

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

J

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

N0007218RC32007

5. PROJECT NO. (If applicable)

N/A

6. ISSUED BY

CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

N00189

NAVSUP FLC Norfolk, Detachment Philadelphia
700 Robbins Avenue, Bldg. 2B
Philadelphia PA 19111-5083

NAVSUP FLC Norfolk, Detachment Philadelphia
700 Robbins Avenue, Bldg. 2B
Philadelphia PA 19111-5083

SCD: C

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

Ironclad Technology Services LLC
200 Golden Oak Court, Suite 320
Virginia Beach VA 23452

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-10-D-6117-EX02

10B. DATED (SEE ITEM 13)

CAGE CODE 518C1

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) 52.217-9 'Option to Extend the Term of the Contract'

E. IMPORTANT: Contractor [X] 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)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

NSN

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

GENERAL INFORMATION

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

The Line of Accounting information is hereby changed as follows:

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

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
█	█	█	█	█
█	█	█	█	█

█				
█				
█	█	█	█	█
█	█	█	█	█
█	█	█	█	█

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
█	█	The contractor shall provide Informational Technology Professional Services support for CNAFR N8 in accordance with the attached Statement of Work for the Base Period. (O&MN,N)	█	█	█	█
█	█	Travel in Support of CLIN 8100 (O&MN,N)	█	█	█	█
█	█	The contractor shall provide Informational Technology Professional Services support for CNAFR N8 in accordance with the attached Statement of Work for Option Period I. (O&MN,N)	█	█	█	█
█	█	Travel in Support of CLIN 8200 (O&MN,N)	█	█	█	█
█	█	The contractor shall provide Informational Technology Professional Services support for CNAFR N8 in accordance with the attached Statement of Work for Option Period II. (O&MN,N)	█	█	█	█
█	█	Travel in Support of CLIN 8300 (O&MN,N)	█	█	█	█
█	█	The contractor shall provide Informational Technology Professional Services support for CNAFR N8 in accordance with the attached Statement of Work for Option Period III. (O&MN,N)	█	█	█	█
█	█	Travel in Support of CLIN 8400 (O&MN,N)	█	█	█	█
█	█	The contractor shall provide Informational Technology Professional Services support for CNAFR N8 in accordance with the attached Statement of Work for Option Period IV. (O&MN,N)	█	█	█	█
		Option				
█	█	Travel in Support of CLIN 8500 (O&MN,N)	█	█	█	█
		Option				

SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement (PWS)

Commander, Naval Reserve Forces Command (CNRFC) N8 System Support and Maintenance of the Navy Reserve Resource Allocation (RA) Program.

This order is FFP in nature. The proposed level of effort provided below for EACH year of performance is for informational purposes only. The Contractor is to fulfill the requirements of the PWS and achieve the desired results in accordance with their quote and the RFQ (regardless of staffing levels and labor mix).

Labor Category	Hours Per Year
█	█
█	█
█	█
█	█
█	█

1.0 **INTRODUCTION:** The mission of the Navy Reserve is to deliver strategic depth and operational capability to the Navy, Marine Corps, and Joint Forces. Supporting an Echelon 2 Command and Budget Submitting Office (BSO), the Commander, Navy Reserve Forces Command (COMNAVRESFOR) N8 Comptroller’s function is to oversee all processes related to Budget Preparation and Execution, Funds Administration, Financial Policy and Systems and to supervise the regional Financial Managers who maintain official records of obligations and expenditures throughout COMNAVRESFOR. The COMNAVRESFOR N8 Comptroller requires support in the area of Navy Reserve Funding Allocation (RA) document processing and readily available historic budget balance database management to sustain accurate financials and sustain auditable financial conditions.

2.0 **BACKGROUND:** In addition to these Federal Laws and pronouncements, several DoD and Navy specific directives require financial improvement. Most recently, former Secretary of Defense Panetta, issued a memorandum on █ accelerating DoD’s audit readiness efforts by moving the 2017 milestone set by congress to have an auditable general fund Statements of Budgetary Resources (SBR) to FY 2014. CNRFC will accomplish the Secretary of Defense Panetta’s goals through the development, acquisition and implementation of the Navy Reserve Resource Allocation (RA) Program. The Navy Reserve Allocation (RA) Program will be the system utilized by the Commander Navy Reserve Forces Command (CNFCR) Budget Submitting Office (BSO) to authorize and track Navy Reserve resources received and distributed. The CNRFC requires all funds received and distributed for BSO wide requirements to be tracked at various levels and limits for multiple Reserve specific programs. Fund controls are achieved by passing funds receipt and distribution in accordance with all statutory and regulatory requirements. The RA will meet the mandated audit readiness requirement in accordance with the Financial Improvement Audit Readiness (FIAR). The RA program will allow multiple personal to access data simultaneously via the Internet or local portal to ensure multiple users at various locations can access the system. RA will be password protected and access at the Budget Manager and the Budget Analyst level that requires different authorization to ensure proper funds management with checks and balances to allow for receipt and control of all BSO funding received and distributed. The RA capability will provide CNRFC with the ability to provide proper funds management regarding receipt of funds from higher echelons to distribution and tracking the entire CNRFC budget.

3.0 **SCOPE:** The scope of this effort is to provide CNRFC BSO with the ability to authorize and track all funds receipt and distribution through maintaining, sustaining system operations with systems administration, software updates, server administration, server failover and data files backup support to include rebuilding servers and restoring date and correcting errors within 24 hours after notification.

3.1 PSC/OCC: █

4.0 **APPLICABLE DIRECTIVES:**

Document Type	Number/Version	Title	Date
Memo	SECDEF	Improving Financial Information and Achieving Audit Readiness	█

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Policy Manual	NAVSO P-1000	DON Financial Management Policy Manual	█ █ █
Manual	1	Budget and Financial Guidance Manual Part 1	█ █
Manual	2	Budget and Financial Guidance Manual Part 2	█ █
DOD FMR	Vol. 14 Chapter 1	Administrative Control of Funds	
National Defense Authorization Act	FY10	Audit Readiness	█

4.1 ACRONYMS AND ABBREVIATIONS:

AG/SAG	Activity Group/Sub Activity Group
AQL	Acceptable Quality Level
BSO	Budget Submitting Office
CAC	Common Access Card
CNAFINST	Commander, Naval Air Forces Instruction
CNAFR	Commander, Naval Air Force Reserve
CNRF	Commander, Naval Reserve Forces
CNRFC	Commander, Reserve Forces Command
COR	Contracting Officer Representative
DOD	Department of Defense
DODCAF	Department of Defense Central Adjudication Facility
DON	Department of the Navy
FAR	Federal Acquisition Regulation
FPCON	Force Protection Conditions
FRC	Fleet Readiness Center
FSO	Facility Security Officer
FY	Fiscal Year
GFE	Government Furnished Equipment
GFI	Government Furnished Information
IAW	In Accordance With
JPAS	Joint Personnel Adjudication system
KO	Contracting Officer
MCSR	Monthly Contract Status Report
NACLCL	National Agency Check with Local Credit Checks
NLT	Not Later Than
NMCI	Navy and Marine Corp Intranet
NOA	New Obligation Authority
OB	Operating Budget
OPNAV	Chief of Naval Operations
OPNAVINST	Chief of Naval Operations Instruction
OPSEC	Operations Security
PDF	Portable Document Format
PII	Personally Identifiable Information
POP	Period of Performance
PRS	Performance requirements summary
PWS	Performance Work Statement
QCP	Quality Control Plan
RA	Navy Reserve Resource Allocation
RCC	Regional Command Center
SBU	Sensitive But Unclassified
SBR	Statements of Budgetary Resources

SECDEF Secretary of Defense
 SECNAVINST Secretary of the Navy Instruction
 TPOC Technical Point of Contact
 UIC Unit Identification Code

5.0 PERFORMANCE REQUIREMENTS/TASKINGS: The contractor shall provide the Navy with a RA program that can be loaded locally on COMNAVRESFOR's portal. This program will be a Navy owned asset. The contractor will provide service support of the program, system failover, system maintenance and backup capability/instructions of all files as well as maintaining capability of data files to include rebuilding and restoring data if any issues arise and correct errors within 24 hours after notification. Detailed requirements are listed below:

5.1 The contractor shall ensure that the RA system tracks labor separately from non-labor costs.

5.1.1 The contractor shall maintain system/server and all database files backup capability. The contractor shall ensure that all data files are 100 percent recovered and/or rebuilt if issues or error occur. The contractor shall correct all issues or errors within 24 hours of notification of an issue or error.

5.1.2 The contractor shall ensure that the RA system allows limits and ceilings for specific funding provisions, and creates and stores all Resource Allocations/Amendments for all Regional Command Centers (RCCs) for current and all prior years; establish new Fiscal Year and Programs as well as archive and store expiring and prior fiscal years data.

5.1.3 The contractor shall ensure that the RA system tracks Quarterly New Obligation Authority (NOA), and allows tracking of unissued funds not authorized to a specific program as well as unissued fund that have been issued to a program but not authorized to an Operating Budget (OB) Holder.

5.1.4 The contractor shall ensure that the RA system tracks at the Subhead, Activity Group/Sub Activity Group (AG/SAG), Special Interest Program and Unit Identification Code (UIC) level, managing all issued and unissued funding

5.1.5 The contractor shall ensure that the RA system Issues Operating Budgets and generates Form 2168-1s simultaneously in short turnaround time. The contractor shall ensure that all archived folders are maintained and backed up to servers with a COOP plan.

5.1.6 The contractor shall ensure that the RA provides the CNRFC Annual Financial Plans are maintained and tracked for all OB holders.

5.1.7 The contractor shall provide multiple reports including: Manager Fund Status, Cumulative funds issued, Funds Issue, Budget status reports by programs, Limitations to update and modify as well as funding History, Budget History and Resource authorizations.

5.1.8 The contractor shall maintain Audits Logs for all system access and to pass audit requirements.

5.1.9 The contractor shall ensure that RA program has a comments section to program managers.

5.1.10 The contractor shall enable CAC and PDF signature ability to send external reports and documents via Microsoft Outlook for electronic signature and forward to the Comptrollers via Microsoft Outlook email electronically.

5.2 PERFORMANCE REQUIREMENTS DELIVERABLE SUMMARY (PRS): This section refers to a tangible or intangible deliverable produced by the contractor as a result of the work performed in Section 5 Performance Requirements above. Specific deliverable format and transmission mean will be provided in this section. The Performance Requirements Deliverable Summary Table 5.2 is below.

Table 5.2 - Performance Requirements Deliverable Summary

Task	Performance Objective	Performance Standards	Frequency	Acceptable Quality Level (AQL)	Surveillance Method
5.2.1	Monthly Contract Status Report	Adhere to requirements specified in paragraph 5.0 of the PWS	Due the 15 th of each month for the previous months accomplishment	Quality: All maintenance performed IAW	Specific Inspection

5.2.2	Trip Reports	Adhere to the requirements specified in section 5.2.1 of the PWS	As required. Due 7 days after the trip completion	Government feedback	Government approval
5.2.3	Meeting/Briefing Reports	Adhere to requirements specified in sections 5.2.2 and 5.3 of the PWS	As required. Due 3 days after meeting or briefing	Government feedback	Government approval
5.4	Quality Control Plan	Adhere to requirements specified in paragraph 5.4 of the PWS	15 days after award	Government feedback	Government approval

5.2.1 Monthly Contract Status Report (MCSR). Status reports must be submitted to the COR no later than the 15th day of every month (See the Attached Quality Assurance Surveillance Plan for details. Contractor shall provide copies of the Performance Requirements Deliverables to the Contracting Officers Representative (COR) and the Government Technical Point of contact (TPOC) using electronic media and hard copy if requested. The contractor shall password protect electronic files and documents emailed to the customer. The contractor shall provide the file and document password via separate email. MCSR shall be in contractor format.

5.2.2 Trip Report. Trip reports shall be submitted within seven (7) calendar days of the completion of each trip. At a minimum, these reports shall include the following: the named traveler, the purpose of the trip, destination, and dates travelled organizations and/or persons contacted, synopsis of the results, actual costs associated with the trip, and a list of action items with associated assignments.

5.2.3 Meeting/Event Report. Meeting/event reports shall be submitted within three (3) working days of the meeting as required. These reports shall include, at a minimum, the purpose of the meeting/event; attendees, date of meeting; issues discussed; decisions/recommendations made; and a list of action items with associated assignments, lessons learned and suggestion for improvements.

5.2.4 Criteria for Acceptance. The contractor shall submit all reports in electronic form as email attachments not password protected. The contractor shall produce reports using the Microsoft Office suite applications. In the absence of other negotiated agreements, the Client's Representative or his designee will inspect reports and notify the Contractor of the findings within ten (10) days of receipt of draft reports and five (5) workdays of receipt of final deliverables. The contractor shall have five (5) workdays to correct a rejected deliverable and return it to the COR.

5.3 MEETINGS AND BRIEFINGS. The Contractor shall attend, participate in and provide input at scheduled and unscheduled meetings, conferences and briefings that affect Performance Work Statement (PWS) functions and serve to provide effective communication.

5.4 QUALITY CONTROL PLAN (QCP): The Contractor shall ensure quality service is maintained throughout the life of the contract, and shall prepare and submit a Quality Control Plan for government approval within 15 days of contract/task order award. The contractor shall and implement (upon Government approval) the Quality Control Plan. The plan shall reflect the Contractor's overall approach, internal controls and establishment of procedures for evaluating each of the major service areas (who, method, how often), for reporting to the Government, for resolving deficiencies, for identifying potential improvements, and for maintaining and making available to the Government, documentation (as listed in PWS Performance Requirements Section 5) reflecting quality control inspections and any corrective actions taken.

6.0 LABOR CATEGORY DESCRIPTIONS AND LABOR HOUR ESTIMATE: Labor category descriptions below provide the benchmark needed regarding knowledge, skill and ability for the performance for this contract/task order.

6.1 Project/Task Manager: Leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

6.2 Computer Programmer II: Provides programming services in developing relatively complex application using standard approaches or less complex systems using new approaches. Able to independently run an entire system or portion thereof and to review and process its output for validity and accuracy.

6.3 Program Maintenance Specialist II: Supports users of information systems and desktop hardware and software as well as resolving user account and access problems by triaging calls, researching moderately complex problems and questions, responding with answers and interventions, providing on site assistance, tracking calls, analyzing data for trends and common system problems, and evaluating the quality of information systems data. May serve in help desk capacity providing phone and in person support to users in the areas of hardware, software, peripherals, etc. problems; and serves as the initial point of contact for troubleshooting and resolving these problems. Provides technical writing for program and operational documentation. Provides documentation in presentation-ready quality output using advanced word processing or desk top publishing software.

6.4 Systems Administrator: Installs new software and application releases, performs system upgrades, evaluates and installs patches and resolves software application related problems. Performs system backups and recovery and maintains data files and monitors system configuration to ensure data integrity.

7.0 PLACE OF PERFORMANCE

The primary place of performance for this contract/task order shall be at the contractor facilities upon award.

8.0 PERIOD OF PERFORMANCE (POP):

The period of performance of this order shall be for 365 days upon date of award with four (4) one (1) year options periods.

9.0 QUALITY ASSURANCE SURVILLANCE PLAN (QASP):

9.1 Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints. Performance will be measured in accordance with Table 9.1 below.

Table 9.1: Quality Assurance Surveillance Plan

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
PWS Section 5.2.1	Monthly Contract Status Report	Customer Feedback	No more than 3 substantiated negative customer feedbacks during 6-month period	Positive Past Performance Evaluation Exercise of option periods
PWS Section 5.2.1	Accurate Financial documentation and cost performance data	100% Inspection of all contractor prepared data products, reports, spreadsheets, invoices and other financial documents	No more than 3 substantiated errors during 6-month period	
PWS Section 5.1 all	Quality– Technical products/deliverables were complete, accurate, clear and conformed to the requirements of the PWS	100% Inspection of all contractor technical products/deliverables	No more than 3 substantiated errors during 6-month period	
PWS Sections 5.2.2, 5.2.3	Completed reports	100% Inspection of all contractor prepared reports	No more than 1 documented error during a	See above.

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
5.3 and 5.4			1-month period.	

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

9.2 Incentives/Disincentives: The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. *The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options*

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. _

In accordance with the inspection of services provisions for Firm Fixed Price (FFP) contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

10.0 ACCEPTANCE CRITERIA:

The agency COR has the responsibility to monitor the progress of the work of the on-site Contractor personnel assigned to the task. The COR will notify the KO, in writing, with regard to contractor performance. The documentation from the COR will certify the following:

- a. The Contractor deliverables and performance have met the work standards and objectives as outlined in the PWS.
- b. The Contractor deliverables and performance have not met the work standards and objectives as outlined in the PWS and why.

This written documentation and certification, after review and acceptance by the COR, in conjunction with KO, will serve as the basis for payment to the Contractor.

11.0 TRAVEL:

The Contractor may be required to travel within both CONUS and OCONUS. Contractor travel shall be consistent with the amounts and limitations specified in the Joint Travel Regulations (JTR), as they are amended from time to time and the limitation of funds specified in this order. If travel is required, it shall be pre-approved by the TPOC/COR. Copies of all invoices and receipts for travel must accompany the invoice for which the charges are claimed.

A

ctual travel performed will be dependent upon program requirements. Travel is estimated at \$2,000.00 per year. Below is the estimated Travel for this order:

Number of trips Per LOT Year	From	To	Number of travelers per trip	Duration of Travel	Estimated cost per Year
1	Contractors facilities	CNRFC HQ Norfolk, VA	█	█	█

12.0 TRAINING REQUIREMENTS

The Contractor is responsible for any and all technical training required to for assigned contractor personnel to accomplish the tasks outlined in Section 5.0 Performance Requirements.

13.0 SECURITY REQUIREMENTS

13.1 SECURITY CLEARANCE:

- a. All contract personnel performing under this contract/task order must maintain a DoD SECRET

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clearance and a National Agency Check with Local Agency Check and Credit Checks (NACLCC) investigation in accordance with SECNAVINST M-5510.30 current within 10 years. Contractors must be a United States citizen. The contractor will provide the Navy's Security Manager and the COR, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. When a favorable determination is not made, contractor employees shall not be permitted to work on this order effort and if already working on the order shall be removed immediately. The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a clearance determination in no way relieves the contractor from the requirement to execute performance under the order within the timeframes specified in order proposed on task order with a DD254 requirement.

Once the SF-86 has been submitted in JPAS, an interim clearance may be granted by Department of Defense Central Adjudication Facility (DODCAF) through the Facility Security Officer (FSO), and a CAC issued during the investigation process. To maintain continuing authorization for an employee to access a DOD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation throughout the order performance period.

b. The contractor is responsible for entering personnel information into the Joint Personnel Adjudication System (JPAS) and submitting a visit request. The contractor will provide the Navy's Security Manager and the COR, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. When a favorable determination is not made, contractor employees shall not be permitted to work on this order effort and if already working on the order shall be removed immediately. The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the order within the timeframes specified in the order.

c. Contract personnel shall return Common Access Cards (CACs) to the government Technical Point of Contact/government Sponsor upon contractor change in status, expiration of the CAC, or completion or expiration of the contract.

13.2 INFORMATION ASSURANCE: The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with the Information Assurance Workforce Improvement Program DOD 8570.01-M. Based upon the stated scope of this contract/task order, the Contractor shall meet the applicable information assurance certification requirements, including:

a. The lead contractor must attain and hold DOD 8570.01M IASAE Level III certification at a minimum due to the Enterprise level architecture involvement of the contractor.

b. All supporting contractors must attain and hold DOD 8570.01 M IAT Level II certifications.

c. The contractor shall provide CSWF certifications to N64 upon arrival/check-in for registration in TWMS.

d. The contractor shall provide a plan/schedule of continuing education units (CEs) for the maintenance of required certifications.

e. Require compliance with all other requirements of DOD 8570.01-M for each respective IASAE or IAT level. Guidance is located at:

<http://www.dtic.mil/whs/directives/corres/pdf/857001m.pdf>

f. Contractor personnel who do not have proper and current certifications shall be denied access to DOD information systems for the purpose of performing information assurance functions.

13.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS (For Contractor Site): Employees associated with this contract are required to attend all Operational Security training. Personnel must comply with all OPSEC principles and procedures. All personnel are responsible to protect the U.S. Navy and Commander, Navy Reserve Forces Command.

13.3.1 General Contractor OPSEC Requirements: During the course of this contract/task order, in addition to those restrictions, instructions and guidelines delineated in the contract Performance Work Statement (PWS) and/or other references provided, the contractor will adhere to the following minimum requirements in support of Commander, Navy Reserve Forces Command (CNRFC) and Commander, Navy Air Force Reserve

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(CNAFR) OPSEC Programs:

a. Introduction of personnel electronic devices into government networks, government spaces, laptops, tablet PCs, cellular phones, cameras, recording devices, and data recording/storage devices is STRICTLY controlled and forbidden in most cases. Company issued equipment required for the performance of work at CNRFC/CNAFR site must be approved by the government security officer. Photography and recording is not allowed except for official use and by permit only. (Unless otherwise stipulated in the contract, contact the CNRFC/CNAFR Security Officer for approval.)

b. Contractor personnel shall not discuss government operations in public or over unprotected or unencrypted communications. Official Business, controlled unclassified information may only be transmitted as directed in the Performance Work Statement.

c. The Contractor shall not post to company websites, publications, newsletters or other media any images, data or information that reveal sensitive government operations, personnel, equipment, and/or classified or controlled unclassified information, refer to paragraph (d) below. When in doubt, company press releases related to this contract should be coordinated through the Contracting Officer Representative (COR) and the CNRFC/CNAFR Public Affairs Officer (PAO).

d. Contractor personnel shall not disclose to unauthorized third parties, post to unofficial sites (including Social Networking sites) any images, data or information that reveals sensitive government operations, personnel, equipment, including, but not limited to:

(1) Tactics, techniques and procedures, production or work schedules, any visible or concealed modifications, upgrades, additions to vessels, aircraft, or weapons or equipment; increases, change, or decreases in work/deployment frequency or government personnel, vehicle, vessel or aircraft movements; specialized equipment orders, deliveries, shipments, etc. (Unauthorized disclosure and transfer of National Security Information is punishable under 18 United States Code § 793.)

(2) Any Non-Disclosure requirements will remain in effect during the duration of this contract/task order an indefinitely thereafter.

(3) Unauthorized disclosures and attempts to solicit this type information by unauthorized third parties or others not affiliated with this contract shall be reported to the CNRFC/CNARF Security Office and the contract point of contact, and your company Facility Security Officer (FSO) and the Defense Security Service (DSS).

e. Government issued badges, identification shall be removed and/or concealed from plain sight when off station and shall not be left in vehicles or unprotected. Badges and Passes may not be duplicated or copied. Lost or stolen identification badges, vehicle passes etc., will be immediately reported to the CNRFC/CNAFR Security Office.

f. Practice OPSEC and implement countermeasures to protect Critical Information (CI) and other sensitive unclassified information and activities vigilance, or degrade the planning and execution of military operations performed or supported by the contractor in support of the mission. Protection of CI will include the adherence to and execution of countermeasures which the contractor initiates or as provided by CNRFC/CNARF Security Office, for CI on or related to this Performance Work Statement.

g. The contractor must mark and protect related internal production schedules, deliverables, inventories and shortages and identified vulnerabilities related to production of government material as For Official Use Only (FOUO) Information.

h. All government information must be destroyed at contract termination or returned to the government at the government's discretion.

13.3.2 Contractor Performance at a Contractor Facility: Where a contract includes personnel performing at CNRFC/CNAFR the majority of support from a contractor facility, these additional requirements apply:

(1) Assign an OPSEC Point of Contact for this contract.

(2) OPSEC Awareness Education and Training shall be provided by the contractor at contractor cost and as part of the contract task management process. All personnel supporting the contract shall receive initial OPSEC awareness training and Annual OPSEC Refresher training; verification of contractor personnel OPSEC training will be provided to the CNRFC Operations Security Officer and Contracting Officer Representative (COR).

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(3) The CNRFC/CNAFR Command Critical Information List (CIL) or additional information identified by CNRFC/CNAFR or the COR including company-generated information whether in electronic or hardcopy form; e.g.: internal schedules, deficiency reports, and other internal documents, related to this project will be marked and handled appropriately as FOR OFFICIAL USE ONLY (FOUO) or other required marking (if applicable) of this Performance Work Statement. Government Critical Information includes but is not limited to:

- Known or probable vulnerabilities to any U.S. system and their direct support systems,
- Details of information about military operations, unit, vessel, aircraft movements/arrivals, missions and exercises,
- Specific TAD/TDY deployment data including personnel numbers, duration, location, etc.
- Specific details concerning TAD/TDY travel itineraries and purposes of travel by key personnel;
- Association of abbreviations, acronyms, nicknames, or code words with projects or locations,
- New, projected, of expanded secure communications capabilities, and
- Don't display security badge outside the building and don't allow "piggy backing" on the doors entering CNRFC/CNAFR facilities.

(4) A complete list of CNRFC/CNAFR Critical Information will be provided to the contractor project manager (if assigned) by the CNRFC/CNAFR OPSEC Officer. Questions regarding Critical Information shall be directed toward the CNRFC/CNAFR OPSEC Program Manager.

(5) OPSEC requirements are additional to the requirements of DOD 5220.02M, National Industrial Security Program Operating Manual. Thus, contractors may not impose OPSEC requirements on their subcontractors unless CNRFC/CNAFR OPSEC Officer approves the OPSEC requirements.

(6) OPSEC Training Requirements. When a contract requires long term access to CNRFC/CNAFR or other government facilities and information, such as, onsite work or participates in CNRFC/CNAFR operations, they must follow the provisions of the COMNAVFORINST 3432.1 Operations Security Program Instruction, to include training and awareness. The contractor is required to maintain individual training records for compliance purposes and provide an initial training to contractor personnel upon assignment to this contract/task order. The contractor is required to provide initial OPSEC training at no cost to the government, which may be provided by computer-based training, live training or a combination of both and is required initially within 30 days of assignment and annually thereafter.

13.4 INFORMATION AND INFORMATION SYSTEM SECURITY. To the extent that the Contractor receives or is given access to proprietary data, data protected by the Privacy Act of 1974 or other classified or privileged technical, business or financial information under this PWS, the Contractor shall treat and protect such information IAW any restrictions imposed on such information. The Contractor shall comply with OPNAVINST 5239.1B, Navy Information Assurance Program.

13.5 INFORMATION DISCLOSURE. Neither the Contractor nor any of its employees shall disclose, or disseminate information concerning the command's operations or security or an interruption of its operations. Disclosure of information relating to the services provided under this PWS is prohibited. The Contractor shall direct inquiries, comments or complaints to the COR any matter observed, experienced or learned during the performance of this PWS, since the resolution may require the dissemination of Government proprietary information.

13.6 DATA RIGHTS. The Government has unlimited rights to all deliverables under this contract. All data received, processed, evaluated and/or generated in the execution of this contract shall become the property of the Government unless specific exception is granted by the Contracting Officer. The Government will retain custody of all records associated with contractor deliverables and shall have exclusive control in the distribution of all written deliverables.

13.7 CLASSIFIED INFORMATION. Failure by the Contractor or its employees to safeguard classified information received while performing under this PWS, may subject the Contractor, its agents, or employees to criminal liability under 18 USC Sections 793 and 798.

13.8 PROPRIETARY DOCUMENTS. The Contractor shall be responsible for appropriately marking Contractor documents that the Contractor considers proprietary.

13.9 PHYSICAL SECURITY. All Contractor employees and their representatives who enter a DOD location to perform under the requirements of this PWS must adhere to all security regulations and as such will

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be subject to security checks. Contractor personnel and their personal property will be subject to searches and seizures when entering, while on, or leaving a DoD location pursuant to the installation's regulations. In the event of a strike by the Contractor's personnel, the Contractor shall be responsible for the cost of any increase in security required by the installation commander. The installation commander has the authority to bar individuals from the installation. Removal of an employee from the job site or dismissal from the premises shall not relieve the Contractor of its requirement to provide sufficient personnel for performance of the services required by the PWS. The Contractor shall remove any individual from the site whose continued presence or employment is contrary to public interest or inconsistent with the best interests of national security.

13.10 HEIGHTENED SECURITY OPERATIONS. The Contractor shall comply with the base policies and OPNAVINST 3300.54, Protection of Navy Personnel and Activities against Acts of Terrorism and Political Turbulence, to ensure mission accomplishment during heightened military installation security postures or other security postures as implemented. Heightened security conditions are known as Force Protection Conditions (FPCON) Bravo, Charlie and Delta. These postures apply when an incident occurs or intelligence is received indicating an imminent threat or act of terrorism against personnel and facilities. To provide continuity of operations in such conditions, the Contractor shall provide the COR written documentation of designated "mission essential personnel" who will require access to military installations during increased FPCON instances, Charlie and Delta.

14.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Government and Contractor personnel will be required to work in common office and warehouse spaces during working hours and the Contractor's performance shall not interfere with the Government's work. In the event that the Contractor believes that the Government or other personnel are interfering with the performance of the services required under the PWS, the Contractor shall notify the COR immediately. The Contractor shall not cease to perform the services required under the PWS without the Contracting Officer (KO) or the COR's direction. Failure by the Contractor to notify the KO or COR could result in a denial of any compensation requests for any additional costs incurred in performance of the contract under such conditions.

15.0 NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

16.0 GOVERNMENT MANAGEMENT OVERSIGHT

Government management will provide general instructions on limitations and deadlines. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy, and completeness.

17.0 CONTRACTOR MEDICAL REQUIREMENTS

The contractor shall provide physicals/hearing test/respirator fit tests as required. Specifics are contained in OPNAVINST 5100.23G CH-1 on what level the contractor's personnel need tests to. The Government maintains the right to inspect medical documentation on contractor employees in order to verify proper tests have been complied with.

18.0 SAFETY

The Contractor shall comply with all safety regulatory guidance including those as detailed in appropriate Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and Type Model Series (T/M/S) peculiar instructions; the Contractor shall be responsible for the safety and accountability of all its employees; the Contractor shall provide common personnel protective equipment (PPE) for team members and manage contractor's hearing conservation testing and baseline.

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19.0 SPECIAL REQUIREMENTS

19.1 PERSONNEL. The Contractor shall employ personnel who are proficient in speaking, reading, and writing the English language. The Contractor shall provide adequate management, supervision and labor necessary to consistently perform all work specified under this PWS.

19.2 EMPLOYMENT OF FEDERAL EMPLOYEES. The Contractor shall not employ or enter into a contract with any person(s), military or civilian, to perform work under this contract who is an employee of the United States Government unless such person seeks and receives approval in accordance with applicable Navy and DOD regulations including Joint Ethics Regulation.

19.3 NATIONAL EMERGENCY. In the event of a national emergency, natural disaster or military exigency, the Contractor shall be prepared to accommodate a surge in support service requirement. All support operations shall continue services as directed by the CNRFC during a crisis declared by the National Command Authority. This function has been determined to be essential to performance during crisis and is IAW DOD 3020.37, Continuation of Essential DOD Contractor Services during Crisis and Navy implementation thereof.

19.4 FEDERAL HOLIDAYS. Contractors are not required to show up for work that falls on Federal Holidays. The following Federal holidays are observed by DON:

- A. New Years Day █
- B. Martin Luther King's Birthday █
- C. President's Day █
- D. Memorial Day █
- E. Independence Day █
- F. Labor Day █
- G. Columbus Day █
- H. Veteran's Day █
- I. Thanksgiving Day █
- J. Christmas Day █

In the event that a Federal holiday falls on a Saturday, the holiday will be observed on the Friday immediately before the holiday; if the Federal holiday falls on a Sunday, the holiday will be observed on the Monday immediately following the holiday. Other holidays are determined by Executive Order. Contractors are not required to show up for work that falls on Federal Holidays.

19.5 POST/BASE CLOSURES:

The Post/Base Commander may decide to close all or part of the Post/Base in response to an unforeseen emergency or similar occurrence. Such emergencies may include, but are not limited to, adverse weather such as snow or flood, acts of nature such as a tornado, earthquake, or a Post/Base disaster such as a natural gas leak or fire. Contractor personnel are considered non-essential personnel for purposes of any instructions given regarding a Post/Base closure. Contractor personnel should follow company guidance regarding working at alternate company locations.

If a decision to close all or part of the post/base is made during the normal duty hours and the decision is transmitted through official notification channels, Contractor employees shall notify the TPOC identified herein for the location, follow all instructions given, promptly secure all government Furnished Equipment (GFE) appropriately, and evacuate in an expedient but safe manner. If the TPOC identified herein for the location is not on-site at the time the notification is provided to close the post/base, Contractor employee(s) shall notify the TPOC by phone or notify the TPOCs designated representative.

If the decision is made to close the post/base after normal duty hours, the Government's designated representative at the location will notify the Contractor's designated representative for that location who, in turn and as necessary and appropriate, will notify the affected Contractor personnel

19.6 GOVERNMENT FURNISHED PROPERTY/ACCESS TO GOVERNMENT SITES.

A. The Contractor and its employees shall be knowledgeable and comply with all DOD, Secretary of the Navy (SECNAV), Office of Chief of Naval Operations (OPNAV) and local site instructions, policies and procedures regarding physical security in the performance of this PWS. The Contractor shall safeguard all Government property in assigned work areas and secure all Government material in its possession when not under direct physical control of Contractor employees.

B. The Government will provide existing Government Furnished Equipment (hardware and

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software) and any additional equipment requested by Contractor and determined necessary by the Government for the Contractor to perform tasks in this PWS. The Government will provide the Contractor with access to information Technology (IT) equipment, software, systems and services, and Local Area Network with internet connectivity during the performance of the services. The Government will be responsible for providing the following:

1. Building and base passes as required to provide access to necessary facilities during normal duty (working) hours.
2. Reasonable use of available office space and equipment to include use of a telephone, FAX, copy machines and a personal computer with word processing and spreadsheet software and email capability at CNRFC Headquarters.
3. Functional access to N6/NMCI systems/databases.
4. Access to various spaces to maintain control/accountability of the Navy Marine Corps Internet (NMCI)inventory.
5. NMCI Network access.
6. NMCI workstation and associated peripherals to support the accomplishments of tasks/duties assigned

19.7 CONTRACTOR IDENTIFICATION. Civilian contractor employee personnel shall identify themselves as contractors by wearing badges and/or other visible identification at all times, so their civilian contractor status is clearly known. Contractors must identify themselves as such in conversations, meetings, over the telephone, via e-mail and other mass media, and in informal and formal correspondence, and the like.

19.8 EMPLOYEE AND VEHICLE IDENTIFICATION. All Contractor employees shall obtain and display vehicle passes according to the Pass and Decal Office at the employee's primary work location. The Government will issue badges at no charge to all contracted employees. Each employee shall provide the information requested for an employee badge and vehicle pass. Government issued employee identification badges shall be worn at all times while on the Government installation. Badges shall be displayed on the contracted employees' outer clothing, above the waist, and shall be offered for inspection when requested by management, security or police personnel. Lost badges must be reported immediately to the issuing office. The COR will exercise complete control when granting or denying security identification badges. The contractor shall be accountable at all times for all security identification badges issued to its employees.

19.9 UTILITIES. The Government will furnish the necessary utility services required for the Contractor's performance under this PWS. Utility services will include water, electric, telephone, gas, sewage, steam, and fuel. The Contractor shall utilize these utility services only for the purpose of providing the support services of this PWS. The Contractor may use supplied utilities services only for the purposes of this PWS. The Contractor shall not change or alter any utility service or component.

19.10 TELEPHONE SERVICE. Telephone service, instruments and lines at the base will be provided for Contractor use at no cost to the Contractor. Government furnished telephones and telephone lines are to be used for transaction of official business only. All Government furnished telephones will be subjected to security monitoring at all times. Contractor shall notify its employees of the Government's security monitoring system. The Contractor shall ensure that classified information is not discussed over Government supplied telephones and that DD Form 2056, Do Not Discuss Classified Information, is affixed to each Government furnished telephone. Contractor personnel shall not relocate Government-furnished telephone equipment or in any way tamper with the telephone distribution system. The Contractor shall contact the COR when changes/additions are needed for any Government telephones or network lines.

19.11 REFUSE COLLECTION. The Government will be responsible for all refuse collection from assigned exterior dumpsters. The Contractor shall transport large refuse from all work spaces to on-site dumpsters. Refuse shall not be placed around exterior dumpsters. The Contractor shall contact the Government when exterior dumpsters are full or when a suspected rodent infestation is observed. The Contractor shall place metals, furniture, or non-hazardous trash, excluding recyclable material, in the dumpsters. The Contractor shall not dispose hazardous materials or hazardous waste in exterior dumpsters. The Contractor shall comply with all ongoing recycling initiatives.

19.12 CUSTODIAL SERVICES. The Government will furnish limited custodial services for office spaces and restrooms. Government support services will include cleaning restrooms, emptying wastebaskets and vacuuming carpets. The Contractor shall perform weekly clean-up of Government furnished work spaces and

surrounding areas.

19.13 POLICE AND FIRE PROTECTION. The Government will maintain police and fire protection within the confines of each base facility.

19.14 FACILITY MODIFICATIONS. The Contractor shall submit all requests for facility modifications to the COR for approval prior to action. Approved Contractor requested modifications shall be completed at the Contractor's expense. The Contractor shall not perform or engage in alterations to the facilities without specific written authorization from the COR. If the requested alterations are necessary for compliance with Occupational Safety and Health Administration, the Government will not unreasonably withhold such permission.

19.15 SYSTEM MAINTENANCE AND TURN-OVER. The Contractor shall ensure that Government furnished IT systems are maintained separately from the Contractor's furnished commercial systems, such as its financial management, personnel and other operating systems. The Government's furnished source programs, databases, operating systems and all modifications shall remain as Government property. The Contractor shall maintain and protect the systems and data for the duration of the contract; therefore, at the contract end date the Contractor shall return all current source and compiled programs, documentation, and data in a useable format consistent with the manner in which it was originally furnished or modified during the performance period, including any approved Contractor applications with databases. The Contractor shall ensure data is current, complete and readily accessible.

20.0 TECHNICAL POINT OF CONTACT AND INSPECTION AND ACCEPTANCE

The Contracting Officer Representative (COR), Assistant Contracting Officer Representative (ACOR) and the Technical Point of Contact (TPOC) under this Task Order and the person responsible for performing inspection and acceptance of the contractor's performance at the destination are:

20.1 [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

20.2 [REDACTED]

Name: [REDACTED]
Address: [REDACTED]
[REDACTED]
Phone: [REDACTED]
Email: [REDACTED]

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

SECTION F DELIVERABLES OR PERFORMANCE

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

█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████

CLIN - DELIVERIES OR PERFORMANCE

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

█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████
█	████████████████████

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

█	████████████████████
█	████████████████████

Services to be performed hereunder will be provided at (insert specific address and building etc.)

Commander, Naval Air Force Reserve (CNAFR)

████████████████████

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SECTION G CONTRACT ADMINISTRATION DATA

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(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).

 Combo

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

 N00072

(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
WAWF

Data to be entered in

Pay Official
DoDAAC

██████████

Issue By DoDAAC

██████████

Admin DoDAAC

██████████

████████████████████

██████████

██████████

██████████

██████████████

██

██████████

██

████████████████████

██

Service Acceptor (DoDAAC)

Accept at Other DoDAAC

N/A

LPO DoDAAC

[REDACTED]

DCAA Auditor DoDAAC

Other DoDAAC(s)

(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 e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]

[REDACTED]
[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECTION H SPECIAL CONTRACT REQUIREMENTS

APPOINTMENT OF CONTRACTING OFFICER’S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer’s Representative(s) (COR) for this task order:

██████████
 ████████████████████
 ██████████
 ████████████████
 ████████████████
 ████████████████
 ██████████

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR: N/A

(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 take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the task order, or to direct the accomplishment

of effort which goes beyond the scope of the statement of work in the task order.

(d) It is emphasized that only a Contracting officer has the authority to modify the terms of the task order, therefore,

in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms

of the basic task order between the contractor and any other person be effective or binding on the Government.

When/if, in the opinion of the contractor, an effort outside the existing scope of the task order is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction

unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

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(End of clause)

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SECTION I CONTRACT CLAUSES

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

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 5 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 10 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

Past Performance Form

QASP