

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 07	3. EFFECTIVE DATE 15-Jun-2009	4. REQUISITION/PURCHASE REQ. NO. N00189-09-MR-59847		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY FISC Norfolk, Contracting Dept Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 kathleen.lockhart@navy.mil 215-697-3023	CODE N00189	7. ADMINISTERED BY (If other than Item 6) DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		CODE S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Booz Allen Hamilton, Inc 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-EX02
		10B. DATED (SEE ITEM 13) 16-Aug-2006
CAGE CODE 17038	FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or  
(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**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:
[X]	D. OTHER (Specify type of modification and authority) FAR 52.217-9 OPTION TO EXTEND TERM OF CONTRACT

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible )

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathleen Lockhart, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Kathleen Lockhart	16C. DATE SIGNED 13-May-2009
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

30-105

PREVIOUS EDITION UNUSABLE

**STANDARD FORM 30 (Rev. 10-83)**

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to Exercise Option IV of the order for the period from 15 June 2009 through 14 June 2010, and to change the Contracting Officer's Representative (COR). Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for information purposes only.

The total amount of funds obligated to the task is hereby increased by \$1,682,410.00 from \$6,321,628.00 to \$8,004,038.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
4001	O&MN,N	0.00	1,639,410.00	1,639,410.00
6002	O&MN,N	0.00	40,000.00	40,000.00
6003	O&MN,N	0.00	3,000.00	3,000.00

The total value of the order is hereby increased by \$0.00 from \$8,004,038.00 to \$8,004,038.00.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

#### For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	Obtain support for financial oversight of BTA/BEA and ERP for the period 1 SEP 2006 - 31 AUG 2007. (O&MN,N)	1.0 Lot	\$	\$	\$1,463,402.00
1001	Obtain support for financial oversight of BTA/BEA and ERP for Option I 1 JUL 2007 - 30 JUN 2008. (O&MN,N)	1.0 Lot	\$	\$	\$1,505,034.00
100101	(O&MN,N)				
100102	(O&MN,N)				
1002	Obtain support for financial oversight of BTA/BEA and ERP for Option II 1 MAR 2008 - 28 FEB 2009. (O&MN,N)	1.0 Lot	\$	\$	\$1,548,337.00

#### For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3000	Travel associated with CLIN 1000 \$40,000 (O&MN,N)	1.0 Lot	\$40,000.00
3001	ODCs associated with CLIN 1000 \$3,000 (O&MN,N)	1.0 Lot	\$3,000.00
3002	Travel associated with CLIN 1001. \$75,000 (O&MN,N)	1.0 Lot	\$75,000.00
3003	ODCs associated with CLIN 1001 \$3,000 (O&MN,N)	1.0 Lot	\$3,000.00
3004	Travel associated with CLIN 1002 \$45,000 (O&MN,N)	1.0 Lot	\$45,000.00
3005	ODCs associated	1.0 Lot	\$3,000.00

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with CLIN 1002  
\$3,000 (O&MN,N)

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	Obtain support for financial oversight of BTA/BEA and ERP for Option III 1 NOV 2008 - 31 OCT 2009. (O&MN,N)	1.0 Lot	\$	\$	\$1,592,855.00
4001	Obtain support for financial oversight of BTA/BEA and ERP for Option IV - 15 JUNE 2009 - 14 JUN 2010. (O&MN,N)	1.0 Lot	\$	\$	\$1,639,410.00

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6000	Travel associated with CLIN 4000. \$40,000 (O&MN,N)	1.0 Lot	\$40,000.00
6001	ODCs associated with CLIN 4000 \$3,000 (O&MN,N)	1.0 Lot	\$3,000.00
6002	Travel associated with CLIN 4001. \$40,000 (O&MN,N)	1.0 Lot	\$40,000.00
6003	ODCs associated with CLIN 4001 \$3,000 (O&MN,N)	1.0 Lot	\$3,000.00

Year	Program Manager	Sr. Financial Analyst	Financial Analyst	Total
Basic	48	2,000	12,000	14,048
Option I	48	2,000	12,000	14,048
Option II	48	2,000	12,000	14,048
Option III	48	2,000	12,000	14,048
Option IV	48	2,000	12,000	14,048
Total	240	10,000	60,000	70,240

Small Business Subcontracting Plans are required for all large businesses submitting quotes in accordance with FAR 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JUL 05), ALT II and DFARS 252.219-7003 SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN (DOD CONTRACTS) (Apr 96). The Small Business Subcontracting Plan must

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be included with quote submission. The subcontracting plan will not be an evaluation factor, but will be reviewed for compliance and adequacy.

PAYMENT OF FIXED FEE (COST PLUS FIXED FEE) (FISC DET PHILA) (OCT 1992)

See the below chart for the applicable fixed fee for work performed under this task order provided the required number of hours shown in the below chart are employed by the contractor in performance of this contract. If substantially fewer than the required number of hours shown in the below chart of said services are so employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rates of shown in the below chart per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." The total of all such payments shall not exceed eighty-five (85%) percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

Fixed Fee Hours Fixed Fee Rate

Basic	14,048
Option I	14,048
Option II	14,048
Option III	_14,048
Option IV	14,048

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement

Business Enterprise Architecture (BEA), Financial and Feeder System Compliance,

and Enterprise Resource Programs Support

for the Office of Financial Operations

#### 1. Background

1.5. The Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN(FM&C)), Office of Financial Operations (FMO) is responsible for setting Financial Management (FM) policies and procedures within the Department of the Navy (DoN) and representing DoN FM interests for Department of Defense (DoD) initiatives. This includes representing DON FM interest in the Business Transformation Agency (BTA)'s Business Enterprise Architecture (BEA) development efforts and initiatives, Financial and Feeder system compliance with the BEA and other Federal systems requirements, and Enterprise Resource Planning (ERP) Programs development/deployment. Therefore, it is important for the OASN (FM&C) (FMO) to be intricately involved in the financial management review and implementation of the financial aspects of the BEA and the DoN's ERP programs, and to review and ensure compliance to federal financial standards of financial and non-financial feeder systems, including Navy ERP.

1.6. In accordance with the National Defense Authorization Act (NDAA) of Fiscal Year 2005, the Under Secretary of Defense (USD) established five Core Business Missions (CBMs) to support a DoD-wide process of identifying joint needs, analyzing capability gaps, implementing improvements and making investment recommendations. These five CBMs have recently been reorganized under the BTA. The Defense Business System Management Council (DBSMC) was also established as the governance body that oversees the CBMs/BTA and approves all initiatives and major system investments. The BTA has recently developed and released version 3.0 of the DoD BEA. Future releases of the BEA are expected as well as BEA compliance criteria and testing. Within the BTA, the Financial Management Transformation Team (FMTT) is lead for the DoD's Business Enterprise Priority of Financial Visibility and is the organization that executes the goals and objectives of the FM CBM. The team provides direct support to the systems, processes, and programs that will enable immediate access to accurate and reliable financial information (planning, programming, budgeting, accounting, and cost) in support of financial accountability and efficient and effective decision-making to support the missions of the Warfighter. FMTT initiatives include: the Standard Financial Information Structure (SFIS), the Business Enterprise Information Services (BEIS), Defense Cash Accountability System; Intra-governmental Transactions (IGT), Program/Budget (P/B) Framework. The FMTT also holds Investment Review Boards (IRB) for the Services systems investment proposals.

1.7. The DoN is merging the four Enterprise Resource Planning (ERP) pilots into one solution. The DoN believes that the Navy ERP Program is a preferred solution for the BEA and is the OASN(FM&C) (FMO) cornerstone for business and system transformation. Therefore, one key effort will be to ensure that the Navy ERP solution properly meets BTA/BEA requirements. Where the application of Navy ERP involves the financial operations of the DoN, the OASN (FM&C) (FMO) is responsible for overseeing the implementation process and acts as the financial process owner to resolve issues and procedures. In the current environment of Pilots, the OASN (FM&C) (FMO) is working with the Navy ERP Program, Navy ERP Pilots, the Assistant Secretary of the Navy (Research, Development, and Acquisition) (ASN (RD&C)), FMTT, the Under Secretary of Defense (Comptroller) (USD(C)), the Office of the Secretary of Defense (Acquisition Technology and Logistics) (OSD (AT&L)), the Defense Finance and Accounting Service (DFAS), and others on various committees and working groups to address the variety of issues related to ERP functionality and financial management requirements. We also provide on-site support to the Navy ERP Program Financial Business Process Team.

1.5. Congress and the Office of Management and Budget (OMB), through various government statutes and regulations, require that the DoD and its military components have an integrated set of core financial and non-financial systems that (1) meet the Federal Financial Management Requirements (FFMR) and accounting standards;

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(2) produce “clean” financial statements; (3) provide adequate internal controls; (4) ensure accuracy of data; and (5) safeguard data from physical and cyber terrorism. In the late 1980s and early 1990s, the Joint Financial Management Improvement Program (JFMIP), and the Federal Accounting Standards Advisory Board (FASAB) developed the initial set of Core Financial Systems requirements, accounting principals, and standards. In the late 1990s, the DFAS reviewed these requirements, along with other statutes and DoD specific requirements and developed “A Guide to Federal Requirements for Financial Management Systems” (commonly referred to as the DFAS “Blue Book”). Today, the Blue Book is a key DoD standard for FFMR compliance. The BTA requires “Blue Book” compliance for any system initiative to be part of the future DoD BEA. A system must be compliant, and have an independent third party test the system before the USD(C) will approve full deployment. This especially applies to the Navy ERP Program.

1.5. In accordance with the NDAA of FY 05, the BTA and the Military Departments are required to develop a transition plan that outlines a set of strategies and target systems, including specific time-phased milestones, required modifications, performance metrics, and a statement of the financial and non-financial resource needs that will be required to achieve the objectives of the BEA. Also required is a listing of legacy systems and their scheduled transition to a target system(s), and resulting termination of those legacy systems. FMO is responsible for the FM portion of this transition plan. The FM Functional Area Manager’s (FAM) team is responsible for the portfolio management of the legacy environment. However, as previously stated, the OASN (FM&C) has selected the Navy ERP as the cornerstone for the DoN’s business transformation. Further, the OASN (FM&C)(FMO) Financial Improvement Program (FIP) is identifying business process flows and material weaknesses and making corrective recommendations. Therefore support is required to coordinate the development of the DoN’s FM transition plan with the FM FAM’s portfolio management team, the Navy ERP office, and the FIP effort.

## 2. Objective

2.1 Assist in the development and deployment of a DoN –wide business enterprise strategy and solution that meets Federal Financial Management Improvement Act (FFMIA) and other financial requirements. The solution will be seamless, interoperable and compliant with the DoD business enterprise architecture and related systems.

## 3. Scope

3.1 The OASN (FM&C) (FMO) requires contractor support to review and manage the financial requirements of the BTA/BEA, DoN ERP systems, systems compliance requirements and review, and develop transition plans.

## 4. Information Sources

4.1 Federal Management Financial Integrity Act of 1982

4.2 Chief Financial Officers Act of 1990

4.3 Government Management Reform Act of 1994

4.4 Federal Financial Management Improvement Act of 1996

4.5 Clinger - Cohen Act of 1996

4.6 The Financial Management Improvement Plan provisions of the NDAAs for

FY 1998 (Sec 1008) and FY 2000 (Sec 1007)

4.7 BMMP/IT Registry provisions for FY 2002 (P.L.s 107-107 Section 1009 and

107-117 Section 8104), FY 2003 (P.L. 107-314 Section 1004), and FY 2004

(P.L. 108-87 Section 8084)

4.8 NDAA of 2005 (Sec 322)

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#### 4.9 Office of Management and Budget Circulars A-127 and A-130

### 5. Tasks

5.1 Assist the OASN (FM&C) (FMO) in the establishment of a financial management support structure to the BTA/FMTT to effectively manage the DoN's BEA activities.

5.1.1 Participate in the BTA/FMMT/BEA workshops relative to planning requirements, problem resolution, and preparation of training, testing, and deployment to the DoN of the BEA solutions, business rules and process requirements. Provide status/issues/outcomes to the FMO Program Manager.

5.1.2 Participate in the review of BTA/FMTT's architecture products (including the evolving BEA), compliance criteria, and business/system initiatives. Provide status/issues/outcomes to the FMO Program Manager.

5.1.3 Analyze BTA/FMTT/BEA products and initiatives and make recommendations or provide comments.

5.1.4 Analyze the Financial Management Transformation Team Investment Review Board (FMTT IRB) investment decisions and provide comments or recommendations.

5.2 Assist the OASN (FM&C) (FMO) in development of standard FM/accounting requirements for the DoN ERP programs to ensure standard outputs in the areas of accounting, finance, budget, procurement, supply and personnel in accordance with BEA guidelines; and assist in determining data feeds, data exchanges and interfaces are consistent, timely and accurate.

5.2.1 Review the adequacy of financial and critical feeder systems interface plans and procedures, test results, and actions taken as a result of the tests related to DoN ERP programs.

5.2.2 Provide systems change management support for financial and related issues of DoN ERP programs/systems. Review proposed system changes, compliancy issues, and installed prototypes and recommend the best solution for the production environment.

5.2.3 Assist in reviewing Business Cases Analyses to determine the viability of functionality, costs/savings, and conformance to standards of each phase of the DoN ERP programs.

5.3 Assist the OASN (FM&C) (FMO) with evaluating FM/accounting/financial feeder system readiness and data management.

5.3.1 Develop and implement test plans to evaluate FM/accounting/financial feeder system.

5.3.2 Conduct independent verification of the systems (including Navy ERP and other DoN initiatives) for BEA and Bluebook compliance. (Systems selected for testing by the OASN (FM&C) (FMO)).

5.3.3 Identify specific internal control weaknesses and noncompliance aspects with accounting and finance standards and Federal financial management requirements for each BEA system.

5.3.4 Review and manage asset disposition data in Capital Asset Management System – Military Equipment (CAMS-ME) system as necessary. Maintain list of DoN users. Ensure quarterly asset disposition updates are entered by DoN commands accurately and on a timely basis.

5.4 Assist the OASN (FM&C) (FMO) in the development/update and deployment of a DoN FM Systems Transition Plan. .

5.4.1 Coordinate with the FM FAM's portfolio management team and the FIP team in the development of the detailed DoN FM systems transition plan.

5.4.2 Coordinate the DoN-Wide FM enterprise strategy and transition plan with the Navy ERP Office.

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5.5 Host Meetings – Host meetings on an as needed basis.

## 6. Estimated Level of Effort (LOE)

### 6.1. Labor Category: Program Manager

6.1.1. Experience: Ten years of management expertise including at least three years experience with BTA/BEA, DON ERP systems, systems compliance requirements and review, developing transition plans; and at least seven years experience in DoD/DON financial operations with emphasis on financial policies, procedures and business rules.

6.1.2. Type of effort to be performed by the Program Manager: oversee projects and performance under the task order.

### 6.2. Labor Category: Senior Financial Analyst

6.2.1. Experience: Ten years of experience in management analysis which includes at least seven years of experience in various aspects of DoD/DoN financial operations with emphasis on financial policies, procedures and business rules. At least two years of experience working with SAP software or other equivalent enterprise resource planning software.

6.2.2 Type of effort to be performed by the Senior Financial Analyst:

6.2.3.1. Facilitate contractor team performance hereunder to include directing, instructing, prioritizing, distributing workload and checking of work results to ensure support of task objectives.

6.2.3.2. Formulate and define objectives based on user needs. Develop work plans, schedules, resource plans and estimates. Provide status reports on progress and results of contractual tasks and contract execution in terms of funds and hours executed. Format of reports will be determined by OASN (FM&C) (FMO) in consultation with the Senior Financial Analyst.

6.2.3.3 Assess performance of tasks and outcomes in terms of resulting value and recommend efficiencies or improvements.

6.2.3.4 Devise or modify procedures to solve complex problems considering existing procedures, protocols, time limitations, and desired results.

### 6.3 Labor Category: Financial Analyst

6.3.1 Experience: Five years of management analyst experience which includes at least three years experience in various aspects of DoD/DoN financial operations. One half of the people in this category should have at least 2 years of experience working with SAP or other equivalent enterprise resource planning software.

## 7. Quality Surveillance and Performance Standards

1.5. The government will conduct quality surveillance via various methods including formal and informal meetings, review of technical reports, review of monthly and weekly status reports and review of deliverables.

1.6. Contractor performance will be evaluated in the areas of performance (technical quality), schedule and cost.

### 7.2.1. Performance Metric:

7.2.1.1. The Government defines successful services as those that conform to the task description provided in the Performance Work Statement (PWS) with little or no rework required of the contractor.

7.2.1.2 Unsuccessful services are defined as those that do not conform to the task description provided in the PWS and require significant rework by the contractor at the direction of the Government.

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## 7.2.2. Schedule Metric

7.2.2.1. Successful delivery is defined as delivery of the contract data requirements list on time 95% of the time.

7.2.2.2. Unsuccessful delivery is defined as delivery of the CDRL less than 95% of the time.

## 7.2.3. Cost Metric (Earned Value Management (EVM)):

7.2.3.1. Successful cost control is defined as performance of the PWS within the amount of funds allotted on the order. If the contractor's actual expenditures on a monthly basis exceed the budgeted amount for expenditures, the contractor must (1) provide an explanation why the budget was exceeded and (2) provide an explanation of adjustments that will ensure completion of the work within the ceiling of the task order, in order to receive a successful assessment of performance.

7.2.3.2. Unsuccessful cost control is defined as exceeding the funding allotted on the order or exceeding the original ceiling of the order due to reasons not attributable to the Government. Furthermore, on monthly basis, if the Government is not notified of budgetary overruns, reasons for their occurrence, and steps the contractor is taking to ensure completion of the work within the ceiling of the order, the contractor will receive an unsuccessful assessment of performance.

8. Contract Data Requirements List (CDRL). The following are required CDRLs. Contractor format is acceptable, however the government reserves the right to review the format.

8.1 Monthly status report. Tasks 5.1 through 5.4. A consolidated report, summarized by task is acceptable. The contractor shall prepare and deliver, on a monthly basis, a cumulative status report and a funds and man-hour expenditure report of all work accomplished to date under the task order. The report will provide a summary of the tasks and their current status in the following terms; Green – G – no concerns, Yellow – Y – potential issues, and Red – R – significant issues. The report will address the contractor's assessment of their performance in terms of outcomes and value.

8.2 Weekly status report. Tasks 5.1 through 5.4. A consolidated report, summarized by task is acceptable. The report will explain accomplished, issues and outcomes.

8.3 Financial and Feeder Systems Evaluation Reports. Task 5.3. Provide as necessary.

8.4 Project Plan: Task 5.1 through 5.4. For each task provide a Project Plan.

8.5 DoN FM Systems Transition Plan. Task 5.4. Provide as necessary.

8.6 Quality Assurance Plan. Section E herein to be provided within 30 days after issuance of the task order.

9. Place of Performance. Work will be performed in the FMO workspaces at Washington D.C. Navy Yard .

10. Period of Performance: An initial base period of 1 year, plus up to four, one-year options.

11. Government Furnished Information, Systems, Space, Facilities.

11.1 The contractor is allowed government furnished information as required and

as approved by the FMO Program Manager.

11.2 The government will provide a limited number of workspaces, and administrative supplies, telephones, computers, and access to printers, FAX machines, and copiers for this task. Navy Marine Corps Intranet (NMCI) access is provided at government sites, access to NMCI at the contractor's facility will not be provided.

12. Security and Privacy Act Requirements.

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12.1 Security. A visitor's request for every contractor employee must be prepared and submitted to OASN (FM&C) (FMO) no later than three business days in advance of working on-site at OASN (FM&C)(FMO). The visitor's request must include the contract number, duration of performance of contract, and the following information on each contractor: full name, date of birth, place of birth, social security number, and clearance status. The visitor's request must also include a statement that a background check has been performed on each contractor employee. Access to the Washington Navy Yard requires a Navy District Washington identification badge, and a Common Access Card, which can be issued upon arrival to OASN (FM&C)(FMO). Access to other Federal buildings may require a special badge or a federal employee as an escort. Contractors are responsible for obtaining all required badges and/or passes prior to commencing performance under this task order.

12.2 The work performed relative to the tasking in this performance work statement is unclassified, and will require contractor personnel to have access to Privacy Information. Contractor personnel shall adhere to the Privacy Act, Title of the U.S. Code 552a and applicable DoD rules and regulations. Contractor personnel shall be required to complete Non-Disclosure statements.

13. Travel may be required to attend meetings and conferences.

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**SECTION D PACKAGING AND MARKING**

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## SECTION E INSPECTION AND ACCEPTANCE

### QUALITY ASSURANCE SURVEILLANCE PLAN

BEA, ERP and Financial Systems Compliance Support Services

ASN (FM&C) FMO

This Quality Assurance Surveillance (QASP) supports the performance-based services for task orders under the ASN (FM&C) FMO Business Enterprise Architecture (BEA), Financial System Compliance, and Enterprise Resource Programs support contract.

#### 1.0 Introduction

This Quality Assurance Surveillance Plan (QASP) has been developed in accordance with the Performance Work Statement (PWS). This plan sets forth procedures and guidelines that will be used in evaluating the performance by the contractor.

The purpose of the QASP is to provide the Government's Contracting Officer Representative (COR) a method of surveillance for the services required in the PWS. The QASP provides the means to evaluate whether the contractor is meeting the performance objectives stated in the PWS.

The QASP will be used primarily as a tool to verify that the contractor has implemented a quality control process, which provides the quality of output the Navy deems necessary in the performance of the required services. The contractor is the owner of the quality control process and is responsible for developing, implementing, and modifying procedures that will produce the desired outcomes and result in performance of work within the required standards.

Contractor will submit a Quality Assurance Plan to the COR. The plan shall include the contractor's process for managing performance in a safe, efficient, and quality manner. The level of surveillance will be established by the COR to give the Government the necessary assurance that the requirements of the PWS are being met and that a process exists and is in place to ensure quality. If, during the course of this surveillance, the COR discovers the service provider is not complying with the established level of quality, the level of surveillance may be increased. If performance exceeds standards, surveillance may be decreased.

#### 2.0 Methods of Surveillance

Surveillance methods will vary according to the service being monitored. The Government's intent is to minimize the level of Government involvement and allow the contractor to responsibly perform, or exceed, the contract standards.

The primary methods of surveillance to monitor performance of this contract are:

**Performance:** The Contracting Officer's Representative (COR) will measure the contractor's performance by assessing the quality of the services delivered by the contractor. Examples of services delivered include, but are not limited to, briefings, studies, and reports provided in accordance with the Contract Data Requirements List.

**Cost:** Earned Value Management (EVM) metrics (cost metrics) will be used to achieve cost requirements. The Contracting Officer's Representative (COR) will review monthly cost vouchers to monitor the contractor's expenditures in comparison to the contractor's proposed budget throughout the contract performance.

**Schedule:** The Contracting Officer's Representative (COR) will determine whether the contractor has met the schedule through the use of the due dates for receipt of deliverables through the Contract Data Requirements List (CDRL), which is located at Attachment A.

There are three levels of surveillance:

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Level I – Reduced: applied in the case of exceptional contractor performance.

Level II – Normal: applied to good, but not exceptional, contractor performance. This level is to be used when the contract is first implemented.

Level III – Increased: applied in the case of poor contractor performance.

The COR will make quality assurance evaluation results known to the Contracting Officer and to the contractor, who are responsible for taking appropriate action. The COR will evaluate the contractor's performance as stated in the PWS and will maintain a file for historical data.

The contractor will have a quality assurance program in place to monitor their performance, provide feedback on their performance, to provide guidance on corrective actions to problems that arise, and to maintain an audit trail of incidents and issues.

When the contractor's response is likely to correct a problem that arises, the COR should recommend to the Contracting Officer that further government action will not be required with the exception of an increased level of surveillance.

If the contractor's response is not likely to correct a problem that arises, then the COR will explain why the solution is not adequate and recommend action by the government.

### 3.0 Performance Measurements

#### 3.1 Performance Metric:

- The Government defines successful services as those that conform to the task description provided in the Performance Work Statement (PWS) with little or no rework required of the contractor.
- Unsuccessful services are defined as those that do not conform to the task description provided in the PWS and require significant rework by the contractor at the direction of the Government.

3.2 Schedule Metric – Successful delivery is defined as delivery of the contract data requirements list on time 95% of the time. Unsuccessful delivery is defined as delivery of the CDRL less than 95% of the time.

#### 3.3 Cost Metric (Earned Value Management (EVM)):

- Successful cost control is defined as performance of the PWS within the amount of funds allotted on the order. If the contractor's actual expenditures on a monthly basis exceed the budgeted amount for expenditures, the contractor must (1) provide an explanation why the budget was exceeded and (2) provide an explanation of adjustments that will ensure completion of the work within the ceiling of the contract, in order to receive a successful assessment of performance.
- Unsuccessful cost control is defined as exceeding the funding allotted on the order or exceeding the original ceiling of the order due to reasons not attributable to the Government. Furthermore, on monthly basis, if the Government is not notified of budgetary overruns, reasons for their occurrence, and steps the contractor is taking to ensure completion of the work within the ceiling of the order, the contractor will receive an unsuccessful assessment of performance.

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

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

1000	9/1/2006 - 8/31/2007
1001	7/1/2007 - 6/30/2008
1002	3/1/2008 - 2/28/2009
3000	9/1/2006 - 8/31/2007
3001	9/1/2006 - 8/31/2007
3002	7/1/2007 - 6/30/2008
3003	7/1/2007 - 6/30/2008
3004	3/1/2008 - 2/28/2009
3005	3/1/2008 - 2/28/2009
4000	11/1/2008 - 10/31/2009
4001	6/15/2009 - 6/14/2010
6000	11/1/2008 - 10/31/2009
6001	11/1/2008 - 10/28/2009
6002	6/15/2009 - 6/14/2010
6003	6/15/2009 - 6/14/2010

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## SECTION G CONTRACT ADMINISTRATION DATA

The contracting office point of contact is Kathleen Lockhart, Code 280.1D. Phone: 215-697-3023. E-Mail: [kathleen.lockhart@navy.mil](mailto:kathleen.lockhart@navy.mil).

The Contracting Officer's Representative (COR) is:

Quentin Gilmore  
720 Kennon Street S.E. Rm. 115  
Washington Navy Yard, DC 20374-5025  
(202) 685-67243  
quentin.gilmore@navy.mil

Accounting Data	SLINID	PR Number	Amount
1000	N4142106RC00044		1463402.00
LLA :			
AA 1761804 12TA 251 41421 068892 2D C00044			41421602521Q
Standard Number: 2276			
3000	N4142106RC00044		40000.00
LLA :			
AA 1761804 12TA 251 41421 068892 2D C00044			41421602521Q
Standard Number: 2276			
3001	N4142106RC00044		3000.00
LLA :			
AA 1761804 12TA 251 41421 068892 2D C00044			41421602521Q
Standard Number: 2276			
MOD 1			
100101	N4142107RC00074		1368034.00
LLA :			
AB 1771804 12TA 251 41421 S 068892 2D C00074			414217S2521Q
100102	N4142107RC00042		137000.00
LLA :			
AC 1771804 12TA 251 41421 F 068892 2D C00042			414217F2521Q
3002	N4142107RC00042		40000.00
LLA :			
AC 1771804 12TA 251 41421 F 068892 2D C00042			414217F2521Q
3003			3000.00
LLA :			
AC 1771804 12TA 251 41421 F 068892 2D C00042			414217F2521Q
MOD 3			
3002	N4142108RC00026		35000.00
LLA :			
AD 1781804 12TA 25141421 S 068892 2D C00026			414218S2521Q
MOD 4			
1002	N4142108RC00050		1548337.00
LLA :			
AE 1781804 12TA 251 41421 S 068892 2D C00050			414218S2521Q

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3004        N4142108RC00050            40000.00  
LLA :  
AE 1781804 12TA 251 41421 S 068892 2D C00050 414218S2521Q

3005        N4142108RC00050            3000.00  
LLA :  
AE 1781804 12TA 251 41421 S 068892 2D C00050 414218S2521Q

MOD 5

3004        N4142108RC00050            5000.00  
LLA :  
AE 1781804 12TA 251 41421 S 068892 2D C00050 414218S2521Q

MOD 6

4000        N4142109RC00009            1592855.00  
LLA :  
AF 1791804 12TA 251 41421 S 068892 2D C00009 414219S2521Q

6000        N4142109RC00009            40000.00  
LLA :  
AF 1791804 12TA 251 41421 S 068892 2D C00009 414219S2521Q

6001        N4142109RC00009            3000.00  
LLA :  
AF 1791804 12TA 251 41421 S 068892 2D C00009 414219S2521Q

MOD 07

4001        N4142109RC00066            1639410.00  
LLA :  
AG 1791804 12TA 251 41421 F 068892 2D C00066 414219F2521Q

6002        N4142109RC00066            40000.00  
LLA :  
AG 1791804 12TA 251 41421 F 068892 2D C00066 414219F2521Q

6003        N4142109RC00066            3000.00  
LLA :  
AG 1791804 12TA 251 41421 F 068892 2D C00066 414219F2521Q

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

Special Contracting Requirements shall be in accordance with Section H of the IDIQ contract.

### ORGANIZATIONAL CONFLICT OF INTEREST

As a condition of award, the contractor's eligibility for future prime contract or subcontract awards may be restricted; therefore, the solicitation contains this proposed clause that specifies both the nature and duration of the proposed restraint.

NOTE: See the Section L Provision, NOTICE OF INCLUSION OF ORGANIZATIONAL CONFLICT OF INTEREST CLAUSE, for more information.

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this task order, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this task order.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment listed in the Technical Direction Letters. Technical Direction Letters issued under the task order will specify to which suppliers and/or equipment subparagraph (e) restrictions apply.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this task order shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this task order shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

(1) "System" includes system, major component, subassembly or subsystem, project, or item.

(2) "Nondevelopmental items" are as defined in FAR 2.101.

(3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).

(4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).

(5) "Advisory and Assistance Services" (AAS) are those services acquired from non-governmental sources to support or improve agency policy development or decision making; or, to support or improve the management of organizations or the operation of hardware systems. Such services may encompass consulting activities, engineering and technical services, management support services and studies, analyses and evaluations.

(6) "Consultant" services are as defined in FAR 31.205-33(a).

(7) "Contractor," for the purposes of this clause, means the firm signing this task order, its subsidiaries and affiliates,

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joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.

(8) “Affiliates” means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision making process concerning this task order.

(9) “Interest” means organizational or financial interest.

(10) “Weapons system supplier” means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions. [Check the restrictions that apply]

[X] (1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a task order to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this task order for a period of three years after the date of completion of the task order. (FAR 9.505-1(a))

[X] (2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production task order, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of [insert the period of prohibition] after the terms of this task order. (FAR 9.505-2(a)(1))

[ ] (3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or a contractor involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of [insert the period of prohibition] after the terms of this task order. (FAR 9.505-2(a)(1))

[X] (4) To the extent work to be performed under this task order requires evaluation of offers for products or services, a task order will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government’s interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government’s interests. (FAR 9.505-3)

[X] (5) To the extent work to be performed under this task order requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this task order. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for

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the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this task order, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this task order if such additional work is procured competitively. (FAR 9.505-4(b))

[ ] (6) Preparation of Statements of Work or Specifications. If the contractor under this task order assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) which is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this task order, and is procured on a competitive basis, by the Department of Defense with one (1) year after completion of work under this task order. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

[X] (7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this task order on any of its products or services, or the products or services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this task order. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this task order, the Government may require the contractor to remove such personnel from performance of work under this task order. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this task order, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this task order, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

- (1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new task order) and identity of parties involved;
- (2) a description of the work to be performed;
- (3) the dollar amount;
- (4) the period of performance; and
- (5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

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## SECTION I CONTRACT CLAUSES

Note: All provisions of Section I of the basic contract apply to this task order (unless otherwise specified in the task order) plus the following (provided in full text):

### 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201. (b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

### 52.217-9 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 prior to task order expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1 day prior to task order expiration. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this task order , including the exercise of any options under this clause, shall not exceed 5 years.

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## SECTION J LIST OF ATTACHMENTS

CDRL