

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE U		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 21		3. EFFECTIVE DATE 25-Apr-2014		4. REQUISITION/PURCHASE REQ. NO. 1300387820		5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY SPAWAR Systems Center, Pacific 53560 Hull Street San Diego CA 92152-5001 [REDACTED] 619-553-9046		CODE N66001		7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		CODE S2404A	
8. NAME AND ADDRESS OF CONTRACTOR <i>(o., street, county, State, and Zip Code)</i> BOOZ 8283 Greensboro Drive McLean VA 22102				9A. AMENDMENT OF SOLICITATION NO.			
							9B. DATED (SEE ITEM 11)
				[X] 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-7N02 10B. DATED (SEE ITEM 13) 01-Nov-2010			
CAGE CODE 17038		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) SEE SECTION G							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
(*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. <input type="checkbox"/> <input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). <input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) Unilateral, Section C-5 Key Personnel, FAR 52.232-22 Limitations of Funds							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return ___ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) SEE PAGE 2							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				[REDACTED], Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				BY /s/ [REDACTED] (Signature of Contracting Officer)		25-Apr-2014	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE				30-105		STANDARD FORM 30 (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 2 of 2	FINAL
----------------------------------	----------------------------	----------------------------------	----------------	-------

GENERAL INFORMATION

The purpose of this modification is to replace [REDACTED], Program Manager with [REDACTED] under Section C-5 Key Personnel and to add an increment of funds to this task order under CLIN 4003. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$13,001,892.65 by \$236,634.00 to \$13,238,526.65.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400307	WCF	0.00	236,634.00	236,634.00

The total value of the order is hereby increased from \$17,239,444.68 by \$0.00 to \$17,239,444.68.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 1 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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4000	D399	Operation and Sustainment phase of Business Systems and Processes associated with the deployment of the Navy's Enterprise Resource Planning (ERP) Program. (Fund Type - OTHER)	1.0	LO			\$2,900,000.00
4001	D399	Operation and Sustainment phase of Business Systems and Processes associated with the deployment of the Navy's Enterprise Resource Planning (ERP) Program. (WCF)	1.0	LO			\$4,394,714.12
400101	D399	Funding (WCF)					
400102	D399	Funding (WCF)					
4002	D399	Operation and Sustainment phase of Business Systems and Processes associated with the deployment of the Navy's Enterprise Resource Planning (ERP) Program. (WCF)	1.0	LO			\$3,781,505.86
400201	D399	Funding (WCF)					
400202	D399	Funding (WCF)					

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 2 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

400203 D399 Funding (WCF)

4003	D399	Operation and Sustainment phase of Business Systems and Processes associated with the deployment of the Navy's Enterprise Resource Planning (ERP) Program. (Fund Type - OTHER)	1.0	LO	[REDACTED]	[REDACTED]	\$3,879,288.77
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400301 D399 Inc Funding (WCF)

400302 D399 Inc Funding (WCF)

400303 D399 Inc Funding (WCF)

400304 D399 Inc Funding (WCF)

400305 D399 Inc Funding (WCF)

400306 D399 Inc Funding (WCF)

400307 D399 Inc Funding (WCF)

4004	D399	Operation and Sustainment phase of Business Systems and Processes associated with the deployment of the Navy's Enterprise Resource Planning (ERP) Program. (Fund Type - OTHER) Option	1.0	LO	[REDACTED]	[REDACTED]	\$3,980,439.62
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For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	----	----	-----
6000	D399	Operation and Sustainment phase of Business Systems and Processes associated with the deployment of	1.0	LO	[REDACTED]

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 3 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

the Navy's
Enterprise
Resource Planning
(ERP) Program.
(Fund Type -
OTHER)

6001 D399 Operation and 1.0 LO
Sustainment phase
of Business
Systems and
Processes
associated with
the deployment of
the Navy's
Enterprise
Resource Planning
(ERP) Program.
(WCF)

600101 D399 Funding (WCF)

6002 D399 Operation and 1.0 LO
Sustainment phase
of Business
Systems and
Processes
associated with
the deployment of
the Navy's
Enterprise
Resource Planning
(ERP) Program.
(WCF)

600201 D399 Funding (WCF)

600202 D399 Funding (WCF)

6003 D399 Operation and 1.0 LO
Sustainment phase
of Business
Systems and
Processes
associated with
the deployment of
the Navy's
Enterprise
Resource Planning
(ERP) Program.
(Fund Type -
OTHER)

600301 D399 Inc Funding (WCF)

6004 D399 Operation and 1.0 LO
Sustainment phase
of Business

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 4 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

Systems and
Processes
associated with
the deployment of
the Navy's
Enterprise
Resource Planning
(ERP) Program.
(Fund Type -
OTHER)
Option

B-1 ADDITIONAL SLINS

Additional SLINs will be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the multiple types of funds that will be used under this Order.

B-2 FEE DETERMINATION AND PAYMENT (LEVEL OF EFFORT)

(a) Total Estimated Hours.

The total number of hours of direct labor (including overtime and subcontract hours), but excluding holiday, sick leave, vacation and other excused absence hours) estimated to be expended under this task order is [REDACTED] hours during the base year, [REDACTED] hours during option 1, and [REDACTED] hours each during options 2, 3, and 4. The [REDACTED] hours during the base year, [REDACTED] hours during option 1, and [REDACTED] hours each during options 2, 3, and 4 include 0 uncompensated overtime labor hours.

(b) Computation of Fee.

The fee per direct labor hour is computed by dividing the fixed fee amount shown in Section B by the number of estimated hours.

(c) Modifications.

If the contracting officer determines, for any reason, to adjust the task order amount or the estimated total hours set forth above, such adjustments shall be made by task order modification. Any additional hours will be fee bearing, and the additional negotiated fee will be divided by the additional estimated hours to determine a new fee (applicable to the additional hours only). If the fee for these additional hours is different from that of the original estimated hours, these hours shall be kept separate from the original estimated total hours.

The estimated cost of the task order may be increased by written modification, if required, due to cost overruns. This increase in cost is not fee bearing and no additional hours will be added.

(d) Payment of Fee.

The Government shall pay fixed fee to the contractor on each direct labor hour performed by the contractor or subcontractor, at the rate of [REDACTED] for Item 4000; [REDACTED] for Item 4001; [REDACTED] for Item 4002; [REDACTED] for Item 4003; and [REDACTED] for Item 4004 per labor hour invoiced by the contractor subject to the contract's "Fixed Fee" clause, provided that the total of all such payments shall not exceed eighty-five percent (85%) of the fixed fee specified under the task order. Any balance of fixed fee shall be paid to the contractor, or any overpayment of fixed fee shall be repaid by the contractor, at the time of final payment.

Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the FAR 52.232-20 "Limitation of Cost" or FAR 52.232-22 "Limitation of Funds" clauses, either of which is

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 5 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

incorporated herein by reference.

NOTE: The fee shall be paid to the prime contractor at the per hour rate specified in this paragraph regardless of whether the contractor or subcontractor is performing the work.

B-3 ALLOTMENT OF FUNDS (JAN 1989) (5252.232-9200)

(a) This contract is incrementally funded with respect to both cost and fee.

(b) The amounts presently available and allotted to this contract for payment of fee, as provided in the Section I clause of this contract entitled "Fixed Fee", are as follows:

ITEM(S) ALLOTTED TO FIXED FEE

4000 [REDACTED]
4001 [REDACTED]
4002 [REDACTED]
4003 [REDACTED]

(c) The amounts presently available and allotted to this contract for payment of cost, subject to the Section I "Limitation of Funds" clause, the items covered thereby and the period of performance which it is estimated the allotted amount will cover are as follows:

ITEM(S) ALLOTTED TO COST PERIOD OF PERFORMANCE

4000 [REDACTED] 01 November 2010 through 31 October 2011
6000 [REDACTED] 01 November 2010 through 31 October 2011
4001 [REDACTED] 20 October 2011 through 13 November 2012
6001 [REDACTED] 20 October 2011 through 13 November 2012
4002 [REDACTED] 14 November 2012 through 31 October 2013
6002 [REDACTED] 14 November 2012 through 31 October 2013
4003 [REDACTED] 01 November 2013 through 31 October 2014
6003 \$ [REDACTED] 01 November 2013 through 31 October 2014

(d) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state separately the amounts allotted for cost and for fee, the items covered thereby, and the period of performance the amounts are expected to cover.

B-4 LIMITATION OF LIABILITY – INCREMENTAL FUNDING (JAN 1992) (5252.232-9210)

(a) This task order is incrementally funded with respect to both cost and fee.

(b) The amounts presently available and allotted to this task order for payment of cost and fee are as follows:

ITEM(S) AMOUNT ALLOTTED COST

4003 [REDACTED]
6003 [REDACTED]

ITEM(S) AMOUNT ALLOTTED TO FEE

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 6 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

4003



(c) The parties contemplate that the Government will allot additional amounts to this task order from time to time by unilateral task order modification, and any such modification shall state the total amount allotted for cost and fee, and the CLINs covered thereby.

(d) Subject to the provivisions of FAR 52.232-22 “Limitation of Funds” clause of this task order, no legal liability on the part of the Government for payment in excess of the amounts provided above shall arise unless additional funds are made available and are incorporated via modification to this task order.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 7 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

C-1 SPECIFICATIONS/STATEMENT OF WORK (DEC 1998) (SPAWAR C-301)

Section C – Performance Work Statement

Work under this contract shall be performed in accordance with the following Performance Work Statement (PWS).

SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 Introduction

Space and Naval Warfare (SPAWAR) Systems Center, Pacific has been tasked to procure contract support services across Team SPAWAR during the “Operation and Sustainment” phase of Business Systems and Processes associated with the deployment of the Navy’s Enterprise Resource Planning (ERP) Program. This support will be required at multiple commands and physical site locations across the country to include:

SPAWAR Systems Command, San Diego, CA (SPAWARSYSCOM)

SPAWAR Systems Center, Pacific, San Diego, CA (SSC PAC)

SPAWAR Systems Center, Atlantic, Charleston, SC (SSC LANT); including Norfolk, New Orleans and Washington DC sites.

Work to be performed under this contract is the provision of Subject Matter Expertise (SME) and contractor support services (engineering, technical, management, etc.) for the Operation and Sustainment of current SPAWAR ERP Business Office (SEBO), SPAWARSYSCOM (HQ) and SPAWAR Systems Centers (SSCs) business systems to include interim migration tools for sustainment of Navy ERP, Business Process Re-engineering, data conversion migration efforts. The contractor shall also provide SEBO and SSCs’ business offices (including the Competency and end-to-end process leads) with various business and technical support to include those business office and administrative tasks as identified in this PWS.

1.1 Acronyms and Abbreviations

Access Enforcer (AE)

Asset Management (AM)

Atlantic (LANT)

Automatic Data Processing (ADP)

Business Intelligence (BI)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 8 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

Business Warehouse (BW)

Common Access Card (CAC)

Competency Aligned Organization (CAO)

Computer-Based Training (CBT)

Configuration Control Board (CCB)

Contracts Data Requirements List (CDRL)

Controlling (CO)

Concept of Operations (CONOPS)

Contracting Officer's Representative (COR)

Cross Application (CA)

Department of Defense (DoD)

Enterprise Resource Planning (ERP)

Financial Accounting (FA)

For Official Use Only (FOUO)

General Fund (GF)

Information Assurance (IA)

In Accordance With (IAW)

Integrated Product Team (IPT)

Information Technology (IT)

Integrated Task Schedule (ITS)

Joint Technical Architecture (JTA)

Joint Travel Regulations (JTR)

Legacy Data Store (LDS)

Life Cycle Management (LCM)

Materials Management (MM)

Navy Marine Corp Internet (NMCI)

Navy Working Capital Fund (NWCF)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 9 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

New Orleans, LA (NOLA)

Norfolk, VA (NORF)

Other Direct Costs (ODC)

On Site Support (OSS)

Operational View (OV)

Pacific (PAC)

Performance Work Statement (PWS)

Plan Of Actions and Milestones (POA&M)

Points of Contact (POC)

Project Systems (PS)

Procuring Contracting Officer (PCO)

Program Executive Office (PEO)

Program Information Manager (PIM)

Public Key Infrastructure (PKI)

Project Monitoring and Control (PMC)

Program Management Office (PMO)

Quick Reference Guides (QFG)

San Diego, CA (SD)

Sales and Distribution (S&D)

Service Oriented Architecture (SOA)

Source Selection Authority (SSA)

Source Selection Plan (SSP)

Space and Naval Warfare (SPAWAR)

SPAWAR Systems Center (SSC)

SPAWAR Systems Command (SPAWARSYSCOM) Headquarters (HQ)

SPAWAR ERP Business Office (SEBO)

Subject Matter Expert (SME)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 10 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Systems, Applications, & Products (SAP)

System Authorization Access Request (SAAR)

Systems View (SV)

Technical Advisor (TA)

Technical Configuration Control Board (TCCB)

Transportation Control Number (TCN)

Technical Evaluation Board (TEB)

Telecommunications (TELCOM)

Task Order Manager (TOM)

Technical Point of Contact (TPOC)

Workflow (WF)

2.0 Background

In order to establish Navy-wide common business processes, the Navy ERP Program Office is deploying a single SAP software solution configured to US Navy requirements (Navy ERP system). The SEBO was established to manage implementation and life cycle support efforts for Navy ERP and associated business processes throughout Team SPAWAR.

SPAWARSYSCOM HQ and SSCs are responsible for supporting their internal business systems and end-to-end process, which enable them to accomplish assigned missions. In addition, SPAWARSYSCOM HQ and SSCs are responsible for providing support to SEBO in its Enterprise business office role.

Navy ERP will be released in a phased “spiral release” deployment methodology with each succeeding release providing additional functionality, which will subsume existing SPAWARSYSCOM HQ’s and SSCs’ legacy systems and processes. These systems and processes will require technical re-fresh, re-engineering, and migration efforts as well as interim legacy systems sustainment efforts.

To accommodate these spiral releases, SPAWARSYSCOM HQ’s and SSC’s responsibility include the migration and sustainment of its end-to-end business processes, including those systems that are partially or not subsumed by current or future releases of Navy ERP.

SEBO, SPAWARSYSCOM HQ and SSCs have identified specific efforts / tasks (as identified in the PWS) that require engineering, technical, management, and SME support during the “Operation and Sustainment” phase of Business Systems and

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 11 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Processes associated with the deployment of Navy ERP.

3.0 SCOPE

The objectives of this Task Order are to provide programmatic, engineering, and business process support to SSC PAC, SSC LANT, SPAWARSSYSCOM HQ, and SEBO in the following areas of business and program office support:

- o Business Systems and Financial Management Sustainment**
- o Project Management**
- o User Management and Access Enforcer Support**
- o Communications**
- o Training**
- o Helpdesk Support**
- o Business Intelligence Support**

4.0 APPLICABLE DIRECTIVES / REFERENCES

The Contractor shall adhere to all policies, procedures, regulations, in force at the time of the contract across Team SPAWAR and the Navy ERP Program Office. The Contractor shall also adhere to the following documents:

- a. DOD Directive 5220.22M, Industrial Security Manual for Safeguarding Classified Information**
- b. DOD Directive 5200.2-R, DOD Regulation – Personnel Security Program**
- c. DOD Directive 8500.1, DOD Directive – Information Assurance**
- d. DOD Instruction 8500.2, DOD Instruction – Information Assurance (IA) Implementation**
- e. OPNAVINST 5239.1B Navy Information Assurance (IA) Program**
- f. DON CIO Information Technology Standards Guidance 5 APR 99**
- g. SECNAVINST 5510.30 DON Regulation – Personnel Security Program**
- h. SECNAVINST 5720.47 DON Policy for Content of Publicly Accessible WWW Sites**
- i. DOD Web site administration policies and procedures 25 Nov 1998**
- j. DOD Web site administration policies and procedures amendment 26 Apr 2001**
- k. DI-MGMT-81468 Contract Funds Status Report (CFSR)**

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 12 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

I. SSC San Diego Project Management Guide PR-OPD-29 V1.2

5.0 PERFORMANCE REQUIREMENTS

5.1 Business Systems and Financial Management Sustainment

The contractor shall assist SSC PAC, SSC LANT, SPAWARSSYSCOM HQ, and SEBO by providing support services to include Navy ERP business process sustainment efforts in the following areas. Personnel provided shall be certified on the corresponding SAP module.

- **WFM - Work Force Management**
- **Navy ERP Access Enforcer and other User Management tools**
- **FI – Financial Accounting**
- **CO – Controlling**
- **AM – Asset Management**
- **PS – Project Systems**
- **MM - Materials Management**
- **SD – Sales and Distribution**
- **WF – Workflow**
- **BW – Business Warehouse**

5.2 Project Management

The contractor shall assist SSC PAC, SSC LANT, SPAWARSSYSCOM HQ and SEBO programmatic support for the current release V1.01 and future spiral releases to:

- a) Provide business/technical area expertise to assist in strategic planning and implementation planning.**
- b) Review and provide recommendations of current and planned operational business processes to ensure successful operations of the business solutions.**
- c) Attend planning meetings, strategy sessions, technical refresh sessions and provide documentation as directed.**
- d) Provide support in the areas of strategic planning and analysis required for future release implementation.**
- e) Assist with analysis, maintenance and improvements in performance measurements and metrics.**

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 13 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

f) Prepare briefing materials/issue papers/point papers/ad hoc reports. Be proficient in the use of Navy standard office automation products including Microsoft Word, PowerPoint, Excel, Project, and Access.

g) Prepare or review draft and final documentation in support of the system re-engineering life cycle. The contractor shall participate in the following types of system design reviews, including meetings and working groups supporting these types of reviews.

- o System Requirements Review**

- o System Design Review**

- o Preliminary Design Review**

- o Critical Design Review**

- o Product Validation Review**

- o System Validation Review**

h) Provide system migration planning support to the government, which shall include:

- o Work package development**

- o Project Plans**

- o Resource Requirements**

- o Architectural Systems and Operational Views**

i) Prepare, conduct and record the proceedings of meetings, briefings, conferences, seminars, proposals and training. This task may require, but not be limited to the preparation, review, and presentation of the following types of materials:

- o Slides**

- o Minutes**

- o Conference Minutes**

- o Conference Agenda**

- o Audio/Visual Aids**

- o Personal Presentations**

- o Handouts**

- o Graphs/Charts**

j) In the event of a project management emergency, the contractor project manager shall respond on site in San Diego, the location of the COR/TOM and TPOC, within four

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 14 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

hours after notification by the COR/TOM. The kinds of emergencies would include, but are not limited to, personnel security issues that result in loss of access to system/network, emergent requirements the necessitate expedited ramp-up of on-site resources, or delays in processing of orders that would result in gaps in service.

5.3 User Management and Access Enforcer Support

In order to facilitate the implementation of Navy ERP with an interim migratory solution the following efforts shall be performed to support the work items described in this section. The contractor shall provide personnel, equipment, and material to accomplish the following efforts:

- a) Provide technical analysis, reviews, studies, documentation and recommendations for the maintenance of existing User Management techniques and the Access Enforcer (AE) tools for SPAWARSSCOM HQ and SSCs mandated initiatives. Proposed User Management sustainment shall integrate all mission areas, and include migration and implementation plans. Specifically, when directed, the contractor shall:
- b) Assist in developing, as necessary, Quick Reference Guides (QRG), etc., and coordinate approvals of revised User Management instructions, QRG, manuals, etc.
- c) Process all user account requests for access to Navy ERP
- d) Monitor Navy ERP notifications to users to assure process is timely and effective.
- e) Maintain records of all access requests and remove unauthorized personnel.
- f) Provide SAP Roles and Authorizations support to the project team.
- g) Assist in performing periodic access audits and suspend and restore access as needed to control access.
- h) Provide weekly report on User Management actions.
- i) Assist SSC teams and end user community with role mapping. Coordinate closely with Navy ERP user management team and business unit user management representatives.

5.4 Communications

In order to facilitate a Communications Team capability, the contractor shall provide a business and financial management support staff, as required, that is proficient in Microsoft Office including MS Word, MS PowerPoint, MS Excel, MS Visio, MS Project and MS Outlook (Adobe Acrobat Exchange), and MS Access to provide a full spectrum of Communications for business and financial management support services. Specific efforts shall include:

- a) Maintain and execute the SSCs' Information Management and Communications Plan.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 15 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

- b) Propose solutions to SSC project and customer communication problems. To this end, the contractor shall prepare reports, video scripts, instructional guides and other written material using skills in research, analysis, language, communications and editing.**
- c) Design, develop and implement SSC communication and information management products including, but not limited to: daily system operational health, weekly project Situations Reports; the project internet web site; video and multimedia products; informational brochures and graphics; press releases; journal articles; and informational slide and CBT programs.**
- d) Coordinate with the SSC Operations and Business Process Support to develop and identify SPAWAR Business Operations Competencies structures to implement SSC communication products including, but not limited to: Daily System Operational Health, System Situations Reports.**
- e) Write and edit publications, both electronic and hard copy, including but not limited to: weekly project Situations Reports; video and multimedia scripts; informational brochures and graphics; press releases; journal articles; and informational slide presentations.**
- f) Liaison with senior public affairs officers within SPAWAR.**
- g) Plan, coordinate and oversee special information management projects such as Intranet/Internet information design/redesign, development and implementation to ensure ease of navigation, usability and visual appeal.**
- h) Provide web-publishing capability to support the SSC Pacific web site(s), and training material publication of weekly situation reports.**

5.5 Training

The contractor, as part of an integrated team shall provide reporting and analytics activities, as required, for SSCs, SPAWARSYSCOM HQ and SEBO to provide sustainment training. In addition, training shall be provided in areas of new and re-engineered work processes, including operating systems, applications, business processes, communications processes, systems operations and maintenance including software re-engineering environments. Initial user training shall be provided prior to system installation and turnover. Follow-on training will be conducted on a periodic basis. These tasks may require, but are not limited to:

- a) course re-engineering**
- b) preparation of training materials, curriculum development**
- c) training documentation**
- d) training management services**

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 16 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

- e) **classroom training**
- f) **individual training**
- g) **new subject and refresher training**
- h) **re-engineering and conduct of Computer-Based Training (CBT).**

5.6 Helpdesk Support

The contractor shall perform the following tasks in support of new or re-engineered systems as well as technology upgrades to the operational systems, REMEDY and HEAT, during core working hours from 07:00 -16:30 Monday through Thursday and 07:00 – 15:30 on Friday supporting the SSC PAC compressed work schedule.

- a) **The contractor shall provide personnel and other ancillary services for Helpdesk support within two (2) hours of receipt during core working hours. Helpdesk support will include receiving telephone and e-mail trouble tickets, review, answer, and/or assign trouble tickets via the incident reporting tool (Remedy and HEAT) and SSC PAC business processes.**
- b) **The contractor will provide answers for Tier 0 support for common access issues such as web browser settings, incorrect role mapping assignments, and general user questions.**
- c) **Provide periodic metrics, reports, and data calls to management as required. Perform other customer support activities as required for efficient operation for Navy ERP Helpdesk at SSC PAC.**

5.7 Business Intelligence Support

The Contractor shall maintain and execute the SSC Business Intelligence activities in accordance with SSCs, HQ and Navy ERP planning requirements. As part of an integrated team providing reporting and analytics activities as required for SEBO, tasks may include but are not limited to:

- a) **Work to the project baseline requirements and schedule.**
- b) **Provide reporting and analytics technical activities.**
- c) **Facilitate Navy ERP BW deployment and implementation**
- d) **Manage technical development and implementation of any migration process as required.**
- e) **Manage technical development and implementation of interface processes.**
- f) **Manage development and implementation of SAP dialog and report extensions.**
- g) **Manage development and implementation for forms application.**

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 17 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

h) Manage development and implementation for tethered automated data collection bolt-ons.

i) Manage development and implementation for internet applications.

j) Facilitate technical knowledge transfer to customer team members.

k) Develop and integrate software and data interfaces with SAP.

l) Maintain/develop Standard Operating Procedures (SOP) for Business Intelligence domain.

5.8 Status Reporting

The Contractor shall submit a progress and status report identifying deliverables, accomplishments, and identifying areas of concern relative to performance under this Performance Work Statement.

6.0 DELIVERABLES

The Contractor shall be required to deliver reports, data, and software/firmware that will be reviewed in accordance with the Department of Navy Policy on Digital Product/Technical Data, dated 23 October 2004 and as specified in the Contract Data Requirements List, DD Form 1423.

7.0 GOVERNMENT FURNISHED PROPERTY

The Government will furnish materials and facilities, as required, in support of this order when the contractor is conducting work located at Government facilities. In addition, the Government will provide NMCI support, fax support, LAN/WAN access, phone conferencing facilities, video teleconferencing facilities, meeting facilities, staff availability, consultation, and analysis support for specific functional issues and/or specific local conditions unique to the site being supported. Directives, policies, procedures and standards that are applicable to the program management activities, will be made available to contractor.

8.0 SECURITY

8.1 FACILITY CLEARANCE

Not applicable.

8.2 PERSONNEL

Unclassified. U.S. citizenship is required.

8.3 CONTROL OF CONTRACTOR PERSONNEL

8.3.1 Accessing IT Systems.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 18 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING NAVY ENTERPRISE RESOURCE PLANNING (ERP) MANAGEMENT SYSTEM (JAN 2009)

(a) Contractor personnel assigned to perform work under this contract may require access to the Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing any Navy ERP System, contractor personnel shall contact the applicable Navy, Marine Corps Internet (NMCI), Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homeport website at:

https://nmcicustomerreporting/CTR_Lookup/index.asp Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role Navy ERP role required via the Contracting Officers Representative or Task Order Manager (COR/TOM) to the Competency Role Mapping POC. The COR/TOM will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items that must be completed prior to requesting a role for Navy ERP include: Systems Authorization Access Request (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training certificate and SF85P (Questionnaire for Public Trust Positions). The COR/TOM will provide the contractor these documents.

(b) For this procedure, reference to the COR/TOM shall mean the PCO for contracts that do not have a designated COR/TOM. For directions on completing the SF85P, the contractor is instructed to consult with their company's Security Manager or other designated company official. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

(c) For DoD Information Assurance Awareness training, please use this site:
<http://iase.disa.mil/index2.html>

DIRECTIONS: On the right side under "IA Training:" select "IA Training Available Online". On the next page select the frame with "DoD Information Assurance Awareness". When the next page comes up, select "Launch DoD Information Assurance Awareness".

8.3.2 Security Training

The contractor shall educate employees on the procedures for the handling and production of business sensitive and/or classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22M.

8.3.3 Visit Request

For Unclassified visitation to SPAWARSSYSCEN Pacific, San Diego, CA, a visit request shall be forwarded via:

SPAWARSSYSCEN (PLC)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 19 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

**49275 ELECTRON DRIVE
SAN DIEGO, CA 92152-5435**

For visitation to all other govt. locations, Visit Request documentation shall be forwarded directly to the on-site facility's security office (to be identified at task order level) and a correspondence copy shall be forwarded to the TOM.

8.4 DATA HANDLING AND USER CONTROLS

8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this contract as For Official Use Only (FOUO) material.

8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc) at all times to protect contract related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. This includes ensuring that provisions are in place that will safeguard all aspects of information operations pertaining to this contract in compliance with all applicable PWS references.

9.0 PLACE OF PERFORMANCE

The contractor shall perform the majority of this work at government facilities in San Diego, CA (SEBO, SSC PAC, and SPAWARSSCOM HQ). The contractor shall also perform work, as required, in government facilities in Charleston, SC; New Orleans, LA; and Norfolk, VA.

10.0 TRAVEL REQUIREMENTS

Travel is authorized and will be reimbursed IAW the JTR. When it becomes necessary for the contractor to travel, the contractor shall submit a request, via email, to the Technical Point of Contact (TPOC) or the Task Order Manager (TOM) seeking approval to travel before initiating any travel plans. All travel claims shall make reference to the email, letter, or phone call that granted approval. Failure to gain prior approval may result in disallowance of invoiced travel claims. The itemized trips below are provided as an aid to the estimate processes only. Estimated annual travel requirements are as follows:

LOCATION	# of TRIPS	# OF TRAVELERS	DURATION (days)
Norfolk, VA (from SD)	8	1	5
New Orleans, LA (from SD)	8	1	5
Charleston, SC (from SD)	8	1	5

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 21 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

the workforce in such a way that no single employee exceeds 40 hours during a normal week even though normal SPAWARSYSCEN San Diego hours are maintained both weeks.

(End of clause)

C-3 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES (DEC 1999) (SPAWAR C-317)

(a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

(1) Routine inspection of contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

(f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

C-4 EXEMPTION FROM ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY REQUIREMENTS (JUN 2001) (SPAWAR C-719)

(a) The Government has determined that the following exemption(s) to the Electronic and Information Technology (EIT) Accessibility Standards (36 C.F.R. § 1194) are applicable to this procurement:

___ The EIT to be provided under this contract has been designated as a National Security System.

___ The EIT acquired by the contractor is incidental to this contract.

___ The EIT to be provided under this contract would require a fundamental alteration in the nature of the product or its components in order to comply with the EIT Accessibility Standards.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 22 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

 X The EIT to be provided under this contract will be located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment.

 Compliance with the EIT Accessibility Standards would impose an undue burden on the agency.

 The EIT to be provided under this contract is purchased in accordance with FAR Subpart 13.2 prior to January 1, 2003.

(b) Notwithstanding that an exemption exists, the Contractor may furnish supplies or services provided under this contract that comply with the EIT Accessibility Standards (36 C.F.R. § 1194).

C-5 KEY PERSONNEL (DEC 1999)

(a) The offeror agrees to assign to this contract those key personnel listed in paragraph (d) below. No substitutions shall be made except in accordance with this clause.

(b) The offeror agrees that during the first 180 days of the contract performance period no personnel substitutions will 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 Contracting Officer and provide the information required by paragraph (c) below. After the initial 180 day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. These substitution requests shall provide the information required by paragraph (c) below.

(c) All requests for approval of substitutions under this contract must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this contract must have qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(d) List of Key Personnel

NAME	CONTRACT LABOR CATEGORY
[REDACTED]	Program Manager
[REDACTED]	SAP Subject Matter Expert
[REDACTED]	Mid Analyst
[REDACTED]	SAP Subject Matter Expert
[REDACTED]	SAP Subject Matter Expert

(e) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage.

(f) If the offeror wishes to add personnel to be used in a labor category he shall employ the procedures outlined in paragraph (c) above. Adding personnel will only be permitted in the event of an indefinite quantity contract, where the Government has issued a delivery order for labor hours that would exceed a normal forty hour week if performed only by the number of employees originally proposed.

(End of clause)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 23 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

D-1 SHIP TO INFORMATION

See Section G – Task Order Manager

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

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 24 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

E-1 INSPECTION AND ACCEPTANCE--DESTINATION (JAN 2002)

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his/her duly authorized representative.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 25 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

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

4000	11/1/2010 - 10/31/2011
4001	10/20/2011 - 11/13/2012
4002	11/14/2012 - 10/31/2013
4003	11/1/2013 - 10/31/2014
6000	11/1/2010 - 10/31/2011
6001	10/20/2011 - 11/13/2012
6002	11/14/2012 - 10/31/2013
6003	11/1/2013 - 10/31/2014

CLIN - DELIVERIES OR PERFORMANCE

F-1 PERIODS OF PERFORMANCE (DEC 1999)

The above period(s) of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the basic contract clause at FAR 52.217-8 "Option to Extend Services" or FAR 52.217-9 "Option to Extend the Term of the Contract.

Any option CLIN period of performance which extends past the current period of performance of the basic contract is only valid to the extent that the basic contract period of performance is extended.

CLIN - DELIVERIES OR PERFORMANCE

Base Year (CLINs 4000 and 6000): 1 November 2010 through 31 October 2011.

Option I (CLINs 4001 and 6001): 20 October 2011 through 13 November 2012.

Option II (CLINs 4002 and 6002): 14 November 2012 through 31 October 2013.

Option III (CLINs 4003 and 6003): 01 November 2013 through 31 October 2014.

Option IV (CLINs 4004 and 6004): 01 November 2014 through 31 October 2015.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 26 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager

[REDACTED], Code 54510
SSC Pacific Bldg 200, Rm 101
San Diego, CA 92152
[REDACTED]
619-553-2243

G-1 STANDARD MONTHLY STATUS REPORTS

The contractor shall electronically submit Monthly Status Reports (MSR) in accordance with the format and content detailed CDRL Item A001. Submissions are due monthly by the 15th of the following month to the Task Order Manager and the SPAWAR Business Resource Manager (SPAWAR 01). This submission may be to a central website.

In addition to the content specified in the CDRL Item, a brief narrative shall be included in the MSR to address the following:

- a) Period Covered by Report
- b) Significant Accomplishments – Description of the technical progress made during that period.
- c) Significant Issues
- d) Schedule Status – Indicate if efforts are on schedule. If not, indicate the reason for the delay and the projected completion or delivery date, if applicable.
- e) Travel Activity

The contractor shall provide emergent reports at the request of the Task Order Contracting Officer or Task Order Manager.

G-2 INVOICING AND PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

Consistent with task order clause H-1, Segregation of Costs, the contractor shall segregate and accumulate costs for the performance of this task order by the appropriate Accounting Classification Reference Number (ACRN). The contractor's invoice shall identify the appropriate Contract and Task Order numbers. For the work performed, invoiced costs shall be associated to the Contract Line Item Number (CLIN), the Contract Subline Item (SLIN), and the specific ACRN. Invoices submitted to the paying office that do not comply with this requirement will be returned to the contractor for resubmission. The contractor shall provide an electronic copy of each invoice to the Task Order Manager at the time of submission to DCAA/DFAS. The paying office will disburse funds in strict compliance with the amounts invoiced by CLIN/SLIN/ACRN.

G-3 TYPE OF CONTRACT (DEC 1999) (SPAWAR G-314)

This is a cost plus fixed fee, level of effort and severable task order.

G-4 SUPPLEMENTAL WIDE AREA WORKFLOW PAYMENT INSTRUCTION

(a) The following Wide Area WorkFlow (WAWF) payment instructions supplement DFARS Clause 252.232-7006.

(b) Interim Voucher costs are to be broken down in a clear and logical manner, and presented consistent with the way the contractor's proposal was structured. Cost information shall include identification of: 1) all labor

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 27 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

categories utilized during the billing period; 2) number of hours and unburdened hourly labor rates per category; 3) indirect rates for each labor category; 4) material (consumable and non-consumables) purchase description and amount; 5) travel costs itemized by cost element, date and person; 6) other indirect costs not already included in #3; 7) other direct costs not separately identified; e.g., reproduction, cell phones, equipment rentals, etc.; 8) subcontractor costs itemized with the same level of detail. Subcontractor data shall be delivered directly to the COR; 9) Fully burdened hourly labor rates inclusive of fee; and 10) Average actual hourly labor rates (total actual fully burdened labor cost/total # hrs performed). Attachments created with any Microsoft Office product or Adobe (.pdf files) are to be attached to the invoice in WAWF. The total size limit for files per invoice in WAWF is 5 megabytes. A separate copy of the invoice with back-up documentation shall be emailed to the COR/TOM.

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but will submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable cost back-up documentation supporting payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF shall also be provided to each point of contact identified in section (g) of DFARS clause 252.232-7006 by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as an Adobe (.pdf file), Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) A separate invoice will be prepared no more frequently than for every two weeks. Do not combine the payment claims for services provided under this contract.

G-5 ACTIVITY OMBUDSMAN

The SPAWAR Ombudsman for this Task Order is:

Name: [REDACTED]

Code: SPAWARSYSCEN San Diego Code 22000

Address: 53560 Hull Street, San Diego, CA 92152-5001

Phone: (619) 553-3200

E-Mail: [REDACTED]

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (June 2012).

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

(1) “Contract financing payment” and “invoice payment” have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) “Electronic form” means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) “Payment request” means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(4) “Receiving report” means the data required by the clause at [252.246-7000](#), Material Inspection and Receiving Report.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 28 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when—

(1) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment;

(2) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System);

(3) DoD makes payment for rendered health care services using the TRICARE Encounter Data System (TEDS) as the electronic format; or

(4) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

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

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

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

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

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

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

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov/>; and

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

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

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 29 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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

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

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

Cost Voucher (FAR 52.216-7; 52.216-13; 52.216-14, 52.232-7);

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

Not applicable.

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

Routing Data Table

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N66001
Admin DoDAAC	S2404A
Inspect By DoDAAC	Not applicable
Ship To Code	Not applicable
Ship From Code	Not applicable
Mark For Code	Not applicable
Service Approver (DoDAAC)	S2404A
Service Acceptor (DoDAAC)	N66001
Accept at Other DoDAAC	Not applicable
LPO DoDAAC	Not applicable
DCAA Auditor DoDAAC	HAA178
Other DoDAAC(s)	Not applicable

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

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

eileen.brown1@navy.mil

(g) *WAWF point of contact.*

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

Not applicable.

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

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 30 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(End of clause)

252.204-0012 Line Item Specific: by Contractor Invoice (Feb 2013)

The paying office shall make payment using the specific ACRN(s) cited on the contractor's invoice and, in no event, may payment exceed the funded amount for the ACRN(s) cited.

(End of clause)

Accounting Data

SLINID	PR Number	Amount
4000	130015055	2544059.00
LLA :		
AA 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000398633		
Re-aligned funding from CLIN 6000		

6000	1300150355	455941.00
LLA :		
AA 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000398633		

BASE Funding 3000000.00
Cumulative Funding 3000000.00

MOD 01 Funding 0.00
Cumulative Funding 3000000.00

MOD 02 Funding 0.00
Cumulative Funding 3000000.00

MOD 03

4000	130015055	355941.00
LLA :		
AA 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000398633		
Re-aligned funding from CLIN 6000		

6000	1300150355	(355941.00)
LLA :		
AA 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000398633		

MOD 03 Funding 0.00
Cumulative Funding 3000000.00

MOD 04

400101	1300228477	4275857.00
LLA :		
AA 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000398633		

600101	1300228477	128394.00
LLA :		
AA 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000398633		

MOD 04 Funding 4404251.00
Cumulative Funding 7404251.00

MOD 05 Funding 0.00
Cumulative Funding 7404251.00

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 31 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

MOD 06 Funding 0.00
Cumulative Funding 7404251.00

MOD 07 Funding 0.00
Cumulative Funding 7404251.00

MOD 08

400102 1300228477-0001 72388.05
LLA :
AB 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
CIN 130022847700002

MOD 08 Funding 72388.05
Cumulative Funding 7476639.05

MOD 09

400101 1300228477 46469.07
LLA :
AB 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
CIN 130022847700001

600101 1300228477 (46469.07)
LLA :
AB 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
CIN 130022847700001

MOD 09 Funding 0.00
Cumulative Funding 7476639.05

MOD 10

400201 1300228477-0002 2608472.00
LLA :
AB 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
CIN 130022847700003

600201 1300228477-0002 55720.00
LLA :
AB 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
CIN 130022847700003

MOD 10 Funding 2664192.00
Cumulative Funding 10140831.05

MOD 11 Funding 0.00
Cumulative Funding 10140831.05

MOD 12 Funding 0.00
Cumulative Funding 10140831.05

MOD 13

400202 1300228477-0003 191579.85
LLA :
AC 97X4930 NH3P 252 77777 0 050120 2F 000000 A10000890759
COST CODE: A10000890759
AMOUNT: \$191,579.85
CIN 130022847700004: \$191,579.85

MOD 13 Funding 191579.85
Cumulative Funding 10332410.90

MOD 14 Funding 0.00
Cumulative Funding 10332410.90

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 32 of 41	FINAL
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MOD 15

400203 1300228477-0005 16244.00
 LLA :
 AD 97X4930 NH3P 252 77777 0 050120 2F 000000 A20000890759
 Standard Number: N0003913WX01058
 CIN 130022847700006

MOD 15 Funding 16244.00
 Cumulative Funding 10348654.90

MOD 16

400301 1300228477-0006 488000.00
 LLA :
 AE 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
 CIN 130022847700007

600301 1300228477-0006 10000.00
 LLA :
 AE 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
 CIN 130022847700007

MOD 16 Funding 498000.00
 Cumulative Funding 10846654.90

MOD 17

400302 1300387820 45635.75
 LLA :
 AF 1741804 5T1M 252 00039 0 050120 2D 000000 A00002005376
 CIN 130038782000001

MOD 17 Funding 45635.75
 Cumulative Funding 10892290.65

MOD 18 Funding 0.00
 Cumulative Funding 10892290.65

MOD 19

400303 1300228477-0007 1060335.00
 LLA :
 AE 97X4930 NH3P 252 77777 0 050120 2F 000000 A00000890759
 CIN# 130022847700008

400304 1300228477-0007 634088.00
 LLA :
 AG 97X4930 NH3P 252 77777 0 050120 2F 000000 A30000890759
 CIN# 130022847700009

400305 1300228477-0007 196690.00
 LLA :
 AH 97X4930 NH3P 252 77777 0 050120 2F 000000 A40000890759
 CIN# 130022847700010

MOD 19 Funding 1891113.00
 Cumulative Funding 12783403.65

MOD 20

400306 1300404150 218489.00
 LLA :
 AJ 97X4930 NH3P 252 77777 0 050120 2F 000000 A00002133617

MOD 20 Funding 218489.00
 Cumulative Funding 13001892.65

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 33 of 41	FINAL
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MOD 21

400307 1300387820-0001 236634.00

LLA :

AF 1741804 5T1M 252 00039 0 050120 2D 000000 A00002005376

MOD 21 Funding 236634.00

Cumulative Funding 13238526.65

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 34 of 41	FINAL
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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-1 SEGREGATION OF COSTS (DEC 2003) (5252.232-9206)

- (a) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task or subtask.
- (b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section G. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.
- (c) Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electronic Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA, to the Task Order Manager.

H-2 DATA RIGHTS

The Data Rights clause in the basic contract is invoked for this task order.

H-3 CONTRACTOR PICTURE BADGE (DEC 1999) (SPAWAR H-323)

- (a) A contractor picture badge may be issued to contractor personnel by the SPAWARSSYSCOM Security Office upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at SPAWARSSYSCOM prior to completion of the picture badge request.
- (b) An automobile decal will be issued by SPAWARSSYSCOM Security Office upon presentation of a valid contractor picture badge and the completion of the Badge and Decal Record.
- (c) The contractor assumes full responsibility for the proper use of the identification badge and automobile decal, and shall be responsible for the return of the badge and/or destruction of the automobile decal upon termination of personnel or expiration or completion of the contract.
- (d) At the completion of the contract, the contractor shall forward to SPAWARSSYSCOM Security Office a list of all unreturned badges with a written explanation of any missing badges.

H-4 CONTRACTOR IDENTIFICATION (DEC 1999) (SPAWAR H-355)

- (a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.
- (b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

H-5 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (NOV 2003) (SPAWAR H-359)

- (a) Definition.

“Confidential business information,” as used in this clause, is defined as all forms and types of

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 35 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such information secret, and (2) the information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Confidential business information may include technical data as that term is defined in DFARS §§ 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). It may also include computer software as that term is defined in DFARS §§ 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors confidential business information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its confidential business information.

(c) Circumstances where SPAWAR may release the contractor's or subcontractors' confidential business information include the following:

(1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout.

(2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

(3) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in crafting performance work statements, assisting with the evaluation of task order cost/technical proposals and assembling performance metrics information.

(d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such information. SPAWAR will permit the limited release of confidential business information under paragraphs (c)(1), (c)(2) and (c)(3) only under the following conditions:

(1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1), (c)(2) and (c)(3),

(2) Access to confidential business information is restricted to individuals with a bona fide need to possess,

(3) Contractors, their subcontractors, and their employees who are granted access to confidential business information have signed an appropriate non-disclosure agreement requiring them to provide the same level of protection to confidential business information that would be provided by SPAWAR employees,

(4) Contractors and their subcontractors having access to confidential business information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to confidential business information that would be provided by SPAWAR

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 36 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

employees, and

(5) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1), (c)(2) or (c)(3) have agreed under their contract or a separate non-disclosure agreement to not use confidential business information for any purpose other than performing the tasks described in paragraphs (c)(1), (c)(2) and (c)(3).

(e) SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

(f) If SPAWAR satisfies the conditions listed in paragraph (d), the contractor and its subcontractors agree to indemnify and hold harmless the Government, its agents, and employees from every claim or liability, including attorneys fees, court costs, and expenses, arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, display, or disclosure of confidential business information provided by the contractor to the Government.

(g) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of confidential business information.

H-6 RELEASE OF PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS) DATA

(a) As defined in this clause, "Planning, Programming and Budgeting System (PPBS) data" includes, but is not limited to, one or more of the following:

(1) Planning phase.

(2) Defense Planning Guidance.

(3) Programming Phase.

(4) Fiscal Guidance (when separate from Defense Planning guidance).

(5) Program Objective Memoranda.

(6) Port Defense Program (formerly FYDP) documents (POM Defense Program, Procurement Annex, RTD&E Annex).

(7) Program review Proposals.

(8) Issue Papers (also referred to as Major Issue Papers, Tier II Issue Papers, Cover Briefs).

(9) Proposed Military Department Program Reductions (or Program Offsets).

(10) Tentative Issue Decision Memoranda.

(11) Program Decision Memoranda.

(12) Budgeting Phase.

(13) Defense Program (formerly FYDP) documents for September Budget Estimate Submission and President's Budget Estimate submission including Procurement, RTD&E and Construction Annexes).

(14) Classified P1, R1 and C1.

(15) Program Budget Decisions and Defense Management Report Decisions.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 37 of 41	FINAL
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(16) Reports Generated by the Automated Budget Review System (BRS).

(17) DD 1414 Base for Reprogramming.

(18) DD 1416 Report of Programs.

(19) Contract Award Reports.

(20) Congressional Data Sheets.

(21) Any other data or information identified by the Government as PPBS data or information.

This definition includes all such documentation (whether published or unpublished), and equivalent published or unpublished PPBS data in whatever form produced and maintained by any service component.

(b) The Contractor hereby agrees that it will not divulge any Planning, Programming and Budgeting System (PPBS) data made available to it under this contract to any individual (including other members of the contractor's organization), company or Government representative, unless specific written authorization is received from the Contracting Officer. The Contractor also agrees that it will promptly notify the Contracting Officer of any attempt by any individual (including other members of the contractor's organization), company or Government representative to gain access to such PPBS data. Such notification shall include the name and organization, if available, of the individual (including other member's of the contractor's organization), company or Government representative.

(c) In the event the Contractor, or any of its employees, agents, or subcontractors (or their employees, agents or subcontractors), fail to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the contract for which the Government reserves the right to avail itself of any or all of the following remedies:

(1) Terminate the contract for default in accordance with FAR § 52.249-6 ("Termination (Cost-Reimbursement)")(SEP 1996) or FAR § 52.249-8 ("Default (Fixed-Price Supply and Service")

(2) Include a discussion of such failure to comply with this clause in any evaluation by the Government of the Contractor's performance of this contract created pursuant to FAR 42.15.

(3) resort to such other rights and remedies as provided for under this contract and under Federal law.

Waiver of such rights by the Government for noncompliance shall not be construed as waiver for any successive noncompliance.

(d) Any subcontractor who is granted access to PPBS data shall be subject to the restrictions stated in subparagraphs (a) through (e) above. The Contractor shall notify the subcontractor that it is so subject. The Contractor agrees that the requirements of this clause shall be inserted in all subcontracts such that the restriction on disclosure of PPBS data shall apply to all subcontractors at any tier.

H-7 TECHNICAL INSTRUCTIONS

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

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 38 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

emphasis, fill in details and otherwise serve to accomplish the contractual statement of work.

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

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

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

H-8 ORGANIZATIONAL CONFLICT OF INTEREST

The Organizational Conflict of Interest clause in the contractor’s basic SeaPort IDIQ contract is incorporated in this task order by reference.

5252.237-9603 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011)

(a) Definition. As used in this clause, “sensitive information” includes:

(i) All types and forms of confidential business information, including financial information relating to a contractor’s pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;

(ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);

(iii) Information properly marked as “business confidential,” “proprietary,” “procurement sensitive,” “source selection sensitive,” or other similar markings;

(iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).

(b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include “sensitive information” or other information not previously made available to the public that would be competitively useful on current or future related procurements.

(c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information comes from the Government or from third parties. The Contractor shall—

(i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 39 of 41	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;

(iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.

(iv) Execute a "Contractor Access to Information Non-Disclosure Agreement," and obtain and submit to the Contracting Officer a signed "Contractor Employee Access to Information Non-Disclosure Agreement" for each employee prior to assignment;

(v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.

(d) In the event that the Contractor inadvertently accesses or receives any information marked as "proprietary," "procurement sensitive," or "source selection sensitive," or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.

(e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.

(f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts that may require access to sensitive information in the performance of the contract.

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the "Contractor Non-Disclosure Agreement," a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor's plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A "firewall" may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

(End of clause)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 40 of 41	FINAL
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SECTION I CONTRACT CLAUSES

I-1 OPTION TO EXTEND THE TERM OF THE CONTRACT (FAR 52.217-9) (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor on or before the expiration of the task order; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended 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)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. 7N02	AMENDMENT/MODIFICATION NO. 21	PAGE 41 of 41	FINAL
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SECTION J LIST OF ATTACHMENTS

CDRL

QualityAssuranceSurveillancePlan