

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

1. CONTRACT NO. N00178-04-D-4147				2. DELIVERY ORDER NO. HR07		3. EFFECTIVE DATE 2010 Jun 01		4. PURCH REQUEST NO. N0017891968426		5. PRIORITY DO-C9	
6. ISSUED BY NSWC, PANAMA CITY 110 Vernon Avenue Panama City FL 32407-7001			CODE N61331	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 2000 Enterprise Parkway, Suite 200 Hampton VA 23666				CODE S5111A	8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>		
9. CONTRACTOR Technical Systems Integration, Inc. 816 Greenbrier Circle, Suite 208 Chesapeake VA 23320			CODE OWWV3	FACILITY 802337436		10. DELIVER TO FOB POINT BY (Date) See Schedule			11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264				CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	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.											
Technical Systems Integration, Inc.				Deborah Contracts Manager							
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		\$1,575,471.05	
				BY: /s/Wanda A Cutchin				04/28/2010 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER		35. BILL OF LADING NO.		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			31. PAYMENT PARTIAL		31. PAYMENT FULL				
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 2 of 2	FINAL
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## GENERAL INFORMATION

N00178-04-D-4147 HR07 Base year is awarded in the amount of \$1,575,471.05. The total incremental funding amount is \$125,000.00 and incorporates SLINs 400001 and 60001. Accordingly, said Task Order is modified as follows:

FUNDED LABOR: \$95,130.72  
FUNDED FEE: \$4,869.28  
FUNDED ODC: \$25,000.00  
FUNDED TOTAL: \$125,000.00

The Limitation of Funds Clause is in effect. This Task Order is incrementally funded and FAR Clause 52.232-22 titled "Limitation of Funds" (APR 1984) is applicable and in effect. The amount of \$125,000.00, which includes a fixed fee of \$4,869.28, is the maximum amount reimbursable under this Task Order prior to its modification to provide additional funds. The amount of \$125,000.00 shall not be exceeded until this Task Order is modified to provide additional funding. This amount shall only be exceeded at the Contractor's own risk and the Government shall not be liable for costs incurred above the funded amount. The Contractor shall notify the Contracting Officer, in writing, whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the funded amount for this Task Order.

The performance period for this task order is from 6/1/2010 thru 5/31/2011.  
AUTHORITY 52.232-22 LIMITATION OF FUNDS

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 1 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----	-----	-----	-----	-----	-----	-----
4000	Provide services for all tasks in accordance with the Statement of Work contained in Section C and Contract Data Requirements List (CDRL), DD1423-2, contained in Section J. Base Year. (OTHER)	22020.0	LH	\$1,235,931.57	\$63,261.31	\$1,299,192.88
400001	Incremental Funding (O&MN,N)					
4001	Provide services for all tasks in accordance with the Statement of Work contained in Section C and Contract Data Requirements List (CDRL), DD1423-2, contained in Section J. Award Term 1. (OTHER) Option	22020.0	LH	\$1,273,730.30	\$65,159.15	\$1,338,889.45
4002	Provide services for all tasks in accordance with the Statement of Work contained in Section C and Contract Data Requirements List (CDRL), DD1423-2, contained in Section J. Award Term 2. (OTHER) Option	22020.0	LH	\$1,312,351.70	\$67,113.92	\$1,379,465.62
4003	Provide services for all tasks in accordance with the Statement of Work contained in Section C and Contract Data Requirements List (CDRL), DD1423-2, contained in Section J. Award	22020.0	LH	\$1,351,716.84	\$69,127.34	\$1,420,844.18

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 2 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

Term 3 (OTHER)  
Option

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
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6000	Other Direct Cost (ODC) in support of CLIN 4000. Base Year not to exceed. (OTHER) Option	1.0 Lot	\$276,278.17
600001	Incremental Funding (O&MN,N)		
6001	Other Direct Cost (ODC) in support of CLIN 4001. Award Term 1 not to exceed. (OTHER) Option	1.0 Lot	\$285,957.82
6002	Other Direct Cost (ODC) in support of CLIN 4002. Award Term 2 not to exceed. (OTHER) Option	1.0 Lot	\$295,979.04
6003	Other Direct Cost (ODC) in support of CLIN 4003. Award Term 3 not to exceed. (OTHER) Option	1.0 Lot	\$306,349.65

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
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7000	Provide services for all tasks in accordance with the Statement of Work contained in Section C and Contract Data Requirements List (CDRL), DD1423-2, contained in Section J. Award Term 4. (OTHER) Option	22020.0 LH	\$1,391,509.87	\$71,201.16	\$1,462,711.03

For ODC Items:

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 3 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

Item	Supplies/Services	Qty	Unit	Est. Cost
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9000	Other Direct Cost (ODC) in support of CLIN 7000. Award Term 4 not to exceed. (OTHER) Option		1.0 Lot	\$317,083.42

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 4 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

ACRONYMS	DEFINITION
AMCM	Airborne Mine Countermeasures
CBT	Computer Based Training
CDRL	Contract Data Requirements List
CHTWL	COMHELSEACOMBATWINGLANT
DTD	Document Type Definition
ECP	Engineering Change Proposal
FEDLOG	Federal Logistics
GAPL	Group Assembly Part List
GFI	Government Furnished Information
HAZMAT	Hazardous Materials
HMIS	Hazardous Materials Identification System
IETM	Interactive Electronic Technical Manuals
IPB	Illustrated Parts Breakdown
IPT	Integrated Product Team
JIT	Just-in-Time Training
NAVAIR	Naval Air Systems Command
NSWC PCD	Naval Surface Warfare Center Panama City Division
OJT	On-The-Job-Training
PCD	Publication Change Directives
PCO	Procurement Contracting Officer
PSS	Performance Support System
QA	Quality Assurance
R&M	Revision and Maintenance
SOW	Statement of Work
TMCR	Technical Manual Contract Requirement
TOC	Table of Contents
TPDR	Technical Publication Deficiency Report
WP	Work Page
XML	Extensible Markup Language
XSLT	Extensible Stylesheet Language

**STATEMENT OF WORK  
FOR  
AIRBORNE MINE COUNTERMEASURES (AMCM)  
PERFORMANCE SUPPORT SYSTEM (PSS) LIFE CYCLE MANAGEMENT**

**30 September 2009**

### 1.0 SCOPE

The Airborne Mine Countermeasures (AMCM) Performance Support System (PSS) consists of Interactive Electronic Technical Manuals (IETM), Computer Based Training (CBT), and Just-in-Time Training (JIT) housed on desktop and laptop computers. The use of the AMCM PSS is critical for the AMCM community to fulfill its operational mission. This Statement of Work (SOW) defines the requirements for updating the Life Cycle Management of the AMCM PSS.

#### 1.1 Background

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 5 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

These instructional programs were developed and implemented to solve the longstanding training deficiencies of the AMCM community and include initial qualification, refresher, and just-in-time training. These training programs are based upon specific job tasks and have resulted in development of a syllabus consisting of a series of academic curricula, laboratory, and aircraft training events. These training programs have consummated specific behavioral objectives, lesson organization, media selection, and training support requirements.

These sophisticated instructional programs require recurring revision and maintenance (R&M) support to maintain currency and quality of the courseware and technical manuals. The level of support requires familiarity with AMCM weapon systems maintenance procedures used in the organizational, intermediate, and depot level repair facilities and operational procedures used in the conduct of operational missions. Experience at ascertaining the impact of Engineering Change Proposals (ECPs) on existing AMCM training programs and technical manuals is also required. Additionally, recent and broad depth of experience in creating and life cycle managing of Performance Support Systems is required.

## 2.0 APPLICABLE DOCUMENTS

The following documents, of the exact issue shown, form a part of this statement of work (SOW) to the extent specified herein. In the event of conflict between the documents referenced and the contents of this SOW, the SOW shall supersede. Second tier and lower references, (i.e., those referenced in the primary references) shall be used for guidance only. All documents listed in SOW paragraph 2.1 and 2.2 can be found at: <http://assist.daps.dla.mil/quicksearch/>.

### 2.1 Military Standards

MIL-STD-3001	Digital Technical Information for Multi-Outlet Presentation of Technical Manuals, Test and Troubleshooting Procedures
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### 2.2 Military Specifications

MIL-PRF-29612B	Training Data Products
MIL-DTL-81927	Manuals, Technical: Work Package Style, Format and Common Technical Content Requirements; General Specification for (Work Package Concept)

## 3.0 REQUIREMENTS

### 3.1 Quarterly Status Reports

The contractor shall provide Contractor Quarterly Progress and Status Report of work accomplished.

### 3.2 Performance Support System

3.2.1 The contractor shall maintain Life Cycle Configuration Management on operating software and hardware for 28 PSS desktop computers and 22 PSS Laptop computers. Travel required to update software and hardware will be 4 trips to Norfolk VA.

3.2.2 The contractor shall provide operating software, data files, and hardware maintenance support on 50 total PSS laptops and desktops.

3.2.3 The contractor shall attend Working Group Meetings such as PSS version review meetings, PSS integrated Product Teams (IPTs), etc. Approximately 2 trips will be required per year in

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 6 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

support of these meetings.

3.2.4 A minimum of 2 PSSs version releases will be delivered to the fleet each fiscal year (March and September). For estimating purposes, assume for 3 of the 5 years a third PSS will be delivered to the fleet during a fiscal year.

### **3.3 Interactive Electronic Technical Manuals**

3.3.1 The contractor shall update all files associated with interactive technical manuals (IETMs), Computer Based Training (CBT), and PSS delivery. There will be approximately 40 manuals updated per year or 10 per quarter.

3.3.2 The IETM shall be interactive through dialog boxes and user prompts, text and graphics simultaneously displayed in separate windows when keyed together, and authored directly to database for interactive electronic output. The XML file, transformed via XSLT, shall be viewable using Microsoft Internet Explorer 5.5 or later. The Government will own the data and may reproduce, change, and update the source files throughout the systems operational life. The provided database and document type definition (DTD) shall be used to define the organization and logical structure of elements, entities, and attributes, as specified.

3.3.3 The contractor shall update the IETMS to XML IETM format for five (5) existing manuals each year. For each successive year, five (5) manuals will be updated of similar complexity. The following IETMS will be updated in FY10:

- NAVAIR 11-80MS-2
- NAVAIR 11-80MS-15
- NAVAIR 11-80MS-24
- NAVAIR 11-80MS-16
- NAVAIR AW-565BD-730-500

3.3.4 The contractor shall add additional IETMs and CBT to PSS developing Front-End Graphics and hyperlinking to cover page of document or main menu. There will be approximately 10 new IETMs added to the CD this year.

3.3.5 The contractor shall research IETM recommended review changes. Some changes come without mark-ups so research to get the information and write procedural steps is accomplished. There will be approximately 160 or 40 per quarter Publication Change Directives (PCDs) per year.

3.3.6 The contractor shall review and update "read.me" files that list all IETMs/CBT courses and changes made for that version.

3.3.7 The contractor shall attend a weekly meeting at Naval Surface Warfare Center Panama City (NSWC PC). Technical Publications Deficiency Reports (TPDR) issues will be discussed and resolved at these weekly meetings. The Contractor shall supply personnel capable of addressing these issues at the weekly meeting.

3.3.8 The contractor shall develop PSS Menus and hyperlinks for access to additional IETMs/CBT/On-The-Job Training (OJT).

3.3.9 The contractor shall develop front end programming for the IETM CDs and the PSS DVD so they will auto run, read from disk, or load to the computer.

3.3.10 The contractor shall develop file and folder structures for IETM CDs and PSS DVD and publish semi-annually.



CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 7 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

3.3.11 The contractor shall level and verify the functionality/quality assurance (QA) CDs and DVD for NSWC PCD review.

3.3.12 The contractor shall incorporate review changes prior to the CDs and DVD final delivery. The contractor shall develop a matrix that shows where changes have been made for NSWC PCD review.

3.3.13 The contractor shall perform final QA on CDs and DVDs for delivery.

### **3.4 Life Cycle Management Support**

3.4.1 The contractor shall verify received information/materials and review for discrepancies along with possible application to other technical manuals and training.

3.4.2 The contractor shall perform searches in applicable manuals identifying any additional areas or work packages that the change request may apply.

3.4.3 The contractor shall inform NSWC PCD of conflicting data or technical inaccuracies in change requests and issues with other manuals.

3.4.4 When conflicting data is identified, the contractor shall obtain additional technical information to verify/validate change request with technical representatives and NSWC PCD

3.4.5 The contractor shall write procedures for change requests.

3.4.6 The contractor shall validate changed procedures with NSWC PC during In-Process Review.

3.4.7 The contractor shall incorporate any additional change requests into the appropriate manual(s).

3.4.8 The contractor shall review updated data for proper format per TMCR Requirements.

3.4.9 The contractor shall verify any additional changes applicable to change requests.

3.4.10 The contractor shall update the TPDR page in manual and PSS read-me file that identifies changes incorporated.

3.4.11 The contractor shall globally update effective paragraphs with table of contents (TOCs) and Alphabetical Indexes [work pages (WP) and Main] and applicable tables.

3.4.12 The contractor shall globally update effective part numbers (GAPL) with Numerical Index of Part Numbers and Item Numbers in WP text.

3.4.13 The contractor shall globally update effective reference designations with Numerical Index of Reference Designations.

3.4.14 The contractor shall globally update effective hazardous materials (HAZMAT) and Hazardous Materials Identification System (HMWS) page.

3.4.15 The contractor shall globally update warnings and cautions with Warning Page.

3.4.16 The contractor shall cross reference part numbers with FEDLOG (Subscription Service).

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 8 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

3.4.17 The contractor shall receive and track all CBT change requests from COMHELSEACOMBATWINGLANT (CHTWL) and provide quarterly report to NSWC PCD. The contractor will receive approximately 100, or 25 per quarter, Computer Based Training (CBT) Changes per year.

3.4.18 The contractor shall validate CBT change requests.

3.4.19 The contractor shall review all IETM change requests (TPDRs, Publication Change Directives (PCDs), ECPs, Mark-ups, etc.) for possible updates to CBT/OJT on PSS.

3.4.20 The contractor shall update and/or create graphics and text/programming changes for CBT lessons.

3.4.21 The contractor shall incorporate CBT/OJT changes.

3.4.22 The contractor shall verify CBT changes against change request.

3.4.23 The contractor shall update any PSS changes applicable to CBT request (i.e., menus, read-me files).

3.4.24 The contractor shall perform QA on CBT/OJT against MIL-STD and change request.

3.4.25 The contractor shall perform QA on any changes applicable to PSS (i.e., menus, read-me files).

3.4.26 The contractor shall validate CBT changes with CHTWL during in-process reviews.

3.4.27 The contractor shall incorporate any additional review changes requested by CHTWL.

3.4.28 The contractor shall furnish updated source files to NSWC PCD after the release of a new version of IETMs.

3.4.29 The contractor shall update AMCM drawings to support PSS.

3.4.30 The contractor shall convert AMCM manuals to S1000D format.

3.4.31 The contractor shall prepare and update integrated logistics support documentation for AN/AQS-24 hardware.

#### **4.0 DELIVERABLES**

All data deliveries shall be in accordance with the schedule as specified in the attached Contract Data Requirements List (CDRL), DD Form 1423.

#### **5.0 KICK-OFF MEETING**

The Contractor shall coordinate with the Task Order Manager (TOM) and contract specialist to conduct a kick-off meeting within ten working days after the award of the contract to review the terms and conditions, statement of work (SOW) and Contract Data Requirements List (CDRL) requirements for this task order. This meeting's date, time and location shall be determined at time of award.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 9 of 22	FINAL
----------------------------------	----------------------------	-----------------	-------

## **SECTION D PACKAGING AND MARKING**

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

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 10 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and acceptance of deliverables will be by Government personnel at the Naval Surface Warfare Center Panama City Division. All deliverables shall be FOB Destination.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 11 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

FOB: Destination

DURATION OF CONTRACT PERIOD:

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

4000	6/01/2010 - 5/31/2011
6000	6/01/2010 - 5/31/2011

The period of performance for the following award-term items are from the date the award term is earned through 12 months thereafter, estimated at:

4001	6/01/2011 - 5/31/2012
6001	6/01/2011 - 5/31/2012

4002	6/01/2012 - 5/31/2013
6002	6/01/2012 - 5/31/2013

4003	6/01/2013 - 5/31/2014
6003	6/01/2013 - 5/31/2014

7000	6/01/2014 - 5/31/2015
9000	6/01/2014 - 5/31/2015

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 12 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### 1. The PCO is:

Wanda A. Cutchin  
Code B31  
110 Vernon Avenue  
Panama City, FL 32407  
[wanda.cutchin@navy.mil](mailto:wanda.cutchin@navy.mil)  
(850) 636-6140

### 2. The Contract Specialist is:

Vaughn Lasater  
Code B31  
110 Vernon Avenue  
Panama City, FL 32407  
[vaughn.lasater@navy.mil](mailto:vaughn.lasater@navy.mil)  
(850) 235-5058

### 3. Task Order Manager

Byron Matthews  
Code A92  
110 Vernon Avenue  
Panama City, FL 32407  
[byron.matthews@navy.mil](mailto:byron.matthews@navy.mil)  
(850) 235-5693

## NSWCPC – G12 INVOICE INSTRUCTIONS (WAWF)

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

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

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

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 13 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

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

Type of Document (contracting officer check all that apply)

<input type="checkbox"/>	Invoice (FFP Supply & Service)
<input type="checkbox"/>	
<input type="checkbox"/>	Invoice and Receiving Report Combo (FFP Supply)
<input type="checkbox"/>	
<input type="checkbox"/>	Invoice as 2-in-1 (FFP Service Only)
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)
<input type="checkbox"/>	
<input type="checkbox"/>	Receiving Report (FFP, DD250 Only)

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

Issue DODAAC	N61331
Admin DODAAC	S5111A
Pay Office DODAAC	HQ0338
Inspector DODAAC	N61331

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 14 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

Service Acceptor DODAAC	N61331
Service Approver DODAAC	N61331
Ship To DODAAC	N61331
DCAA Auditor DODAAC	HAA47B
LPO DODAAC	N61331
Inspection Location	N61331
Acceptance Location	N61331

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

Send Additional Email Notification To:
<a href="mailto:Byron.Matthews@navy.mil">Byron.Matthews@navy.mil</a>
<a href="mailto:Vaughn.Lasater@navy.mil">Vaughn.Lasater@navy.mil</a>

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



CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 15 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

(g) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866-618-5988 number or the NSWC Panama City WAWF point of contact June Fordham at (850) 234-4755 or [june.fordham@navy.mil](mailto:june.fordham@navy.mil). The NSWC Panama City WAWF alternate point of contact is Colette Hazard at (850) 235-5363 or [colette.hazard@navy.mil](mailto:colette.hazard@navy.mil).

Accounting Data

SLINID	PR Number	Amount
400001	01111531	100000.00
LLA :		
AA 97X4930 NH1D 000 77777 0 061331 2F 000000 31A2K1004105		
600001	01131963	25000.00
LLA :		
AA 97X4930 NH1D 000 77777 0 061331 2F 000000 31A2K1004105		

BASE Funding 125000.00  
Cumulative Funding 125000.00

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 16 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### NAVSEA 5252.216-9122 -- LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be in accordance with Section B and the format defined in Attachment J.3, of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that zero man hours that are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

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

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 17 of 22	FINAL
----------------------------------	----------------------------	------------------	-------

identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

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**CHANGES IN KEY PERSONNEL**

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

(b) The contractor agrees that during the first 180 days of the period of performance no key personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. All proposed substitutions shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least thirty (30) days, or forty-five (45) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include:

- (1) An explanation of the circumstances necessitating the substitution;
- (2) A complete resume of the proposed substitute;
- (3) The hourly rates of the incumbent and the proposed substitute;
- (4) A chart summarizing the years of experience and professional development for the individuals involved in the substitution; and
- (5) Any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) The Contracting Officer shall evaluate requests for changes in key personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

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**TECHNICAL GUIDANCE**

The Task Order Manager (TOM) may provide guidance to the contractor regarding the requirements of the Statement of Work (SOW). Such guidance may be needed to prioritize work or initiate specific tasking within broad task areas. Under no circumstances may the TOM direct the contractor to perform work outside the scope of the SOW. The contractor is responsible for notifying the Contracting Officer if it believes it has received direction to perform work that is out of scope. Technical guidance will normally occur through day-to-day verbal communication between the TOM and the contractor's program management personnel. However, written Technical Instructions may be issued at the TOM's discretion. Technical Instructions might be needed to clarify unusually complex requirements, or simply to initiate a written record of guidance that the TOM feels is particularly important. Technical Instructions will be numbered sequentially and will be in the format provided by the Contracting Officer.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 18 of 22	FINAL
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**REQUIREMENT SECURITY CLASSIFICATION**

All work under this SOW is UNCLASSIFIED. The contractor requires neither access to, nor generation of any classified information under this task order.

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**NSWCPC-H07 INFORMATION SECURITY REQUIREMENTS**

(a) All contractor personnel requiring access to DON controlled unclassified information (CUI) or "user level access to DON or DoD networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without controls to identify and deny sensitive information" who do not have clearance eligibility are required to submit a Questionnaire for Public Trust Positions (Standard Form 85P) through the cognizant Facility Security Officer or designee to NSWC PCD Security, for a suitability determination by DON Central Adjudication Facility.

(b) Minimum Protection Requirements for Controlled Unclassified Information (CUI): Security classification guides (OPNAVINST 5513 series) and unclassified limited documents (e.g., For Official Use Only (FOUO), Distribution Statement Controlled) are not authorized for public release and, therefore, cannot be posted on a publicly accessible web server or transmitted over the Internet unless appropriately encrypted.

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**DISTRIBUTION LIMITATION STATEMENT**

Documentation generated under this order shall have the following Distribution Limitation Statement and Destruction Notice affixed to the front cover and title page (if any):

**DISTRIBUTION STATEMENT D: DISTRIBUTION AUTHORIZED TO DEPARTMENT OF DEFENSE AND US DOD CONTRACTORS ONLY TO PROTECT PUBLICATIONS REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE PURPOSES.**

**DESTRUCTION NOTICE - FOR CLASSIFIED DOCUMENTS, FOLLOW PROCEDURES IN DOD 5220.22-M NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL, CHAPTER5, IN DOD 5220.22-M, 5220.1-R, INFORMATION SECURITY PROGRAM REGULATION. FOR UNCLASSIFIED, LIMITED DOUCMENTS, DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF THE DOUCMENT.**

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**AWARD TERM CLAUSE**

In addition to the terms and conditions set forth elsewhere in this order, the contractor may earn an award term incentive consisting of an extension to the order period from the minimum one (1) year to a maximum of five (5) years on the basis of:

1. Satisfactory or better performance of the contractor as evaluated by the Government.
2. The Government has a continued need for the services (solely determined by the Government.)
3. The Government has funds for the services.

For each year of the order, contractor performance is evaluated using the Quality Assurance Surveillance Plan (QASP) and ratings are assigned based on how well the contractor has performed. If ratings are satisfactory or better for Year 1, the contractor earns Year 2; if ratings are satisfactory or better for Year 2, the contractor earns Year 3, and so on up to the maximum of five (5) years. But if ratings are less than satisfactory for any year, then the order is ended. The evaluation criteria and the award term procedures are described in the "Quality Assurance Surveillance

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 19 of 22	FINAL
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Plan” and referenced in the “Award Term Plan”.

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**AWARD TERM PLAN**

The Government will assess the quality of the Contractors performance as follows:

a. Evaluation Criteria and Ratings are contained in the attached Quality Assurance Surveillance Plan (QASP) in Attachment J.4. The contractor must receive a rating of satisfactory or better on each of the QASP evaluation criteria in order to earn the award-term incentive. A rating of less than satisfactory on any of the QASP criteria may result in the incentive not being earned.

b. Evaluation Period. The evaluation periods will be (1) from award of the order through the end of the base period of performance and (2) for each award term year thereafter. One interim evaluation will also be conducted as described below.

c. Personnel. The Government evaluation team will be as specified in the QASP.

d. Interim Evaluation. An interim evaluation shall be conducted at the midpoint (i.e., six months) of the first evaluation period. No later than 15 calendar days after the midpoint of the evaluation period, the Assessing Official shall notify the Contracting Officer of the contractor’s current strengths and weaknesses on the basis of inputs from the performance monitors and other pertinent sources. The Contracting Officer will then issue a letter to the contractor describing the strengths and weaknesses identified by the Assessing Official. The Contracting Officer may also issue letters at any time when it is deemed necessary to highlight areas of Government concern. Additional interim evaluations may be conducted at the discretion of the Government.

e. End-of-Period Evaluations. No later than 60 calendar days prior to the end of the evaluation period, the Assessing Official shall initiate a report covering the entire evaluation period and submit that report to the contractor for review and comment. The contractor shall review the report and provide comments to the Assessing Official within 10 calendar days. If the contractor concurs, the Assessing Official will forward the report to the Reviewing Official who will finalize the ratings and close the report. If the contractor does NOT concur with ratings the Reviewing Official will then reconcile any disagreements between the Assessing Official and the contractor, finalize the ratings, and close the report. All reports must be closed no later than the 30 days prior to the end of the evaluation period. Once the report is closed, the ratings are not subject to dispute by either party.

f. Award-Term Incentive Determination. As stated above, the contractor must receive a rating of satisfactory or better on each of the QASP evaluation criteria in order to earn the award-term incentive. The Contracting Officer will review the closed report to determine if the award term incentive has been earned. If the incentive has been earned, then the Contracting Office will issue a modification to grant the award term extending the period of performance of the order. The award term is subject to cancellation based on the following specific contingencies: elimination of the requirement; lack of funding; and unfavorable determination that price is fair and reasonable.

g. Changes to the Award-Term Plan. This Award-Term Plan is a part of the order and can only be changed by a bilateral modification to the order. Either party may propose a change to the Award-Term Plan at any time. However, if either party desires a change to the plan and a mutual agreement cannot be reached, then this original Award-Term Plan will remain in full effect.

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**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

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 20 of 22	FINAL
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SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

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**GOVERNMENT FURNISHED INFORMATION (GFI)**

The Government will provide the Contractor with access to any updated AMCM weapon system IETM and CBT source files, program engineering, training and logistic support documentation, including maintenance publications, engineering drawings, and instruction manuals, inclusive of Illustrated Parts Breakdown (IPB) manuals. The Government will provide an empty GFI database, an XSLT, and a Document Type Definition (DTD) within ten (10) days after award of contract. Disposition of GFI will be made at contract completion.

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**RELEASE OF INFORMATION**

All technical data provided to the contractor by the Government and/or by the contractor for the Government shall be protected from public disclosure in accordance with the markings contained thereon. All other information relating to the items to be delivered or services to be performed under this delivery order may not be disclosed by any means without prior approval of the authorized representative of the Contracting Officer. Dissemination or public disclosure includes, but it not limited to: permitting access to such information by foreign nationals or by any other persons or entity; publication of technical or scientific; advertising; or, any other proposed public release. The contractor shall provide adequate physical protection to such information so as to preclude access by any person or entity not authorized such access by the Government.

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**PERFORMANCE BASED REQUIREMENTS**

This requirement is performance based. The incentive for satisfactory or better performance is contained in the order (award term provisions). The Government Technical POC will report the quality of performance to the PCO not later than 45 days prior to the completion of each performance period (base or option) during the order or sooner, if required, to correct less than satisfactory performance.

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**CAPPED RATES**

The Offeror shall identify each capped rate contained in its Seaport contract. The capped rates shall not be exceeded. The capped rates shall flow down and become a part of the task order award.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 21 of 22	FINAL
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## **SECTION I CONTRACT CLAUSES**

All clauses in the basic contract are applicable.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR07	PAGE 22 of 22	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

Exhibit A: Contract Data Requirements List, DD Form 1423