, until the Contracting Officer determines that the Contractor has corrected all significant deficiencies as directed by the Contracting Officer's final determination.

(3) *Payment withhold percentage limits.*

(i) The total percentage of payments withheld on amounts due under each progress payment, performance-based payment, or interim cost voucher, on this contract shall not exceed--

(A) Five percent for one or more significant deficiencies in any single contractor business system; and

(B) Ten percent for significant deficiencies in multiple contractor business systems.

(ii) If this contract contains pre-existing withholds, and the application of any subsequent payment withholds will cause withholding under this clause to exceed

the payment withhold percentage limits in paragraph (e)(3)(i) of this clause, the

Contracting Officer will reduce the payment withhold percentage in the final determination to an amount that will not exceed the payment withhold percentage limits.

(4) For the purpose of this clause, payment means any of the following payments authorized under this contract:

(i) Interim payments under—

(A) Cost-reimbursement contracts;

(B) Incentive type contracts;

(C) Time-and-materials contracts;

(D) Labor-hour contracts.

(ii) Progress payments.

(iii) Performance-based payments.

(5) Payment withholding shall not apply to payments on fixed-price line items where performance is complete

and the items were accepted by the Government.

(6) The withholding of any amount or subsequent payment to the Contractor shall not be construed as a waiver of any rights or remedies the Government has under this contract.

(7) Notwithstanding the provisions of any clause in this contract providing for interim, partial, or other payment withholding on any basis, the Contracting Officer may withhold payment in accordance with the provisions of this clause.

(8) The payment withholding authorized in this clause is not subject to the interest-penalty provisions of the Prompt Payment Act.

(f) *Correction of deficiencies.*

(1) The Contractor shall notify the Contracting Officer, in writing, when the Contractor has corrected the business system's deficiencies.

(2) Once the Contractor has notified the Contracting Officer that all deficiencies have been corrected, the Contracting Officer will take one of the following actions:

(i) If the Contracting Officer determines that the Contractor has corrected all significant deficiencies as directed by the Contracting Officer's final determination, the Contracting Officer will, as appropriate, discontinue the withholding of progress payments and performance-based payments, and direct the Contractor, in writing, to discontinue the payment withholding from billings on interim cost vouchers under this contract associated with the Contracting Officer's final determination, and authorize the Contractor to bill for any monies previously withheld that are not also being withheld due to other significant deficiencies. Any payment withholding under this contract due to other significant deficiencies, will remain in effect until the Contracting Officer determines that those significant deficiencies are corrected.

(ii) If the Contracting Officer determines that the Contractor still has significant deficiencies, the Contracting Officer will continue the withholding of progress payments and performance-based payments, and the Contractor shall continue withholding amounts from its billings on interim cost vouchers in accordance with paragraph (e) of this clause, and not bill for any monies previously withheld.

(iii) If the Contracting Officer determines, based on the evidence submitted by the Contractor, that there is a reasonable expectation that the corrective actions have been implemented and are expected to correct the significant deficiencies, the Contracting Officer will discontinue withholding payments, and release any payments previously withheld directly related to the significant deficiencies identified in the Contractor notification, and direct the Contractor, in writing, to discontinue the payment withholding from billings on interim cost vouchers associated with the Contracting Officer's final determination, and authorize the Contractor to bill for any monies previously withheld.

(iv) If, within 90 days of receipt of the Contractor notification that the Contractor has corrected the significant deficiencies, the Contracting Officer has not made a determination in accordance with paragraphs (f)(2)(i), (ii), or (iii) of this clause, the Contracting Officer will reduce withholding directly related to the significant deficiencies identified in the Contractor notification by at least 50 percent of the amount being withheld from progress payments and performance-based payments, and direct the Contractor, in writing, to reduce the payment withholding from billings on interim cost vouchers directly related to the significant deficiencies identified in the Contractor notification by a specified percentage that is at least 50 percent, but not authorize the Contractor to bill for any monies previously withheld until the Contracting Officer makes a determination in accordance with paragraphs (f)(2)(i), (ii), or (iii) of this clause.

(v) At any time after the Contracting Officer reduces or discontinues the withholding of progress payments and performance-based payments, or directs the Contractor to reduce or discontinue the payment withholding from billings on interim cost vouchers under this contract, if the Contracting Officer determines that the Contractor has failed to correct the significant deficiencies identified in the Contractor's notification, the Contracting Officer will reinstate or increase withholding from progress payments and performance-based payments, and direct the Contractor, in writing, to reinstate or increase the percentage withheld on interim cost vouchers to the percentage initially withheld, until the Contracting Officer determines that the Contractor has corrected all significant

deficiencies as directed by the Contracting Officer's final determination.

(End of clause)

252.242-7006 ACCOUNTING SYSTEM ADMINISTRATION (FEB 2012)

(a) *Definitions.* As used in this clause—

(1) "Acceptable accounting system" means a system that complies with the system criteria in paragraph (c) of this clause to provide reasonable assurance that—

- (i) Applicable laws and regulations are complied with;
- (ii) The accounting system and cost data are reliable;
- (iii) Risk of misallocations and mischarges are minimized; and
- (iv) Contract allocations and charges are consistent with billing procedures.

(2) "Accounting system" means the Contractor's system or systems for accounting methods, procedures, and controls established to gather, record, classify, analyze, summarize, interpret, and present accurate and timely financial data for reporting in compliance with applicable laws, regulations, and management decisions, and may include subsystems for specific areas such as indirect and other direct costs, compensation, billing, labor, and general information technology.

(3) "Significant deficiency" means a shortcoming in the system that materially affects the ability of officials of the Department of Defense to rely upon information produced by the system that is needed for management purposes.

(b) *General.* The Contractor shall establish and maintain an acceptable accounting system. Failure to maintain an acceptable accounting system, as defined in this clause, shall result in the withholding of payments if the contract includes the clause at [252.242-7005](#), Contractor Business Systems, and also may result in disapproval of the system.

(c) *System criteria.* The Contractor's accounting system shall provide for—

- (1) A sound internal control environment, accounting framework, and organizational structure;
- (2) Proper segregation of direct costs from indirect costs;
- (3) Identification and accumulation of direct costs by contract;
- (4) A logical and consistent method for the accumulation and allocation of indirect costs to intermediate and final cost objectives;
- (5) Accumulation of costs under general ledger control;
- (6) Reconciliation of subsidiary cost ledgers and cost objectives to general ledger;
- (7) Approval and documentation of adjusting entries;
- (8) Management reviews or internal audits of the system to ensure compliance with the Contractor's established policies, procedures, and accounting practices;
- (9) A timekeeping system that identifies employees' labor by intermediate or final cost objectives;
- (10) A labor distribution system that charges direct and indirect labor to the appropriate cost objectives;
- (11) Interim (at least monthly) determination of costs charged to a contract through routine posting of books of account;
- (12) Exclusion from costs charged to Government contracts of amounts which are not allowable in terms of Federal Acquisition Regulation (FAR) part 31, Contract Cost Principles and Procedures, and other contract provisions;
- (13) Identification of costs by contract line item and by units (as if each unit or line item were a separate contract), if required by the contract;
- (14) Segregation of preproduction costs from production costs, as applicable;
- (15) Cost accounting information, as required—
 - (i) By contract clauses concerning limitation of cost (FAR 52.232-20), limitation of funds (FAR 52.232-22), or allowable cost and payment (FAR 52.216-7); and
 - (ii) To readily calculate indirect cost rates from the books of accounts;
- (16) Billings that can be reconciled to the cost accounts for both current and cumulative amounts claimed and comply with contract terms;

- (17) Adequate, reliable data for use in pricing follow-on acquisitions; and
(18) Accounting practices in accordance with standards promulgated by the Cost Accounting Standards Board, if applicable, otherwise, Generally Accepted Accounting Principles.

(d) *Significant deficiencies.*

(1) The Contracting Officer will provide an initial determination to the Contractor, in writing, of any significant deficiencies. The initial determination will describe the deficiency in sufficient detail to allow the Contractor to understand the deficiency.

(2) The Contractor shall respond within 30 days to a written initial determination from the Contracting Officer that identifies significant deficiencies in the Contractor's accounting system. If the Contractor disagrees with the initial determination, the Contractor shall state, in writing, its rationale for disagreeing.

(3) The Contracting Officer will evaluate the Contractor's response and notify the Contractor, in writing, of the Contracting Officer's final determination concerning—

(i) Remaining significant deficiencies;

(ii) The adequacy of any proposed or completed corrective action; and

(iii) System disapproval, if the Contracting Officer determines that one or more significant deficiencies remain.

(e) If the Contractor receives the Contracting Officer's final determination of significant deficiencies, the Contractor shall, within 45 days of receipt of the final determination, either correct the significant deficiencies or submit an acceptable corrective action plan showing milestones and actions to eliminate the significant deficiencies.

(f) *Withholding payments.* If the Contracting Officer makes a final determination to disapprove the Contractor's accounting system, and the contract includes the clause at [252.242-7005](#), Contractor Business Systems, the Contracting Officer will withhold payments in accordance with that clause.

(End of clause)

HQ G-2-0009 SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (SEP 2012)

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, 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 (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

IHEODTD 6 - CONTRACT POINTS OF CONTACT (NAVSEA/NSWC IHEODTD) (OCT 2013)

The following contacts are provided for this contract:

Contract Administrator: Paulette Bowman
Phone Number: (301) 744-6663

E-mail: paulette.bowman@navy.mil

Payments/Invoicing:

Phone Number: (301) 744-6998

E-mail: NAVSEA.NSWC.IHEODTDVendorPay@navy.mil

Technical Representative:

Phone Number:

E-mail: _____

Any concerns regarding your contract, should be directed to the above mentioned personnel, or the Contracting Officer Kay Proctor at (301) 744-6680 or kay.proctor@navy.mil

252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER. (SEP 2009)

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.

Accounting Data

SLINID PR Number Amount

7001 130044741700010
LLA :
AA 1741804 8B2B 251 68963 0 050120 2D 000000 A00002443425

7002 130044669900010
LLA :
AB 1741804 8B2B 251 68963 0 050120 2D 000000 A00002439523

7003 130044669900020
LLA :
AC 1741804 8B2B 251 68963 0 050120 2D 000000 A00002439523

BASE Funding
Cumulative Funding

MOD 01

7004 130047674400010
LLA :
AD 1751804 8B2B 251 68963 0 050120 2D 000000 A00002715337

MOD 01 Funding 75000.00
Cumulative Funding 487750.00

MOD 02

7005 130047674400020
LLA :
AD 1751804 8B2B 251 68963 0 050120 2D 000000 A00002715337

7006 130051125200010
LLA :
AE 1751804 8B2B 251 68963 0 050120 2D 000000 A00002958386

9001 130051125200010
LLA :
AE 1751804 8B2B 251 68963 0 050120 2D 000000 A00002958386

MOD 02 Funding
Cumulative Funding

MOD 03

7004 130047674400010
LLA :
AD 1751804 8B2B 251 68963 0 050120 2D 000000 A00002715337

7005 130047674400020
LLA :
AD 1751804 8B2B 251 68963 0 050120 2D 000000 A00002715337

7006 130051125200010
LLA :
AE 1751804 8B2B 251 68963 0 050120 2D 000000 A00002958386

MOD 03 Funding
Cumulative Funding

MOD 04

7101 130047674400030
LLA :
AD 1751804 8B2B 251 68963 0 050120 2D 000000 A00002715337
Incremental Funding

7102 130051125200020
LLA :
AE 1751804 8B2B 251 68963 0 050120 2D 000000 A00002958386
Incremental Funding

7103 130047674400060
LLA :
AD 1751804 8B2B 251 68963 0 050120 2D 000000 A00002715337

7104 130051125200040
LLA :
AE 1751804 8B2B 251 68963 0 050120 2D 000000 A00002958386

MOD 04 Funding
Cumulative Funding

MOD 05

9101 130054031700010
LLA :
AF 1761804 8B2B 251 68963 0 050120 2D 000000 A00003198184

MOD 05 Funding
Cumulative Funding

MOD 06

7105 130055248000010
LLA :
AG 1761804 8B2B 251 68963 0 050120 2D 000000 A00003298397
Labor Funding

7106 130054031700020
LLA :
AF 1761804 8B2B 251 68963 0 050120 2D 000000 A00003198184
Labor Funding

MOD 06 Funding 212500.00
Cumulative Funding 1466041.84

MOD 07

7100 130058008700001
LLA :
AH 1761804 8B2B 252 68963 0 050120 2D 000000 A00003501957

MOD 07 Funding
Cumulative Funding

MOD 08

7108 130055248000030
LLA :
AG 1761804 8B2B 251 68963 0 050120 2D 000000 A00003298397

9102 130055248000030
LLA :

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AG 1761804 8B2B 251 68963 0 050120 2D 000000 A00003298397

MOD 08 Funding
Cumulative Funding

MOD 09

7100 130058008700001

LLA :

AH 1761804 8B2B 252 68963 0 050120 2D 000000 A00003501957

7107 130058008700001

LLA :

AH 1761804 8B2B 252 68963 0 050120 2D 000000 A00003501957

7108 130055248000030

LLA :

AG 1761804 8B2B 251 68963 0 050120 2D 000000 A00003298397

7201 130054031700030

LLA :

AG 1761804 8B2B 251 68963 0 050120 2D 000000 A00003198184

Provide strategic planning, program management and technical support to OESO

7202 130055248000040

LLA :

AG 1761804 8B2B 251 68963 0 050120 2D 000000 A00003298397

Provide strategic planning, program management and technical support to NOSSA/N5

7203 130058008700002

LLA :

AH 1761804 8B2B 252 68963 0 050120 2D 000000 A00003501957

Provide technical and analytical support for NOSSA/NO2

7204 130055248000030

LLA :

AG 1761804 8B2B 251 68963 0 050120 2D 000000 A00003298397

MOD 09 Funding
Cumulative Funding

MOD 10 Funding
Cumulative Funding

MOD 11 Funding
Cumulative Funding

MOD 12

7205 130061565000010

LLA :

AJ 1771804 8B2B 251 68963 0 050120 2D 000000 A00003770364

NOSSA Explosives Safety Support

MOD 12 Funding
Cumulative Funding

MOD 13

7206 130062240100001

LLA :

AK 1771804 8B2B 252 68963 0 050120 2D 000000 A00003823147

MOD 13 Funding 60000.00
Cumulative Funding 2199491.84

MOD 14

7207 130061565000020

LLA :

AJ 1771804 8B2B 251 68963 0 050120 2D 000000 A00003770364

MOD 14 Funding
Cumulative Funding

MOD 15

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7208 130064395300010
LLA :
AM 1771804 8B2B 251 68963 0 050120 2D 000000 A00004001328

MOD 15 Funding
Cumulative Funding

MOD 16

7209 130064395300020
LLA :
AM 1771804 8B2B 251 68963 0 050120 2D 000000 A00004001328

7210 130061565000030
LLA :
AN 1771804 8B2B 251 68963 0 050120 2D 000000 A00003770364

9201 130061565000030
LLA :
AN 1771804 8B2B 251 68963 0 050120 2D 000000 A00003770364

MOD 16 Funding
Cumulative Funding

SECTION H SPECIAL CONTRACT REQUIREMENTS

NAVSEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

<u>ITEM(S)</u>	<u>ALLOTTED TO</u>	<u>ALLOTTED TO FEE</u>	<u>ESTIMATED</u> <u>PERIOD OF</u>
	<u>COST</u>		<u>PERFORMANCE</u>
7001			
7002			
7003			
7004			
7005			
7006			
9001			
7101			
7102			
7103			
7104			
9101			
7105			
7106			
7107			
7108			
9102			
7201			
7202			
7203			
7204			
7205			
7206			
7207			
7208			
7209			
7210			
9201			

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

(c) CLINs/SLINs 7000, 7100, 9000 & 9100 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

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

FUNDING PROFILE - For Informational Purposes Only

TOTAL DELIVERY ORDER CEILING	AMOUNT FUNDED BY THIS ACTION	TOTAL DOLLAR FUNDED TO DATE	BALANCE NOT FUNDED

NAVSEA 5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

5252.245-9108 GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE) (SEP 1990)

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Contracting Officer Representative (COR), via the cognizant Contract Administration Office, the

Government will furnish the following for use in the performance of this task order: To be identified via modification, as required.

Security

Information provided to the Contractor will be sensitive, but unclassified. A SECRET clearance will be required for all contractor personnel. The Government will provide access to facilities consistent with security clearances. Property protection will be the responsibility of the local Facility Manager and local Government/NOSSA Security Manager or their authorized representative. All contractors must sign a Non-Disclosure Agreement (NDA) with the Government for the purposes of work required by the task order and shall not use any Government related matter for commercial or any other unauthorized purposes. The Contractor agrees that it shall not disclose or provide access to anyone unless it has verified that the recipient has been properly authorized to receive such information, (e.g. employees of the Contractor who have signed NDAs). Under no circumstances may the Contractor make unauthorized disclosures on Government work related matters without prior written approval by the Government.

A security clearance is required for all Contractor personnel working under this task order. Interim clearances are not acceptable. Personnel security clearances must be verified by the Offeror in the Joint Personnel Adjudication System (JPAS).

All Contractor personnel associated with and/or performing work relative to the resultant task order must be United States citizens. All Contractor personnel requiring access to the Government workspaces will complete a National Agency Check (NAC). If an emergency situation exists, and the Contractor requires access to the Government workspace in advance of completing the NAC, the Contractor employee may begin work with a written waiver from the Contracting Officer's Representative (COR) or Contracting Officer (KO). Completion of submission requirement for the NAC is required for waiver approval. Personnel shall be required to obtain Secret level security clearance. Contractor personnel shall be aware at all times of any unusual persons or packages in their work area and immediately report those to the building security staff. If Contractor personnel become aware of any person seeking unauthorized access to classified materials, they shall immediately report this to the COR, Technical Point of Contact (TPOC), or KO.

Contractor personnel computers/laptops/devices shall not be connected to the Government local area network.

Contractor will ensure all personnel requiring access to Navy systems obtain a CAC identification card along with appropriate Public Key Infrastructure (PKI) certificates. Additionally, Contractors will be required to obtain a Navy Marine Corps Intranet (NMCI) account.

The Contractor shall appoint a Security Officer, who shall:

- * Assure compliance with all DoD and U.S. Navy regulations regarding security, and
- * Assure compliance with any written instructions from the Security KO.

The following sections of the solicitation will not be distributed with the contract; however, they are incorporated in and form a part of the resultant contract as though furnished in full text therewith:

SECTION	TITLE
K	Representations, Certifications and Other Statements of Offerors (Bidders)
L	Instructions, Conditions, and Notices to Offerors (Bidders)
M	Evaluation Factors for Award

SECTION I CONTRACT CLAUSES

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

FAR 52.204-2 Security Requirements (AUG 1996)

FAR 52.204-7 System for Award Management (JUL 2013)

FAR 52.204-9 Personal Identity Verification of Contractor Personnel (JAN 2011)

FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2013)

52.204-12 Data Universal Numbering System Number Maintenance (DEC 2012)

FAR 52.204-13 System for Award Management Maintenance (JUL 2013)

52.215-22 Limitations On Pass-Through Charges—Identification Of Subcontract Effort (Oct 2009)

FAR 52.219-6 Notice of Total Small Business Set-Aside (NOV 2011)

FAR 52.224-1 Privacy Act Notification (APR 1984)

FAR 52.224-2 Privacy Act (APR 1984)

FAR 52.232-18 Availability of Funds (Apr 1984)

FAR 52.232-19 Availability of Funds for the Next Fiscal Year (Apr 1984)

FAR 52.232-22 Limitation of Funds (Apr 1984)

FAR 52.232.39 Unenforceability of Unauthorized Obligations (JUN 2013)

FAR 52.245-1 Government Property (Apr 2012)

DFARS 252.222-7006 Restrictions on the Use of Mandatory Arbitration Agreements (DEC 2010)

DFARS 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (JUN 2012)

DFARS 252.245-7001 Tagging, Labeling, and Marking Government-Furnished Property (APR 2012)

DFARS 252.245-7002 Reporting Loss of Government Property (APR 2012)

DFARS 252.245-7003 Contractor Property Management System Administration (APR 2012)

FAR 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013)

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the System for Award Management database via <https://www.acquisition.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIIS consists of two segments—

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—

(i) Government personnel and authorized users performing business on behalf of the Government; or

(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIIS is automatically transferred after a waiting period of 14 calendar days, except for—

(i) Past performance reviews required by subpart [42.15](#);

(ii) Information that was entered prior to April 15, 2011; or

(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(c) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite [52.209-9](#) and request removal within 7 calendar days of the posting to FAPIIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part

of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

52.217-9 OPTION TO EXTEND THE TERM OF THE TASK ORDER (MAR 2000)

(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 **3 years**.

252.215-7008 ONLY ONE OFFER (OCT 2013)

(a) After initial submission of offers, the Offeror agrees to submit any subsequently requested additional cost or pricing data if the Contracting Officer notifies the Offeror that--

(1) Only one offer was received; and

(2) Additional cost or pricing data is required in order to determine whether the price is fair and reasonable or to comply with the statutory requirement for certified cost or pricing data (10 U.S.C. 2306a and FAR 15.403-3).

(b) Requirement for submission of additional cost or pricing data. Except as provided in paragraph

(c) of this provision, the Offeror shall submit additional cost or pricing data as follows:

(1) If the Contracting Officer notifies the Offeror that additional cost or pricing data are required in accordance with paragraph (a) of this clause, the data shall be certified unless an exception applies (FAR 15.403-1(b)).

(2) Exceptions from certified cost or pricing data. In lieu of submitting certified cost or pricing data, the Offeror may submit a written request for exception by submitting the information described in the following paragraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) Commercial item exception. For a commercial item exception, the Offeror shall submit, at a minimum, information on prices at which the same item or/similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include—

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market; or

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(3) The Offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the Offeror's determination of the prices to be offered in the catalog or marketplace.

(4) Requirements for certified cost or pricing data. If the Offeror is not granted an exception from the requirement to submit certified cost or pricing data, the following applies:

(i) The Offeror shall prepare and submit certified cost or pricing data and supporting attachments in accordance with the instructions contained in Table 15-2 of FAR 15.408, which is incorporated by reference with the same force and effect as though it were inserted here in full text. The instructions in Table 15-2 are incorporated as a mandatory format to be used, unless the Contracting Officer and the Offeror agree to a different format.

(ii) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(c) If the Offeror is the Canadian Commercial Corporation, certified cost or pricing data are not required. If the Contracting Officer notifies the Canadian Commercial Corporation that additional

data other than certified cost or pricing data are required in accordance with 225.870-4(c), the Canadian Commercial Corporation shall obtain and provide the following:

- (1) Profit rate or fee (as applicable).
 - (2) Analysis provided by Public Works and Government Services Canada to the Canadian Commercial Corporation to determine a fair and reasonable price (comparable to the analysis required at FAR 15.404-1).
 - (3) Data other than certified cost or pricing data necessary to permit a determination by the U.S. Contracting Officer that the proposed price is fair and reasonable [U.S. Contracting Officer to provide description of the data required in accordance with FAR 15.403-3(a)(1) with the notification].
 - (4) As specified in FAR 15.403-3(a)(4), an offeror who does not comply with a requirement to submit data that the U.S. Contracting Officer has deemed necessary to determine price reasonableness or cost realism is ineligible for award unless the head of the contracting activity determines that it is in the best interest of the Government to make the award to that offeror.
- (d) If negotiations are conducted, the negotiated price should not exceed the offered price. (End of provision)

SECTION J LIST OF ATTACHMENTS

DoD Contract Security Classification Specification, DD Form 254, dated 1 May 2017

Approved Subcontractors

APPROVED SUBCONTRACTOR	CAGE CODE	SMALL (S) OR LARGE (L) BUSINESS	EFFECTIVE DATE