

**ORDER FOR SUPPLIES OR SERVICES (FINAL)**

1. CONTRACT NO. N00178-05-D-4316				2. DELIVERY ORDER NO. FG01		3. EFFECTIVE DATE 2008 Dec 18		4. PURCH REQUEST NO. N00174-08-NR-55308		5. PRIORITY Unrated		
6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115			CODE N00174	7. ADMINISTERED BY DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS MD 20109-2342				CODE S2404A	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)			
9. CONTRACTOR Enterprise Information Services, Inc. 1951 Kidwell Drive, Suite 400 Vienna VA 22182-3930			CODE IBLF9	FACILITY 877501676		10. DELIVER TO FOB POINT BY (Date) See Schedule			11. X IF BUSINESS IS			
						12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			X	SMALL		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			X	SMALL DISADVANTAGED		
										WOMEN-OWNED		
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264				CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.									
	PURCHASE		Reference your _____ furnish the following on terms specified herein.									
			ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
Enterprise Information Services, Inc.				Vinod Goyal President/CEO								
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule												
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT			
	See Schedule											
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL		\$1,732,673.37		
				BY: /s/Georgia A Warder				12/18/2008		26. DIFFERENCES		
								CONTRACTING/ORDERING OFFICER				
27a. QUANTITY IN COLUMN 20 HAS BEEN												
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
f. TELEPHONE					g. E-MAIL ADDRESS							
					FINAL				34. CHECK NUMBER			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				35. BILL OF LADING NO.			
a. DATE					b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							
					PARTIAL							
					FULL							
37. RECEIVED AT			38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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## **GENERAL INFORMATION**

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	Base Year - Earned Value Management, Project Management, and Analyst Support Services in accordance with the Statement of Work. (TBD)	1.0 Lot	\$1,584,051.05	\$110,615.38	\$1,694,666.43
100001	Incremental Funding: \$1,000 (OPN)				

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3000	Base Year - ODCs NOT TO EXCEED \$38,006.94 (TBD)	1.0 Lot	\$38,006.94

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	Option Year I - Earned Value Management, Project Management, and Analyst Support Services in accordance with the Statement of Work. (TBD) Option	1.0 Lot	\$1,645,821.60	\$114,928.86	\$1,760,750.46
4001	Option Year II - Earned Value Management, Project Management, and Analyst Support Services in accordance with the Statement of Work. (TBD) Option	1.0 Lot	\$1,710,010.07	\$119,411.18	\$1,829,421.25

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4002	Option Year III - Earned Value Management, Project Management, and Analyst Support Services in accordance with the Statement of Work. (TBD) Option	1.0 Lot	\$1,777,489.19	\$124,123.43	\$1,901,612.62
4003	Option Year IV - Earned Value Management, Project Management, and Analyst Support Services in accordance with the Statement of Work. (TBD) Option	1.0 Lot	\$1,846,071.35	\$128,912.45	\$1,974,983.80

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
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6000	Option Year I - ODCs NOT TO EXCEED \$38,006.94 (TBD) Option	1.0 Lot	\$38,006.94
6001	Option Year II - ODCs NOT TO EXCEED \$38,006.94 (TBD) Option	1.0 Lot	\$38,006.94
6002	Option Year III - ODCs NOT TO EXCEED \$38,006.94 (TBD) Option	1.0 Lot	\$38,006.94
6003	Option Year IV - ODCs NOT TO EXCEED \$38,006.94 (TBD) Option	1.0 Lot	\$38,006.94

**TASK ORDER MANAGER (TOM)**

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

Name: Joyce Debolt

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Mailing Address: 101 Strauss Ave, Bldg. D-326, Indian Head, MD 20640

Code: CA6

Telephone No.( 301) 744-4953

(b) The Alternate TOM for this contract is:

Name: Mailing Address: Code: Telephone No.:

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

(d) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

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

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### TECHNICAL INSTRUCTIONS

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

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

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

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

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

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

### **PERFORMANCED BASED STATEMENT OF WORK EARNED VALUE MANAGEMENT, PROJECT MANAGEMENT AND ANALYST SUPPORT SERVICES**

#### **1.0 GENERAL**

##### **1.1 Background (For Informational Purposes Only)**

The Indian Head Division, Naval Surface Warfare Center (IHD/NSWC) is a leader in the Navy's Energetics Enterprise. As such, it is our job to research and provide energetics – and energetic systems – for our fighting forces around the globe. In order to successfully perform this job effective execution of project management, analysis, monitoring, and closeout is required throughout all phases.

##### **1.2 Scope**

The Contractor shall provide earned value management, project management, and analyst support services to a

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variety of projects on base. These projects include areas of research, development, formulation, test and evaluation, engineering, and production of energetics and energetic systems. Such support shall include planning, organizing, monitoring, and managing projects or tasks to bring about the successful completion of specific goals and objectives. This effort also includes assisting in achievement of the project's goals and objectives while adhering to classic project constraints of scope, quality, time, and budget. The contract will be a cost plus fixed fee type, with a period of performance of 12 months, and provisions for four 12-month option periods.

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 and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services.

## 2.0 APPLICABLE DOCUMENTS

Unless otherwise specified, the following documents listed form a part of the Statement of Work and are to be used for *general guidance only*.

DI-MGMT-80227 Contractors Progress, Status and Management Report

DI-MISC-80508A Technical Reports – Study/Services

DI-MISC-80711 Scientific and Technical Report

DI-ADMN-81250 Conference Minutes

## 3.0 REQUIREMENTS

The Contractor shall provide analytical and project management related support services to include knowledgeable personnel, material, services, and facilities to perform, accomplish, and complete the tasks described herein. The following task statements are examples of the types of services that will be required under this contract.

The Contractor shall provide management, technical, and administrative support (on and off-site) as required throughout all phases of the projects being supported. The contractor shall provide qualified personnel experienced in working with Department of Navy programs and financial systems.

### 3.1 Earned Value Management Support

**3.1.1 The Contractor shall provide services to support project control, monitoring, and closeout in the following areas:**

- Earned value management (EVM),
- Developing and maintaining the Integrated Master Plan (IMP) and the Integrated Master Schedule (IMS),
- Project change control, re-planning, and remediation,
- Conducting variance and trend analysis,
- Collecting of data, development, and analysis of Contract Performance Reports (CPR),
- Providing general EVM training and support on-site,
- Assisting with translating data from financial reporting files into Excel spreadsheets,
- Supporting Indian Head personnel with Sponsor's requirements interpretation and planning and,
- Developing further and improving EVM process and procedures used at IHD/NSWC.

### 3.2 Program and Project Management

3.2.1 The Contractor shall provide program and/or project management support services to include the following

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areas:

- Project integration planning (scope, schedule, and cost baselines),
- Requirements definition assistance, project planning and project supervision,
- Scope planning and management,
- Developing and maintaining the Performance Measurement Baseline (PMB),
- Developing Work Breakdown Structures (WBS),
- Acquisition planning,
- Resource analysis, planning, and management,
- Preparation of cost estimates,
- Schedule development,
- Management and analysis,
- Risk planning, analysis and management,
- Critical path analysis/determination,
- Variance analysis,
- Stakeholder coordination,
- Quality planning and management, and
- Performance planning.

3.2.2 In regards to the Contractor's own contract monitoring, the Contractor shall conduct Program Management Reviews (PMR) as required. The site, date and time of each shall be mutually agreeable between the Contractor and the Government. The Contractor shall be responsible for the gathering, preparation, and timely distribution of PMR minutes. The following items shall be addressed at each PMR:

- a. Master program schedule
- b. Status of all technical instructions in which work was performed
- c. Direct labor budgets and variances using projected and actual expenditures
- d. Labor hour expenditure against contract/SOW milestones
- e. Status and/or resolution of assigned special studies, investigations, and action items

**3.3 Analyst and Management Support**  
**3.3.1 The Contractor shall provide analyst and management support services to include:**

- Risk analysis,
- Financial analysis,
- Budget analysis,
- Business systems analysis,
- Cost estimating,
- Cost/benefit analysis,
- Documentation preparation,
- Process development and improvement,
- Importing of financial data,
- Building spreadsheets and other EVM and financial related documents, and
- Administrative assistance.

**4.0 DELIVERABLES** All deliverable documentation as specified herein shall be inspected and approved by the Technical Point of Contact (TPOC) and the Contracting Officer's Representative (COR):

**Technical Point of Contact (TPOC)**

Joyce DeBolt, Code CA6  
101 Strauss Ave  
Building D-326  
Indian Head, MD 20640  
Phone: 301-744-4953

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**Contracting Officer's Representative (COR)**

Joyce DeBolt, Code CA6  
101 Strauss Ave  
Building D-326  
Indian Head, MD 20640  
Phone: 301-744-4953

**4.1** The contractor shall submit monthly status reports, which are due on the 15<sup>th</sup> of each month and these reports shall include the following elements:

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

**4.2** *Scientific and Technical Report*, on an as required basis.

**4.3** *Technical Report-Studies/Services*, on an as required basis.

**4.4** *Conference Minutes*, on an as required basis.

**4.5 DISCLAIMER STATEMENT**

All reports resulting from this contract shall contain the following disclaimer statement on the cover of such reports:

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

**5.0 GOVERNMENT FURNISHED EQUIPMENT AND INFORMATION**

The Government will provide the appropriate Government furnished equipment and information as required.

**6.0 GOVERNMENT FURNISHED FACILITIES**

The contractor will provide off-site facilities for contract performance. However, the government may provide on-site facilities to the contractor as required.

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## 7.0 SECURITY

All key personnel associated with this contract may be required to have a DoD clearance. The Contractor may have access to information and compartments with a “secret” classification. All deliverables associated with this SOW are “unclassified”.

## 8.0 TRAVEL REQUIREMENTS

The Contractor may be required to travel in performance of this contract. Specific travel requirements will be negotiated as required. Costs associated with travel and lodging shall be reimbursed in accordance with the Federal Joint Travel Regulations (JTR).

## 9.0 QUALITY ASSURANCE SURVEILLANCE PLAN

The contractor’s performance will be assessed on a continuing basis by application of the contractor-provided performance metrics to evaluate work on task objectives, review of deliverables, technical meetings and general contacts with the contractor. Informal contract management performance reviews will be conducted quarterly and a formal Quality Performance Review (QPR) will be conducted at the conclusion of each Task Order.

The Government technical monitor/contracting officer representative (COR) will utilize the contractor-provided performance evaluation metrics and other inputs mentioned above in conjunction with the QASP Grading Sheet to determine Contractor overall performance in five (5) general areas: 1) Schedule Performance, 2) Management Performance, 3) Technical Performance, 4) Work Product Quality/Accuracy, and 5) Cost Control. Each performance assessment will contain the following three elements: Performance Objective(s), Performance Measurement Factors, and Performance Rating Definitions. When taken in the aggregate, these elements constitute the performance evaluation under the QASP of the individual Task Orders issued under the related contract. A brief description of each of the three (3) elements is as follows:

**Performance Objective** – The contract or Task Order delineation of Deliverables and/or overall objective(s) as described under the Scope.

**Performance Measurement Factor (PMF)** – The critical key characteristics or aspects of achieving the objective(s) that will be monitored by the Government (IHDIV/NSWC, SPT), those matters about which the Government will be gathering data. Each objective will likely have one or more performance measurement factors (PMF).

**Performance Rating and Definitions** – An adjectival and/or numerical objective *rating* with definition of the meaning of each Rating level when applied to each performance measurement factor. The technical monitor/COR has the responsibility for identification of the applicable PMFs and their relevant incorporation into the specific tasking of a contract. Individual Task Orders may specify a minimum acceptable rating, *target* rating, or range of performance ratings on subtasks for certain PMFs.

When numerical ratings are employed for PMFs, or sub factors within a PMF, the rating numbers will be summed together and averaged to arrive at a single numerical value for each PMF and overall value of all relevant PMFs averaged. Failure of the Contractor to meet the required performance measure specified for an individual Task Order will result at a minimum in the Contractor correcting any deficiencies at no additional cost to the Government.

A Contractor Performance Assessment Reporting System (CPARS) type evaluation of all Task Orders performed (in whole or in part) under a given contract will be conducted on an annual basis after contract award. The CPARS evaluation will be based on the contractor’s performance during the previous 12 months. The primary Government official responsible for the CPARS evaluation is the Contracting Officer’s Representative (COR) for the contract. The COR may be assisted, as necessary, by other Government individuals having information relevant to the quality of contractor performance.

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#### **IHD 17 - PERSONNEL QUALIFICATIONS (MINIMUM) NAVSEA/IHD (FEB 2000)**

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, education, and other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. A SECRET security clearance is required at the time of task order award. If the contractor does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the contractor's proposal identifying the difference.

(b) If the Contracting Officer or the Task Order Manager (TOM) questions the qualifications or competence of any person performing under the task order, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(c) All employees of the Contractor employed in the performance of work under this task order shall be employees of the Contractor at all times and not employees of the Government and under the control and supervision of the Contractor at all times. The Contractor is responsible for furnishing sufficient personnel, with the proper experience, who meet any standards established herein, and who can be relied upon to perform in strict accordance with all provisions of the contract.

(d) The labor category, title and primary function that personnel in this field are to perform and the minimum education and experience requirements for each labor category are as follows:

#### **Program Manager (Key Personnel)**

Directs program team responsible for the development, implementation, and troubleshooting of enterprise applications, systems, and/or processes. Generates timelines, estimates costs, and ensures projects meet the needs of the organization. Oversees the operations of a team of project managers, business technology consultants, and implementation specialists who interface with the stakeholders. Requires a bachelor's degree with at least 15 years of experience of related professional experience.

#### **Project Manager (Key Personnel)**

Manages all activities related to project planning, initiation, implementation, and monitoring with emphasis on IT projects. Ensures that all project goals are accomplished according to specifications and business objectives. Prepares presentations and reviews MS Project schedules. Requires a bachelor's degree with at least 8 years of experience in the field or in a related area to include project management software tools (i.e., MS Project).

#### **Financial Analyst (Key Personnel)**

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 4-5 years of experience of related professional experience. Familiar with a variety of the field's concepts, practices, and procedures.

#### **Earned Value Management Analyst (Key Personnel)**

Responsible for application of specific and well defined earned value methodologies to system/application development and operations projects. Responsible for development and maintenance of Earned Value Management Systems (EVMS). Continually monitors system changes to ascertain the effects on system documentation. Knowledgeable and experienced with ANSI Standard-748 Earned Value Management Systems (EVMS) Standard, National Defense Industrial Association (NDIA) EVM Standards, and EVM/Scheduling tools (i.e., MS Project). Requires a bachelor's degree with at least 3-5 years of related professional experience.

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**Documentation Specialist/Technical Writer**

Responsible for preparation of technical publications & documentation. Require a bachelor's degree in area of specialty and 1-3 years of related experience. In lieu of the bachelor's degree, the candidate must possess at least a high school diploma or GED and 6-7 years of related experience. Gathers technical information, prepares written text & coordinates layout & manual organization. Writes individualized copy of analytical, interpretive, documentary or promotional literature. Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen.

**Administrative Assistant**

Responsible for managing, organizing, scheduling and maintaining information for IHD/NSWC workers. Needs to be familiar with using photocopiers, fax machines, typewriters and personal computers. Creates presentations, generates spreadsheets, composes email, manages databases, maintains paper and electronic files, creates documents, and handle travel arrangements. May provide support to an executive or a manager. Relies on extensive experience and judgment to plan and accomplish goals. Requires at least a high school diploma or GED and 2-3 years of experience in the field or in a related area.

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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice to the TOM:

Joyce Debolt  
101 Strauss Avenue  
Bldg. D-326  
Indian Head, MD 20640  
Code: CA6

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## **SECTION E INSPECTION AND ACCEPTANCE**

INSPECTION AND ACCEPTANCE IS AT DESTINATION

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## **SECTION F DELIVERABLES OR PERFORMANCE**

### CLIN - DELIVERIES OR PERFORMANCE

The period of performance for this requirement, including all options, is sixty (60) months.

CLIN 1000 - date of award through one year  
CLIN 4000 - 1 year after exercise of option I  
CLIN 4001 - 1 year after exercise of option II  
CLIN 4002 - 1 year after exercise of option III  
CLIN 4003 - 1 year after exercise of option IV

CLIN 3000 - date of award through one year  
CLIN 6000 - 1 year after exercise of option I  
CLIN 6001 - 1 year after exercise of option II  
CLIN 6002 - 1 year after exercise of option III  
CLIN 6003 - 1 year after exercise of option IV

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## SECTION G CONTRACT ADMINISTRATION DATA

### ALLOTMENT OF FUNDS (MAY 1993)

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

ESTIMATED:

ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	PERIOD OF PERFORMANCE
1000	\$934.73	\$65.27	18 January 2008 through 18 January 2009

### TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Joyce Oliver

Phone Number: (301) 744-6575

Email: [joyce.oliver@navy.mil](mailto:joyce.oliver@navy.mil)

Payments/Invoicing: (WAWF) Daniel Twombly

Phone Number: (301) 744-6613

Task Order Manager: Joyce Debolt

Phone Number: (301)744-4953

Email: [joyce.debolt@navy.mil](mailto:joyce.debolt@navy.mil)

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Renee Brown at (301) 744-6653.

### **IHD 77 - INVOICE INSTRUCTIONS (NSWCIHD) (MAR 2007)**

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

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

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

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

(d) The following information regarding invoice routing is provided for completion of the invoice in WAWF:

WAWF Invoice Type: Cost Voucher

Issuing Office DODAAC: N00174

Admin DODAAC: S2404A

Inspector DODAAC (if applicable): N00174

Acceptor DODAAC: N00174

LPO DODAAC (if applicable): N/A

Pay DODAAC: HQ0338

DCAA Auditor DODAAC (if applicable): HAA310

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

(e) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notifications” and add the email addresses noted below. These additional notifications to the government are necessary to make the acceptor aware that the invoice documents have been submitted into the WAWF system. Without these additional notifications, the government may be unable to process your submissions in a timely manner, which will delay payment.

**Send Additional Email Notifications to the Following Addresses:**

[joyce.debolt@navy.mil](mailto:joyce.debolt@navy.mil) and [joyce.oliver@navy.mil](mailto:joyce.oliver@navy.mil)

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

(g) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NSWC IHD WAWF point of contact, Dan Twombly, at 301-744-6613 or [daniel.twombly@navy.mil](mailto:daniel.twombly@navy.mil).

**IHD 86 - SECURITY BADGES AND ON-SITE CONTRACTOR PERSONNEL (NAVSEA/IHD) FEB 2000**

Security badges will be issued by the Government only to those contractor personnel who require access to the Indian Head Division, Naval Sea Systems Command 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. The Contractor shall maintain a register of employees currently authorized access to the Indian Head Division, Naval Sea Systems Command. This does not include badges temporarily authorized for contractor visitors to Indian Head Division, Naval Sea Systems Command. 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 Sea Systems Command. This register will be made available upon request of the Contracting Officer. The contractor shall follow station security procedures in this regard.

Accounting Data

SLINID	PR Number	Amount
100001	83500247	1000.00

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LLA :

AA 97X4930 NH1F 000 77777 0 000174 2F 000000 131304E6R681

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

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

### INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE

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

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

#### HOLIDAY DATE OF OBSERVANCE

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

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

3. The hours of operation for the Procurement Department and Receiving Office are as follows:

#### AREA FROM TO:

Procurement Department(BLDG. 1558) 7:30 A.M. 4:00 P.M.  
Receiving Office (BLDG. 116) 7:30 A.M. 11:00 A.M. 12:30 P.M. 2:00 P.M.

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

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## SECTION I CONTRACT CLAUSES

Reference 52.222-41 Service Contract Act (1965)

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

### **OPTION TO EXTEND THE TERM OF THE TASK ORDER**

- (a) The Government may extend the term of this contract by written notice to the Contractor within 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended task order shall be considered to include this option clause.
- (c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 5 years.

### **52.204-2 SECURITY REQUIREMENTS (AUG 1996)**

- (a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."
- (b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.
- (c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.
- (d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

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## **SECTION J LIST OF ATTACHMENTS**

Attachment A, DD254

Attachment B, Task Order Administration Plan