

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-04-D-4024				2. DELIVERY ORDER NO. MUT7		3. EFFECTIVE DATE 2011 Sep 29		4. PURCH REQUEST NO. M00088-11-RC-FE01		5. PRIORITY Unrated					
6. ISSUED BY RCO Quantico 3250 Catlin Ave Quantico VA 22134-5001				CODE M00264		7. ADMINISTERED BY DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342				CODE S2404A					
9. CONTRACTOR Booz Allen Hamilton 8283 Greensboro Drive McLean VA 22102				CODE 17038		FAC LITY		10. DELIVER TO FOB PONT BY (Date) See Schedule		11. X IF BUS NESS IS <input 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				15. PAYMENT W LL BE MADE BY DFAS Columbus Center,South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264					
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> PURCHASE				This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. 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 MOD FIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
Booz Allen Hamilton				[REDACTED]				[REDACTED]							
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 SUPPL ES/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 BY: /s/Clark W Johnson				25. TOTAL \$ [REDACTED]		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. SH P NO.		29. D.O. VOUCHER NO.		30. INITIALS					
f. TELEPHONE						g. E-MA L ADDRESS		31. PAYMENT COMPLETE		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT PARTIAL		31. PAYMENT FULL		34. CHECK NUMBER		35. BILL OF LAD NG NO.			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFY NG OFFICER				31. PAYMENT PARTIAL		31. PAYMENT FULL		34. CHECK NUMBER		35. BILL OF LAD NG NO.			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TA NERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.					

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 2 of 2	FINAL
----------------------------------	----------------------------	----------------	-------

GENERAL INFORMATION

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 1 of 26	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	Core Support Environmental Services				0
4000AA	Environmental Support (Base Year) (O&MN,N)	1.0 LO	0	0	0
4001	Option Year One (1).				0
4001AA	To provide labor (Option Year 1) in support of Environmental Services (O&MN,N) Option	1.0 LO	0	0	0
4002	Labor for Option Year two (2)				0
4002AA	To provide labor (Option Year 2.) in support of Environmental Services (O&MN,N) Option	1.0 LO	0	0	0

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6000	Core Support Environmental Services		0
6000AA	Environmental Support (Travel/ODC) Base Year (O&MN,N)	1.0 LO	0
6001			0
6001AA	Travel & ODC for Option Year One (1). (O&MN,N) Option	1.0 LO	0
6002			0
6002AA	Travel & ODC for Option Year Two	1.0 LO	0

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 2 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

(2) . (O&MN,N)
Option

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

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

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

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 3 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS)

1.0 BACKGROUND

The purpose of this Task Order (TO) is to provide general technical and management support to Headquarters U.S. Marine Corps (HQMC) in support of the United States Marine Corps (USMC) Environmental Management Program. The term "Support" generally means that the Contractor will assist HQMC by drafting or producing products, gathering or analyzing data, and maintaining data and related systems. HQMC will lead and retain oversight of all Tasks to be executed by the Contractor, including the responsibility for the content of any Contractor-drafted products that are released or issued by HQMC as HQMC products. The Marine Corps Environmental Management Program has several long-term objectives to integrate Marine Corps environmental principles into everyday business practices. The Marine Corps Environmental Management Program objectives are designed to:

- Provide current, uniform environmental policy, guidance, and direction Marine Corpswide.
- Assist in program, plan, budget, and execute resources to meet environmental objectives.
- Attain and maintain environmental compliance through comprehensive environmental management approaches and Environmental Compliance Evaluations (ECEs).
- Promote pollution prevention as the primary means for achieving and maintaining environmental compliance.
- Support and implement efficient environmental training and education at all levels and establish and maintain effective communication and public outreach programs.
- Manage natural and cultural resources to protect the ability of our air and land bases to support defense requirements.
- Conduct environmental planning to ensure that USMC decisions are made with an understanding of the potential impacts of those decisions on the environment.
- Perform environmental cleanup in a manner that is cost effective and best protects the health and safety of installation personnel, the surrounding community, and the environment.
- Seek continual improvement in all areas of environmental management through the promotion, demonstration, and use of innovative technologies and practices to include Environmental Management Systems (EMS).
- Promote sustainability of our built and natural infrastructure.

1.1 OBJECTIVES

The objectives of this TO are to:

- Develop an Environmental Management Work Plan.
- Provide support in developing strategies, policies, and guidance to support implementation of sustainable practices of the USMC.
- Provide support for achieving EMS goals.
- Provide subject matter expertise regarding environmental regulations and compliance requirements.
- Assist with Marine Corps environmental reporting.
- Assist in managing environmental data.
- Assist in prioritizing and allocating environmental funding to address USMC environmental concerns.
- Assist in implementation of environmental and conservation programs throughout the USMC.
- Assist in implementing the Comprehensive Environmental Training and Education Program (CETEP).

2.0 APPLICABLE DOCUMENTS

The following documents are applicable to this TO. Additional documents, as appropriate, will be provided by HQMC as Government Furnished Information.

- 2.1 Executive Order 13514 – Federal Leadership in Environmental, Energy, and Economic Performance.
- 2.2 Executive Order 13423 - Strengthening Federal Environmental, Energy, and Transportation Management.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 4 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

- 2.3 Strategic Sustainability Performance Plans.
- 2.4 Environmental Protection Agency (EPA) Form R (Toxics Release Inventory (TRI)) data.
- 2.5 Environmental Compliance Evaluation (ECE) reports.
- 2.6 "P2ADS" Pollution Prevention (P2) Plans.
- 2.7 Marine Corps Directives System, Marine Corps Order (MCO) P5215.1.
- 2.8 Navy Correspondence Manual, SECNAVINST 5216, as modified by HQMC.
- 2.9 MCO 5090.2A - Marine Corps Environmental Compliance and Protection Manual.
- 2.10 Department of Defense (DoD) Instruction 4160.21-M (Pollution Prevention).
- 2.11 DoD Web Site Administration Policies and Procedures' and Section 508 – Part 1194 -- Electronic and Information Technology Accessibility Standards.
- 2.12 DoD Policy for Affirmative Procurement.
- 2.13 Department of the Navy (DoN) Green Procurement Guide, February 2009.

3.0 REQUIREMENTS

3.1 TASK 1: PROJECT MANAGEMENT

The Contractor shall assist HQMC with a drafting an annual work plan within two (2) weeks after the onset of each Task year covered by this TO. A given work plan will detail specific actions to be performed for the particular performance year in support of each of the efforts described, and related schedule of deliverables. A Final work plan shall be delivered to the Government within two (2) weeks of receiving the Task Order Manager (TOM) comments on the Draft work plan. The contractor shall ensure that all Tasks are being accomplished according to timelines, and will contact HQMC to clarify requirements as needed.

3.2 TASK 2: ENVIRONMENTAL PROGRAM MANAGEMENT SUPPORT

3.2.1 ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

The contractor shall provide support to HQMC for achieving Environmental Management Systems (EMS) requirements consistent with DoD, DoN, and Marine Corps policy, and Executive Orders 13423 and 13514. This effort shall include proposing, and upon HQMC approval, (1) drafting policy, guidance, and templates for required documentation; (2) preparing and presenting briefing and training materials; (3) evaluating tools that would facilitate EMS implementation; (4) gathering and distributing information from/to HQMC, commands, and installations to share program successes and standardize EMS implementation; (5) gathering and distributing information relevant to control of common and high risk practices; (6) reporting the adequacy, effectiveness, and efficiency of Marine Corps EMS implementation and related performance metrics, and (7) preparing materials for and conducting USMC Lead Auditor Training.

3.2.2 HQMC SUSTAINABILITY SUPPORT

3.2.2a IMPLEMENTING SUSTAINABILITY GOALS

The contractor shall provide assistance to establish and achieve sustainability goals and shall provide analytical and technical support in implementing the requirements of Executive Orders 13514 and 13423. This effort shall include, but not be limited to, drafting policy and guidance, subject to government approval, for use by USMC installations in complying with the requirements of the Executive Orders; and developing strategy, policies, and guidance to integrate sustainable development concepts into USMC operations such as; the Campaign Plan and Strategic Sustainability Performance Plan (SSPP). The contractor shall facilitate the Sustainable Practices Data Call. The contractor shall also assist in coordinating various facets of sustainability that are led by various offices at HQMC and drafting reports and outreach materials.

3.2.2b TOXIC CHEMICAL USE AND RELEASE

The contractor shall provide support for achieving the toxic chemical use and release goals in Executive Order 13423 and 13514. This shall include, but not be limited to, providing assistance to HQMC for Marine Corps installation reporting under Emergency Planning and Community Right-to-Know Act Sections 301 through 313, particularly the submission of chemical inventory and toxic chemical release reporting forms. The contractor shall review submissions for accuracy and reasonableness, coordinate with the submitting installations, incorporate Environmental Protection Agency (EPA) Form R (Toxics Release Inventory (TRI)) data into the existing USMC TRI database, and then summarize the data for HQMC's Environmental Management Reviews and DoD Annual Reports to Congress.

The contractor shall assist in preparing TRI results and related items, which may include success stories,

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 5 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

summary tables, and charts to display TRI trends. The TRI reporting may include munitions, open burning/open detonation, and persistent bio-accumulative and toxic (PBT) chemicals.

As identified, the contractor shall investigate explanations for trends in TRI results. For EO 13423, Section 205, the contractor may assist HQMC in evaluating the impact on Marine Corps installations the EPA's proposed priority chemicals and developing a Chemical Reduction Plan. The contractor shall also assist HQMC in analyzing data and developing strategies to meet other chemical reduction goals.

3.2.2c POLLUTION PREVENTION

Pollution Prevention (P2) is the tool of first choice in solving environmental compliance challenges. Technical analysis and planning are required to implement better business practices, minimize compliance requirements, and reduce waste.

The Contractor shall assist with:

- Provide technical support and Subject Matter Expertise (SME) to identify pollution prevention opportunities and environmental technology requirements and prioritize their implementation throughout the USMC.
- the implementation of a Green Procurement Plan (GPP).
- Providing information to Marine Corps installations summarizing P2 and environmental technologies, Marine Corps P2 successes, accomplishments, and regulatory and policy items of interest that may impact the Marine Corps worldwide.

3.2.2d SOLID WASTE (SW) MANAGEMENT AND RECYCLING SUPPORT

As directed, the Contractor shall provide support in implementing DoD Policy for solid waste management and recycling in accordance with the requirements of MCO P5090.2 (Chapter 17), RCRA (Subtitle D), and DoD Instruction 4160.21-M (Pollution Prevention). This effort, as required by HQMC, may include participating in meetings and conferences, assisting in policy and guidance preparation, collecting relevant information, conducting software trend analysis, and coordinating with Marine Corps installation personnel.

3.2.3 WORKGROUP SUPPORT

The contractor, along with HQMC government personnel, shall attend relevant meetings, prepare briefing materials, review reports, and collect data in support of meetings, as requested by HQMC. The contractor shall provide a synopsis of all meetings attended. The meeting summary will include key issues discussed, action items assigned, and other pertinent information. Work group participation may include but not be limited to: DoD EMS Workgroup, EO workgroups, DoD GPP workgroup, Combined Solid Waste/Recycling Workgroup, RCRA Steering Committee, DoD Sustainability Implementation Workgroup, and SAMM Workgroup. In no case shall contractor personnel solely represent the government at meetings with personnel of other agencies or private organizations or individuals.

3.3 TASK 3: ENVIRONMENTAL TRAINING AND ADMINISTRATION SUPPORT

3.3.1 COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM (CETEP)

The Contractor shall provide support for the USMC CETEP to improve the way Marines and Marine civilians are trained and educated on environmental issues. Under this effort, the Contractor shall provide technical training development and implementation support applying the USMC Systems Approach to Training (SAT) and program development techniques to CETEP.

3.3.1.a DEVELOPMENT, PRODUCTION, AND DISTRIBUTION OF ENVIRONMENTAL GENERAL AWARENESS AND PUBLIC OUTREACH ACTIVITIES AND MATERIALS

The Contractor shall update, develop, produce and distribute materials to continue implementation of the CETEP General Awareness Campaign through the following efforts:

1. Maintain a repository of environmental training materials/resources including those supported/sponsored by USMC installations/commands. The repository will serve as a clearinghouse for USMC-wide training efficiency and quality assurance. Maintain a database of materials contained in the repository to HQMC and for periodic distribution to CETEP Coordinators.
2. Assist in the development and production of general educational and public outreach handout materials for

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 6 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

USMC environmental programs.

3. Assist in revision and distribution of Marine Corps “Environmental Awareness Guide”, “Campaign Plan”, and “Commanders Guide” on a biennial basis or as directed.
4. Maintain and customize the display booth for prescribed events. Man the booth during display hours. Distribute appropriate educational material.
5. Support HQMC attendance/presentations on environmental training topics/issues at conferences, meetings, and conventions.
6. Earth Day Support. Develop proposed plans/agendas for all Earth Day related activities and provide logistics and research support to implement events in the current calendar year. Develop a proposed plan for HQMC activities/events to commemorate Earth Day for the following calendar year. Assist in the design and production of Earth Day awards and promotional materials.

3.3.1.b DEVELOP RECOMMENDED INPUTS TO USMC ENVIRONMENTAL TRAINING DIRECTIVES AND GUIDANCE FOR ENVIRONMENTAL MILITARY OCCUPATIONAL SPECIALTIES (MOS'S) AND CIVILIAN ENVIRONMENTAL CAREER SPECIALTIES

The contractor shall develop enhancements to the overall quality of the USMC environmental training program and support the professional development of USMC environmental professionals. This effort will include, but not be limited to, the following:

1. Propose inputs and revisions to Chapter 5 of MCO 5090.2A or subsequent revisions.
2. Assist in review of MOS 8056 and/or MOS 8831 as required.
3. Evaluate environmental training courses provided (supported or sponsored) at Marine Corps installations for adherence to USMC quality and content standards of Chapter 5, MCO 5090.2A.
4. Work to establish and develop a standardized strategy for regional environmental training needs as identified in previously performed installation CETEP needs assessments.
5. Assist in developing and implementing a training program and civilian career path for environmental professionals.

3.3.1.c PREPARE RECOMMENDED POLLUTION PREVENTION AND OTHER ENVIRONMENTAL REVISIONS/INPUTS TO JOB PERFORMANCE GUIDANCE AND TRAINING DIRECTIVES OF USMC NON ENVIRONMENTAL OCCUPATIONAL SPECIALTIES.

The contractor shall assist with the translation of environmental requirements into practical USMC job training guidance through the following efforts:

1. Review USMC Individual Training Standards (ITS) and prepare a report of recommended pollution prevention and environmental revisions relative to targeted occupational fields, as directed by HQMC. Reviews will be conducted in conjunction with established MCCDC review schedules.
2. Assist in requesting, through cognizant offices/agencies, that environmental considerations be included in job performance guidance directives and in courses requisite for attainment of targeted MOSs.
3. Assist in monitoring the inclusion of recommended environmental revisions into published ITS and the translation of such directives into relevant USMC formal course Programs of Instruction (POIs) and other training guidance as appropriate.
4. Assist in requesting the inclusion of appropriate environmental instruction into key USMC formal school courses not guided by ITS.

3.3.2 CONFERENCE SUPPORT

3.3.2.a HQMC ANNUAL ENVIRONMENTAL MANAGEMENT WORKSHOP

The contractor shall assist with the management and administrative support for the annual Marine Corps Environmental Workshop. This support at a minimum shall include the following: facilities arrangements; notification to Marine Corps installations and major commands; coordination of lodging and meeting rooms with

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 7 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

appropriate audio/visual support; preparation and assembly of support materials (handouts and booklets); coordination of Marine Corps speakers and their support requirements; coordination of workshop sessions; arrangement for visual aids for speakers; preparation and distribution of minutes, proceedings, and action items from Marine Corps break-out-sessions; and assembly of any follow-up materials for distribution including posting speakers' presentations for Internet access.

3.3.2.b OTHER HEADQUARTERS MARINE CORPS SPONSORED MEETINGS

The contractor shall provide the types of support outlined above for an estimated three (3) additional meetings during the Period of Performance (PoP) to include: other workshops, the CETEP/EMS conference, Environmental Advisory Group meetings, and various LFL-5 functions.

3.3.2.c PREPARATION OF BRIEFING MATERIALS

The contractor shall assist in the preparation of briefing materials for the Marine Corps. These materials shall support briefings to Marine Corps officials, the Navy Secretariat, the Office of the Secretary of Defense, Congress, Marine Corps Installations, and other Commands. The briefing materials will be prepared in USMC standard formats appropriate to the briefing, unless otherwise specified by HQMC. The contractor shall provide briefing materials in electronic format to HQMC. Black and white paper copies (quantity to be determined by HQMC) will only be provided upon request of HQMC. Additionally, on occasion, poster mockups may be required. Normally, the contractor shall be asked to prepare one (1) brief per month in addition to those listed in other Tasks.

3.3.3 ENVIRONMENTAL AWARDS

The contractor shall assist with the submission of awards packages for the Secretary of the Navy and Secretary of Defense Environmental Awards Programs. This shall include providing specific guidance to the installations, reviewing and ranking abstracts, collecting and reviewing awards packages for content and correctness, and making refinements on awards packages to maximize installation award eligibility. The contractor shall also refine USMC submission procedures to maximize installation time available to draft awards packages. The awards submissions are typically made in December or January and cover the prior Fiscal Year (FY) achievements.

3.3.4 MARINE CORPS ORDER (MCO) UPDATES

The contractor shall assist the Marine Corps in the development and maintenance of Marine Corps Orders, Manuals, and Directives that implement the Marine Corps Environmental Program. Marine Corps Orders, Technical Manuals, and Directives will be prepared in accordance with the Marine Corps files and directives orders. The process of developing and preparing each MCO for publication shall begin with reviewing existing MCOs, where appropriate, conducting technical reviews for consistency with current applicable requirements, providing suggested text and/or technical edits to HQMC for review, and responding to HQMC comments. Draft MCOs will be formatted in accordance with Subject Matter Expert Advisory Committee (SMEAC) requirements. Following HQMC's approval, the contractor shall develop distribution lists and take other necessary administrative steps to obtain the required Publication Control Numbers (PCN). Final MCOs will be provided as electronic files and camera-ready hard copies to HQMC for publication.

3.3.4a MCO 5090.2 UPDATES AND REVISION

The contractor shall assist with updates or revisions, as appropriate, of MCO 5090.2A (current revision) Environmental Compliance and Protection Manual. Such support will include, as appropriate, compiling recommendations and comments on recommendations for modification of that MCO, redrafting MCO sections and/or chapters, preparing change pages, sections, or chapters for publication, and distributing change pages.

3.3.5 OTHER DOCUMENT SUPPORT

The contractor shall assist in the development, editing, formatting, staffing, coordination, and preparation of documents for publication or for response to the document sponsor, as appropriate.

3.4 TASK 4: BUDGET SUPPORT

The contractor shall provide support to the USMC Environmental Budget Planning, Programming, and Budgeting System (PPBS) process, as described below. These efforts will include assistance in the preparation of installation/HQMC guidance, data calls, and various, requisite budgetary exhibits and reports, to include annual environmental requirements validation and prioritization for funding support.

3.4.1 PREPARE & MAINTAIN REPORTS & EXHIBITS

The contractor shall assist with the review of formal guidance provided and draft exhibits for HQMC review, approval, and submission according to established guidance and procedures to ensure that all exhibits/reports

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 8 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

developed during the budget process contain accurate and consistent data.

Three (3) different exhibits are each normally produced three (3) times per year. These exhibits show (1) budget projections by type (recurring and non-recurring), pillar (compliance, pollution prevention, conservation), and media/law/reg (e.g., Clean Water Act, Clean Air Act, "RCRA-C," etc.); (2) budget projections by Accounting Group, Sub-Accounting Group, and pillar; and (3) currently planned environmental facilities projects (e.g., water or wastewater treatment plant construction or repair projects). All applicable guidance will be provided by HQMC as Government Furnished Information (GFI).

Exhibit preparation will include required guidance review, data analysis, and quality assurance testing as needed for the Environmental Facilities Sustainment, Restoration, and Modernization (FSRM) and the EMP. The contractor shall use data in the USMC PPBE application on HEAP as well as government furnished reports to support these PPBE efforts. The reports and exhibits are subject to frequent changes and revisions on a short turn around basis. These deliverables will be submitted to HQMC and USMC installation personnel, as appropriate, in appropriate electronic format and with appropriate background and instruction, unless otherwise specified by the recipient. The contractor shall maintain a history of exhibits submitted by HQMC to support the PPBE process and supporting PPBE data and reports. The history shall also include descriptions of source data verification, exhibit and report instructions, methodologies used in exhibit preparation, and procedures followed for accurate and consistent data submission.

3.4.2 PROGRAM OBJECTIVES MEMORANDUM/PROGRAM REVIEW/BUDGET/EXECUTION

In support of the annual Program Objectives Memorandum (POM)/Program Review (PR)/budget/Execution process, the contractor shall assist with the preparation and dissemination of guidance as requested by HQMC; collect and assure the quality of data received from USMC installations in accordance with the guidance; create and assure the quality of technical review reports; provide data quality analysis feedback to HQMC and USMC installations, as appropriate; produce technical review reports for Marine Corps personnel; resolve data conflicts and provide consolidated technical review comments; enter review results into the USMC planning, programming budget and execution application; enter authorized funding amounts into the PPBE system and distribute via PPBE application; and provide HQMC and the installations summary reports, as requested. The contractor shall provide data and exhibits in appropriate formats to support DoD, DoN, and USMC requirements. The contractor shall also provide data analysis, reports, and presentations in support of the POM submissions for HQMC and the installations, as necessary.

3.4.3 REQUIREMENTS VALIDATION AND FUNDING SUPPORT

Environmental requirements validation support for both the USMC Environmental Management and FSRM Programs will be provided by the contractor, who shall assist with preparation and dissemination of guidance as requested; collect and/or compile environmental requirements data; assure data quality; create and assure the quality of technical review reports for use by both USMC personnel and the contractor. In furtherance of this effort, the contractor shall consolidate technical review comments; ensure the PPBE database accurately reflects the results of environmental requirements technical reviews and subsequent funding actions; and provide HQMC and USMC installations any summary reports as requested. As required by HQMC, the contractor shall collect information on environmental requirements funding from HQMC, enter that information in the USMC PPBE system, and distribute that information as appropriate and required by HQMC. The contractor shall provide support as requested by the Marine Corps in the tracking, analysis and reporting of FY Funding expensed costs, including reprogramming of allocated funds.

3.5 TASK 5: DATA COLLECTION AND REPORTING

Data calls present an administrative requirement to our installations that needs to be minimized. Efforts should minimize the number and scope of separate data collections. Standing data repositories in EQUIP (or other data repositories) should be kept current and used to minimize the information requested from the installations.

3.5.1 ENVIRONMENTAL MANAGEMENT REVIEWS (EMRs)

PREPARE EMR BRIEFING: EMR briefs are provided to the Deputy Under Secretary of Defense for Installations and Environment (DUSD(IE)) on a semiannual basis. The contractor shall assist in coordinating installation EMR data input into the HEAP application EQUIP, quality assurance of that data, and preparing the EMR briefing materials.

REVIEW P2ADS DATA: In support of the information collection effort for the EMR, the contractor shall assist in obtaining copies of field activity reports to Naval Facilities Engineering Service Center (NFESC) used in updating P2ADS, and will review data submitted by the installations and the compiled data provided by the NFESC. The

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 9 of 26	FINAL
----------------------------------	----------------------------	-----------------	-------

contractor shall analyze that data to verify that the Marine Corps are meeting the associated hazardous and solid waste Measures of Merit (MoMs) and to determine USMC Hazardous Waste (HW) and Solid Waste (SW) disposal trends.

3.5.2 DEFENSE ENVIRONMENTAL PROGRAMS ANNUAL REPORT TO CONGRESS (DEPARC)

The contractor shall support the preparation of the Marine Corps portion of the Defense Environmental Programs Annual Report to Congress (DEPARC), by gathering additional data, as needed, and consolidate the data in the designated report format. Additionally, the contractor shall provide support during EMR or DEPARC briefings within HQMC, to the Office of the Secretary of the Navy, and to the Office of the Deputy Under Secretary of Defense for Installations and Environment (DUSD(I&E)) as needed.

3.5.3 DATA COLLECTION STANDARD OPERATING PROCEDURES (SOP) MAINTENANCE

THE CONTRACTOR SHALL ASSIST WITH MAINTAINING DATA CALL SOPS THAT WILL FACILITATE EFFICIENT COLLECTION OF ALL DATA ELEMENTS REQUESTED AND MINIMIZE THE IMPACT OF MULTIPLE DATA REQUESTS ON THE INSTALLATIONS. SPECIFIC DATA CALLS INCLUDE THE DEPARC, EMR (MID-YEAR AND END OF YEAR), EXECUTION, OPS, SOLID WASTE, HAZARDOUS WASTE, TRI, AND SUSTAINABLE PRACTICES.

3.6 TASK 6: COMPLIANCE SUPPORT

3.6.1 REGULATORY SUPPORT

THE CONTRACTOR SHALL ASSIST WITH THE REVIEW OF NEW OR PROPOSED LEGISLATION, EXECUTIVE ORDERS, REGULATIONS, POLICIES AND REPORTS AS REQUESTED BY HQMC. THESE REQUESTS WILL INCLUDE FEDERAL REGISTER NOTICES ON WHICH THE EPA IS REQUESTING COMMENTS FROM THE REGULATED COMMUNITY. THE CONTRACTOR SHALL REVIEW SUCH DOCUMENTS TO DETERMINE WHETHER THE PROPOSED REQUIREMENT WILL HAVE AN IMPACT ON THE MARINE CORPS, AND SHALL PROVIDE COMMENTS AS REQUESTED WITHIN THE FEDERAL REGISTER NOTICE WHEN APPROPRIATE. HOWEVER, THE CONTRACTOR SHALL PROVIDE ALL COMMENT DOCUMENTS FOR HQMC REVIEW AND APPROVAL PRIOR TO SUBMISSION TO OUTSIDE AGENCIES OR WORKING GROUPS, UNLESS OTHERWISE SPECIFIED BY HQMC. CONTRACTOR MAY ALSO BE REQUESTED TO REVIEW TEAM GUIDE CHECKLISTS FOR ENVIRONMENTAL AUDITING, COMPILER COMPLIANCE INFORMATION BASED ON INSTALLATION AUDITS, AND BE TASKED TO FOLLOW-UP ON INSTALLATION DISCREPANCIES.

THE CONTRACTOR SHALL ASSIST WITH IDENTIFYING AND MONITORING SOURCES OF ENVIRONMENTAL INFORMATION AND WILL NOTIFY HQMC OF DIALOGS OF INTEREST OR SUMMARIZE DIALOGS, AS REQUESTED. AT A MINIMUM, THE SOURCES TO BE MONITORED WILL INCLUDE: DELIVERABLES THEY HAVE PREPARED UNDER OTHER CONTRACTS FOR HQMC, INSTALLATIONS, OR COMMANDS; DOCUMENTS PROVIDED TO THE CONTRACTOR BY HQMC; AND DOD, SERVICE, US EPA, AND OTHER FEDERAL INFORMATION SOURCES (E.G., ENVIRONMENTAL WEB SITES). FILES/DOCUMENTS WILL BE REVIEWED FOR THEIR UTILITY TO MARINE CORPS INSTALLATIONS, COMMANDS, OR HEADQUARTERS IN EXECUTION OF THEIR ENVIRONMENTAL RESPONSIBILITIES. A LIST SHALL BE MAINTAINED OF INFORMATION SOURCES, WEB SITES, AND INTERNET COMMUNITIES THAT ARE REVIEWED ROUTINELY FOR HQMC. THE CONTRACTOR SHALL MAINTAIN THIS LIST WITHIN THE HIGHER EDUCATION & RESEARCH OPPORTUNITIES (HEROS). THE CONTRACTOR MAY BE TASKED TO REVIEW ENVIRONMENTAL COMPLIANCE OF THE INSTALLATIONS, COMPILER SUCCESSES, AND MAKE OTHER RECOMMENDATIONS TO IMPROVE OVERALL ENVIRONMENTAL COMPLIANCE STATUS ACROSS THE MARINE CORPS.

3.6.2 WATER PROGRAM AND WATER SUSTAINABILITY SUPPORT

THE CONTRACTOR SHALL PROVIDE SUPPORT FOR THE WATER COMPLIANCE PROGRAM AND SUPPORT SUSTAINABILITY GOALS AS REQUESTED.

THIS SHALL INCLUDE THE PUBLICATION AND DISTRIBUTION OF A QUARTERLY NEWSLETTER, REVIEWING AND DRAFTING POLICY GUIDANCE, PROVIDING TECHNICAL REVIEW TO SAFE DRINKING WATER ACT (SDWA) AND CLEAN WATER ACT (CWA) REGULATIONS, AND ATTENDING DOD MEETINGS IN SUPPORT OF THE WATER PROGRAM AND SUSTAINABILITY GOALS AS REQUIRED.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 10 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

3.6.3 HAZARDOUS WASTE PROGRAM SUPPORT

THE CONTRACTOR SHALL PROVIDE SUPPORT WITH TECHNICAL ANALYSIS OF THE RESOURCE CONSERVATION & RECOVERY ACT OF 1976 (RCRA) AND OTHER HAZARDOUS WASTE PROGRAM COMPLIANCE REQUIREMENTS AS NEEDED, TO INCLUDE APPLICABLE POLLUTION PREVENTION MEASURES, REVIEW OF HAZARDOUS MATERIAL AND WASTE MANAGEMENT IT SYSTEMS, AND PROVIDE USMC COMMENTS INPUTS TO HIGHER HEADQUARTERS POLICY. DATA CALL SUPPORT IS COVERED BY TASK 3.6.3, POLLUTION PREVENTION BY TASK 3.2.2C, AND WORKING GROUP SUPPORT BY 3.2.3.

3.6.4. OTHER COMPLIANCE PROGRAM SUPPORT

THE CONTRACTOR SHALL PROVIDE SUPPORT WITH THE TECHNICAL ANALYSIS OF OTHER COMPLIANCE PROGRAM REQUIREMENTS AS NEEDED, TO SUPPORT COMPLIANCE INITIATIVES, APPLICABLE POLLUTION PREVENTION MEASURES, REVIEW OF HAZARDOUS MATERIAL AND WASTE MANAGEMENT IT SYSTEMS, AND PROVIDE USMC COMMENTS INPUTS TO HIGHER HEADQUARTERS POLICY. DATA CALL SUPPORT IS COVERED BY TASK 3.6.3, POLLUTION PREVENTION BY TASK 3.2.2C, AND WORKING GROUP SUPPORT BY 3.2.3.

3.7 TASK 7: CONSERVATION PROGRAM SUPPORT

3.7.1 DEVELOPMENT, PRODUCTION, AND DISTRIBUTION OF CONSERVATION GENERAL AWARENESS AND PUBLIC OUTREACH ACTIVITIES AND MATERIALS

THE CONTRACTOR SHALL ASSIST WITH UPDATING, DEVELOPING, PRODUCING AND DISTRIBUTING MATERIALS IN SUPPORT OF NATURAL AND CULTURAL RESOURCES OUTREACH AND EDUCATION REQUIREMENTS:

1. ASSIST IN THE DEVELOPMENT AND PRODUCTION OF GENERAL EDUCATIONAL AND PUBLIC OUTREACH HANDOUT MATERIALS FOR USMC NATURAL AND CULTURAL RESOURCES PROGRAMS.
2. ASSIST IN REVISION AND DISTRIBUTION OF PERIODIC UPDATES TO THE MARINE CORPS NATURAL RESOURCES PROGRAM GUIDE, MARINE CORPS CULTURAL RESOURCES PROGRAM GUIDE, AND NATIONAL ENVIRONMENTAL POLICY ACT MANUAL AND FACT SHEET AS DIRECTED.
3. ASSIST WITH MAINTAINING AND CUSTOMIZING DISPLAY MATERIALS FOR PRESCRIBED EVENTS.
4. SUPPORT HQMC ATTENDANCE/PRESENTATIONS ON CONSERVATION TRAINING TOPICS/ISSUES AT CONFERENCES, MEETINGS, AND CONVENTIONS.

3.7.2 CONFERENCE AND TRAINING SUPPORT

3.7.2.A HQMC NEPA ACTION PROPONENTS COURSE

THE CONTRACTOR SHALL PROVIDE MANAGEMENT AND ADMINISTRATIVE SUPPORT FOR THE SEMI-ANNUAL HQMC NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) ACTION PROPONENTS COURSE. THIS SUPPORT AT A MINIMUM SHALL INCLUDE THE FOLLOWING: FACILITIES ARRANGEMENTS; NOTIFICATION TO MARINE CORPS INSTALLATIONS AND MAJOR COMMANDS; COORDINATION OF LODGING AND MEETING ROOMS WITH APPROPRIATE AUDIO/VISUAL SUPPORT; PREPARATION AND ASSEMBLY OF SUPPORT MATERIALS (HANDOUTS AND BOOKLETS); COORDINATION OF MARINE CORPS SPEAKERS AND THEIR SUPPORT REQUIREMENTS; COORDINATION OF WORKSHOP SESSIONS; ARRANGEMENT FOR VISUAL AIDS FOR SPEAKERS; PRODUCTION OF COURSE CERTIFICATES FOR ATTENDEES; AND ASSEMBLY OF ANY FOLLOW-UP MATERIALS FOR DISTRIBUTION INCLUDING POSTING COURSE MATERIALS FOR INTERNET ACCESS.

3.7.2.B OTHER HEADQUARTERS MARINE CORPS SPONSORED WORKSHOPS

THE CONTRACTOR SHALL PROVIDE THE TYPES OF SUPPORT OUTLINED ABOVE FOR AN ESTIMATED THREE (3) ADDITIONAL MEETINGS DURING THE POP TO INCLUDE: A NATURAL RESOURCES MANAGERS WORKSHOP, THE FY12 OR FY13 DON CULTURAL RESOURCES CONFERENCE, AND A NEPA MANAGERS WORKSHOP.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 11 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

3.7.3 GENERAL CONSERVATION PROGRAM SUPPORT

THE CONTRACTOR MAY BE TASKED TO PROVIDE SUPPORT FOR NATURAL AND CULTURAL RESOURCES PROGRAM REQUIREMENTS, TO INCLUDE ATTENDANCE AT DON OR DOD MEETINGS TO TAKE NOTES WHEN THE MARINE CORPS SMES ARE UNAVAILABLE TO ATTEND, PERIODIC DOCUMENT REVIEW, AND ASSISTANCE WITH RESEARCH AND MATERIALS RELATED TO INVASIVE SPECIES AND PEST MANAGEMENT ISSUES. IN NO CASE SHALL CONTRACTOR PERSONNEL SOLELY REPRESENT THE GOVERNMENT AT MEETINGS WITH PERSONNEL OF OTHER AGENICES OR PRIVATE ORGANIZATIONS OR INDIVIDUALS.

3.7.4 NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) SUPPORT

THE CONTRACTOR MAY BE TASKED TO PROVIDE SUPPORT FOR NEPA REQUIREMENTS, TO INCLUDE DOCUMENT PREPARATION AND REVIEW, AND ASSISTANCE WITH INSTRUCTIONS.

3.8 TASK 8: MISCELLANEOUS SUPPORT

THE CONTRACTOR SHALL PROVIDE ONGOING MISCELLANEOUS ENVIRONMENTAL SUPPORT TO HQMC IN RESPONDING TO NEEDS IDENTIFIED BY HQMC STAFF.

3.9 LEVEL OF EFFORT

FIGURE ONE (1) PROVIDES AN ESTIMATE OF THE ANNUAL LEVEL OF EFFORT ANTICIPATED BY THE GOVERNMENT.

FIGURE 1. FTE

TASK		FTE
Task One (1)	Project Management	1.1
Task Two (2)	Environmental Program Management Support	1.7
Task Three (3)	Environmental Training & Administration	0.7
Task Four (4)	Budget Support	1.5
Task Five (5)	Data Collection & Reporting	1.2
Task Six (6)	Compliance Support	3.2
Task Seven (7)	Conservation Program Support	1.5
Task Eight (8)	Miscellaneous	1.1
Total		11.9

4.0 DELIVERABLES

4.1 THE TERM "PREPARATION FOR DISTRIBUTION" MEANS THE ITEM TO BE DISTRIBUTED HAS BEEN REPRODUCED, STUFFED IN ENVELOPES OR OTHER SHIPPING CONTAINERS, ADDRESSED WITH APPROPRIATE SHIPPING/MAILING LABELS, AND RETURNED TO THE MARINE CORPS FOR MAILING/SHIPPING. THE CONTRACTOR AS REQUIRED BY HQMC, MAY ON OCCASION PROVIDE DISTRIBUTION TO THE FIELD.

4.2 THE CONTRACTOR SHALL PROVIDE MONTHLY STATUS REPORTS FOR THIS DELIVERY ORDER. THE FORMAT OF THE STATUS/PROGRESS REPORT WILL BE AGREED UPON BY THE TOM AND THE CONTRACTOR. AT A MINIMUM, THE PROGRESS AND STATUS REPORTS SHALL INCLUDE THE FOLLOWING INFORMATION:

COMPLETE STUDY TITLE AND TO NUMBER:

- EXECUTIVE SUMMERY COVERING THE SPECIFIC REPORTING PERIOD.
- TO PROGRESS REPORT.
- OBJECTIVES COVERED.
- IDENTIFICATION OF GOVERNMENT TOM AND CONTRACTOR PROGRAM MANAGER (PM).

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 12 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

- IDENTIFICATION OF PRINCIPLE TO PERFORMERS.
- WORK PROGRESS ACCOMPLISHED DURING THE SPECIFIC REPORTING PERIOD, IDENTIFIED BY INDIVIDUAL TASKS.
- WORK PLANNED FOR NEXT REPORTING PERIOD.
- REPORTS, BRIEFINGS, AND MEETINGS DURING THE REPORTING PERIOD, IDENTIFIED BY INDIVIDUAL TASKS.
- PROBLEM AREAS AND RECOMMENDED SOLUTIONS.
- TO SCHEDULE STATUS.

FINANCIAL STATUS REPORT, TO INCLUDE THE FOLLOWING:

- PERCENT AUTHORIZED CEILING FUNDS EXPENDED.
- ESTIMATED COST TO COMPLETE.
- DIRECT LABOR DOLLARS EXPENDED BY TASK.
- OTHER DIRECT COSTS EXPENDED BY TASK.
- SUBCONTRACTOR EXPENSES AND OTHER COSTS.
- TOTAL FUNDS EXPENDED BY TASK.
- COPY OF OVERALL TO SCHEDULE.

4.3 ALL ELECTRONIC COPIES OF DRAFT AND FINAL DELIVERABLES SHALL BE PROVIDED IN MICROSOFT OFFICE SOFTWARE OR IN A FORMAT AS REQUIRED BY THE US MARINE CORPS PRINTING AND/OR ADMINISTRATIVE REGULATIONS.

4.4 ALL REPORTS, DOCUMENTS, AND OTHER DELIVERIES WILL BE PREPARED IN ACCORDANCE WITH THE MARINE CORPS ORDERS ON FILES AND DIRECTIVES AND CORRESPONDENCE.

4.5 MOST DELIVERABLES WILL BE PREPARED ACCORDING TO INSTRUCTIONS TO BE PROVIDED BY TOM AND THE HQMC ACTION OFFICERS DURING THE COURSE OF TASK ORDER EXECUTION. ACTION OFFICERS WILL ALSO DESIGNATE DUE DATES FOR DELIVERABLES. DELIVERABLES WILL BE SPECIFIED IN EACH ANNUAL WORK PLAN.

4.6 SCHEDULE

ANNUAL WORK PLAN: PRIOR TO THE BEGINNING OF EACH YEAR OF PERFORMANCE, THE GOVERNMENT SHALL PROVIDE THE CONTRACTOR WITH SEVERAL ANTICIPATED TO'S COVERING THE MAJORITY OF THE GOVERNMENT'S SUPPORT REQUIREMENTS TO BE EXECUTED DURING THE NEXT CONTRACT YEAR. WITHIN THIRTY (30) CALENDAR DAYS FROM THE ONSET OF EACH CONTRACT YEAR, THE CONTRACTOR SHALL DELIVER A WORK PLAN DETAILING HOW IT WILL FULFILL EACH TO. THE FORMAT OF THE ANNUAL WORK PLAN WILL BE AGREED UPON BY THE TOM AND CONTRACTOR BUT WILL INCLUDE THE MINIMUM:

1. LIST EACH TO TITLE, NUMBER, HQMC TOM/ACTION OFFICER, AND THE CONTRACTOR'S PRINCIPLE TO PERFORMER.

4.7 CONTRACTOR PERFORMANCE REVIEW

THE CONTRACTOR, IN CONJUNCTION WITH GUIDANCE PROVIDED BY THE TOM, SHALL ASSIST WITH SCHEDULING AND CONDUCTING A QUARTERLY (BASED UPON FISCAL YEAR) PROGRAM REVIEW WITHIN FIFTEEN (15) CALENDAR DAYS OF THE FINAL DAY OF THE MONTH FOR THE PERIOD OF PERFORMANCE (E.G., OCTOBER - DECEMBER – BEFORE JAN 16TH). THE LOCATION FOR THIS REVIEW SHALL BE AT THE DISCRETION OF THE GOVERNMENT. THE AGENDA FOR THE REVIEW SHALL BE DEVELOPED BETWEEN THE CONTRACTOR'S PROGRAM MANAGER AND THE TOM. THE AGENDA ITEMS SHALL INCLUDE THE ELEMENTS OF THE MONTHLY PROGRESS REPORT, PERFORMANCE METRICS, AS WELL AS ANY ADDITIONAL ITEMS DEEMED IMPORTANT BY THE PARTIES. THE GOVERNMENT RESERVES THE RIGHT TO CHANGE THE TIMING (E.G., SEMI-ANNUALLY VICE QUARTERLY), CONTENT AND FORMAT, AS REQUIRED.

4.8 MONTHLY PROGRESS REPORT

THE CONTRACTOR SHALL SUBMIT A MONTHLY PROGRESS REPORT TO THE COR NOT LATER THAN THE TENTH (10TH) DAY OF THE FOLLOWING MONTH FOR THE WORK ACCOMPLISHED FROM THE FIRST (1ST) THROUGH THE FINAL CALENDAR DAY OF THE PREVIOUS MONTH. THIS REPORT SHALL BE PROVIDED IN BOTH HARDCOPY AND ELECTRONIC MEDIA COMPATIBLE WITH MARINE CORPS

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 13 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

STANDARD APPLICATIONS (E.G., MS OFFICE SUITE). THE REPORT SHALL INCLUDE THE FOLLOWING INFORMATION, AT A MINIMUM:

COMPARISON OF PLANNED AND ACTUAL TO PERFORMANCE BY WBS ELEMENT.
TASK PROGRESS DURING THE PAST MONTH, PLANS FOR THE FORTHCOMING MONTH.
PROBLEMS (ACTUAL OR ANTICIPATED) POTENTIALLY REQUIRING GOVERNMENT ACTION AND SUMMARY OF ACTION REQUIRED.
TRAVEL COSTS, INCLUDING PURPOSE OF TRIPS, DURATION, AND RELATED ACTIONS, BY TO.
TOTAL CONTRACT STAFFING BY POSITION AND ASSIGNMENT.
PERSONNEL TURNOVER, UTILIZATION OF SUBCONTRACTORS, AND FUTURE STAFFING PROJECTIONS.
DELIVERABLES (BY TASK) ACCEPTED OR REJECTED, INCLUSIVE OF THE FINAL DAY OF THE MONTH, AS WELL AS THE REASON FOR REJECTION AND TIMELINE FOR RESUBMISSION.

4.9 TECHNICAL, BUSINESS, MANAGEMENT AND OTHER CONSIDERATIONS.

THE CONTRACTOR AWARDED THIS REQUIREMENT WILL HAVE GENERAL SECURITY REQUIREMENTS OF THE SOLICITATION, AS NOTED ON THE DD 254, DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION, AND WILL PROVIDE PERSONNEL WITH APPROPRIATE SECURITY CLEARANCES. SINCE THE GOVERNMENT HAS GLEANED ADEQUATE INFORMATION BOTH FROM HISTORICAL CONTRACTUAL EFFORTS AND BY POSTING A DRAFT PWS. IT IS ANTICIPATED THAT NO TECHNICAL, BUSINESS, MANAGEMENT OR ANY OTHER RISKS WILL BE ENCOUNTERED WITH THIS PROCUREMENT.

1. THE CONTRACTING OFFICER HAS CONFIRMED THAT THERE ARE NO ORGANIZATIONAL CONFLICTS OF INTEREST.
2. THE APPROPRIATE BASE ACCESS PROVISIONS FOR THE INSTALLATION WILL BE INCLUDED IN THE SOLICITATION AND RESULTING TASK ORDER.

5.0 GOVERNMENT FURNISHED RESOURCES

5.1 GOVERNMENT FURNISHED INFORMATION

THE GOVERNMENT WILL PROVIDE THE CONTRACTOR WITH ALL REASONABLE AVAILABLE INFORMATION REQUESTED CONCERNING THIS PWS AND THE DOCUMENTATION AS IDENTIFIED IN SECTION 2.0. THE CONTRACTOR SHALL PROTECT ALL GFI (TECHNICAL DATA) PROVIDED BY THE GOVERNMENT FROM PUBLIC DISCLOSURE IN ACCORDANCE WITH THE MARKING CONTAINED THEREON. THE WORK TO BE PERFORMED UNDER THIS TO INVOLVES ACCESS TO AND HANDLING OF MATERIAL AT THE **UNCLASSIFIED** LEVEL ONLY. ALL MATERIAL DEVELOPED BY THE CONTRACTOR DURING THIS CONTRACT SHALL BECOME THE PROPERTY OF THE HEADQUARTERS, U.S. MARINE CORPS.

THE CONTRACTOR SHALL BE REQUIRED TO ABIDE BY THE DISCLOSURE STANDARDS SET FORTH IN DOD, FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS 252.204-7000) AND TO COMPLETE EMPLOYEE CONFIDENTIALITY AND NON-DISCLOSURE FORMS. THE CONTRACTOR SHALL NOT RELEASE ANY INFORMATION TO REGULATORS, MEDIA, OR OTHER PARTIES. ANY INFORMATION RELEASE SHALL COME FROM USMC GOVERNMENT EMPLOYEES ONLY.

5.2 GOVERNMENT FURNISHED FACILITIES (GFF)/ PROPERTY (GFP)

5.2.1 NO GOVERNMENT FURNISHED FACILITIES OR WORKSPACE WILL BE PROVIDED AS A MATTER OF ROUTINE, HOWEVER, THE CONTRACTOR WILL BE AFFORDED ACCESS TO GOVERNMENT WORKPLACES AS MAY BE NECESSARY TO PROVIDE THE SUPPORT SPECIFIED HEREIN, WHICH MAY INCLUDED OCCASIONAL, TEMPORARY, ON-SITE SUPPORT. THE CONTRACTOR SHALL PROVIDE ADEQUATE PHYSICAL PROTECTION TO SUCH INFORMATION SO AS TO PRECLUDE ACCESS BY ANY PERSON OR ENTITY NOT AUTHORIZED BY THE DEPARTMENT OF THE NAVY.

5.2.2 IN PERFORMANCE OF THIS EFFORT, THE CONTRACTOR WILL BE PROVIDED DOCUMENTS, AS IDENTIFIED IN SECTION 2.0, DATA, COMPUTER SOURCE CODE, AND COMPUTER EQUIPMENT, SUCH AS

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 14 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SOFTWARE FOR PROGRAM UPGRADES, NOT TO INCLUDE HARDWARE COMPONENTS (I.E. MONITORS, CENTRAL PROCESSING UNITS, KEY BOARDS, ETC.), AS MAY BE NECESSARY TO PROVIDE THE SUPPORT SPECIFIED HEREIN.

5.2.3 SECURITY REQUIREMENTS. ALL TASKS WILL BE CONDUCTED IN FULL COMPLIANCE WITH DOD SECURITY REGULATIONS. WORK PERFORMED UNDER THIS TO INVOLVES A SECURITY CLASSIFICATION OF "UNCLASSIFIED". A COMPLETED DD FORM 254 (DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION) WILL BE PROVIDED TO THE SECURITY OFFICE AT HQMC. THE DD 254 WILL BE PROVIDED AND INCORPORATED INTO THE CONTRACT UPON AWARD.

5.2.3A THE CONTRACTOR PERSONNEL WILL BE REQUIRED TO ACCESS INFORMATION SYSTEMS SUCH AS THE NAVY/MARINE CORPS INTANET (NMCI) AND DATA ACCESSED THROUGH PORTALS VIA USER ACCOUNTS AND COMMON ACCESS CARDS (CAC) THAT WILL BE PROVIDED BY THE GOVERNMENT. CONTRACTOR PERSONNEL MUST MEET SPECIFIC REQUIREMENTS IN ORDER TO BE GRANTED THESE PRIVILEGES AND MAINTAIN THESE CREDENTIALS. COMPLIANCE WITH ALL USMC COMMUNICATIONS REGULATIONS PERTAINING TO NETWORK ACTIVITIES IS MANDATORY. FAILURE TO COMPLY WITH SECURITY REQUIREMENTS WILL RESULT IN REVOCATION OF ACCESS PRIVILEGES AND PERSONNEL REMOVAL FROM WORK UNDER THIS TO. THE CONTRACTOR SHALL COMPLY WITH THE FOLLOWING: ON AUGUST 27, 2004, PRESIDENT BUSH SIGNED HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 12 (HSPD-12), POLICY FOR A COMMON IDENTIFICATION STANDARD FOR FEDERAL EMPLOYEES AND CONTRACTORS. BASED UPON THIS DIRECTIVE, THE NATIONAL INSTITUTE FOR STANDARDS AND TECHNOLOGY (NIST) DEVELOPED FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATION (FIPS) 201 INCLUDING A DESCRIPTION OF THE MINIMUM REQUIREMENTS FOR A FEDERAL PERSONAL IDENTIFICATION VERIFICATION (PIV) SYSTEM. HSPD-12 DIRECTS THE IMPLEMENTATION OF A NEW STANDARDIZED BADGING PROCESS, WHICH IS DESIGNED TO ENHANCE SECURITY, REDUCE IDENTITY FRAUD, AND PROTECT THE PERSONAL PRIVACY OF THOSE ISSUED CAC IDENTIFICATION. FIPS PUB 201 IS AVAILABLE AT: [HTTP://CSRC.NIST.GOV/PUBLICATIONS/FIPS/FIPS201-1/FIPS-201-1-CHNG1.PDF](http://CSRC.NIST.GOV/PUBLICATIONS/FIPS/FIPS201-1/FIPS-201-1-CHNG1.PDF) THE OFFICE OF MANAGEMENT AND BUDGET (OMB) ASSOCIATED GUIDANCE, M-05-24 CAN BE FOUND AT: [HTTP://WWW.WHITEHOUSE.GOV/SITES/DEFAULT/FILES/OMB/MEMORANDA/FY2005/M05-24.PDF](http://WWW.WHITEHOUSE.GOV/SITES/DEFAULT/FILES/OMB/MEMORANDA/FY2005/M05-24.PDF)

5.2.3B CONTRACTOR PERSONNEL PROVIDING SUPPORT UNDER THIS TASK ORDER WILL REQUIRE BACKGROUND CHECKS IN ORDER TO OBTAIN USER ACCOUNT AT THE IT LEVEL THREE (3) (UNCLASSIFIED NETWORK ACCESS). THE MINIMUM INVESTIGATION REQUIREMENT IS A NATIONAL AGENCY CHECK WITH WRITTEN INQUIRIES (NACI), INVESTIGATION IN PROCESS. CONTRACTOR PERSONNEL MUST MEET HSPD-12 STANDARDS AND HAVE THE ABILITY TO OBTAIN AND MAINTAIN A FAVORABLE NACI IS WHEN REQUESTING ACCESS TO EITHER OR BOTH UNCLASSIFIED IT SYSTEMS AND OR ACCESS TO FEDERAL FACILITIES/BUILDINGS. THE CONTRACTOR IS ADVISED THIS PROCESS COULD TAKE 6-12 WEEKS TO COMPLETE OR LONGER. AN IN-PERSON VISIT WITH THE HQMC SECURITY OFFICER WILL BE REQUIRED FOR CONTRACTOR PERSONNEL TO IN-PROCESS. THESE VISITS OCCUR ON TUESDAY OF EACH WEEK. TO ACCOMPLISH IN-PROCESSING, CONTRACTORS MUST HAVE:

- JPAS VISIT REQUEST SENT TO I&L SECURITY MANAGEMENT OFFICE, I&L (SMO CODE: 540080084) OR *** IF UNABLE TO SEND VIA JPAS ONLY ***.
- FAX VISIT REQUEST (IF UNABLE TO SEND VAR VIA JPAS) TO FAX 703.695.9142. JPAS IS THE ONLY ACCEPTABLE METHOD OF RECEIVING A VISIT CERTIFICATION. FAX ONLY IF UNABLE TO SEND VIA JPAS.

CONTRACTORS MUST BRING:

- FINALIZED DD FORM 254, CONTRACT SECURITY CLASSIFICATION SPECIFICATION FORM.
- PERFORMANCE WORK STATEMENT (PWS) (SOMETIMES WITHIN THE CONTRACT OR WRITTEN UP AS A SEPARATE DOCUMENT).
- FOR NEWLY HIRED, OFF THE STREET WITH NO PREVIOUS CLEARANCE, CONTRACTORS MUST COMPLETE THE QUESTIONNAIRE FOR PUBLIC TRUST POSITIONS (SF85P).
- FOR NEWLY HIRED, OFF THE STREET WITH NO PREVIOUS CLEARANCE, CONTRACTORS MUST PROVIDE OR HAVE ON HAND TWO GOOD COMPLETED AND ORIGINAL FD-258 FINGERPRINT CARDS.

6.0 TRAVEL

IT IS ANTICIPATED THAT THE CONTRACTOR SHALL TRAVEL IN PERFORMANCE OF THIS

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 15 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

TO. REQUIREMENTS WILL BE SPECIFIED BY THE TOM AND AS MUTUALLY AGREED TO BY THE CONTRACTOR.

6.1 ALL TRAVEL SHALL BE IN ACCORDANCE WITH THE JOINT FEDERAL TRAVEL REGULATIONS.

7.0 SERVICE PERFORMANCE HOURS

THE GOVERNMENT SHALL BE AVAILABLE DURING NORMAL WORKING HOURS OF 0730 THRU 1630, MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS. WHEN NECESSARY, THE CONTRACTOR SHALL INTERACT WITH THE GOVERNMENT DURING NORMAL WORKING HOURS.

THE FOLLOWING HOLIDAYS SHALL BE OBSERVED:

1 ST JANUARY	NEW YEAR'S DAY
3 RD MONDAY OF JANUARY	MARTIN LUTHER KING'S BIRTHDAY
3 RD MONDAY OF FEBRUARY	PRESIDENTS DAY
LAST MONDAY OF MAY	MEMORIAL DAY
4 TH JULY	INDEPENDENCE DAY
1 ST MONDAY OF SEPTEMBER	LABOR DAY
2 ND MONDAY OF OCTOBER	COLUMBUS DAY
11 TH NOVEMBER	VETERANS DAY
4 TH THURSDAY OF NOVEMBER	THANKSGIVING DAY
25 TH DECEMBER	CHRISTMAS DAY

NOTE: IF A HOLIDAY SHOULD FALL ON A SATURDAY, IT WILL BE OBSERVED ON THE PRECEDING FRIDAY; IF IT FALLS ON A SUNDAY, IT WILL BE OBSERVED ON THE FOLLOWING MONDAY. SHOULD THIS OCCUR, THE CONTRACTOR IS EXEMPT FROM PERFORMING WORK ON THESE DAYS.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 16 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of Seaport Multiple Award IDIQ contract.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 17 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

E-1.1 - The resulting task order shall designate a Task Order Manager (TOM) who shall perform inspections and final acceptance for the Government. E-1.2 - Inspection and acceptance of all services shall be performed by the Government. Payment shall not be made under the resulting task order for services performed without formal acceptance by the TOM.

E-1.3 - All deliverable produced under the resulting task order shall meet applicable standards, quality acceptance criteria, and will be accepted or rejected, in writing, by the TOM within twenty (20) days of receipt unless a different period is specified in the task order.

E-1.4 - The TOM is accepting authority. Failure by the Government to give written notice within twenty (20) days will constitute acceptance by the Government. If rejected, the Government will list the task order deficiencies in a letter of rejection to the contractor.

E-1.5 - Task order deficiencies shall be corrected within a time period agreed upon between the TOM and the Contractor. The deliverable will not be considered as having been accepted until such task order deficiencies have been corrected. Deficiencies in deliverables shall be corrected at no additional cost to the Government. If a time cannot be mutually agree upon between parties, the Contracting Officer reserves the right to unilaterally establish a date for delivery.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 18 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

4000AA	9/30/2011 - 9/29/2012
6000AA	9/30/2011 - 9/29/2012

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

4001AA	9/30/2012 - 9/29/2013
4002AA	9/30/2013 - 9/29/2014
6001AA	9/30/2012 - 9/29/2013
6002AA	9/30/2013 - 9/29/2014

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 19 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

SECTION G CONTRACT ADMINISTRATION DATA

G17S COR APPOINTMENT (AUG 2005)

(a) Contracting Ordering Officer hereby appoints the following individual as the Task Order Manager (TOM) for this task order:

Task Order Manager: Ms. Joanna Rockhill, 571-256-2808, joanna.rockhill@usmc.mil

DdI-G-21 TYPES OF ORDERS UNDER INDEFINITE DELIVERY TYPE CONTRACTS

This Task Order shall be issued on a CostPlus-Fixed-Fee (Term) basis.

LEVEL OF EFFORT

(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 estimated 169,200 total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours include in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimate that _____ (to be identified at the time of award) man-hours 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 nonwork 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) The level of effort for this contract shall be expended at an average rate of approximately 651 hours per week. It is understood an agreed that the rate of manhours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the toal manhours 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 estimated cost or fee together 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 or such written approval by the Contracting Officer. Any agreement to accelerate will b e 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 efforts specified in paragraph(a) above would be used prior to the expiration of the term. The 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:

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 20 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

Fee Reduction= Fee (Required LOE minus Expended LOE) divided by Required LOE)) or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.23220) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, 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 claimed during the period covered by the invoice, separately 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 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; ad (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall 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. (End of Clause)

ALLOTMENT OF FUNDS

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

ESTIMATED ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	PERIOD OF PERFORMANCE
\$	\$	\$	

(To be provided at the task order level)

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

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

(End of Clause)

USMC WIDE AREA WORKFLOW IMPLEMENTATION (AUG 2006)

To implement DFARS 252.232-7003, "ELECTRONIC SUBMISSION OF PAYMENT REQUEST (MAR 2008)", the United States Marine Corps (USMC) utilizes Wide Area WorkFlow -Receipt and Acceptance (WAWF-RA) to electronically process vendor requests for payment. This application allows DoD vendors to submit and track Invoices and Receipt/Acceptance documents electronically.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 21 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

The contractor is required to utilize this system when processing invoices and receiving reports under this contract/order, unless the provision at DFARS 252.232 -7003(c) applies. The contractor shall (i) ensure an Electronic Business Point of Contact is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF -RA at the <https://wawf.eb.mil> site, within ten (10) calendar days after award of this contract or modification. Step by step procedures to register are available at the <https://wawf.eb.mil> site.

The USMC WAWF-RA point of contact (POC) for this contract is Ms. Lowe, Anita and can be reached at telephone number (703) 784-3397; email address anita.lowe@usmc.mil The contractor is directed to use the **cost voucher** format when processing invoices and receiving reports and services. When entering the invoice into WAWF-RA, the contractor shall fill in the following DoDAAC fields or DoDAAC extensions:

Contract Number	N00178-04-D-4024
Delivery Order	MUT7
Cage Code/Ext	17038
Pay DoDAAC	HQ0338 - COST TYPE VOUCHER
Issue Date	Refer to Block #27c on the DD FM 1155
Issue By DoDAAC	M00264
Admin By DoDAAC	S2404A
Ship To Code/Ext	M00088
Ship From Code/Ext	(Normally leave Blank)
LPO DoDAAC	"Leave Blank" (Instruct the contractor to leave blank unless Navy Pay Office. If so, insert correct LPO DoDAAC)
Acceptor Email Address	joanna.rockhill@usmc.mil
Inspect By DoDAAC/Ext	"Leave Blank" (Instruct the contractor to leave blank unless inspected at Source-then the source inspection DoDAAC should be entered which is normally a DCMA DoDAAC)

In some situations the WAWF -RA system will pre-populate the "Issue By DoDAAC", "Admin By DoDAAC" and "Pay DoDAAC". Contractor shall verify those DoDAACs automatically entered by the WAWF -RA system match the above information. If these DoDAACs do not match, then the contractor shall correct the field(s) and notify the Contracting Officer of the discrepancy (ies). Step by step WAWF -RA invoicing procedures for "Combo," "2-in-1," and "Cost Voucher" are available at the USMC paperless site at <http://www.marcorsyscom.usmc.mil/sites/pa/> under "Vendor Interface" section. On the Vendor Interface page click on "WAWF -RA" header at the top of the page. Under downloads on the WAWF -RA page that appears, click the appropriate document either "Combo," "2-in-1," or "Cost Voucher" to download the instructions. **NOTE TO CONTRACTOR:** Before closing out of an invoice session in WAWF -RA, but after submitting the document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the acceptor 's/receiver's email address (Note this address is their work email address not their WAWF -RA organizational email address) 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 the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF -RA system. NOTE: The POCs identified above are for WAWF -RA issues only. Any other contracting questions/problems should be addressed to the Contracting Officer or other person identified in the contract to whom questions are to be addressed.

(End of clause)

U3 –DD 250 RECEIVING REPORT SUBMISSION THROUGH WIDE AREA WORKFLOW - RECEIPT AND ACCEPTANCE (WAWF-RA)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 22 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

NOTICE TO RECEIVERS/ACCEPTORS OF SUPPLIES AND/OR SERVICES:

It is the responsibility of the receiving activity to electronically submit to DFAS through WAWFRA the DD-250, receipt/inspection and acceptance of supplies and/or services. Electronic submission shall be initiated no later than 7 days after receipt.

For further explanation refer to the following websites:

<https://wawf.eb.mil> or <http://www.marcorsyscom.usmc.mil/sies/pa/receipts.asp>

(End of clause)

Accounting Data

SLINID	PR Number	Amount
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 23 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

H-1 KEY PERSONNEL SUBSTITUTION OF KEY PERSONNEL

H-1.1 The Contractor hereby agrees to assign to the contract those persons whose resumes were submitted with this proposal who are necessary to fill requirements of the contract. No substitutions shall be made except in accordance with this section.

H-1.2 The Contractor agrees that during the first one hundred and twenty (120) days of the contract performance period, no personnel substitutions shall be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the (KO) Contracting Officer in writing, and provide the information required as stated below. All proposed substitutions shall be submitted in writing to the (KO) Contracting Officer. This written notification shall be submitted at least fifteen (15) days, thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitutions to the (KO) Contracting Officer.

H-1.3 All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitutions; a complete resume for the proposed substitute, and any other information requested by the TOM to approve or disapprove the proposed substitution - without the (KO) Contracting Officer approval, substitutions cannot be made.

All proposed substitutes must have qualifications that are equal to or higher than the qualifications of the person being replaced. The (KO) Contracting Officer shall evaluate such requests and promptly notify the Contractor of his recommendation.

H-1.4 In case of unsatisfactory contractor performance, the contractor will take appropriate corrective action within ten (10) business days of formal notification to correct the problem as identified by the TOM. In the event that the problem remains unresolved in excess of ten (10) working days, the (KO) Contracting Officer will be notified by the TOM so that appropriate action is taken, to include employee removal from current contract if warranted. The Program Manager shall ensure that all Government owned property is returned to the TOM should a contractor employee be removed.

H-1.5 Key personnel for this requirement is the Program Manager.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 24 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

52.209-8 UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT.

AS PRESCRIBED IN [17.208\(G\)](#), INSERT A CLAUSE SUBSTANTIALLY THE SAME AS THE FOLLOWING:

OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(A) THE GOVERNMENT MAY EXTEND THE TERM OF THIS CONTRACT BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN 30 DAYS; PROVIDED THAT THE GOVERNMENT GIVES THE CONTRACTOR A PRELIMINARY WRITTEN NOTICE OF ITS INTENT TO EXTEND AT LEAST 60 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 FIVE (5) YEARS.

(END OF CLAUSE)

52.223-19 COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS.

AS PRESCRIBED IN 23.903, INSERT THE FOLLOWING CLAUSE:

COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)

THE CONTRACTOR'S WORK UNDER THIS CONTRACT SHALL CONFORM WITH ALL OPERATIONAL CONTROLS IDENTIFIED IN THE APPLICABLE AGENCY OR FACILITY ENVIRONMENTAL MANAGEMENT SYSTEMS AND PROVIDE MONITORING AND MEASUREMENT INFORMATION NECESSARY FOR THE GOVERNMENT TO ADDRESS ENVIRONMENTAL PERFORMANCE RELATIVE TO THE GOALS OF THE ENVIRONMENTAL MANAGEMENT SYSTEMS.

(END OF CLAUSE)

252.204-7000 DISCLOSURE OF INFORMATION. (*REVISED MAY 7, 2010*)

AS PRESCRIBED IN 204.404-70(A), USE THE FOLLOWING CLAUSE:

DISCLOSURE OF INFORMATION (DEC 1991)

(A) THE CONTRACTOR SHALL NOT RELEASE TO ANYONE OUTSIDE THE CONTRACTOR'S ORGANIZATION ANY UNCLASSIFIED INFORMATION, REGARDLESS OF MEDIUM (E.G., FILM, TAPE, DOCUMENT), PERTAINING TO ANY PART OF THIS CONTRACT OR ANY PROGRAM RELATED TO THIS CONTRACT, UNLESS—

(1) THE CONTRACTING OFFICER HAS GIVEN PRIOR WRITTEN APPROVAL; OR

(2) THE INFORMATION IS OTHERWISE IN THE PUBLIC DOMAIN BEFORE THE DATE OF RELEASE.

(B) REQUESTS FOR APPROVAL SHALL IDENTIFY THE SPECIFIC INFORMATION TO BE RELEASED,

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 25 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

THE MEDIUM TO BE USED, AND THE PURPOSE FOR THE RELEASE. THE CONTRACTOR SHALL SUBMIT ITS REQUEST TO THE CONTRACTING OFFICER AT LEAST 45 DAYS BEFORE THE PROPOSED DATE FOR RELEASE.

(C) THE CONTRACTOR AGREES TO INCLUDE A SIMILAR REQUIREMENT IN EACH SUBCONTRACT UNDER THIS CONTRACT. SUBCONTRACTORS SHALL SUBMIT REQUESTS FOR AUTHORIZATION TO RELEASE THROUGH THE PRIME CONTRACTOR TO THE CONTRACTING OFFICER.

(END OF CLAUSE)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. MUT7	PAGE 26 of 26	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION J LIST OF ATTACHMENTS

QASP

DD Form 254